

<i>Position Title</i>	<i>Job Family</i>	<i>Designation</i>	<i>Union</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revised</i>
Chart Abstractor		Central Office	OSA	3/26/23		
Level I	342800					
Level II	342900					

Purpose of Position:

Under direction, provides ongoing System-wide medical record reviews/data abstraction and participates in the data validation process for quality of care indicators, as defined by regulatory agencies and quality programs. Ensures optimal utilization of resources, service delivery and compliance with NYC Health + Hospitals, health care settings, and all relevant regulatory policies, procedures, and standards of care for better outcomes and improved patient experience. May be required to train or orient new members of the team. There are two (2) Assignment Levels within this class of positions; all personnel perform related work.

Assignment Level I

Under supervision, performs assigned duties related to abstracting, reporting, validating, and analyzing specified quality measure data, as well as identifying potential opportunities for improvement. The following are typical duties for Assignment Level I.

Essential Duties and Responsibilities:

1. Performs chart abstraction, clinical data compilation and analysis to generate reports and view System-wide trends to share with quality and clinical leads at the health care setting and System-level.
2. Conducts clinical data validation review for electronic clinical quality measures (eCQMs) and internal quality assurance activities to ensure data accuracy and consistency across all data measures.
3. Maintains, coordinates, and monitors clinical data collection and analysis on performance improvement opportunities, patient safety and compliance issues related to quality core measures; assists in the development of standardized processes to efficiently collect and analyze data.
4. Acts as a liaison by providing feedback to and collaborating regularly with multiple stakeholders at the health care setting and System-level, including but not limited to Clinical Council physicians, Nursing leaders and Department and unit staff, and other stakeholders.
5. Conducts concurrent chart reviews for programs requiring time-sensitive data abstraction, including but not limited to sepsis; provides close to real-time feedback to clinical and non-clinical stakeholders.
6. Responsible for the accurate and timely entry of data into program database portals, and meets the caseload accrual requirement protocol.
7. Participates in clinical audits conducted by regulatory agencies and governing bodies. Interacts with regulatory agencies for clarification and interpretation of applicable regulations.
8. Conducts literature review of Patient Safety and Performance Improvement processes and communicates appropriate information to the designated quality and health care setting department staff on current regulations and new developments and trends.
9. Works with clinical, site level quality and other appropriate staff to assist with timely and accurate clinical data submission and developing strategies and corrective actions to enhance continuous compliance with measures.
10. Performs other related work, as assigned.

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Assignment Level II

In addition to performing the duties of Assignment Level I at a more difficult and responsible level, also performs the following.

Essential Duties and Responsibilities:

1. Contributes to the strategic planning and quality improvement initiatives and activities related to chart abstraction, clinical data validation, and quality metric reporting, by providing expert-level abstraction and assessment, and effective recommendations or solutions for improvement.
2. Leads and coordinates team meetings to discuss processes of chart abstraction, clinical data analysis and validation; identifies standardization and improvement needs within internal department.
3. Assists in the development or revision of policies, procedures, and guidelines to support best practices for chart abstraction, clinical data validation, and quality reporting and ensures all compliance and regulatory standards are met.
4. Supports clinical, quality management and other staff with timely and accurate clinical data submissions to external quality performance measurement platforms. Abstractions may include, but are not limited to measures required for submission to The Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS), New York State Department of Health (NYSDOH), Leapfrog and other regulatory agencies.
5. Serves as lead Chart Abstractor, providing guidance to other Chart Abstractors and acts as an educational resource by developing training materials and delivering presentations. Handles more difficult cases, as needed.
6. Supervises and/or reviews work of Assignment Level I.
7. Performs other related work, as assigned.

Qualification Requirements:

For Appointment to Assignment Level I:

1. A valid New York State license and current registration to practice as a Registered Professional Nurse (RN) issued by the New York State Education Department (NYSED); and Bachelor of Science in Nursing degree from an accredited college or university; and one (1) year of chart abstraction experience or two (2) years of medical records review or utilization and case management experience; or
2. Valid New York State license and current registration to practice as a Nurse Practitioner (NP) issued by the NYSED; and one (1) year of experience, as described in “1” above; or
3. Valid New York State license and current registration to practice as a Physician Assistant (PA) issued by the NYSED; and one (1) years of experience, as described in “1” above; or
4. Successful completion of education that leads to a clinical degree; and one (1) of experience, as described in “1” above.

For Appointment to Assignment Level II:

1. In addition to meeting the qualification requirements for Assignment Level I, appointment to Assignment Level II requires two (2) additional years of experience, including one (1) year of experience performing the essential duties and responsibilities of Assignment Level I; and
2. Successful completion of NYC Health + Hospitals’ Supervisor Development Program within three (3) months of appointment or promotion.

Direct Line of Promotion:

None: This class of positions is in the non-competitive class.