



## **JOB DESCRIPTION**

### **PHYSICIAN COMPENSATION COORDINATOR**

**Job Title:** Physician Compensation Coordinator  
**Job Classification:** Full Time; 37.5 hours per week  
**Reports To:** Senior Manager, Physician Compensation  
**Position Summary:** Supports physician compensation activities and improvements

#### **OBJECTIVE OF POSITION:**

As part of the Physician Compensation team dedicated to physician compensation, this role coordinates billing support and education tools for physician members and other stakeholders. The Coordinator supports implementation and improvement initiatives for physician payment models, including the Longitudinal Family Physician (LFP) payment model and the fee-for-service payment model.

#### **1. WEBSITE & COMMUNICATIONS**

- Work collaboratively with the Communications Manager and Senior Manager, Physician Compensation on physician compensation-related communications
- Maintain and improve content for physician compensation-related web tools, such as the Simplified Fee Guide, Simplified LFP Guide, and Billing Question Library
- Update and support the Locum & Job Listings service
- Review and update physician compensation-related website content to ensure the information is accurate, consistent, and up to date
- Support drafting of physician compensation-related content for the BC Family Doctors' website, newsletters, and other communications vehicles.
- Draft presentations and other documents
- Ensure physician compensation content on website and other materials align with the organization's brand and standards

#### **2. PHYSICIAN COMPENSATION IMPROVEMENTS**

- Assist the Senior Manager, Physician Compensation with fee-for-service and Longitudinal Family Physician (LFP) Payment Model modification processes, including drafting emails, letters, completing forms, and related activities
- Organize and track physician compensation improvements in project management systems
- Assist with briefing notes and presentations for the Economics Committee, Board of Directors, Tariff Committee, and external stakeholders
- Develop and maintain positive and collaborative working relationships with counterparts at partner organizations



### **3. BILLING SUPPORT & EDUCATION**

- Develop understanding of physician payment models, including the LFP Payment Model and fee-for-service
- Provide support directly to member physicians
- Support physician billing leads in responding to billing inquiries
- Track and collate physician billing inquiries and feedback
- Coordinate billing education and related webinars/events
- Attend conferences and events

### **4. ADMINISTRATIVE SUPPORT**

- Provide logistical and administrative support for physician compensation-related meetings, including scheduling, agenda development, meeting materials, and minutes
- Support information and file management for the physician compensation team
- Provide other coordination and administrative support duties as required

### **SKILLS AND QUALIFICATIONS**

- A minimum of three years relevant experience
- University degree or equivalent education, training, and experience
- Proficient business writing and communications skills
- Excellent organizational skills with a keen attention to detail
- Previous experience with web-based communication and developing web content is an asset (e.g. Wordpress, basic HTML)
- Advanced computer skills (i.e., Word, Excel, PowerPoint)
- Ability to work independently and as part of a small team
- Ability to prioritize and manage a varied workload
- Adaptability and resourcefulness
- A positive, enthusiastic attitude
- Strong interpersonal skills and the ability to build relationships with a community of physicians and physician organizations
- Experience working in the communications, healthcare, or social profit field is an asset
- Residing in the Lower Mainland is required for attendance at meetings, conferences, and events