



Job Code: 6417

Grade: 23

HCWR: N

Job Title

Quality Data Manager

Department

Quality Assurance

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

Job Summary

The Quality Data Manager will use their background in clinical knowledge, medical terminology, and information technology to review, abstract, and manage clinical data following specific instructions from the federal, state, and local governments and regulatory bodies for the Hospitals and Ambulatory & Community Health Network for Cook County Health (CCH). Establishes and oversees quality data and trending reports for the assigned organization, affiliate, or medical division. Prepares and provides reports and analysis to institutional committees and departments to support quality improvement activities. Participate in regulatory agency educational activities and train and educate System Quality personnel in data reporting requirements.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Responsible for oversight, validation, and accuracy of all data submitted for regulatory reporting of quality measures for CCH.
- Performs and oversee data abstraction for quality measures for regulatory reporting throughout CCH.
- Supervises Quality Data Analysts and other staff responsible for data abstraction within the quality department. Set performance goals and conduct performance reviews, administer discipline, and participate in labor disputes.
- In consultation with the internal IT department, establish criteria for data collection to facilitate quality data abstraction.
- Works in cooperation with internal IT to request electronic and manual reports necessary to support data abstractions.
- Works in cooperation with Nursing, Medical Staff, and other clinical staff to validate results of automated and manual data abstraction to prepare for submission.
- Reports data directly into federal, regulatory compliance and financial reimbursement.
- Oversees the implementation, management, and maintenance of all quality reporting software applications to ensure timely and accurate reporting.
- System administration management of Quality Applications such as Patient Experience Platform, Patient Safety Events Platform, Vizient, and Rounding Tools.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree or higher from an accredited college or university
- Minimum of three (3) years of work experience in quality administration or in data management within a healthcare environment
- Minimum of three (3) years of work experience in abstraction and validation of quality data from patient records for CMS and the Joint Commission
- Prior experience working with Electronic Medical Record Systems
- Thorough knowledge of medical terminology
- Proficient in Microsoft Excel



Preferred Qualifications

- Experience with reporting systems such as Cerner Lighthouse Business Objects, Tableau, and Discern Reporting
- Experience with federal data warehouses such as Quality Net, HARP, and Joint Commission

Knowledge, Skills, Abilities and Other Characteristics

- Excellent written and verbal communication skills
- Must be detail oriented and have high standards of accuracy
- Ability to work independently and to evaluate computer and system issues with IT assistance as required.

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.