Manager, Medical Staff Office

Job ID #: 45706
Location: Park Nicollet Methodist Hospital, St. Louis Park

Position Category: Professional / Leadership
Department: Medical Staff Office 8340

Employment Type: Not Indicated
Education Required: Bachelor's Degree

Experience Required: None
Union Representation: Non-Union (NONE)

Work Schedule Monday-Friday, Business Hours
Hours/ Pay Period: 80
Job Code: P1FAK
Date Posted: Sep 20, 2017

Position Summary

The Manager, Medical Staff Office, leads coordination of the PNHS Medical Staff Office activities, including meeting management, coordinating and directing information from medical staff committees through the Executive Medical Council and the Governing Board, reviewing and presenting credentialing files, assisting with facilitating the development, revision, or maintenance of privileging forms, maintaining policies and procedures, providing executive administrative support and guidance to the President of the Medical Staff, Department Chairs, and other members of medical staff leadership, and serving as liaison between the medical staff, credentialing services, administration, and the Board of Directors.

This includes maintaining accurate and current records related to all Medical Staff activities. The Manager, Medical Staff Office, coordinates access to Park Nicollet Methodist Hospital for medical staff, allied health providers, medical students, residents and fellows, including information systems and facility access.

Education/Experience:

Minimum 3 years medical staff office experience including credentialing and privileging of licensed independent practitioners and allied health providers required.

Five years experience in a health care environment required. 2-5 years of Leadership experience preferred.

Special Knowledge/Skills/Certifications/Licenses:

Certified Professional in Medical Services Management (CPMSM) and/or Certified Provider Credentialing Specialist (CPCS) strongly preferred

Thorough knowledge of JCAHO, NCQA, CMS regulations, and credentialing/privileging standards required. Experience in analyzing statistical and financial data.

Exceptional organizational skills and ability to effectively prioritize assignments with multiple demands.

Excellent interpersonal, verbal and written skills.

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.

The Organization

At Park Nicollet you're part of something bigger. We're a member of the HealthPartners organization, an award-winning integrated health care system comprised of several organizations. HealthPartners includes a team of 21,000 people dedicated to making a difference for our members, patients and the community. Whether you want to work in direct patient care, or support those who do, you will find a vast variety of job opportunities. Here, your contributions help to improve lives and impact health care for the better. If you want to make a difference, we want you on our team.

Park Nicollet Mission, Vision and Values
Mission: Our mission is to improve health and well-being in partnership with our members, patients and community.
Vision: Health as it could be, affordability as it must be, through relationships built on trust.
Values:
• **Excellence** We strive for the best results and always look for ways to improve.
• **Compassion** We care and show empathy and respect for each person.
• **Partnership** We are strongest when we work together and with those we serve.
• **Integrity** We are open and honest, and we keep our commitments.

**What makes us unique?**
At Park Nicollet, we never forget why we're here. Your health and well-being is our top priority and is at the forefront of everything we do. We believe outstanding health care is delivered when we merge the science and intellect of medicine with the compassion, spirit and humanity of our hearts. We refer to this as "Head + Heart, Together," and it exists to inspire constant improvement and lasting success. We achieve this by partnering with patients and families in everything from care decisions to service and facility design. As we work together as a unified team, we engage patients, families and the community, and put them at the center of everything we do.