

 Medical Staff Coordinator Oroville Hospital	Dept.	Medical Staff/Administration
	Dept.#:	8710

Reports To

Executive Assistant

Job Summary

The Medical Staff Coordinator is a professional administrative assistant who coordinates medical staff activities, performs secretarial and delegated executive 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. Performs research and obtaining information regarding all standards and requirements related to medical staff issues;
6. Maintains a current master copy of and is knowledgeable of Medical Staff Bylaws and Rules and Regulations and Medical Staff Services Procedure Manual;
7. Prepares for medical staff meetings, including scheduling, meeting reminders, agenda packets, and recording and processing of meeting minutes;
8. Assures overall continuity of medical staff activities;
9. Provides supportive services to the medical staff officers in fulfilling the responsibilities of their offices;
10. Coordinates the credentialing process: mailing and preparation of Medical staff applications, appointments, reappointments and preparation of ongoing performance evaluations;
11. Maintains current confidential credential and peer review files on all medical staff and allied health members;
12. Processes all associated correspondence on all medical staff and allied health members;
13. Maintains current Medical Staff, Medical Staff Department/Committee membership roster, and other rosters as required;

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14. Schedules medical staff meetings and maintains a master calendar for medical staff meetings and the proper notification to hospital departments of such meeting needs and activities;
15. Coordinates work with the medical education director and/or program chairman in developing continuing medical education programs, symposia, and dissemination of educational material related to quality assurance activities;
16. Provides clerical oversight related to the filing maintenance and retrieval of information relevant to all aspects of the responsibilities;
17. Provides assistance to Administration and support services and duties as may be requested;
18. Provides other administrative support services and duties as may be requested;
19. Provides physician/services referrals to the community;
20. Maintains and distributes reports/documents/database/spreadsheets in Microsoft Outlook, Word, Access, Excel, Publisher, and electronic health record system.

Qualifications

1. One to two years of on the job experience in a healthcare setting utilizing medical terminology preferred. Knowledge of computer systems and software programs beneficial. Typing, spelling, grammar, and punctuation proficiency required. An active current knowledge of the healthcare environment helpful.
2. Skilled professional communicator, including electronic and telephone communication.
3. Familiarity with use of computer systems and software, typewriter, photocopy machine, and telephone and fax.
4. Ability to multi-task, prioritizes projects, and manages time efficiently and effectively.
5. Knowledge of rules of spelling and grammar.
6. Ability to maintain and organize files and records.
7. Familiarity with medical terminology.

Lifting Requirements

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