**Residency Program Coordinator**

**Job # R62697**

Banner Med Grp (1801 N 16th St)

Primary City/State: Greeley, Colorado

Department Name: Resident Training Pgm-Clinic

Work Shift: Day

Job Category: Administrative Services

Primary Location Salary Range:$21.20/hr - $31.81/hr, based on education & experience

In accordance with Colorado’s EPEWA Equal Pay Transparency Rules.

Health care is constantly changing, and at Banner Health, we are at the front of that change. We are leading health care to make the experience the best it can be. We want to change the lives of those in our care – and the people who choose to take on this challenge. If changing health care for the better sounds like something you want to be part of, we want to hear from you.

We are a Family Medicine Residency covering all ages and aspects of Family Medicine healthcare. We are a teaching program, so we welcome support staff candidates with less experience to begin their career in a fully engaged, exciting atmosphere of learning and fun!

In this role, you will be offered tremendous opportunities to cross train in an educational environment that promotes a culture of progression to further your career. We offer opportunities that include customer service, medical assisting, phlebotomy, specimen processing, laboratory tech, medical records, PCMH, quality initiatives, administrative techniques, and much more! You will receive a unique experience that can’t be duplicated in Northern Colorado.

Your pay and benefits (Total Rewards) are important components of your Journey at Banner Health. Banner Health offers a variety of benefit plans to help you and your family. We provide health and financial security options, so you can focus on being the best at what you do and enjoying your life.

At Banner Medical Group, you'll have the opportunity to perform a critical role in the community where you practice. Banner Medical Group provides both primary and specialty care throughout the communities in which Banner Health operates. We do this in a variety of settings - from smaller group practices like our Banner Health Clinics in Loveland, Colo. and Torrington, Wyo., to large multi-specialty Banner Health Centers in the metropolitan Phoenix area. We currently have more than 1,000 physicians and more than 3,500 total employees in our group and are seeking others to enhance our ability to deliver our nonprofit mission of providing excellent patient care.

POSITION SUMMARY

This position is responsible for organizing and documenting all medical education activities for an assigned program. Provides administrative support to faculty, residents and department committees as assigned.

CORE FUNCTIONS

1. Collects and assembles required data for residency related projects. Assists in gathering information to facilitate development of the program's fiscal budget, and monitors monthly financial reports for variances.

2. Maintains knowledge of current accreditation and board requirements for medical students, residents, clerkships, and/or fellowships as required. Participates in resident recruitment process. Coordinates the application process. Keeps communication materials and web site up-to-date. Reviews and processes all correspondence and applications. Schedules interviews for potential Residents.

3. Coordinates rotations and clinics, and call/service calendar for residents, medical students, fellows and faculty as assigned. Generates, maintains, and distributes monthly schedules. Coordinates conferences and continuing medical education programs and tracks cost.

4. Maintains all records necessary to verify successful completion of residency program. Maintains a procedural database and duty hours. Prepares all cyclical reports for residents, staff and attending physicians.

5. Provides administrative support for faculty, residents, and department committees as assigned.

6. Incumbents in this position must develop knowledge of residency program operations and accreditation requirements. Incumbents work with limited supervision and exercise critical thinking skills. Internal customers are primarily medical faculty and residents but also include medical students, fellows, employees, patients, visitor, community agencies, and management staff at local, regional, and corporate levels.

MINIMUM QUALIFICATIONS

High school diploma/GED or equivalent working knowledge.

The position also requires skills and abilities typically attained with 3 years of experience in a related area. Must have excellent verbal and written communication skills and must have the ability to organize, prioritize, and multi-task in a fast paced environment

Must be proficient with commonly used office software and computers.

PREFERRED QUALIFICATIONS

Associate’s Degree and/or additional experience preferred.

Additional related education and/or experience preferred.