UNIVERSITY OF SOUTHERN CALIFORNIA

Medical Records Abstractionist

Job Code: 189013

Grade: HD
OT Eligible: Yes
Comp Approval: 9/27/1996

JOB SUMMARY:

Collects, analyzes and abstracts clinical information from medical records at various hospitals, clinics and/or medical offices in accordance with the requirements of federal, state and local laws and standards prescribed by accrediting and regulatory agencies.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ _______ Collects, analyzes and abstracts clinical information from medical records using forms designed to determine if clinical criteria are met. Ensures abstraction of information is in accordance with requirements of federal, state and local laws and standards prescribed by accrediting and regulatory agencies.

______ _______ Prepares written requests for medical records from hospitals, clinics and/or medical offices. Performs abstractions at hospitals, clinics and/or medical offices as required. Communicates with medical records departments to follow-up on requested records as needed. Monitors, tracks and logs requests adhering to protocol.

______ _______ Edits abstract forms to ensure study coding has been completed. Resolves technical record keeping problems. Assembles all documentation supporting the information on the abstract forms as needed.

______ _______ Assists with coding of abstracted medical records and enters abstracted information into database management system.

______ _______ Assists in the development of medical information systems.

______ _______ Participates in Medical Records Abstractionist Field Group conference calls. Assists with Medical Records Abstractionist Quality Assurance Protocol.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: ☐ No ☐ Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
Specialized/Technical Training

Minimum Experience:
2 Years

Minimum Field of Expertise:
Certified as an Accredited Record Technician (ART) by the American Medical Record Association or eligibility for examination for accreditation. Medical office/medical research experience. Knowledge of medical terminology, abbreviations, procedures and medications.

Preferred Education:
Bachelor's Degree

Preferred Field of Expertise:
Medical transcription or nursing experience

Skills: Administrative:
Clinical documentation
Communicate with others to gather information
Compose letters
Edit routine documents
Gather data
Input data
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Machine:
Fax
Personal Computer
Photocopier

Supervises: Level:
May oversee student, temporary and/or casual workers.

Comments:
Must be able to work independently with moderate supervision.

SIGNATURES:

Employee: ____________________________  Date: ____________________________

Supervisor: ____________________________  Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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