POSITION: Quality Data Abstractor-Medical Center/Council Oak   **STARTING SALARY:** Negotiable
VACANCY ANNOUNCEMENT: CN-24-20   **CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy, and optometry.

DESCRIPTION OF ASSIGNMENT: The Quality Data Abstractor is responsible for the planning and implementing the quality data management program to meet the needs of MCNDH facilities. Position provides education to medical staff and facility staff. Acts as a resource person to administrative team, department managers, and medical staff.   Will be responsible to ensure regulatory compliance and a continuous state of readiness. The position will also work with the applicable Departmental Directors/Managers/Medical Staff during a regulatory visit to assist in the collection of information and ensure the complete, accurate documentation of proceedings. The position is responsible for clinical identification, risk evaluation, and coordination of corrective action implementation related to data issues. Position will assure that leadership is aware of current compliance and ongoing activity. This position is located at the Muscogee (Creek) Nation Medical Center in Okmulgee, OK and Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:
Bachelor's degree in a Health or Nursing related field is required. A minimum of five (5) years related experience in health management positions preferred and demonstrated clinical and administrative skills. Minimum Associate Degree in Nursing, 1-3 years minimum experience with chart abstraction, preferable experience with Epic, proficiency with the management of an electronic medical record platform.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Abstracts data from the electronic medical record against the specifications outlined by the measure definitions for government quality measures (core measures: sepsis, perinatal, psychiatric, colonoscopy, etc.)
2. Accurately and thoroughly submits quarterly and annual data for the required government programs.
3. Collaborates with other key departments on electronic clinical quality measures (eCQMs). Pioneers the understanding of the measure logic, required medical record documentation, reporting processes, and performance monitoring and improvement.
4. Monitors performance of government quality measures and works with stakeholders on the analysis and improvement of these measures, attends committee meetings, and shares ideas for quality and performance improvement.
5. Acts as a resource to identify trends in healthcare quality improvement, incorporates into planning and development of improvement initiatives.
6. Maintains current knowledge on the ever-changing government quality programs through review of the Proposed and Final Rules. Works with leadership to ensure changes to the programs are assessed and planned for our hospital compliance to the regulation.
7. Champions the understanding of the government pay for performance programs including but not limited to: Hospital Value Based Purchasing (HVBP), Hospital Acquired Condition Reduction Program (HACRP) and Hospital Readmission Reduction Program (HRRP), publicly reported data, and STAR ratings.
8. Performs other clinical reviews for data analysis as necessary.
9. Utilizes quality improvement techniques to improve customer care and clinical outcomes.

10. Can provide recommendations from data analysis as the subject matter expert.
11. Reviews both past and present quality data to provide recommendations and potential corrective action plans.
12. Accepts other duties as assigned to promote the accomplishment of organizational goals.
13. The team member is accountable to demonstrate proficiency for the skills outlined in the appropriate position skills list.
14. The team member is accountable to maintain skill proficiency, including improvement where it is deemed necessary, and upgrading any additional or new skills on the appropriate position skills list.
15. Recognizes and complies with legal regulatory, accrediting and procedural requirements related to area of responsibility.
16. Understands and follows principles and standards as outlined in Muscogee (Creek) Nation Department of Health Code of Conduct.
17. Protects customer and team member privacy and only accesses customer and/or team member related information as needed to perform job duties.

APPLICATION PROCEDURES: Apply online at Department of Health Application. (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information, call Tracy Watters at (918) 762-0307.   The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator   Date