

## **Medical Staff Consultant .7D**

Job ID: 56015

Anticipated Work Schedule: M-F day hours

Department: Executive Offices

### **POSITION SUMMARY STATEMENT:**

The Medical Staff Consultant serves as a central resource for the medical staff services functions for the HealthPartners hospitals and TRIA. In this role, you will develop and maintain system wide delineation of privilege forms. You will be responsible for developing system-wide objectives, policies and procedures related to medical staff functions to ensure compliance with regulatory, accreditation and legal requirements. The Medical Staff Consultant also strategizes with system executive director to develop new medical staff and credentialing opportunities that allow for streamlining, efficiency and advancement of review process.

At Regions Hospital you'll find a warm, diverse group of people who are committed to helping our patients – and each other. We foster an inclusive environment that encourages new ways of thinking, celebrates differences and recognizes hard work. We're also committed to living our values. This means you can expect us to be your partner and treat you with dignity and respect. Join our team and make good happen!

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

- Associate Degree or 5 or more years of experience in healthcare, business or project management.

#### **Experience:**

- Experience in developing and maintaining delineation of privilege forms.
- Experience in development of medical staff policies, procedures and forms, based on research and best practices.
- 3-5 years of experience in healthcare, business or project management.
- Experience working with physicians and medical staff leaders.

#### **Knowledge, Skills and Abilities:**

- Thorough knowledge of Joint Commission and CMS regulations and credentialing/privileging standards.
- Exceptional organizational skills and ability effectively prioritize assignments with multiple demands.
- Strong organizational, interpersonal, verbal and written skills
- Ability to communicate with multiple levels of positions within the system
- Exceptional writing skills

### **PREFERRED QUALIFICATIONS:**

#### **Education:**

- Bachelor's Degree

#### **Experience:**

- Credentialing and privileging of licensed independent practitioners; medical staff office; DOP development and maintenance

#### **Licensure/ Registration/ Certification:**

- CPMSM and/or CPCS

#### **Knowledge, Skills and Abilities:**

- Thorough knowledge of Joint Commission and CMS regulations and credentialing/privileging standards.
- Knowledge of medical terminology; clinical experience a plus.

#### **Additional Information:**

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.