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| Job Title: | Public Health Nursing Consultant 1 | Job Code/ Req#: | 63890 |
| Department/Group: | TN DOH | Position Type: | Contract |
| Duration : | 02/24/2025 - 07/31/2025 | Date Posted: | 02/18/2025 |
| Expenses Allowed | Yes | Posting Expires: | 02/21/2025 |
| **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****Overview:** 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 - remote with a minimum requirement of 1-2 in-person onsite days each month (Central Office located in Nashville, TN). Travel to Nashville is nonreimbursable. 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. Position is renewable through July 2026. **Responsibilities:** Request medical records of persons with suspected or identified birth defects using a developed algorithm Conduct case verification on all reports received on key birth defect diagnoses Review assigned medical records (digital, electronic, and hard copies) and extract relevant information and required data variables 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 Collaborate with the TNBDSS team to identify issues and ensure data processes are complete and accurate Maintain partnerships with facility HIM staff and provide feedback as it relates to process improvements Complete abstraction assignments on time with minimal supervision Attend regular meetings with the TNBDSS team Maintain ongoing education on developments in patient care, data management, birth defects, healthy pregnancy, and health equity **Requirements:** Undergraduate (Associate or Bachelor) degree in a healthcare-related field; RN preferred. Extensive clinical experience (5 years or more; Medical Assistant, Phlebotomy, etc.) may be considered in lieu of formal education. (Completion of a nursing program preferred) At least 1 year in Health Information Management; Coding, Nursing, and/or Medical Record abstraction experience required Clinical background in Pediatrics, Labor/Delivery, Congenital Birth Defects, and/or Maternal/Child Health preferred Ability to maintain HIPAA compliance at all times Ability to work independently, responsibly, and efficiently; problem-solving and communicating when needs are present |
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| **Reviewed By:** | Swathi G | **Date:** | 02/18/2025 |
| **Approved By:** | Ram S | **Date:** | 02/18/2025 |
| **Last Updated By:** | Swathi G | **Date/Time:** | 02/18/2025 |