

JOB DESCRIPTION

DEPARTMENT: Administration - reports to the Vice President for Medical Affairs

JOB TITLE: Medical Staff Coordinator

POSITION SUMMARY: Responsible for coordination and oversight of the Medical Staff Office, including physician and allied health credentialing and recredentialing, meeting management, flow of information from medical staff committees through the Medical Executive Committee and the Governing Board. Assists with The Joint Commission (TJC) and/or CMS Survey preparation for the medical staff/leadership function, including staff and medical staff education regarding accreditation standards. Works closely with medical staff leaders, hospital administration, and legal counsel with regard to medical staff and bylaws issues.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains open communication with the Medical Staff, Medical Staff leadership, Administration, Hospital Departments, practitioner's office staff, and related health agencies. Works independently to identify and solve problems as they arise.
2. Maintains knowledge of TJC, Federal and State standards/regulations related to Medical Staff organization.
3. Maintains working knowledge of the Medical Staff Bylaws, Rules and Regulations, and Hospital policies, and works to ensure the medical staff's compliance within the stated parameters.
4. Oversees processing of all Medical Staff and Allied Health Staff credentialing, recredentialing applications, as well as F/OPPE reviews, in accordance with Medical Staff Bylaws, Rules and Regulations, TJC standards, and Federal and State law.
5. Assists the Credentials Committee with development of privilege criteria, privilege delineations, and other documents necessary to an effective credentialing process.

JOB DESCRIPTION - MEDICAL STAFF COORDINATOR

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6. Maintains Medical Staff Checking and Investment accounts working closely with the Medical Staff Secretary/Treasurer. This includes billing and collection of annual medical staff dues.
7. Provides support services to Medical Staff leaders in fulfilling the responsibilities of their offices. Participates with same in developing policies for the Medical Staff, and in monitoring the continuity of Medical Staff activities.
8. Coordinates Bylaws, Credentials, MEC, and General Medical Staff meetings including agenda, minutes, meeting materials, room set up, dietary requests, AV needs, etc.
9. Maintains confidential credential and quality files and electronic medical staff database.
10. Maintains Physician Masterfile responding to requests within 24 hours.
11. Maintains Physician On-call schedules.
12. Exhibits a high degree of independent judgement and responsibility for confidential matters.
13. Attends hospital meetings, as requested (QRM, Regulatory Steering, PPE, etc).
14. Assumes other related responsibilities as required.

POSITION REQUIREMENTS:

CPMSM and/or CPCS Certification by the National Association Medical Staff Services required, or actively pursuing certification upon employment. Affiliation with the Maine Association of Medical Staff Services, required, and with the National Association Medical Staff Services strongly encouraged. Previous experience in a Medical Staff Services environment preferred. Excellent computer and interpersonal skills, including the ability to communicate professionally, both verbally and in writing. Willingness to maintain a flexible work schedule as needed.