



Example of Medical Staff Job Description

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

Responsibilities for medical staff

- Assist with looking up/ordering journal articles
- Act in the role of liaison to professional staff, Nursing, Quality Management, and Administration with the parameters established by the ministry Quality Directors and Program Managers for Medical Staff Services throughout Oregon Region Quality & Medical Staff Services division
- Act under the direction of the Director, Quality Management and Medical Staff, or the Program Manager for Medical Staff Services
- Assist with the coordination of Medical Staff social activities
- Adhere to all policies and procedures regarding mandated queries and reporting mechanisms and monitors, on an on-going basis, the financial account with the data bank to ensure compliance and accuracy
- Adhere to departmental time frames for file completion
- Answer phones/screen visitors
- Call outside repair services as necessary
- Closely monitor information collection
- Compare psv, curriculum vitae and credentialing information form

Qualifications for medical staff

- Current office administrative practices and procedures
- Use independent judgment and initiative within established policies and procedures
- Skill in ECHO Database – PSV functions

- Familiarity with Medical Staff Laws