

JOB VACANCY ANNOUNCEMENT

Opening Date: June 18, 2021

Closing Date: Until Filled

Position: **Lead MSO Specialist**

Reports to: Director of Medical Staff Services

Salary/Wage: Grade 11: \$31.78 - \$35.09/HR DOE

Department: Physician Services

Hours: Varies depending on schedule

Location: ASNA/SSMH

Arctic Slope Native Association, exercises Native preference in hiring and training (PL 93-638)**Brief Summary:**

Perform a variety of administrative duties for the department staff and assist with matters related to credentialing of the hospital staff.

Qualifications:

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

Essential Job Functions:

- Perform the medical staff credentialing process including running of reports, licensure, boards, and certifications, monitoring expirable, and ensuring completion of documentation and related verifications.
- Facilitate meeting and file preparation for Medical Executive Committee and the Hospital Board Meetings.
- Maintain Medical Staff credentialing and quality files.
- Accurately develop a variety of documents including but not limited to letters, reports, policies, manuals, and meeting minutes.
- Facilitate the coordination of staff travel to North Slope villages and for continuing medical education opportunities in accordance with established policies.
- Assist with preparation and filing of documents with tribal, state, federal and local governmental agencies in accordance with regulatory requirements including contracts, compacts, MOA and other documents.
- Perform data entry and monitor the ongoing maintenance of the Cactus credentialing software program.
- Schedule and attend meetings; maintain current reports/minutes of organizational meetings, and run monthly reports.
- Facilitate the coordination of travel and housing assignments for TDY Physicians.
- Foster a smoothly functioning, efficient organization through timely and effective resolution of disruptions.
- Assist locum providers with airport pickup and transportation to housing units. (ASNA car or taxi vouchers use)
- Provide oversight of departmental employees by training, assisting with prioritizing of tasks, assignment or work, and coverage for illness or PTO.
- Other duties as assigned.

Certification/Licensure:

- Must obtain CPCS certification within 3 years of hire.

Education & Experience:

- High school diploma or general education degree (GED) required, bachelor's degree preferred.
- Two years of medical credentialing experience, preferred.
- Experience verifying licenses, boards or certifications, preferred.
- Experience obtaining peer references and work experience/affiliations, preferred.
- Experience in onboarding and orientation process, preferred.
- Experience in minute taking and transcription, preferred.
- Experience with travel and housing arrangements, preferred.
- Experience with requesting criminal background checks, preferred.
- Experience with data entry and software database management, preferred.
- Experience supervising employees.

Safety/Security Responsibilities:

This position requires a thorough background screening.

Maintain a safe environment for staff, visitors, and patients within the scope of job duties. Abide by all safety policies and procedures. Keep informed of, and avoid, potential job hazards. Wear identification while on duty. Report all employee injuries as required. Utilize all safety equipment as designed and when appropriate. Secure department resources from loss.

The work is performed in a hospital setting, where exposure to contagious and infectious diseases is common.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd.: Exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law Is committed to maintaining a drug free, smoke free workplace.