



## **POSITION: Practice Management Coordinator**

The Society of Hospital Medicine (SHM) is a national non-profit organization, representing over 17,000 hospitalists and the patients they serve. Hospital medicine is the fastest growing medical specialty in modern healthcare, focused on the delivery of comprehensive medical care to hospitalized patients. SHM is dedicated to promoting the highest quality care for all hospitalized patients and overall excellence in the practice of hospital medicine through quality improvement initiatives, diverse education offerings, advocacy and research.

SHM's home office is located in Philadelphia's vibrant Spring Garden neighborhood, just north of Center City, near both parking and public transportation. SHM's culture embraces collaboration, innovation and a strong entrepreneurial spirit. Successful employees are comfortable with rapid change within healthcare, proactively solve problems, enjoy a fast-paced approach and thrive on interacting with diverse teams.

SHM's employees drive strategic growth, program management and customer service across the organization by creating and sustaining innovative, member-centric programs across its key program areas. These including SHM's live and digital educational offerings, practice management initiatives, advocacy efforts and more. In addition, SHM's unique Center for Quality Improvement drives improved patient care by spreading evidence-based quality improvement interventions and developing leadership skills and knowledge through key partnerships with national organizations, foundations and industry.

For more information about SHM and hospital medicine, visit [www.hospitalmedicine.org](http://www.hospitalmedicine.org).

### **JOB SUMMARY**

The Practice Management Coordinator is responsible for developing and coordinating educational materials and resources around hospitalist practice management and administration. Major elements of this position are working with volunteer members to develop educational sessions and materials, conducting background research, and supporting the work of the Practice Management Committee, Special Interest Group and Department:

- Coordinate the creation and execution of educational opportunities for the membership including live webinars, prerecorded modules, and in person meeting sessions.
- Assist with the writing of reports, case studies, and other educational materials on selected practice management topics, such as compensation, scheduling, retention and satisfaction, teamwork, and compliance.
- Perform background research and support aimed at establishing practice management priorities that will meet the needs of members.
- Serve as front-line point of contact for membership inquiries relating to practice management.
- Contribute to the department strategic planning, goal setting, and project development.
- Provide administrative support for the Practice Management Committee and the Practice Management Special Interest Group.

### **QUALIFICATIONS**

- 1-2 years' experience Ability to multitask and meet deadlines
- Strong internships will be considered experience
- Experience in healthcare and/or healthcare administration is a plus



- Bachelor's degree, health administration, public health, public administration strongly preferred
- Highly organized and able to prioritize and finish multiple tasks quickly.
- Ability to interact with diverse groups of people both within and outside of the organization.
- Demonstrated written and verbal communication skills.
- Capacity to work independently as well as collaboratively in a team environment.
- Strong attention to detail.

SHM is an Equal Opportunity Employer and does not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, national origin, age, physical or mental disability, or veteran status. SHM offers full-time employees a very competitive benefits package.

**Job Type:** Full-time

**Experience:**

- Administrative Skills: 1 year (Preferred)
- Healthcare: 1 year (Preferred)

**Education:**

- Bachelor's (Preferred)

**Location:**

- Philadelphia, PA (Preferred)

**Work authorization:**

- United States (Preferred)

**Benefits offered:**

- Paid time off
- Dental insurance
- Health insurance
- Healthcare spending or reimbursement accounts such as HSAs or FSAs
- Other types of insurance
- Retirement benefits or accounts
- Workplace perks such as food/coffee and flexible work schedules