

JOB INFORMATION

Job Desc Code (JDID):	56040NW02A
Job Desc Title:	Medical Staff Coordinator
FLSA:	Non-Exempt
Original Creation Date:	10/01/2009
Revision Date:	3/13/2018

ORGANIZATIONAL INFORMATION

Region:	NW WASHINGTON
Process Level/Company:	316 - PROV REGIONAL MED CTR EVERETT
Department/Cost Center:	316-87100 - MEDICAL STAFF ADMINISTRATION
Reports To:	Director Medical Staff Services
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

Provides support for the credentialing and privileging functions of the Medical Staff. Also provides support for certain non-credentialing functions.

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.

- Provides staff support to Credentials Committee:
 - Writes policies for credentialing and related activities
 - Completes research on practitioner issues for Committee, prepares files and statistics
 - Timely agendas
 - Accurate records
 - Accurate meeting minutes
- Gathers, verifies, analyzes and investigates practitioners' applications for appointment, reappointment and privileges; serves as credentialing liaison to the department chairs and the Hospital Board:
 - Completeness of files
 - Accuracy of files
 - Turnaround times for appointments and reappointments
- Maintains medical staff database and statistical reports:
 - Accuracy of records
 - Annual report to the Board on time and complete (per System template)
- Develops, updates and maintains credentialing policies and participates in revising bylaws and rules and regulations:
 - Policies up-to-date
 - Policies written in understandable language, and easily interpreted
 - Bylaws, rules and regulations maintained as accurate and timely.

- Reviews per stated guidelines.
- Coordinates resources required for legal/compliance activities for medical staff credentialing:
 - Legal proceedings have correct and adequate information.
 - Meetings are scheduled on a timely basis.

QUALIFICATIONS

EDUCATION

Required/Preferred	Education Level	Major/Area of Study	And/Or
Required	H.S. Diploma or GED		Or equivalent educ/experience
Preferred	Coursework/Training	in Medical Staff Services expertise	

Education/Experience Equivalencies

Or a combination of education and directly related work experience

EXPERIENCE

Required/Preferred	Minimum Experience	Details
Required		Work in a healthcare setting
Required		Planning and supporting meetings: agendas, notices, minutes
Required		Record/document management

JOB SPECIFIC KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of confidentiality requirements, including relevant HIPAA requirements, and peer review protection.
- Knowledge of healthcare terminology.
- Knowledge of credentialing and privileging procedures and requirements.
- Computer skills: word-processing, database.
- Knowledge of how to structure agendas and meeting minutes.
- Knowledge of record and document management procedures.
- Knowledge of JCAHO and other regulatory requirements pertaining to the medical staff.
- Skill in Providing support to the Credentialing Committee and other Medical Staff Committees.
- Skill in Providing support to the Credentialing Committee members and Department Chairs.
- Skill in Maintaining the physician credentialing database.
- Skill in Maintaining the confidentiality of medical staff records and files.
- Skill in Providing support to other Medical Staff functions (example: Bylaws, Rules and Regulations).
- Skill in Drafting Medical Staff policies.
- Able to Communicate effectively with physicians.
- Able to Assist other departments with physician-related data.
- Able to Plan meetings.
- Able to Prioritize multiple tasks.
- Able to Protect confidential and non-discoverable information.

LICENSES and CERTIFICATIONS

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.

- Medical Staff Credentialing Specialist preferred.

