



Medical Records Abstractor  
THI Biostats and Epidemiology  
(Fulltime-Regular 170114)

**COMPANY SUMMARY**

The mission of the Texas Heart® Institute is to reduce the devastating toll of cardiovascular disease through innovative programs in research, education and improved patient care. Texas Heart® Institute is a nonprofit organization founded by Dr. Denton A. Cooley in 1962.

For more information, please visit our website at [www.texasheart.org](http://www.texasheart.org)

**POSITION SUMMARY**

The Medical Records Abstractor position is responsible for retrieving accurate and detailed patient medical information from the CHI St Luke's Hospital electronic medical record (EPIC) for research purposes. The data obtained from the cardiovascular patients' records are entered into the THI Cardiovascular Research Database registry. Candidate must be able to work each day at the computer, be detail oriented, think logically, have knowledge of medical terminology, relational databases, and accurate typing skills. The position performs quality control functions and special assignments.

**PRIMARY RESPONSIBILITIES**

- Abstract and analyze, update and edit data information from the hospital electronic medical records using THI coding standards, and then update, edit and enter data into the THI Cardiovascular Research Registry. Data entry is documented by daily production reports. Maintain a minimum production of 6 charts per day as documented in the weekly production record and in the monthly and quarterly evaluation reports. (80%)
- Perform quality control functions to ensure the completeness, timeliness, and accuracy of data in the Cardiovascular database. This is documented by audit trails and QC reports. (5%)
- Participate in all the training and lectures provided by the staff and others. This is documented by attendance logs (5%)
- Participate in research related activities, as often as necessary and/or as assigned, under the supervision of the Biostatistics Department Head (5%)
- Undergo continuous training, independently or by others, in order to keep abreast of new medical procedures, medicines, and coding standards. Participate in all training lectures provided by the staff and others as documented by attendance records. (5%)

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Prefer two-years of college or technical degree

**HOW TO APPLY**

All qualified candidates please submit your resume to: [careers@texasheart.org](mailto:careers@texasheart.org) with subject title "Medical Records Abstractor- Biostats"