

## TRAUMA REGISTRY ABTRACTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and in compliance with New York State Public Health Law requiring that trauma centers maintain a trauma registry, an incumbent of this class is responsible for collecting, abstracting, coding, and reporting data regarding patients with traumatic injuries. Incumbent reviews medical records and communicates with Trauma Team staff to identify reportable cases and to collect information related to severity and cause of injury, course of care and outcome, and codes and enters the data into the New York State Trauma Registry database according to program guidelines. This classification is distinguished from Medical Records Coder series by the specialized focus and use of data examined in the medical record. Supervision is not a regular responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Reviews a variety of medical records to collect information related to trauma patients;

Identifies patient records that meet criteria for inclusion in the New York State Trauma Registry, using ICD-9 diagnosis and other criteria defined by the Registry;

Reads and interprets the various components of the medical record, such as physician documentation, radiology reports, laboratory reports and all treatment modalities, in order to abstract and code for entry into the Trauma Registry database;

Prepares exclusion report for Trauma Registry when appropriate;

Researches additional information not given in medical record by, for example, contacting other physicians or institutions;

Obtains follow-up information for entry into database;

Maintains the components of the trauma-related data collection system consistent with all regulatory and procedural policies;

Performs quality control activities and ensures accuracy of data;

Runs, compiles and distributes as variety of routine and specialized reports for hospital administration and staff;

Participates in all functions related to Trauma Registry, as required;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge and understanding of the guidelines of the New York State Trauma Registry for trauma abstracting; thorough knowledge of medical terminology; good knowledge of the International Classification of Diseases (ICD9-CM) codes; ability to read, understand and apply the appropriate guidelines for trauma abstracting; ability to accurately abstract and stage information from the various components of patient medical records; ability to understand and code medical records; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; sound judgment; tact; discretion; initiative; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school and three years of experience in a hospital or health care facility where the primary function of the position was obtaining, coding and reporting information for use in a Trauma Registry system.

SUBSTITUTION: Certification by the American Trauma Society as a Trauma Registrar may be substituted for the three years of required experience.

West. Co.  
J. C.: Competitive  
PQS1  
1

Job Class Code: C3220  
Job Group: VIII