Link: <https://allina.wd5.myworkdayjobs.com/External/job/Allina-Commons/Medical-Staff-Services-Coordinator-Hybrid-_R-0039858>

Medical Staff Services Coordinator

Number of Job Openings Available:

1

Date Posted:

February 27, 2023

Department:

16001058 Medical Staff Services

Shift:

Day (United States of America)

Shift Length:

Hours Per Week:

40

Union Contract:

Non-Union

Weekend Rotation:

None

Job Summary:

Coordinates site-based services for the medical staff, physicians and advanced practice providers, that have been credentialed and granted privileges to provide professional services to patients in the hospital. Provides administrative support for medical staff functions including bylaws, policies and committee support. Serves as a resource for regulatory requirements.

Key Position Details:

Remote with occasional on site meetings

Will be supporting two sites

**Principle Responsibilities**

* Provides administrative support for site Medical Executive Committees, medical staff executive leaders, and medical staff organization and review activities.  
  + Schedules, coordinates, assists and takes minutes at medical staff meetings.
  + Maintains medical staff bylaws, rules and regulations, and policies.
  + Manages communications related to medical staff activities.
  + Assists new providers with onboarding and orientation.
  + Serves as a resource for regulatory requirements related to medical staff organization.
  + May support the Credentials Verification Office with credentialing and approval processes.
  + Other duties as assigned.

**Job Requirements**

* Associate's or Vocational degree in Business, Communications, or Healthcare preferred or
* Bachelor's degree in Business, Communications, or Healthcare preferred
* 2 to 5 years of experience in medical staff services or medical credentialing required and
* 2 to 5 years of experience using Microsoft Office Suite required
* Certified Provider Credentialing Specialist - National Association of Medical Staff Services preferred
* Certified Professional Medical Services Management - National Association of Medical Staff Services preferred

**Physical Demands**  
Sedentary:   
Lifting weight Up to 10 lbs. occasionally, negligible weight frequently