

USC Leonard Davis School of Gerontology

Job Posting: Lumetra 03/08/06

Job Position: Part-time Clinical Abstraction Specialist

Organizational Overview:

For two decades, Lumetra has served as the Medicare Quality Improvement Organization (QIO) for California.

Position Summary:

- Performs review of medical records received for validation appeals and abstraction of clinical data for various healthcare clinical systems improvement projects. Applies clinical knowledge of disease processes and current medical care practices and procedures in the application of physician-developed guidelines for abstraction of clinical data. Formulates medical decisions based on clinical knowledge. Discuss with appealing hospitals the results of review.
- Provides technical expertise and responds to healthcare providers/facilities, practitioners, and Lumetra staff to clarify issues regarding correct interpretation of project guidelines.
- Performs internal quality control process to ensure the accuracy and quality of abstracted data utilizing monitoring tools.
- Manages workload effectively to ensure timely completion of projects in compliance with Lumetra's contractual obligations.
- Performs direct entry of abstracted data into CART system and tracks and updates process activities in CRIS and PSUS systems and data upload to QNET for hospitals that need assistance with data submission.
- Participates in special projects and/or other duties as assigned, such as, CMS-mandated utilization and quality of care medical reviews.
- Assists in the training program for newly hired clinical abstraction specialists.
- Process QNET administration registration and update PRS system for various functions.

Lumetra is an Equal Opportunity and Affirmative Action Employer.

Qualifications:

- B.A. B.S. with minimum of three (3) years clinical experience in an acute care setting/related experience; or allied health professional with minimum of five (5) years of related experience. California nursing licensure preferred.
- Extensive experience in medical record review and abstraction of clinical data; experience in utilization and quality review desired.

- Demonstrated excellent verbal and written communication skills and the ability to effectively communicate and interact with healthcare providers and internal customers.
- Demonstrated knowledge in intermediate computer skills, including the use of Microsoft Access, Excel, and Word, and GroupWise applications.
- Demonstrate ability to work independently with minimum supervision.
- Ability to work as member of a self-directed team and support team decisions.
- Ability to maintain total confidentiality.

Contact:

Send your resume, including salary requirements and job reference number R2006-068:

Email: humanresources@lumetra.com

Website: <http://www.lumetra.com>