



Job Code: 4325 -- DATA QUALITY ANALYST

Summary: TO COORDINATE, AUDIT, AND REPORT COMPLIANCE WITH DATA QUALITY STANDARDS REQUIREMENTS OF ACCREDITING AND FUNDING AGENCIES. EDUCATE PHYSICIANS, REGISTRARS, AND REPORTING FACILITIES ON DATA QUALITY STANDARDS AND ACCOUNTABILITY MEASURES.

Minimum Requirements: BACHELOR'S DEGREE IN A HEALTH RELATED FIELD AND ONE (1) YEAR OF RELATED EXPERIENCE OR ASSOCIATE'S DEGREE IN A HEALTH RELATED FIELD AND THREE (3) YEARS OF RELATED EXPERIENCE. EXPERIENCE CANNOT BE SUBSTITUTED FOR EDUCATIONAL REQUIREMENT.

Special Skills: KNOWLEDGE OF HEALTH RECORDS AND HEALTH RECORD DOCUMENTATION. PRESENTATION SKILLS AND KNOWLEDGE OF THE USE OF PERSONAL COMPUTERS AND RELATED SOFTWARE APPLICATIONS. VERBAL AND WRITTEN COMMUNICATION SKILLS. ABILITY TO ANALYZE INFORMATION AND DRAW CONCLUSIONS. MUST HAVE ORGANIZTIONAL SKILLS.

Certifications: CERTIFIED TUMOR REGISTRAR REQUIRED.

Duty 1: COORDINATES, MONITORS AND REPORTS DATA QUALITY AND QUALITY IMPROVEMENT ACTIVITIES; PRESENTS FINDINGS TO EXTERNAL FACILITY OR APPROPRIATE INTERNAL COMMITTEE/TEAM.

Duty 2: IMPLEMENTS AND MAINTAINS DATA QUALITY PROCEDURES TO ENSURE COMPLIANCE WITH EXTERNAL REGULATORY AND ACCREDITATION REQUIREMENTS.

Duty 3: REVIEWS, REABSTRACTS DATA, AND PREPARES REPORTS ON PHYSICIAN OR REGISTRAR COMPLIANCE WITH STAGING, ABSTRACTING OR CODING STANDARDS.

Duty 4: COLLECTS AND SUMMARIZES DATA QUALITY OR OUTCOMES MEASURES AND REPORTS FINDINGS TO EXTERNAL FACILITIES OR INTERNAL COMMITTEE/MULTIDISCIPLINARY TEAM.

Duty 5: PLANS, DEVELOPS, COORDINATES AND MAKES PRESENTATIONS AT TRAINING AND EDUCATIONALS PROGRAMS RELATIVE TO DATA QUALITY AND ACCOUNTIBILITY MEASURES.

Duty 6: REVIEWS PATHOLOGY REPORTS AND/OR DISEASE INDICES TO IDENTIFY REPORTABLE CASES; WORKS WITH PHYSICIAN OR REPORTING FACILITY TO OBTAIN MISSING CASES/DATA OR GET CASE STAGED.

Duty 7: WORKS WITH MULTIDISCIPLINARY SITE TEAMS TO DEVELOP PROCESSES AND PROCEDURES TO MONITOR AND REPORT PERFORMANCE LEVELS AND OUTCOMES FOR ACCOUNTABILITY OR STANDARDS MEASURE.

Duty 8: ABSTRACTS DATA FROM PATIENT MEDICAL RECORDS TO INCLUDE PATIENT DEMOGRAPHICS, DIAGNOSTIC PROCEDURES, HISTORY AND EXTENT OF DISEASE, TREATMENT AND FOLLOW-UP, PHYSICIAN STAGING OR ASSESSMENT AND OTHER RELATED INFORMATION.

Duty 9: COMMUNICATES WITH PHYSICIANS AND OTHER DEPARTMENTS TO ASSURE ONGOING QUALITY INDICATORS ARE REPORTED TO THE APPROPRIATE COMMITTEE FOR REVIEW.

Duty 10: SERVES AS A RESOURCE FOR PHYSICIANS AND REPORTING FACILITIES IN STAGING, ABSTRACTING, CODING, AND CASE REPORTABILITY.

Duty 11: THE DUTIES LISTED ARE GENERAL IN NATURE AND ARE EXAMPLES OF THE DUTIES AND RESPONSIBILITIES PERFORMED AND ARE NOT MEANT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. MANAGEMENT RETAINS THE RIGHT TO ADD OR CHANGE DUTIES AT ANY TIME.

Physical Demands:

Exposed to Unpleasant Environment: Occasionally = up to 20%

Handles Dangerous Equipment: None

Lifts or carries 10lbs: Occasionally = up to 20%

Lifts or Carries 10-25lbs: Occasionally = up to 20%

Lifts or carries 25-50lbs: None

Lifts or carries 50-75lbs: None

Lifts or carries 75-100lbs: None

Lifts or carries over 100lbs: None

Exposed to biohazardous conditions: None

Works hours beyond regular: None

Travels to offsite locations: None

Drives: Occasionally = up to 20%

Activities subject volume changes: Occasionally = up to 20%

Work produced is precise measurements: Occasionally = up to 20%

Climbs: Occasionally = up to 20%

Crawls: None

Crouches or stoops: Occasionally = up to 20%

Kneels: None

Pushes or pulls: Occasionally = up to 20%

Reaches: Occasionally = up to 20%

Sits: Frequently = from 21% to 50%

Stands: Occasionally = up to 20%

Twists: Occasionally = up to 20%

Walks: Frequently = from 21% to 50%