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Database Coordinator - Full time

TX Lubbock 3420 22nd Place, Lubbock, Texas

NEW

Business Professional

Covenant Health

R320772

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Covenant Health is seeking a full time, Database Coordinator with the JC Registry at Covenant Health System.

Job Summary:

The Stroke Data Coordinator is responsible for the timely, accurate and complete abstraction of stroke patient information in alignment with hospital and national guidelines. The abstractor will also be responsible to enter abstraction into the Hospital's Stroke Database in a complete, accurate and efficient manner. The job position will work and collaborate with the Stroke Coordinator.

The Cardiac Data Coordinator will abstract clinical data and enter data elements into the hospital's cardiac database. The Abstractor will produce reports providing information and clinical quality and outcomes to support the hospital CQI program and provide information to third-party payors.

The Core Measure Data Coordinator is responsible for abstracting any and all data required to meet the departments internal and external data related needs. The Abstractor will be responsible for entering this data into the appropriate hospital database in a timely, accurate, and efficient manner.

Essential Functions:

STROKE DATABASE COORDINATOR/TRAUMA DATABASE COORDINATOR/CORE MEASURE DATA COORDINATOR/CARDIAC DATABASE COORDINATOR

- Accurately abstracts medical records and other clinical information as directed.
- Prepares information for submission to various entities within required time frames (as established by requester).
- Available to answer and communicate via telephone and web based

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conferencing system.

- Demonstrates priority setting and organizational skills. Identifies and resolves problems in a timely manner.
- Performs other related tasks as may be necessary for the effective and efficient functioning.
- Keeps supervisor informed of activities, needs and problems.
- Completes all documents involved in patient care legibly and in a timely manner.
- Accepts assignments willingly or discusses concerns appropriately.
- Must be familiar with applicable policies and procedures.
- Ensures clinical data is correct and appropriate for specific procedures being requested. Ability to demonstrate correct spelling of patient name, physician name, and use of mnemonics.
- Demonstrates working knowledge of the hospital information system and other computer based communication and database systems.
- Respects patient and family rights/privacy ensuring confidentiality at all times.
- Completes annual education and employee health requirements.
- Maintains licensure requirements as appropriate.
- Participates in departmental staff meetings/in services
- Reports to supervisor any suggestions to increase productivity or quality of work.
- Always exercises financial stewardship in the use of hospital resources.
- Plans and prioritizes time to achieve maximum efficiency when completing work duties and assignments.
- Works scheduled hours; avoids the use of overtime unless authorized prior by supervisor.
- Required to track and produce productivity of work.
- Attends in person meetings as needed/required.
- Requires knowledge of medicine and related fields, including anatomy, physiology, and medical terminology.

ADDITIONAL RESPONSIBILITIES

- **STROKE DATABASE COORDINATOR**
- Maintains quality and integrity of the stroke database by assuring accurate and complete data is entered.
- Receives que of previously discharged stroke patients.
- Inputs information from Hospital EMR into the Get With The Guidelines (GWTG) database.
- Assurance compliance with GWTG, TJC, and DNV Guidelines.
- **TRAUMA DATABASE COORDINATOR**
- Maintains quality and integrity of the trauma database by assuring accurate and complete data is entered.
- Inputs information from Hospital EMR into the trauma database.
- Assures compliance with all hospital and national guidelines.
- **CARDIAC DATABASE COORDINATOR**
- Demonstrates detailed knowledge and proficiency in the use of the hospitals cardiac database system.
- Maintains quality and integrity of the cardiac database by assuring accurate and completed data is entered.
- Completes concurrent and retrospective analysis of patient records for specific cardiovascular regulatory submission requirements.

Minimum Position Qualifications:

Education: H.S. Diploma or GED

Experience: 2 years Experience with data mining or data analyst projects or working

medical professional with experience in related area.

Preferred Position Qualifications:

Education:

- Associate's Degree in Related field (Data Analysis, Mathematics, etc.) or equivalent educ/experience
- Associate's Degree Related field (LVN, EMT-P)

License Requirements:

- Appropriate licensure and certification for LVN and/or EMT-P or registry required certifications.

Covenant Health is celebrating nearly 100 years of serving Lubbock and our South Plains region. As the oldest and largest health system in Lubbock and the region, we currently employ over 5,200 people with a medical staff of over 600 physicians.

For nearly 100 years, Covenant has been driven by a mission of providing a Christian ministry of healing and caring for the whole person - mind, body and spirit. Our vision and differentiator is we are the only faith-based, integrated health network in the West Texas/eastern New Mexico region dedicated to a Christian ministry of healing.

As an expression of our mission, we believe we hold an important Covenant with our patients and try and treat every interaction as Sacred Encounters.

Our ministry includes six hospitals with over 1,100 licensed beds:

Covenant Medical Center - CMC
Covenant Children's
Covenant Specialty
Covenant Plainview - PLV
Covenant Levelland - LVL
Trustpoint (joint venture: Rehab Hospital of Lubbock)
Covenant Medical Group (CMG)
Covenant Health Partners
Hospice of Lubbock

Covenant Health's total service area includes 25 counties that covers most of West Texas and eastern New Mexico. The service area covers approximately 750,000 people and approximately 35,000 square miles.

Covenant / St. Joseph Health (SJH) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Covenant / St. Joseph Health (SJH) complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Positions specified as "on call, per diem" refers to employment consisting of shifts scheduled on as "as needed basis" to fill in for staff vacancies.

