

Fairview

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Medical Staff Services Coordinator

US-MN-Maplewood

20 hours ago

Requisition ID 2021-79508 **Profession** Non-Clinical Support Staff

Speciality Administrative/Clerical/Customer Service **Department** Medical Staff Services **Shift** day

Hours per 2 weeks 80 **Location** St John's Hospital

Overview

The Medical Staff Services Coordinator provides clerical and operational support to the medical staffs at MHealth Fairview hospitals and the Medical Staff Services Department.

Responsibilities

Responsible for Medical Staff Committee support including: scheduling, minute taking, agenda preparation and meeting follow-up.

Coordinates Grand Rounds, Continuing Medical Education (CME) and other medical staff educational activities.

Coordinates medical staff payments including ED call payments, peer review payments, and stipend payments

Support site specific functions which may include creating and maintaining ED call schedule, and coordinating annual flu vaccine program

Supports dues collection process by tracking, processing, updating treasure's report and depositing payments

Assist with distribution of funds from dues – by working with applicable medical staff leadership to pay invoices, have checks signed and maintain balanced accounts

Support new provider on-boarding process

Coordinates medical staff events such as award banquets and the annual meeting

Coordinate and distribute provider communications

Provide system lounge support, computers, printers, paper, escalate concerns received to appropriate parties, Nutrition Services, Environmental Services & and others as appropriate

Fairview

Review and process provider observers for the system

Maintain Medical Staff Rosters, uploading to the intranet on a monthly basis, distribute to appropriate parties

Call Room support for the system

Parking support

Assist with Medical Executive Committee nominations

Enrolling providers in EPCS

Hospital affiliation verification requests

Qualifications

Required:

Education

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

Experience

-3 or more years of administrative assistant or related medical staff services experience

Preferred:

Education

-Bachelor's Degree

Experience

-Five or more years of experience as an administrative assistant

-1-3 years of experience working with physicians and/or advanced practice providers

-1-3 years of experience working in a healthcare or public health environment

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Fairview (fairview.org) is an award-winning, nonprofit health system providing exceptional care 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. Accommodations requests will be reviewed on an individual basis.

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



Fairview is proud to be an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender or gender identity, age, disability, veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local law.

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

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