



JOB CODE	
BAND	
FLSA	
JOB FAMILY	

POSITION DESCRIPTION

POSITION TITLE: CLINICAL DATA REVIEWER
DEPARTMENT: Anderson Center
SUPERVISOR'S TITLE: Sr. Director, Outcome System
TITLES SUPERVISED: N/A
TOTAL NUMBER OF FTE'S DIRECTLY SUPERVISED: 0
TOTAL NUMBER OF FTE'S INDIRECTLY SUPERVISED: 0

PURPOSE OF POSITION: To collect reliable patient data for guideline/ pathway monitoring, research, safety, and improvement initiatives.

REQUIRED SKILLS: Effective verbal, written, and interpersonal skills, self directed, works independently, flexible, able to work in a changing environment. Computer skills necessary to run software programs for data abstraction and entry.

QUALIFICATIONS:

Required:

- Licensed Registered Nurse
- Patient care experience.

Preferred: Bachelor's degree

▪

MAJOR DUTIES AND RESPONSIBILITIES:

1. **Data Abstraction:** Utilizes appropriate reports, sampling methodologies, and adheres to data definitions/ eligibility criteria in order to perform patient data abstraction for evidence base care, state and national collaborative initiatives, research, quality improvement, and safety projects.
2. **Prioritization/ Independence:** Utilizes time efficiently and productively. Prioritizes chart abstraction and data dissemination related to various projects in order to meet their designated deadlines. Recognizes time constraints and adjusts work schedules as necessary.
3. **Collaboration/ Knowledge Application:** Works with project stakeholders to clarify data definitions, availability and/ or variances in obtaining requested information and processes for data collection. Works with peer to identify methods of data abstraction consistency. Provides case presentations and findings of clinical data to other health professionals. Effectively applies knowledge to accomplish work. Acts as resource to others and makes recommendations for improvement as necessary.