

Position Title: Quality Documentation Abstractor  
Department: Quality Risk Management

Job Summary: Abstracts data from charts and enters into the computer system.

Essential Job Functions: The following is a summary of the essential job functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below; specific functions may change from time to time. Keys abstracted data into Solucient computer system with an error rate of < 10%. Demonstrates an understanding of chart deficiencies and seeks assistance to correct deficiencies with less than two counseling sessions regarding missed deficiencies. Enters data into a variety of programs for members of the QRM department. Takes minutes of departmental staff meetings and distributes via e-mail. Communicates professionally and appropriately with co-workers regarding documentation needed for chart abstraction.

**Qualifications:**

The following qualifications, or equivalent, are the minimum requirements necessary to perform essential functions of this job.

**Education and formal training:**

Associates degree in Nursing required with North Carolina License. Proficiency in Computer Data Abstraction preferred.

**Work Experience:**

On the job training.

**Knowledge, skills, and abilities required:**

Reading, writing, typing, independently motivated.

**Physical Requirements:**

Time pressure, deadlines. Some travel for educational purposes. Must be able to sit, walk and stand for varying amounts of time. Must be able to speak and hear for communication with employees and limited communication with physicians.