Medical Records Abstractor Job Description

- Reviewing medical records for specific variables using standardized abstraction forms.

- Abstracting medical, socio-demographic, and diagnostic information as per protocol.

- Performing secondary data abstraction to ensure accuracy and completeness.

- Developing methods for monitoring abstraction progress and assessing data quality.

- Entering data from medical record reviews into electronic systems.

- Ensuring adherence to Standard Operating Procedures for data entry and review.

- Providing reports documenting the number of abstractions completed, challenges encountered, and suggestions for improvements.

- Collaborating with staff to resolve questions related to data reviews and abstractions.

- Attending meetings related to medical record abstraction and data quality assurance.

- Participating in quality assessments of the data collected.

- Ensuring completeness, accuracy, and consistency of abstracted clinical data.

- Implementing procedures to monitor and improve the quality of abstraction work.

- Participating in training sessions for gaining access to medical records and understanding project protocols.

Qualifications

- Degree with major study in an academic field in medical, clinical, health sciences field and professional experience to perform the duties of the position including review of medical records and chart abstraction.

- Prior experience with reviewing medical records to evaluate real-world evidence assessing safety and clinical effectiveness of therapeutics highly desired.