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# Example of Medical Staff Coordinator Job Description

Our company is growing rapidly and is hiring for a medical staff coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for medical staff coordinator

* Comprehensive expertise and knowledge of medical staff organization management, including regulatory and accreditation requirements
* Maintains knowledge of new and changing accreditation, licensing, and educational requirements and assists in their implementation
* Assumes responsibility and accountability as Custodian of Records for all files, minutes, reports, relative to the activity of the Medical Staff
* Oversee the collection, compilation, and presentation of quality indicators as part of the standardized medical staff performance measurement and improvement process
* Be responsible for collection of professional practice evaluation data from internal hospital departments, contractors, external sources, and others as identified
* Provide monthly process improvement activities/professional practice evaluation reports and provider activity data to the Medical Staff Office
* Collaborate with the Professional Practice Review nurses, and review data sources to screen for selected quality indicators
* Serve as System Administrator and expert database analyst for clinical benchmark database (Premier)
* Support and train staff and user personnel on specified database systems and tools
* Interface with medical staff leadership and administration in the evaluation and approval process for physicians and allied health practitioners

## Qualifications for medical staff coordinator

* Basic computer knowledge and skills in Word, Excel and other data entry processes
* Certified provider Credentialing Specialist by the National Association of Medical Staff Services
* May require current Notary Public Commission
* Computer proficiency in Windows, Microsoft Office (Word, Excel, Access, and PowerPoint) and Internet
* Excellent written/interpersonal Skills
* Exceptional interpersonal, communication, and listening skills