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|  | | | **Medical Staff Coordinator and Data Analyst**  **J o b D e s c r i p t i o** n | |
| ***JOB INFORMATION*** | | | |
| ***Job Desc Code (JDID):*** | | 56040SW02A | |
| ***Job Desc Title:*** | | Medical Staff Coordinator and Data Analyst | |
| ***FLSA:*** | | Exempt | |
| ***Original Creation Date:*** | |  | |
| ***Revision Date:*** | | 11/20/2018 | |
| ***ORGANIZATIONAL INFORMATION*** | | | |
| ***Region:*** | | SW WASHINGTON | |
| ***Process Level/Company:*** | | 330 - PROV ST PETER HOSPITAL | |
| ***Department/Cost Center:*** | | 330-87100 - MEDICAL STAFF ADMINISTRATION | |
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| ***Reports To:*** | | None listed | |
| ***Supervises:*** | |  | |
| ***MISSION, VALUES, VISION and PROMISE*** | | | |
| ***The Mission:*** | | As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable. | |
| ***Our Values:*** | | Compassion, Dignity, Justice, Excellence and Integrity | |
| ***Our Vision:*** | | Health for a Better World | |
| ***Our Promise:*** | | "Know me, care for me, ease my way." | |
| ***GENERAL SUMMARY*** | | | |
| The Medical Staff Coordinator and Data Analyst is responsible for data necessary to track and manage the ongoing and focused professional practice evaluation processes of medical staff privileged practitioners at Providence St. Peter Hospital. This is achieved by data tracking and management, performance or supervision of data entry relating to ongoing and focused professional practice evaluation data within credentialing software and subsequent report generation for Medical Staff Leadership, Medical Staff Services, Quality Services and other internally affiliated customers.  The Medical Staff Coordinator and Data Analyst also performs specialized duties in support of the administrative operation of the Medical Staff Office. Duties include coordination of and support to medical staff governance committees. This position also drafts and manages communications and documentation related to Medical Staff Bylaws, Medical Staff Rules and Regulations, Medical Staff policies, Medical Staff privilege forms and special request criteria and Departmental Committee minutes and correspondence. | | | |
| ***ESSENTIAL FUNCTIONS*** | | | |
| *The job duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.*  *The caregiver must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending upon the nature of the position.*  *Caregivers are expected to honor the Mission, Values, Vision and Promise and adhere to the Code of Conduct, policies and standards of their organization.*  *For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.* | | | |
| • | Effectively and courteously communicate with medical providers; demonstrate success in managing priorities and timely completion of assigned tasks, provide focused and complimentary customer service, build and sustain cooperative work relationships in a team environment. | | |
| • | Perform physical and functional requirements of the position. | | |
| • | This position will perform other duties as appropriate to ensure the efficient and smooth operations of the Medical Staff Office. | | |

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| ***QUALIFICATIONS*** |
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| ***EDUCATION*** | | | |
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| ***Required/Preferred*** | ***Education Level*** | ***Major/Area of Study*** | ***And/Or*** |
| Required | Associate's Degree |  | Or equivalent educ/experience |
| Preferred | Bachelor's Degree | Business, Information Management, or other related field. |  |

| ***Education/Experience Equivalencies*** |
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| Work experience. |

| ***EXPERIENCE*** | | |
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| ***Required/Preferred*** | ***Minimum Experience*** | ***Details*** |
| Required | 2 years | Experience with verified graduated duties and responsibilities associated with medical staff credentialing and privileging responsibilities or executive administrative support. |
| Preferred |  | Experience with Morrisey credentialing software, Crystal, InfoView for Clinical Activity Reporting. |
| Preferred |  | Experience with ongoing professional practice evaluation and focused professional practice evaluation data. |

| ***JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES*** | |
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| • | This position will have a working knowledge of organizing business and social medical staff events. |
| • | This position will have the ability to perform various other duties related to medical staff credentialing and privileging. |
| • | Proficient in the use of Microsoft Office programs. |
| • | Proficiency with credentialing software is preferred. |
| • | Verified proficiency in data entry, data display, and information tracking and credentialing data management. |
| • | Ability to prioritize and complete tasks. |
| • | Proficient with Microsoft Office software programs. |
| • | Knowledge of healthcare terminology. |
| • | Knowledge of practitioner confidentiality, including HIPAA requirements. |
| • | Knowledge of The Joint Commission and other regulatory requirements related to medical staff. |
| • | Knowledge of Federal and State laws. |
| • | Knowledge of and accuracy in the use of credentialing and privileging software. |
| • | Knowledge of continuous monitoring processes associated with ongoing and focused professional practice evaluations. |
| • | Knowledge regarding collection, tracking and reporting of high volume and time and content sensitive medical staff practitioner data. |

| ***LICENSES and CERTIFICATIONS*** | |
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| *Licenses, Certifications and Registrations must be unencumbered and valid in the state(s) of hire and wherever care is delivered.*  *Notify JobRequiredLC@providence.org if any changes are made to required license and/or certifications. Email must contain specific certification and/or credentialing agency i.e. AHA BLS, TNCC, PALS, FHC … If known provide specific code.* | |
| • | Preferred: CPMSM or CPCS. |