



Example of Cardiac Job Description

Powered by www.VelvetJobs.com

Our company is looking for a cardiac. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for cardiac

- Has good working knowledge of ECG and Echocardiographic interpretations
- Basic understanding of scheduling of patients, transcription, filing, and distribution of reports
- Contacts physicians/offices with preliminary results/critical test results, as required
- Maintains a current knowledge of the abstracting guidelines, guidelines for data entry, and specification manual updates and revisions for the NCDR and CMS data elements
- Determine class of case through review of source documents according to the New York Heart Association classification system
- Utilizes computer expertise in several different computer systems to access information necessary for case completion, including but not limited to MUSE, Care Manager, HPF, HBI, Excel, and the Centricity data base
- Reviews all MI alerts, compiles "door to balloon" time and sends outcome reports to the appropriate campus leaders
- Sends emails and makes phone calls to obtain complete diagnosis and treatment information from the physicians
- Maintains a working knowledge of the computer systems and keeps current on all updates
- Electronically submits inclusive data to the NCDR for the Cath/PCI data and the EP data on a quarterly basis

Qualifications for cardiac

- Ability to carry out basic clerical activities
- Knowledge of all procedures performed in the Cardiology Noninvasive Laboratory
- Establish work priorities and effectively balance varying workloads
- Compiles reports and sends an Executive Summary to the Cardiac Service Line directors and selected administrators
- Attends cardiac-related educational activity annually