Position: Trauma Registrar I  

Kern Medical strives to recruit the highest quality candidates, resulting in a high performance workforce that consistently delivers quality patient care.

Career Opportunities within Kern Medical for qualifying positions include many benefits such as:

- **New Hire Bonus**: For select positions.
- **New Hire Premium**: +6% of base rate of pay matched up to 6% if contributed to Deferred Compensation Plan.
- **Shift Differentials**: varies per classification.
- **A Comprehensive Benefits Package**: includes Holidays, Vacation, Medical, Dental, Vision and Life Insurance.

Job Description

Under general supervision identifies, abstracts and maintains a data base of information for quality assurance purposes; prepares and presents written and oral reports regarding trauma statistics and indicators.

DISTINGUISHING CHARACTERISTICS:

The Trauma Registrar I is the entry-level classification in the Trauma Registrar flexible classification series. This classification is responsible for the collection and abstraction of data related to the medical treatment by Kern Medical of trauma patients. Trauma information obtained is used for medical research and education, patient follow up and quality assurance. The position requires the incumbent to work with confidential information daily.

Essential Functions:

- Identifies and abstracts trauma patient data for the purpose of statistical reporting, analysis and inclusion into the trauma registry.
- Collects and organizes core information from patient’s medical records, to calculate trauma and injury severity scores.
- Responsible for generating and preparing reports on trauma populations and performing data searches for trauma related research projects, will use outcomes to facilitate continued education, physicians and system improvement.
- Maintains an electronic registry adhering to reporting requirements, complying with prescribed standards and regulations established for Trauma accreditation and designated reporting agencies, including the American College of Surgeons Committee.
• Reports trauma cases and information to the designated trauma registry and other reporting agencies; uses trauma registry reference material, contacts other facilities and agencies as needed to complete research; prepare outline and statistical report related to trauma patient population.

• Maintains confidentiality and security of all patient information in compliance with hospital and federal regulations; maintains quality control of case findings, abstracting, coding, follow up and data processing.

• Maintains records for continuing Quality Assurance indicators reviewed at monthly meetings.

• Utilizes Abbreviated Injury Scale/ Injury Severity Scores (AIS/ISS) scoring and International Classification of Diseases (ICD9) codes to compile indicators and statistics for use by the Trauma Director, Trauma Nurse Coordinator, physicians and other hospital staff.

• Participates in continuing education coursework to stay abreast of new developments in registry data management, regulations, requirements and trends; assists in updating policy and procedures relating to trauma registry activities as needed.

• Prepares and presents written and oral reports regarding trauma statistics and indicators.

• Assists the Trauma Nurse with the coordination of unit functions

• Uses computers and related software applications

• Performs other related duties as assigned.

**Employment Standards:**

Completion of college course work from an accredited college or university in anatomy, physiology or medical terminology and three years of increasingly responsible clerical experience, including one year of clerical medical experience which required the use of medical terminology. Completion of a specialized course of study in clinical and administrative assisting may be substituted for up to one year of the required experience.

**OR**

Possession of Certified Trauma Registrar (CTR) designation by the American Trauma Registrars Society Certification Board (ATSR CB), OR be CTR eligible (approval of the Commission on Trauma of the American College of Surgeons (ACS). The “CTR eligible” incumbent must obtain certification as a Certified Trauma Registrar by the ATSR CB as required by the Commission on Trauma of the American Colleges of surgeons (ACS) within twelve (12) months.

**Knowledge of:** Applicable local, state, and federal laws, rules and regulations; medical records practices; coding, medical terminology; medical research and report writing techniques; preparation and delivery of written and oral reports; using computers and related software applications.

**Ability to:** Develop and maintain effective working relationships; communicate effectively verbally and in writing; follow methods, policies and procedures; perform mathematical computations; read and interpret complex data; maintain confidentiality of patient information; and work independently.

A background check will be conducted for this classification.