



# Example of Records Analyst Job Description

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Our innovative and growing company is hiring for a records analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for records analyst

- Development of context-based, exploratory, and scenario testing for transaction flows and calculations
- Code and abstract cases requiring knowledge of multiple complex coding systems
- Determine appropriate coding to document Collaborative Stage (CS) and surgical resections
- Review TNM Staging for completeness and accuracy
- Participate in quality assurance (QA) reviews and field tests offered by SEER, ACoS, State Health Registry of Iowa (SHRI) and in-house quality control
- Review information and assure that documentation regarding histology, diagnostic confirmation, stage, grade, primary site (with laterality), and hospital code (if the diagnosis was made elsewhere) is accurate
- Review follow-up data and information provided by patients, families, physicians, external hospitals, nursing homes, and other facilities
- Determine abstract status
- Generate standard physician inquiry letter(s)
- Work with the Rapid Quality Reporting System (RQRS) to collect and disseminate information related to quality standards and clinical team interventions

## Qualifications for records analyst

- Understanding of or experience with peripheral FileNet P8 tools often used

- Legal Compliance and Risk assessment knowledge
- Knowledge of digital media storage requirements
- Project Management, analytical and organizational skills
- Previous experience in pharmaceutical is a plus
- Proficient database administration skills