

 Oroville Hospital	<b>Job Description for  Medical Staff  Assistant</b>		Department:	Medical Staff /Administration
	Dept. #:	8710	Last Updated:	02/07/11

### **Reports To**

Medical Staff Coordinator

### **Job Summary**

The Medical Staff Assistant is a professional administrative assistant who assists with the coordination of medical staff activities, performs secretarial and delegated administrative job duties and acts as a liaison between the Medical Staff, nursing staff and Administration within parameters established by the President/Chief Executive Officer.

### **Duties**

1. Establishes and maintains positive professional communications with the Medical Staff, Administration, nursing staff, all hospital departments and related health agencies;
2. Exhibits a high degree of responsibility for confidential matters;
3. Demonstrates compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations;
4. Demonstrates compliance with Oroville Hospital Employee Code of Conduct;
5. Assists in performing research and obtaining information regarding all standards and requirements related to medical staff issues;
6. Assists in maintaining a current master copy of and is knowledgeable of Medical Staff Bylaws and Rules and Regulations and Medical Staff Services Procedure Manual;
7. Assists in medical staff meeting preparation, including scheduling, meeting reminders, agenda packets, and recording and processing of meeting minutes;
8. Assists in assuring overall continuity of medical staff activities;
9. Assists in providing supportive services to the medical staff officers in fulfilling the responsibilities of their offices;
10. Assists in the coordination of the credentialing process: mailing and preparation of Medical staff applications, appointments, reappointments and preparation of ongoing performance evaluations;
11. Assists in maintaining current confidential credential and peer review files on all medical staff and allied health members;
12. Assists in processing all associated correspondence professionally on all medical staff and allied health members;
13. Assists with maintenance of current Medical Staff, Medical Staff Department/Committee membership roster, and other rosters as required;

Title:	<b>Medical Staff Assistant</b>	<b>02/07/11</b>	Page 2 of 2
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14. Perform other duties as assigned.

### **Qualifications**

1. One to two years experience in a healthcare setting with an active current knowledge of the healthcare environment.
2. Working knowledge of Medical Terminology.
3. Typing, spelling, grammar, and punctuation proficiency required.
4. Excellent written and oral presentation skills.
5. Proficient use of computer systems and software, typewriter, photocopy machine, telephone and fax.
6. Ability to multi-task, prioritize projects, and manage time efficiently and effectively.
7. Ability to maintain and organize files and records.
8. Demonstrated ability to maintain confidentiality.
9. Strong interpersonal skills; able to deal effectively with diverse skill sets and personalities.

### **Lifting Requirements**

Light - generally lifting not more than 20 lbs. maximum, with frequent lifting and/or carrying of objects weighing up to 10 lbs.