

Medical Staff Office Coordinator – Lead

Exeter Hospital has a full time opportunity for a Lead Medical Staff Office Coordinator to manage the Medical Staff Office operations and oversees the activities of the Medical Staff Coordinator.

Major Responsibilities:

1. Directs and evaluates the appointment and appraisal process relating to new applicants and ensures that due process and the services, policies and procedures as defined in the Medical Staff Bylaws are consistently executed.
2. Directs and evaluates the reappointment process, including physician profiling, integrating peer review information, and facilitating the resolution of quality management and other administrative issues.
3. Supports the development and integration of updates to the Medical Staff Bylaws, Rules and Regulations, Policies and Procedures in accordance with local, state and federal regulatory requirements. Ensures that credential files contain up-to-date medical licenses, DEA certification, medical malpractice coverage consistent with the Bylaws and Rules & Regulations of the Medical Staff and other certifications as outlined in the Medical Staff Bylaws and Rules & Regulations for each department.
4. Assumes overall responsibility for all aspects of the National Practitioner Database. Maintain credentialing software and implement changes/upgrades.
5. Handles and coordinates the appropriate release of information from other institutions/individuals requesting information about the hospital and/or Medical Staff.
6. Coordinates orientation programs for new physicians. Assists in orienting new physicians to hospital expectations. Follows through on proctoring of new staff members or expanded services/requests through establishment of the IQMP (Individualized Quality Monitoring Plan).
7. Organizes, prepares and distributes monthly medical staff meeting calendar as well as meeting notices, agenda and attachments. Responsible for collecting minutes of all meetings on an ongoing basis for placement in minute binders.
8. Maintains fiscal accountability for the Medical Staff Services Department, assists with the annual budget. Maintains current and accurate medical staff roster.
9. Articulates NCQA standards and assimilates information in department to comply with standards.
10. Participate in emergency preparedness by monitoring appropriate licensure lists and coordinating Medical Staff process components of HEICS.

Required Education/experience:

Associate's degree or equivalent experience

Minimum 5 years experience

NAMSS Certification, CPCS certification preferred, or within one year of employment

Exeter Hospital is a 100-bed tax exempt, community-based hospital and one of three affiliates of Exeter Health Resources. At each of the affiliated companies, we are committed to providing health care services that are innovative, progressive, and focused on quality and the well-being of patients.

Interested candidates can apply by at www.exeterhospital.com