

Fairview

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Medical Staff Services Specialist

US-MN-Wyoming

5 days ago

Requisition ID 2022-89853 **Profession** Non-Clinical Support Staff **Speciality** Clinical Support Staff **Department** Medical Staff Services **Shift** day
Hours per 2 weeks 64 **Location** Fairview Lakes Medical Center

Overview

The Medical Staff Services Specialist coordinates credentialing review and approval processes for all assigned Fairview hospitals [excluding Range and GICH] to ensure compliance with medical staff bylaws, system policies and regulatory accreditation requirements. Provides highly skilled coordination and maintenance of provider credentialing, re-credentialing and membership for each entity. Supports technical aspects of the onboarding processes for new Medical Staff and Allied Health Professional Staff membership. Coordinates medical staff meetings and events, dues collection and election of officers. Provides support to medical staff leadership, partners on provider engagement functions, and executes special projects of the Medical Staff. Utilizes project management skills to execute high level strategies around medical staff credentialing and process improvement initiatives.

Responsibilities

Supports credentials committee by preparing all relevant issues for discussion, researching issues in preparation for committee discussion as needed and ensuring complete and accurate information is presented to this committee. Tasks also include; taking minutes, following up on action items, and communicating credentialing decisions to providers and internal stakeholders.

Maintains knowledge of Joint Commission and CMS regulations as well as Medical Staff Bylaws and policies.

Partnering with System Credentialing office (CVO) to ensure timely and accurate processing of credentialing files.

Process temporary privilege requests as appropriate.

Determines need for additional information and provides guidance to medical staff leaders on obtaining information

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licants with adverse issues as directed by the Credentials Committee and VPMA.

Ensure designated Credentials Reviewers submit complete and accurate recommendations to the Credentials Committee, Medical Executive Committee, and Board of Directors in compliance with accreditation requirements.

Coordinate assigned Medical Staff Committee meetings, which may include agenda preparation and minute taking for the Medical Executive Committee and other medical staff committees.

Support technical aspects of the onboarding processes for new Medical Staff and Allied Health Staff membership

Qualifications

Required

Education

- Two years business or technical college degree or 3 years of credentialing related experience

Experience

- One year of related experience in a relevant Medical Staff Services or Credentialing support role

License/Certification/Registration

- None

Preferred

Education

Bachelor's degree or 5 years credentialing or related experience

Experience

- Three years of related experience in a relevant Medical Staff Services or Credentialing support role

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ion/Registration

- CPCS or CPMSM from National Association of Medical Staff Services strongly preferred upon hire or shortly thereafter.

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Fairview Health Services (fairview.org) is an award-winning, nonprofit health system providing exceptional care across the full spectrum of health care services. Fairview is one of the most comprehensive and geographically accessible systems in the state, with 12 hospitals—including an academic medical center and long-term care hospital—serving the greater Twin Cities metro area and north-central Minnesota.

Its broad continuum also includes 56 primary care clinics, specialty clinics, senior living communities, retail and specialty pharmacies, pharmacy benefit management services, rehabilitation centers, counseling and home health care services, medical transportation, an integrated provider network and health insurer PreferredOne. In partnership with the University of Minnesota, Fairview's 32,000 employees and 2,400 affiliated providers embrace innovation to drive a healthier future through healing, discovery and education.

Vaccination Update

As part of our ongoing efforts to protect the wellbeing of our teams and to provide a safe and healthy environment for the patients and communities we serve, all Fairview employees will be required to receive both an annual flu vaccination and the COVID-19 vaccination series. Current employees must have completed both vaccination schedules on or before October 31, 2021. Beginning August 9, 2021, any new hires who are not fully vaccinated against COVID-19 are required to receive their first dose prior to their start date and their second dose (if receiving Moderna or Pfizer vaccines) within 4 weeks of their start date. Annual flu vaccinations are also required before the employment start date for employees who begin employment during the flu season.

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Accommodations requests will be reviewed on an individual basis.

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EEO/AA Employer/Vet/Disabled All qualified applicants will receive consideration without regard to any lawfully protected status.

Application FAQs

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Persons with hearing or speech disabilities may contact us via their preferred Telecommunication Relay Service.

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