

Job Description

Job Family: Palm Beach County Fetal and Infant Mortality Review Project (FIMR)

Job Function: Medical Records Abstractor

Job Title: FIMR – Quantitative Data Abstractor

Pay Band: \$25 - \$35 per hour

Employment Status: Part-time (20 hours per week)

Project Description (Purpose and Function):

The Department of Health in Palm Beach County is seeking a person with skills in reviewing and abstracting medical information from birthing hospitals/facilities, OB/GYN, and pediatric providers to compile, organize, and analyze a comprehensive case summary for the specific purpose of presenting the outcomes of a selected sample of fetal and infant deaths in Palm Beach County. The Quantitative Abstractor supports the Fetal and Infant Mortality Review (FIMR) project in collaboration with the Florida Institute for Health Innovation (FIHI) and Children's Services Council of Palm Beach County. The aim of the FIMR project is to enhance the health and well-being of women, infants and families by improving the community resources and service delivery systems available to these families. FIMR brings together key members of the community to review individual fetal and infant mortality cases. The Quantitative Abstractor is a vital member of the FIMR team responsible for abstracting clinical data including maternal, fetal and infant medical records, compiling and presenting each case for review at monthly FIMR meetings. The position is staffed through the Department of Health in Palm Beach County and serves as a subcontractor to the Florida Institute for Health Innovation.

Primary Duties and Responsibilities:

- Utilizing the FIMR case selection protocol to select fetal and infant mortality cases for review
- Accessing the Department of Health's Vital Statistics Data, identifying case related healthcare agencies and contacting pertinent providers to facilitate the abstraction process
- Clinical data abstraction and interpretation of maternal, fetal and infant medical records, de-identifying patient information and entering case data into the National Case Review Reporting System
- Case preparation for monthly Case Review Team (CRT) meetings
- Partnering with the Qualitative Abstractor to analyze patterns and trends
- Attending and participating in monthly CRT and Community Action Group (CAG) meetings
- Completing additional reports and gathering data for statistical analysis as required by the annual FIMR grant

Knowledge, Skills, and Abilities:

- Knowledge and experience in obstetrics and pediatrics, neonatology or perinatology preferred
- Skill to review and interpret medical records and abstract data accurately and completely
- Ability to establish and maintain effective working relationships with individuals, team members, agencies and organizations
- Effective verbal and written communication skills
- Performs in a tactful and professional manner at all times
- Ability to accomplish tasks in short time frames and meet set deadlines
- Computer skills (ability to use applications such as spreadsheets, database, and analytical software)

Education Requirements:

- Health professional degree required; RN or LPN preferred.

Additional Requirements:

- Must be available to work a varied work schedule that includes evening hours.
- Possession of a valid Florida Driver's license and private vehicle is required for use in this position. Expenses to be reimbursed on a per mileage basis.

Interested candidates should please email resume to Fay Glasgow at fglasgow@flhealthinnovation.org.

For more information about the Institute, please visit our website: www.flhealthinnovation.org