



Example of Medical Staff Coordinator Job Description

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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

- Prepares materials for Credentials Committee, Medical Executive Committee and Board of Trustees regarding medical staff appointments
- Serve as the technical resource regarding accreditation standards, bylaws documents, and policies and procedures governing the medical staff
- Assess currency, research and develop appropriate privileging criteria to ensure regulatory compliance and risk mitigation
- Responsible for the integration of services between the Medical Staff Department and the Central Verification Office
- Ensure that all information, including but not limited to licensure, certifications, and professional liability insurance for practitioners meets hospital requirements, and is current and accurate
- Promote a team environment, willing to assist others, and responds timely to physicians, hospital staff and various external entities
- Direct, educate and motivate physician leaders to accomplish their assigned tasks either with matters of significance to department business or in support of the credentialing program
- Responsible for meeting management, to include agenda development, appropriate documentation and follow-up on key issues
- Serve as the technical expert for the credentialing software program, to include database management and generating reports for both internal and external sources

Qualifications for medical staff coordinator

- Compile and authenticate Medical Staff, Allied Health Professional Clinical Assistants, and Student applications and waiver requests in compliance with regulatory requirements and accreditation standards
- Prioritize multiple department tasks and projects to ensure they are completed in the required timeframes
- Triage patient and physician satisfaction concerns in a timely manner, assuring they have been thoroughly addressed.*
- Responsible for protection of highly confidential and sensitive information including peer review and HIPAA protected information.*
- Establish productive relationships with various stakeholders to ensure compliance and effective systems
- Strong computer skills, including experience with Microsoft Office Suite and database management Problem solving, analytical skills, creativity, effective oral and written communication and presentation skills