

Confidential Medical Staff/Executive Coordinator

Reports to: Chief Executive Officer

Department: Administration

Classification: Non-Union

Date: June 28, 2022

GENERAL SUMMARY:

Assist the Chief Executive Officer (CEO) in all matters of the District, including contract management and confidential personnel issues. Emphasis is in management and coordination of all medical staff programs, policies and privileging, and payer credentialing for all district providers and facilities.

ESSENTIAL FUNCTIONS:

- Coordinate and assist the CEO with all functions of the medical staff, including assistance with contracting, recruitment, privileging, provider scheduling and other related tracking. Schedule, prepare agendas for, and take medical staff meeting minutes.
- Maintain all provider and facility insurance payer credentialing and licensure for all departments and locations, including initial and re-credentialing.
- Assist with policy development, coordinate annual reviews, and facilitate implementation of policies for the Medical Staff and Credentialing areas. Use independent and discretionary judgment in all job functions and in carrying out policies.
- Tracking of licenses, certifications, privileging, credentialing, and contracts for renewal for all providers.
- Lead the renewal process and application completion for professional liability insurance.
- Prepare & distribute monthly District board member packets prior to board meetings. Take and prepare District board meeting minutes. Assist in scheduling meetings of the board and arranging locations.
- Assist the CEO in correspondence, grant writing, event planning, budget preparation and tracking, regular scheduling of meetings, and document preparation for presentations.
- Assist with preparation of other correspondence, reports, audits, surveys, analyses, and spreadsheet generation as needed for administration or other district departments.
- Make administrative recommendations for policy changes and implementation. Involvement with management decisions and execution of decisions.
- Assists the Chief Executive Officer and other members of the Executive Committee in the areas of collective bargaining policies, proposals, negotiations, and correspondence, as well as other personnel related matters as assigned.

- Fill-in temporarily in other departments/positions as needed.
- Participate on committees as directed.
- Attend relevant meetings and trainings to perform and improve essential job functions.

ADDITIONAL RESPONSIBILITIES:

Carries out special projects as assigned by the Chief Executive Officer or another member of the Executive Committee, the Chief of Staff or his/her designee, and other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Prefer Bachelor's Degree in related field.
2. Requires 2 years of experience in credentialing and/or medical staff coordination.
3. Excellent interpersonal skills to relate effectively with supervisors, other employees, and the public.
4. Ability to function under strict confidentiality in an organized & accurate manner and meet strict deadlines.
5. Strong analytical capabilities.
6. Ability to work without direct supervision.
7. Strong computer and software skills; All Microsoft Office programs, including Excel.
8. Need to be able to operate major office equipment; Fax, copy machine, scanner, multiple line phone system.

WORKING CONDITIONS:

1. Sitting, bending, reaching intermittently throughout the day.
2. Occasional exposure to blood, body fluids, infectious waste, hazardous materials, noise.
3. Be able to lift frequently over 10 pounds.
4. Able to perform hand, eye, and foot coordination on a constant basis.
5. Be able to sit for long periods of time.
6. Ability to communicate clearly and be able to read and understand written instructions.
7. Ability to concentrate on detail with constant interruptions and be able to prioritize jobs.
8. Able to remember day to day schedule changes and assignments.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position description will be placed in my personnel file.

Signature of Employee

Date