

UW HEALTH JOB DESCRIPTION

TRAUMA REGISTRAR

Job Code: 440093	FLSA Status: Non-Exempt	Mgt. Approval: T. Ellison	Date: April 2024
Department: 1000156/General Trauma Support		HR Approval: K. Fleming	Date: April 2024

JOB SUMMARY

The Trauma Registrar is responsible for the collection/abstraction of required state and national trauma data bank elements into the Trauma Registry database on all patients meeting state or national trauma inclusion criteria. The Trauma Registrar maintains the confidentiality of the registry data and provides registry data as appropriate for research.

MAJOR RESPONSIBILITIES

- Performs basic data collection of demographics and coding of clinical and follow-up data from all sources into trauma registry database.
- Interacts with physicians, nurses, and other members of the trauma team and trauma patients to perform trauma registry functions.
- Keeps registry current as defined by the American College of Surgeons (ACS) as 80% complete within 60 days of patient discharge.
- Determines appropriateness of patient entry into the Trauma Registry based on guidelines in the American College of Surgeons "Resources for the Optimal Care of the Injured Patient" as well as the National Trauma Data Standard.
- Provides high quality data entry by abstraction of required state and national trauma data elements from the patient chart in real time and retrospectively.
- Participates in quality assurance, data validation, and improvement activities to ensure accuracy of data collection and timely submission of data according to State Trauma Registry and the American College of Surgeons Optimal Resource Document for Trauma Centers.
- Understands mapping concepts and validates mapping of registry software for Trauma Quality Improvement Program (TQIP), National Trauma Data Bank (NTDB), and the state.
- Resolves routine coding issues/problems and appropriately seeks assistance from Trauma Program leadership and/or Trauma Registry vendor when appropriate.
- Recognizes patterns of mechanism and injury during case abstraction in order to contribute to opportunities for injury prevention and community safety.
- Reports data in formats such as Excel and/or PowerPoint for both internal and external consumption (includes statistical, clinical, and research data).

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	<ul style="list-style-type: none"> • Participate in and pass the AAAM's Abbreviated Injury Scale (AIS) course within 1 year of hire (inclusive of Burns Registrar) • Participate in a trauma registry course that includes all of the following content within 1 year of hire (Inclusive of Burns Registrar): <ul style="list-style-type: none"> – Abstraction – Data management – Reports/report analysis – Data validation – HIPAA • Participate in an ICD-10 course or an ICD-10 refresher course every five years (Inclusive of Burns Registrar) • Each trauma registrar must accrue at least 24 hours of trauma-related CE during the verification cycle.
	Preferred	
Work Experience	Minimum	One (1) year coding experience OR previous experience working with trauma registry databases and handling medical information in a health care setting

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Licenses & Certifications	Minimum	
	Preferred	Certified Abbreviated Injury Scale Specialist (CAISS) Certified Specialist in Trauma Registries (CSTR)
Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Knowledge of and ability to use computers, including word processing, spread sheets, graphics, messaging (E-Mail), data base management, and report writers. • Extensive knowledge of Registry maintenance and related regulations. • Knowledge of medical terminology, anatomy, and physiology. • Knowledge of data abstraction techniques. • Knowledge of ICD-10 Coding. • Ability to work independently on assigned projects and to recommend improvement to the process of collecting, maintaining, and reporting patient information. • Ability to establish productive relationships with a wide variety of health care professionals. 	

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

JOB FUNCTION

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.