

UW HEALTH JOB DESCRIPTION

Clinical Registry Analyst

Job Code: 300083

FLSA Status: Non-Exempt

Mgt. Approval: S. Saari

Date: December 2021

Department: Quality & Safety Improvement

HR Approval: S. Whitlock

Date: December 2021

JOB SUMMARY

The Clinical Registry Analyst is responsible for interpreting complex medical information in electronic medical records to support critical program activities including direct patient care and regulatory and accreditation requirements. This position is responsible for abstraction, analysis, and submission of clinical data to national registries. The incumbent applies the policies and procedures of national registries in accordance with UW Health standards and governing national registry criteria to assist in the achievement of institutional goals.

This position is responsible for the quality and coordination of data collection, entry, analysis, submission, report preparation, presentation of data, data sharing for process improvement initiatives, bench marking and outcomes research. Incumbent maintains detailed knowledge of registry field definitions, reporting requirements, a high degree of organizational skill, and is detail oriented. The Clinical Registry Analyst is responsible for the technical and methodological support of the assigned registry or registries and reports. S/he will educate end users about technical solutions and business process requirements. S/he takes the initiative to identify knowledge gaps and actively works to build knowledge in others in relation to the national registries supported.

This position is responsible for communicating report findings to others throughout the organization, including recommendations for improvements and focused studies. The Clinical Registry Analyst interacts with various UW Health departments, Directors, Vice Presidents, and physicians to convey complex concepts and ideas. The incumbent works collaboratively with various sources and repositories of information within UW Health and participates in multidisciplinary teams.

MAJOR RESPONSIBILITIES

Abstraction of patient medical records and maintenance of the registry database.

- Abstract and code from the medical record and other applications all information pertinent to each case.
- Uses medical training and knowledge to review and fully understand complex medical histories, progress notes, procedure reports, diagnostic tests, laboratory results, operative notes, and other medical documentation included in patient medical record.
- Using knowledge of anatomy, physiology, pharmacology, and relevant treatments and therapies, determines course of treatment and identifies pertinent details concerning patient condition and medical interventions.
- Identify and assign appropriate codes for procedures performed, related diagnoses, and complications.
- Maintains knowledge and correct understanding of data definitions for each national registry to ensure quality data submission for the hospital.
- Monitors and stays updated on registry changes and communicates with end users as appropriate.
- Identify and interface with internal and external individuals and groups to manage data definitions, collection, analysis, and submission of data to hospital approved national registries.
- Manage summary data (metadata) and insure accessibility by end-users.
- Maintain integrity of the registry database by submitting accurate and timely data, performing edit checks, auditing, ensuring inter-rater reliability, and re-abstrating.
- Plan and perform a regular review of registry progress, costs, and goals in conjunction with manager to determine progress towards case completion goals.
- Perform outcomes follow up analysis.
- Participates in and coordinates requested audits from national registry.
- Educate, train, and mentor others on all aspects of the registry work.

Data Reporting, Presentation, and Communication

- Respond to special requests and design actionable data reports and displays for various internal and external audiences that quickly and effectively directs further improvement efforts and patient care.
- Collaborate with others in identifying new and improved ways to distribute clear and concise data and display findings electronically to facilitate access to findings, sharing interpretations, and expedite decision making.
- Identify and investigate patterns of clinical performance, both expected and unanticipated.
- Assist the clinical team to bridge technical solutions and business process requirements by explaining/interpreting registry requirements, data specifications, and clinical practices and outcomes for end users.

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- Reviews registry reports with physicians and hospital leaders. Recommends appropriate system changes or process improvement plan to improve quality and patient safety initiatives Identifies opportunities to improve patient care experience based on registry data.
- Communicates effectively with team members, professionals, supportive personnel, and others.
- Maintains current reference information materials for registry specific abstraction work.
- Meets with MD champion(s) and organizational leaders as needed for registry needs.
- Communicates closely with the Registry Manager to ensure resources are adequate to maintain timely and accurate data submissions.

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

JOB REQUIREMENTS

Education	Minimum	Associate's degree in healthcare related field. Two (2) years of clinical data abstraction and analysis experience may be considered in lieu of degree in addition to experience below
	Preferred	Bachelor's degree in Nursing, Nursing Informatics, Respiratory Care, Physical Therapy, or healthcare related field
Work Experience	Minimum	Three (3) years of clinical data abstracting and analysis experience or three (3) years of clinical experience in nursing, respiratory therapy, physical therapy, or related relevant field
	Preferred	Three (3) years of clinical data abstracting and analysis experience or three (3) years of relevant clinical experience in an acute tertiary care hospital in the applicable registry field
Licenses & Certifications	Minimum	
	Preferred	Certification in pertinent national registry
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Superior attention to detail with excellent verbal and written communication skills • Ability to work independently and be result oriented • Ability to interact with all levels of staff • Strong ability to track data, analyze and interpret numbers, and make recommendations based on data synthesis in a clear and logical representation to management and peers • Ability to maintain confidentiality of sensitive information • Ability to independently handle multiple ongoing or recurrent tasks • Ability to work well under tight timelines • Ability to work as part of a team serving multiple customers • Knowledge of and ability to use computers, including word processing, spread sheets, graphics, and database management • Knowledge of medical terminology, anatomy, and physiology • Ability to interpret/analyze patient outcomes • Basic knowledge of ICD9/ ICD10 Coding • Ability to work independently on assigned projects and to recommend improvement to the process of collecting, maintaining, and reporting patient information • Proven ability to establish productive relationships with a wide variety of health care professionals

JOB FUNCTIONS

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.*

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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 dockets, 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:				

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.