



Job Code: 5327 -- Electronic Data Source Coord

Summary: To recruit and onboard new electronic data sources from clinics and pathology laboratories required by law to report cancer cases to the Mississippi Cancer Registry. They will also coordinate incorporation of the new data streams into workflow and the cancer registry database.

Minimum Requirements: Associates degree in a Healthcare Information Management (HIM) program accredited by The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) with successful completion of two (2) semesters of human anatomy and physiology and one (1) semester of medical terminology, or current Certified Tumor Registrar (CTR).

Special Skills: KNOWLEDGE OF ANATOMY, PHYSIOLOGY, HISTOLOGY, PATHOPHYSIOLOGY, AND MEDICAL TERMINOLOGY. KNOWLEDGE OF PAPER AND ELECTRONIC MEDICAL RECORDS. KNOWLEDGE OF MEANINGFUL USE. KNOWLEDGE OF STATISTICAL AND GRAPHIC CONCEPTS USED IN THE PRESENTATION OF CANCER INCIDENCE, TREATMENT, AND SURVIVAL INFORMATION. SKILL IN THE USE OF PERSONAL COMPUTERS AND RELATED SOFTWARE APPLICATIONS. INTERPERSONAL SKILLS. VERBAL AND WRITTEN COMMUNICATION SKILLS. ABILITY TO ABSTRACT, CODE, AND STAGE CANCER DATA ACCORDING TO STATE AND NATIONAL CODING STANDARDS.

Certifications: Must obtain Certified Tumor Registrar (CTR) by the National Cancer Registrars Association (NCRA) within three (3) years of date of hire. Registered Health Information Technician (RHIT) or registered Health Information Administrator (RHIA) preferred.

- Duty 1:** Conduct quality assurance activities such as review of clinical data architecture test messages from eligible providers for completeness and accuracy, abstracted data for accuracy, resolution of data edits, consolidation of multiple data reports into a concise record for each cancer case, and inclusion of additional treatment and follow-up information obtained after completion of the initial abstract.
- Duty 2:** Onboards clinics for reporting that meets the standards of meaningful use and pathology laboratories for electronic pathology reporting that meets the national guidelines for electronic pathology reporting.
- Duty 3:** Develops and maintains electronic templates for use in pathology follow-up with clinics and for direct reporting of cancer cases by clinics.
- Duty 4:** Manages the process of incorporating the electronic data received from clinics and pathology sources into the cancer registry database to maximize the utility of the data received and minimize the impact on data processing.
- Duty 5:** Communicates with outside clinics, other hospitals, and electronic health record software vendors for electronic reporting of cases, data quality control and completeness of reporting.
- Duty 6:** Identifies cases from a variety of clinical sources to be included in the registry in accordance with the Mississippi cancer registry and national standards for determination of multiple primary cancers in an individual patient.
- Duty 7:** Accurately analyzes, abstracts, codes, and stages health information from paper-based and electronic medical records into the cancer registry software using national coding guidelines in accordance with the timeliness and quality criteria established by state law certifying regulations.
- Duty 8:** Serves as a resource for physicians and reporting facilities in staging, abstracting, coding, and case reportability.
- Duty 9:** Participates in cancer educational activities.
- Duty 10:** THE DUTIES LISTED ARE GENERAL IN NATURE AND ARE EXAMPLES OF THE DUTIES AND

RESPONSIBILITIES PERFORMED AND ARE NOT MEANT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. MANAGEMENT RETAINS THE RIGHT TO ADD OR CHANGE DUTIES AT ANY TIME.

Physical Demands:

Exposed to Unpleasant Environment: None

Handles Dangerous Equipment: None

Lifts or carries 10lbs: Occasionally = up to 20%

Lifts or Carries 10-25lbs: Occasionally = up to 20%

Lifts or carries 25-50lbs: None

Lifts or carries 50-75lbs: None

Lifts or carries 75-100lbs: None

Lifts or carries over 100lbs: None

Exposed to biohazardous conditions: None

Works hours beyond regular: Occasionally = up to 20%

Travels to offsite locations: Occasionally = up to 20%

Drives: None

Activities subject volume changes: Occasionally = up to 20%

Work produced is precise measurements: Constantly = at least 51% of the time

Climbs: Occasionally = up to 20%

Crawls: None

Crouches or stoops: Occasionally = up to 20%

Kneels: Occasionally = up to 20%

Pushes or pulls: Occasionally = up to 20%

Reaches: Occasionally = up to 20%

Sits: Constantly = at least 51% of the time

Stands: Occasionally = up to 20%

Twists: Occasionally = up to 20%

Walks: Occasionally = up to 20%