Montgomery County Hospital District
Job Description

Job Title: Medical Staff Services Coordinator
Department: Office of the Medical Director
Reports To: EMS Director / Assistant EMS Director
FLSA Status: Non-Exempt

SUMMARY
This position serves two essential roles. The primary function is to provide Medical Staff Services in support of MCHD EMS. The secondary role is to provide administration support to facilitate the functions of EMS Administration and the Office of the Medical Director on a day-to-day basis.

The Medical Staff Services Coordinator is responsible for coordinating Medical Staff Services within the Office of the Medical Director, including initial and ongoing credentialing of EMS providers within the EMS system, including First Responders. This position ensures all personnel are continually in compliance with all training, testing, and regulatory requirements and assists in all promotional and professional development processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintains open communications with the medical staff, Medical Director, Administration, Human Resources and related health agencies.
- Maintains knowledge of applicable Texas Department of State Health Services rules regarding certification and licensure.
- Maintains knowledge of all clinical guidelines and identifies and works to solve problems as they arise.
- Is a self-motivated individual with the ability to work and make decisions independently within the scope of assigned authority.
- Supports the EMS Director, Assistant EMS Director and others within the Office of the Medical Director in administrative details such as electronic calendar maintenance, preparation of reports, official correspondence, and memoranda.
- Receives visitors and telephone calls in a cordial, professional manner. Answers routine requests for information in person or by enclosing materials or sending form letters. Refers visitors and phone calls to appropriate department/person when necessary.
- Records, transcribes, and dispenses minutes for meetings on a regular basis.
- Provide administrative support related to creating and managing purchase orders.
- Provide administrative support related to the scheduling and payroll system.
- Makes travel, hotel, and registration reservations upon request.
- Orders and maintains office supplies; prepares and processes purchase requisitions according to approved procedures; schedules maintenance and repair of equipment.
- Operates a variety of office machines and equipment including computers, fax, and copy machines.
- Coordinates duplication and distribution of a variety of materials; establish and maintain files.
- Exhibits a high degree of responsibility for confidential matters.
- Maintains confidential credentials files and electronic medical staff database.
- Attends Medical Staff meetings as necessary. Assists as needed with agenda and materials preparation. Records minutes at specified committees.
- Other duties as necessary that are reasonably consistent with the above.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUATION and/or EXPERIENCE
Associates or Bachelor's degree preferred. Previous experience in a Medical Staff Services Administrative position required. CMSC and/or CPCS Certification by the National Association Medical Staff Services desired, or obtained within two years. Affiliation with the National Association Medical Staff Services and the State Association Medical Staff Services preferred. Proficient at typing and effective clerical skills. Excellent interpersonal skills, including the ability to communicate professionally, both verbally and in writing.

COMPUTER SKILLS
Proficient word processing, spreadsheet, Outlook, internet skills required, and ability to learn and use company software applications

LANGUAGE SKILLS
Ability to read and interpret documents, ability to write routine correspondence, and effectively present information and respond to questions from District Administration, Managers, Board of Directors, employees, customers, clients, and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic algebra.

REASONING ABILITY
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to apply critical thinking skills to manage conflicting priorities.

INTERPERSONAL
Demonstrates effective customer service and project management skills.

Demonstrates ability to assume responsibility without direct supervision, exercise initiative and judgment, and make decisions within the scope of assigned authority.

Demonstrate ability to communicate and work effectively with others and to maintain confidentiality.

CERTIFICATES, LICENSES, REGISTRATIONS
Current Texas Driver's License. Remain insurable by the current insurance vendor of MCHD.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

Employee may be required to drive fleet vehicle long and short distances.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.