



HEDIS QUALITY ASSURANCE ABTRACTOR

Position Status: Non-exempt (Temporary)
Reports To: Clinical Decision Quality Manager
Effective Date: 01/01/04
Revised Date: 11/05/19
Job Level: S3

POSITION SUMMARY

Under limited supervision, this position:

1. Performs quality assurance on data abstracted from medical records in support of the annual Healthcare Effectiveness Data and Information Set (HEDIS) audit
2. Performs other duties as assigned

RESPONSIBILITIES

1. Performs quality assurance on data abstracted from medical records in support of the annual Healthcare Effectiveness Data and Information Set (HEDIS) audit, with duties including but not limited to:
 - Reviewing and comparing data abstracted from medical records by third-party vendor with the appropriate measure guidelines
 - Researching any discrepancies found by reviewing medical records, claims data and any other relevant information
 - Identifying trends and documenting any errors found
 - Applying structured auditing criteria to medical records to determine compliance with HEDIS standards
 - Demonstrating expertise in the requirements and parameters of mandated HEDIS performance measures
 - Maintaining productivity levels as determined by the Quality Improvement Department
 - Accurately entering the results of chart audits into a database (e.g. Quality Reporter)
 - Monitoring progress towards completion of the annual HEDIS chart abstraction process
 - Utilizing various software applications to support HEDIS operations
2. Performs other duties as assigned

EDUCATION AND EXPERIENCE

- High school diploma or equivalent and a minimum of three years of medical record auditing experience, or experience in health care quality improvement or medical records management which included some responsibility for auditing medical records (an Associate's degree may substitute for one year of the required experience); or an equivalent combination of education and experience may be qualifying.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the methods and techniques of abstracting clinical information from medical records

- Working knowledge of and proficiency with Windows-based PC systems and Microsoft Word, Excel, Outlook, and database and spreadsheet software
- Some knowledge of the concepts of managed health care
- Some knowledge of the HIPAA Privacy and Security Rules
- Ability to plan and organize data collection activities
- Ability to understand, interpret and consistently apply clinical audit criteria
- Ability to accurately evaluate medical records and other health care data
- Ability to maintain a less than 2% error rate in record abstraction and data entry
- Ability to understand and apply HIPAA Privacy and Security Rules
- Ability to maintain confidentiality and security of sensitive medical information
- Ability to navigate multiple windows while operating a computer
- Ability to produce organized, accurate, and detail-oriented work
- Ability to think and work effectively under pressure
- Ability to function effectively within multidisciplinary teams
- Ability to establish and maintain effective and cooperative working relationships with Alliance staff and others contacted in the course of work

DESIRABLE QUALIFICATIONS

- Clinical experience in women's health care, diabetes, primary care, pediatrics or obstetrics
- Experience performing HEDIS abstraction
- Working knowledge of the International Classification of Diseases (ICD-9) coding, Current Procedural Terminology (CPT) coding, National Committee for Quality Assurance HEDIS abstracting guidelines, and HIPAA Privacy and Security Rules

WORK ENVIRONMENT

- Ability to sit in front of a operate a video display terminal for extended periods of time
- Ability to bend, lift and carry objects of varying size weighing up to 10 pounds
- Ability to travel to different locations in the course of work

This position description, and all content, is representative only and not exhaustive of the tasks that an employee may be required to perform. Employees are additionally held responsible to the Employee Handbook, the Alliance Standard Knowledge, Skills and Abilities and the Alliance Code of Conduct. The Alliance reserves the right to revise this position description at any time.