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# Example of Medical Staff Coordinator Job Description

Our innovative and growing company is looking to fill the role of medical staff coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for medical staff coordinator

* Advise medical staff leaders of any potential credentialing or other issues that may require further investigation and makes additional inquiries as requested
* Facilitate review of completed files with individual medical staff leaders prior to files going to committees and to the Board for approval
* Establish and maintain a credentials file for each assigned practitioner, filing information in the appropriate section and maintaining file in good order
* Develop and maintain all Medical Staff files
* Work regularly with the leaders of the medical staff to include the Department Chairs and Elected leadership to review files, plan meetings and to resolve any other issues
* Be responsible for various secretarial duties requested by the Medical Staff members, Medical Staff Department Chairs, Medical Staff Leadership and committees of the Medical Staff
* Schedule monthly meetings of the Medical Staff and other related activities
* Responsible for the timely and electronic process of all medical staff initial applications and reappointment applications
* Maintain a current roster of the Medical Staff and notifies all in-house departments of any changes
* Maintain a current binder of all Medical Staff privileges in the Nursing Supervisors office in the event of system down time

## Qualifications for medical staff coordinator

* Be responsible for the financial transactions of the medical staff for the collection of application fees and annual staff dues, financial accounting, paying medical staff bills and keeping the Medical Staff Executive Committee informed of the status of all staff funds
* Maintain knowledge of the latest recommendation from Joint Commission and the State of Alaska Medical Board regulations, particularly in reference to accreditation, peer review and the laws effect on assigned job duties
* Coordinate with the Manager of the department to prepare for Joint Commission and other regulatory surveys
* Experience with credentialing database software preferred
* Ability to handle confidential materials and matters
* Strong writing and reading aptitude