

Position Title: Quality Data Abstractor
Department: Quality
Pay Rate: Depends on experience

Job Summary:

Coordinates quality management/improvement activities, including data collection and analysis, implementation and evaluation processes for quantitative and qualitative studies. Coordinates educational programs as directed.

Essential Job Functions:

The following is a summary of the essential job functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; specific functions may change from time to time. Demonstrates ability to assess, plan, collect, and analyze quantitative and qualitative data. Coordinates quality management/improvement activities using quantitative and qualitative methods. Coordinates implementation and evaluation processes for quantitative and qualitative studies. Communicates clearly and concisely, program specific information to director, administration, and other selected leaders, including medical staff. Accountable to assist with budget preparation, variance analysis, and cost-containment measures within program area. Coordinates educational programming addressing quality management issues for selected groups/individuals as assigned. Demonstrates the ability to direct professional development for self.

Education and formal training:

Minimum associates degree in health-care related field. Bachelor's degree preferred. QM Certification Preferred.

Work Experience:

Minimum of two years in health-care setting or health-care management field. Knowledge of statistical analysis, including chart audits and reviews.

Knowledge, skills, and abilities required:

Competent in quality management methodology including, but not limited to: Application of quality management statistical tools and techniques. Quality management team development. Quality management team facilitation and leadership roles. Ability to establish goals and work independently. Trained in Performance Improvement Methodology or complete training as soon as possible.

Physical Requirements:

Time pressure, deadlines, must attend early morning and some evening meetings. Some travel for educational purposes. Must be able to sit, walk, and stand for varying amounts of time. Must be able to speak and hear for communication with employees, patients, families, physicians, etc.