

**JOB DESCRIPTION**

**Job Title**: Clinical Charge Analyst, Clinics

**Job Code:** 012

**Classification**: Exempt

**Reports to:** Director of Outpatient Clinics

**Job Description Summary**

The Clinical Charge Analyst is responsible for aggregating data via chart abstraction and coordinating submissions or reporting with the Director of Outpatient Clinics. The Clinical Charge Analyst proactively interacts with staff to achieve high performance in quality improvement and standard compliance and coordinating accreditation activities. There are additional activities that the Clinical Charge Analyst participates in as defined by the needs of the organization and the unique skills of the Clinical Charge Analyst. The Director of Outpatient Clinics provides general direction; however, this position operates with a high degree of independence and awareness of organization priorities.

**Essential Duties and Responsibilities**

Include but are not limited to:

* Analyzes and aggregates data for reporting as directed (Core Measures, Patient Harms (HIIN), Quality Net, Comparative Outlook Profile, Emergency Department Transfer Communication (EDTC)
* Performs chart reviews, aggregates data, prepares reports, completes targeted audits as requested
* Models problem solving using PDCA model to make improvements
* Participates in interdisciplinary teams to support and promote patient safety through quality improvement
* Collects, aggregates, analyzes data related to restraints, critical labs, falls, alarm management, pressure ulcer prevalence, tele-health, tissue procurement
* Understands change theory and utilizes the most effective techniques to impact successful project implementation
* Assisting with the development and sustaining a patient advisory council
* Coordinating, maintaining working knowledge, and monitoring Bio-Engineering and Plant Operation technology for preventive maintenance. Example- MP2 technology
* Credentialing and maintaining medical staff and provider files
* Maintains up to date knowledge of standard revisions and regulatory guidelines to ensure all policies are survey ready and standard compliant- (ISDH Perinatal Standards, TJC Environment of Care and Life Safety chapters)

**Job Requirements**

**Education:** Bachelor’s Degree in Nursing or Healthcare Administration

**Licensure/Certification**:

**Experience**:

* Minimum of one-year clinical experience preferred
* Cognitive skills as related to the position,
* Excellent interpersonal skills required including communication, writing, and presentation skills
* Advanced working knowledge of spreadsheets and databases, must have strong knowledge base of Microsoft Excel, PowerPoint, and Word

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_