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| Job Title: | Public Health Nursing Consultant 1 | Job Code/ Req#: | 63626 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 12/15/2024 - 07/31/2026 | Date Posted: | 11/13/2024 |
| Expenses Allowed | Yes | Posting Expires: | 11/29/2024 |
| **Location :** | Hybrid  **Address**  710 James Robertson Parkway 7th Floor Andrew Johnson Tower Nashville, Tennessee 37243 | **Quantity Requested :** | 1 |
| **Level/Salary Range :** | $45/hr on C2C | Send Resumes to : | resumes@taurusbiz.com |
| **Schedule:** | | | |
| **Days**  Monday Yes Tuesday Yes Wednesday Yes Thursday Yes Friday Yes Saturday No Sunday No  **Hours/Day**  7.5  **Time Zone**  CST  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shifts Start Time End Time Description Active**    Shift 1 8:00AM 4:30PM Regular Shift Yes  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Description**  **Medical Record Coordinator and Abstractor**  The Tennessee Birth Defects Surveillance System (TNBDSS) within the Family Health and Wellness (FHW)  Division of the Tennessee Department of Health (TDH) is accepting applications for a Medical Record Coordinator and Abstractor position.  This position is full-time hybrid position - alternate work solutions (AWS / remote) and also required to be onsite a minimum of 1-2 times per month (Central Office located in Nashville, TN).  The Medical Record Coordinator and Abstractor will serve as a subject matter expert for birth defects case  management and will be primarily responsible for medical record processing and abstraction.  **Job duties will include:**  • Request medical records of persons with suspected or identified birth defects (maternal and infant) from  birthing facilities and Healthcare Providers in Tennessee, using a developed algorithm  • Conduct case verification on all reports received on key birth defect diagnoses using medical records  • Review assigned medical records (digital, electronic, and hard copies) and extract relevant information  • Cross-reference information from multiple sources to ensure abstracted data is complete and accurate  • Perform data entry into iCMS database for abstracted medical records  • Review data entry by non-clinical staff to ensure clinical accuracy  • Submit service referrals to appropriate social services, when indicated  • Work closely with the TNBDSS Team to identify issues and ensure data processes are complete and accurate  • Maintain partnerships with birthing facility HIM staff and provide feedback as it relates to process  improvements  • Maintain HIPAA compliance at all times  • Work independently, responsibly, and efficiently; problem-solving and communicating when needs are present  • Complete abstraction assignments on time with minimal supervision  • Attend weekly meetings with the TNBDSS team  • Maintain ongoing education on developments in patient care, data management, birth defects, healthy  pregnancy, and health equity | | | |
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| Reviewed By: | Swathi G | Date: | 11/13/2024 |
| Approved By: | Ram S | Date: | 11/13/2024 |
| Last Updated By: | Swathi G | Date/Time: | 11/13/2024 |