



TRAUMA DATA COORDINATOR

JPS HEALTH NETWORK

FORT WORTH, TEXAS

Description: Responsible for the collection of inpatient and outpatient clinical and administrative data for inclusion in the JPS Trauma Registry. Ensures the correct data is abstracted and entered accurately and timely to facilitate compliance with federal and state regulations and accrediting bodies including but not limited to ACS, HIPAA, JCAHO, and state.

Typical Duties

- Maintain the trauma registry computerized data management system in such a manner as to ensure completeness, accuracy and timeliness in reporting on the center's trauma data.
- Abstract patient demographic information, treatment data, diagnosis and procedures from appropriate inpatient and outpatient medical records to facilitate data entry activities following nationally accepted guidelines. Access the medical record database by computer terminal to obtain various types of patient identification, medical and administrative information on University Health System/UTHSC inpatients and outpatients in compliance with the requirements of the American College of Surgeons and the Texas Trauma Registry. Follows Trauma Registry policies and procedures.
- Review inpatient and outpatient medical records and assigns appropriate ICD-9-CM and AIS codes in accordance with coding guidelines. Codes must accurately reflect diagnosis and procedures established during the hospitalization or treatment episode.
- Work with external and internal sources of data to research "missing" data. Collaborate with Trauma Services Manager to identify performance trends and the subsequent QI follow-up and documentation. Collaborate with the Trauma Clinical Researcher for data regarding trauma research.
- Maintain current knowledge of national reporting guidelines, timelines, trends, expectations and updates
- Monitor quality assurance standards and prepare reports on quality/quantity of data in the registry. Implement process improvement procedures to maintain registry integrity.
- Collaborate with information Systems, Health Information Management, providers, outside agencies and the Medical Examiner's Office to collect and document appropriate health data.
- Coordinate with clinical services and other department staff to resolve problems, improve interrelationships, and address issues of mutual interest pertinent to trauma registry issues.

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Qualifications:

Required Education & Experience:

- High school diploma or equivalent
- 2+ years' coding experience
- 5+ years' healthcare employment

Preferred Education & Experience:

- CCS or RHIT certification
- Successful completion of college level courses in medical terminology, anatomy and physiology
- Graduate from accredited school of nursing
- CSTR preferred Trauma Outcomes Performance Improvement Course (TOPIC) course and AAAM course

Preferred Licensure/Certification/Specialized Training: CSTR, TOPIC, AAMA, RN license

