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job description

**Title**: Registry Abstractor

**Department**: Cancer and Clinical Registry Services

**Reports** **to**: Registry Operations

**Location**: Remote

**FLSA** **Status**: Non-exempt

**Job** **Code**:

**Updated**: 3/18/21

**Company Overview:**

nThrive partners with healthcare providers to improve their financial strength by implementing integrated revenue cycle solutions that help control cost, improve margins and cash flow, increase regulatory compliance, and optimize operational efficiency. nThrive serves more than 125 health systems, 3,300 hospitals and 30,000 non-acute care healthcare providers. For more information, visit www.nThrive.com.

**Job Purpose:**

The Registry Abstractor performs required data collection for state, national and federal agencies regarding cancer and other reportable diseases.

**Position Objectives:**

Meet quality and productivity benchmarks for data collection and reporting.

**Essential Duties & Responsibilities:**

* Maintain all Service Level Agreements outlined in the current scope of project assignment.
* Consistently meet and achieve abstracting accuracy rate of 95%.
* Consistently meet established productivity benchmarks for case accession year.
* Work with Clinical Registry Technician in modified abstracting workflow, when applicable.
* Complete weekly productivity in centralized productivity tool at end of workweek.
* Participate in new hire and annual Quality reviews, onsite or remote.
* Participate in monthly conference calls and meetings, which may include presenting education topics and trends in Oncology.
* Develop and maintain working relationships with project colleagues, member of medical staff and facility’s leadership as specified for each project assigned.
* Interface with various departments to ensure that cancer-related information is available for the Cancer Registry.
* Submit data as required to the State Central Registry and National Cancer Data Base, if requested by manager.
* Performs other duties as assigned or requested.

**Internal Responsibilities:**

* Maintain certification and NCRA membership, as well as appropriate state association memberships
* Remote Registry Abstractors must have high speed internet access and experience with remote access, set-up, and troubleshooting of technical issues.
* Supports nThrive’s Compliance Program by adhering to policies and procedures pertaining to HIPAA, FDCPA, FCRA, and other laws applicable to nThrive’s business practices. This includes: becoming familiar with nThrive’s Code of Ethics, attending training as required, notifying management or nThrive’s Helpline when there is a compliance concern or incident, HIPAA-compliant handling of patient information, and demonstrable awareness of confidentiality obligations.

**Minimum Qualifications & Competencies:**

* Certified Tumor Registrar (CTR) and active membership in the national and/or local cancer registrar association.
* Minimum of 2 years current abstracting experience.
* Extensive experience with FORDS/STORES and AJCC Staging is required. Working knowledge of 2018 data collection requirements from all standard setters.
* Knowledge of specific State-reporting requirements preferred.
* Proficient with various cancer registry software systems – i.e. Metriq, ERS, Oncolog, cNext, Rocky Mountain.
* Proficient with various electronic medical record systems – i.e. Epic, Cerner, Meditech, McKesson
* Recent abstracting experience of cases with an average of 1.5 cases per hour productivity and 95% accuracy rate.
* Ability to communicate effectively in a variety of settings including with colleagues, medical staff and other departments within the facility.
* Knowledge of MS Office including Word, Excel and PowerPoint.
* Ability to use various e-mail and Internet applications.
* College degree or degree in allied health field preferred; course in Medical Terminology, Anatomy and Physiology required.
* Must display excellent interpersonal and problem-solving skills with all levels of internal and external customers

**Preferred Skills but Not Required:**

**Travel:**

* Traveling Registry Abstractors must be able to travel without restrictions. Travel may include weekday and / or weekend travel.

**Physical Demands:**

The physical demands and work environment characteristics described here are representative of those that an employee must meet to successfully perform the essential functions of this job.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Physical Demands: the employee is occasionally required to move around the work area; sit; perform manual tasks; operate tools and other office equipment such as computer, computer peripherals and telephones; extend arms; kneel; talk and hear.  The employee must occasionally lift and/or move up to 15 pounds.
* *Mental Demands:* the employee must be able to follow directions, to get along with others**,**and handle stress.
* Work environment:  The noise level in the work environment is usually minimal.

#### nThrive is an Equal Opportunity Employer and ensures its employment decisions comply with principles embodied in Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Assistance Act of 1974, Executive Order 11246, Revised Order Number 4, and applicable state regulations.

*SSG Sub, LLC, a former affiliate of nThrive, is now an independent organization focused solely on providing revenue cycle management services. We will be launching a new brand in the coming months, which embodies our core services business*

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