



GASTROENTEROLOGY
ASSOCIATES, P.A.

Are you an experienced administrative professional with a passion for healthcare compliance, organization, and operational excellence? Join our growing, privately owned gastroenterology practice—not hospital-owned—where your attention to detail, regulatory knowledge, and collaborative approach will play a vital role in supporting quality patient care across multiple endoscopy centers. Our large, well-established GI practice operates multiple clinical offices, state-of-the-art endoscopy centers, and an in-house pathology lab throughout the Upstate, all dedicated to delivering the highest quality patient care. We offer a regular schedule ending at 5 pm Monday–Thursday and half days on Fridays, giving you more time each week to maintain a strong work-life balance.

This role is ideal for a highly organized, detail-oriented professional who thrives in a fast-paced healthcare environment. The Administrative and Compliance Coordinator supports regulatory compliance, operational efficiency, and organizational readiness across five endoscopy centers. Responsibilities include coordinating provider credentialing, maintaining personnel files, supporting staff education and training initiatives, assisting with quality assurance activities, managing CRNA scheduling processes, and ensuring accurate documentation in accordance with DHEC, CMS, and ACHC standards. The ideal candidate demonstrates strong communication skills, discretion in handling confidential information, the ability to manage multiple priorities, and a commitment to maintaining the highest standards of compliance and patient care.

We are seeking a dedicated individual who will actively support our providers and align with our Mission, Vision, and Values, ensuring every patient receives compassionate, high-quality care.

Our Comprehensive Benefits Package Includes:

- **Medical, Dental, Vision, Life, and Disability Insurance**
- **HSA and FSA options**
- **Competitive retirement plan** with 401(k) and Roth options, **3% employer match**, plus annual discretionary employer contributions
- **Generous PTO program:**
 - 3 weeks your first year
 - 4 weeks after one year
 - 5 weeks after five years
 - 6 weeks after ten years
- **8 paid holidays** (no PTO usage required)
- **\$250 annual uniform allowance**

If you are looking for a long-term career with a respected GI practice that values both excellence in patient care and employee well-being, we would love to meet you.

Job Description

Job Title: Administrative and Compliance Coordinator
Department: Greenville Endoscopy Center, Inc.
Reports To: Director of Endoscopy Services
FLSA Status: Non-Exempt
Updated On: June 11, 2026

Job Summary

This role supports regulatory compliance, operational efficiency, and quality patient care in five endoscopy centers. This role assists in maintaining compliance with DHEC, CMS, and ACHC standards by coordinating credentialing, personnel file management, staff education, quality assurance activities, and CRNA scheduling processes. This position works collaboratively with leadership and staff to ensure organizational readiness, accurate documentation, and adherence to regulatory requirements.

Essential Duties and Responsibilities

Include the following:

- Assist with regulatory compliance efforts across all centers to ensure adherence to DHEC, CMS, and ACHC requirements.
- Support provider credentialing and privileging processes, maintain complete and current credentialing files, verifying licensure, DEA, malpractice insurance, board certifications, and conduct NPDB, AMA, and OIG reports.
- Maintain personnel files for all staff, ensuring completion of onboarding requirements, orientation checklists, and annual regulatory requirements such as competencies, license verification, and compliance documentation.
- Assist with coordination and tracking of staff competencies, annual education, and completion of required training and quizzes.
- Schedule and coordinate on-site in-service education and vendor-led training opportunities.
- Support quality assurance (QAPI) activities by distributing assignments, track completion, and communicate follow-up requirements.
- Assist in preparation and maintenance of the CRNA schedule template, determine coverage needs, schedule providers with CRNAs at each location, and distribute daily assignments.
- Assist with maintaining accurate and organized documentation to support accreditation readiness and regulatory surveys, including upkeep of Manuals.
- Maintain confidentiality of all personnel, patient, and organizational information.
- Demonstrate professionalism, teamwork, and initiative in supporting daily operational and administrative functions.
- Perform other duties as assigned.

Required Skills/Abilities

- Adhere to our Vision, Mission, and Values statements.
- Excellent written and verbal communication skills with strong attention to detail.
- Ability to work independently, manage priorities, and meet deadlines.
- Maintain professionalism in high-paced, and at times stressful, environment.
- Maintain strong organizational skills and multiple tasks with accuracy.
- Maintain confidentiality in handling sensitive patient and organizational information.
- Proficient with Microsoft Office Suite, gGastro, or other EMR.
- Maintain current knowledge of regulatory requirements and participate in continuing education as appropriate.

Education and/or Experience

- High school diploma or GED required.
- Minimum of two years related experience preferred.
- BLS certification preferred.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.

- Prolonged periods of sitting, with occasional walking and standing.
- Frequent use of hands and arms for computer and office tasks.
- Ability to communicate effectively and professionally.
- Must be able to lift up to 25 pounds.