



834 Sheridan Street  
Port Townsend WA

## Medical Staff Programs Coordinator

▪ Medical Staff Services ▪ Port Townsend, WA, USA ▪ \$24.52-\$36.24 DOE ▪ Hourly ▪ Full-Time

Jefferson Healthcare ([www.jeffersonhealthcare.org](http://www.jeffersonhealthcare.org)) is looking for a dedicated **Medical Staff Coordinator** to join our Medical Staff Department and Patient Safety and Quality Team. We have a tight-knit team that is committed to providing the very best patient care. We love where we work, and we are excited to introduce it to you! If you are looking to work with an exceptional team of professionals, we encourage you to consider Jefferson Healthcare. Work where your talent is truly appreciated.

### **Who are you?**

You are a self-starter and flexible, able to multitask. You have great attention to detail, strong work ethic, and a high sense of professionalism.

- Competitive salary
- Benefits package that is ranked in the top 1% in the state!
  - Medical, dental, vision, retirement, PTO and more!
- Opportunities for advancement

### **Position Description**

The Medical Staff Programs Coordinator is responsible for the coordination of the organized Medical Staff functions to include regulatory requirements, bylaws, policies and procedures, privileging, peer review, quality assessment, and medical staff meeting management. Responsible for the accuracy and integrity of the credentialing system and holds a working knowledge of the statutes that govern medical staff credentialing and privileging.

This position will also assist in all aspects of Jefferson Healthcare's provider recruitment and retention programs including Engagement and Wellness programs. Responsible for collaboration with Medical Staff Programs Director in developing best practices.

This is a non-exempt, non-CBA position.

### **Qualifications**

- Associate Degree in healthcare or related field required
- Three years of experience in Medical Staff Services required
- Certified Professional Medical Services Management (CPMSM) or Certified Provider Credentialing Specialist (CPCS) preferred
- Knowledge of provider Washington Practitioner Application (WPA), CMS Credential forms

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## **Major Responsibilities**

- **Medical Staff Services**

- Facilitates all aspects of Jefferson Healthcare credentialing, including initial appointment, reappointment, expirable process, as well as clinical privileging for Medical Staff, Allied Health Professionals, and all other providers, ensuring compliance with regulatory bodies (DNV, NCQA, URAC, CMS, federal and state), as outlined in the Medical Staff Bylaws, policies, or related contracts.
- Monitors the initial, reappointment and expirable process for all medical staff, Allied Health Professional staff, Other Health Professional staff, and delegated providers, ensuring compliance with regulatory bodies (DNV, NCQA, URAC, CMS, federal and state), as well as Medical Staff Bylaws, Rules and Regulations, policies and procedures, and delegated contracts.
- Maintains confidential credentials and peer review files/database(s)
- Medical Staff Meetings: Prepares agenda and meeting materials with input from committee chairs as necessary. Records minutes. Assures follow-up is completed as necessary. Responsible for scheduling meetings including room assignment, catering requests, and notices to providers.
- Maintains open communication with internal and external stakeholders regarding the credentialing and payor enrollment process. Identifies and works to resolve issues as they arise.
- Utilizes the Modio credentialing database, optimizing efficiency, and performs query, report, and document generation; submits and retrieves National Practitioner Database reports in accordance with Health Care Quality Improvement Act.
- Responds to inquiries from other healthcare organizations, interfaces with internal and external customers on day-to-day credentialing and privileging issues as they arise
- Oversees management of monthly medical staff calendar
- Provides supportive services to Medical Staff leaders in fulfilling the responsibilities of their medical staff positions
- Coordinates medical student rotation programs to include residents, interns, medical students, nurse practitioners, physician assistants, etc.

- **Provider Engagement & Wellness Programs**

- Assists in the onboarding and relocation of newly hired providers and their ongoing engagement.
- Assists in provider engagement and wellness strategies
- Assists in medical staff engagement and education events
- Coordinates CME programs for providers
- Assists in provider engagement surveys, plans, and communication

## **Schedule**

1.0 FTE; 40 hours/week

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## **Application Instructions**

To apply for this position and future positions, please visit our careers website at <https://jeffersonhealthcare.org/healthcare-careers/>

This position will remain open **until filled**.

## **Who We Are**

Jefferson Healthcare is a DNV accredited, 5-star rated, 25-bed critical access hospital with six rural health clinics. Our services include a 24-hour emergency department, laboratory services, acute and intensive care units, family birth, the latest in diagnostic imaging, and a comprehensive array of respiratory, physical, speech, and occupational rehabilitation therapies. We have numerous accreditations and awards and are recognized as Achieving Best Care by the Washington State Hospital Association. As a community-owned hospital, we care deeply about our patients, their experience, and providing quality care.

We are proud to be one of the top employers on the beautiful Olympic Peninsula and near Seattle, Victoria, BC, and Vancouver. We have a **tight-knit team** that is committed to providing the very best patient care. **We love where we work**, and we are excited to introduce it to you! If you are looking to work with an exceptional team of professionals, we encourage you to consider Jefferson Healthcare. **Work where your talent is truly appreciated.**