



Job Code: 3854

Grade: 18

HCWR: N

Job Title

Trauma Registrar

Department

Trauma Administration

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under supervision of the Trauma Program Coordinator, the Trauma Registrar will abstract relevant clinical and demographic information from the medical record to identify the care rendered to the patient for purpose of compliance, research, and quality improvement. The Trauma Registrar will assign ICD-10 injury (E-Code), procedure codes, diagnostic codes, and complication codes in accordance with the American College of Surgeons' guidelines. Will be required to work both independently and within a team to maintain productivity standards.

Typical Duties

- Concurrently and retrospectively, collects data from patient electronic health records and other computer generated sources, on all trauma and burn patients.
- Encodes the data, ICD-10 coding, into the trauma registry (Digital Innovations) following American College of Surgeons guidelines
- Abstracts patient procedures, complications, morbidities, mortalities, and system issues for the trauma program and enters data into the trauma data base
- Actively participates in data validation processes for accuracy and consistency of abstracting. - Assists with preparation for trauma and burn center verification site visits
- Assists with quality projects as directed.
- Additional responsibilities related to the Trauma Registry as assigned by the Trauma Program Coordinator, Trauma Medical Director,
- Attends departmental required in-services and training in-service
- Attends Hospital's annual in-service and training programs
- Adheres to section/departmental procedures from work assignments
- Meets quality and productivity standards
- Adheres to the Departmental Standard Practices Guidelines
- Adheres to Hospital attendance policies
- Adheres to environmental requirements
- Meets the standard for compliance of Continuing Education for their licensing/certification
- Perform assignments as scheduled with or without supervision
- Adheres to HIPPA rules and regulations
- Maintains a cooperative working relationship with the Trauma Administration Team
- May be required to work flexible day hours



Minimum Qualifications

- High School Diploma or GED
- One (1) year of experience working in health care field
- Must hold one or more of the following certifications:
- Certified Coding specialist (CCS, CCS-P)
- Certified Professional Coder (CPC)
- Registered Health Information Administrator (RHIA)
- Registered Health Information Technician (RHIT)
- Certified Specialist in Trauma Registry (CSTR)

Preferred Qualifications

- Registered Health Information Administrator (RHIA)
- Registered Health Information Technician (RHIT)
- Familiar with Digital Innovations registry software

Knowledge, Skills, Abilities and Other Characteristics

- Working knowledge of ICD-10 coding
- Excellent verbal and written communication skills
- Ability to code using a computerized encoder/abstracting system
- Ability to operate a PC in a windows environment
- Ability to multi-task and meet deadlines as needed
- Ability to adhere to department policies and standards using best practice
- Ability to maintain a professional demur
- Ability to work flexible hours
- Ability to maintain a high level of discretion and maintain confidentiality
- Demonstrate attention to detail, accuracy, and precision

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.