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| **Figure 2.9** | **Sample Job Description: Medical Staff Coordinator** | |
| **Employee Name:** | | |
| **Position Title:** | Medical Staff Coordinator | **Effective Date:** 12/2019 |
| **Department:** | Medical Staff/Legal Affairs | **Last Revision:** 12/2019 |
| **Review Responsibility:** | Department Director | **FLSA Status:** Nonexempt |
| **Position Summary:**  Supports the medical staff, serves as liaison between the medical staff and hospital administration, and ensures that the medical staff is compliant with applicable hospital and Joint Commission regulations and standards.  **Minimum Qualifications:**  » Bachelor’s degree or equivalent, knowledge of medical terminology, and minimum of three years of experience in a healthcare-related profession  » Strong computer skills: MS Office Suite applications; [credentialing software] experience preferred  » Ability to type/keyboard at 75 WPM  » Excellent writing and speaking skills and command of the English language  » National Association of Medical Staff Services certification required on employment or within one year of eligibility  » Working knowledge of Joint Commission and National Practitioner Data Bank standards, *Conditions of Participation*, and other regulations as required  **Essential Job Functions:**  » Administers all aspects of the credentialing and privileging process for medical staff, allied health staff, and medical residents.  › Gathers, analyzes, reports information on practitioners, maintains databases, responds to queries for information from other facilities, and audits information for initial appointment and reappointment, including policy and procedure development, privilege development and maintenance, advancement to nonprovisional status, and coordination of focused practitioner performance evaluation (FPPE).  » Serves as essential link between senior hospital administration and the medical staff to promote and en-  hance communication and positive working relationships, including providing support for and attendance at the physician roundtable and the medical leadership committee.  » Develops and maintains effective communication with medical staff through minutes, meetings, commit- tee assignments, leadership training and education, physician and resident orientation and onboarding,  physician referral directory, office and committee handbooks, physician website, and special functions such as the study oversight committee, residency accreditation, quality reports, physician education, and the annual holiday reception.  » Studies, interprets, ensures compliance with, maintains knowledge of, distributes information on, and provides education on Joint Commission standards and other applicable regulations to ensure that all  requirements are met for the hospital’s credentialing and privileging processes. | | |

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| **Figure 2.9** | **Sample Job Description: Medical Staff Coordinator (cont.)** |
| **Knowledge, Skills, and Abilities:**  » Demonstrates sound judgment and patience, and maintains a professional demeanor at all times  » Self-directed, with ability to handle multiple deadlines and to work in a busy, stressful environment  » Strong organizational skills and the ability to prioritize overlapping and/or conflicting requests  » Ability to use tact and discretion, and maintain confidentiality  » Strong interpersonal verbal and written communication skills  » Strong English proficiency and the ability to communicate with all levels of staff  » High degree of creativity, problem analysis, and sound decision-making  » Ability to work varied shifts | |