

**Career Service Authority**

***MedisGroups Abstractor***

Revised Date  
Revised By Patricia Anderson  
FLSA Code Non-Exempt  
Est. Date 09/16/95

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***General Statement of Duties***

Identifies key clinical findings and monitors procedures for the collection of data mandated by the Colorado Data Commission.

***Job Responsibilities and Knowledge, Skill, and Ability Requirements***

1. Identifies key clinical findings and monitors procedures for the collection of data mandated by the Colorado Data Commission.
  - *Knowledge of medical terminology sufficient to be able to analyze clinical findings and prepare abstracts.*
  - *Skill in the interpretation and application of-written guidelines, precedents, and work practices to standardized -work situations or specific cases.*
  - *Skill in recognizing non standardized situations and preparing recommendations for problem resolution.*
2. Determines and records the appropriate amount of information on reviews for each patient.
  - *Skill in analyzing, collecting, organizing, and recording information to develop accurate information*
3. Reviews and collects data on required Diagnostic Related Groups and prepares reports for appropriate medical staff committees and others.
  - *Skill in writing clearly expressing ideas and facts and utilizing good grammatical form.*
  - *Skill in analyzing, collecting, organizing, and recording data to develop accurate information.*

4. Assists with data quality control studies to ensure the validity of the database.
  - *Skill in performing quality control checks on a computer database.*
  - *Skill in the interpretation and application of-written guidelines, precedents, and work practices to standardized work situations or specific cases.*
5. Collects admission and discharge data including general uniform hospital discharge data sets and charge data elements.
  - *Skill in collecting data with precision and accuracy.*
6. Identifies MedisGroups events and records them on the abstract.
  - *Skill in identifying medisgroup events. Skill in collecting data with precision and accuracy.*
  - *Skill in the interpretation and application of written guidelines, precedents, and work practices to standardized work situations or specific cases.*
7. Communicates with the medical staff and house staff officers to clarify documentation in medical records.
  - *Skill in communicating and presenting factual information related to the work assignment.*
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.*
8. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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## ***Job Requirements***

### **Level of Supervision**

No supervisory responsibility.

### **Guidance and Decision Making**

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee is primarily concerned with the application of standardized practices. Decisions or recommendations on non standardized situations are limited to relating organizational

policies to specific cases. Problems which are not covered by guidelines or are without precedent are taken up with the supervisor. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

**Interpersonal Communications**

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

**Physical Demands**

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers. Talking: expressing or exchanging ideas by means of spoken words.

Eye/hand/foot coordination: performing work through using two or more.

**Vision Requirements**

Near Acuity: ability to see clearly at 20 inches or less.

**Mental Demands**

Oral Comprehension

Written Comprehension

**Minimum Education**

Requires thirty semester credit hours which must include coursework in anatomy, physiology, and medical terminology.

**Minimum Experience**

Three years of experience in an acute care facility.

**Equivalency**

A combination of appropriate education and experience may be substituted for the minimum experience requirement.