

# Clinical Data Specialist

## *Sample Job Description*

**Position Title:** Clinical Data Specialist

**Immediate Supervisor:** Director of Health Information Management

**General Purpose:** The Clinical Data Specialist is a member of the Data Management Team responsible for ensuring the accuracy and completeness of clinical coding; validating the information in the databases for outcomes management and specialty registries; and performing clinical research across the entire integrated healthcare system

### **Responsibilities:**

- Designing and using audit tools to monitor the accuracy of clinical coding
- Monitoring compliance with policies and procedures relevant to clinical data management and making suggestions for improvements
- Interpreting data for reimbursement applications
- Validating data for various disease registries
- Validating data for the outcomes management program
- Preparing utilization analyses
- Preparing patient demographic reports
- Preparing provider profiles
- Collecting and analyzing data for special clinical research projects

### **Qualifications:**

- Baccalaureate degree in health information management or a related field
- Certification as an RHIA or RHIT
- Certification as a CCS and CCS-P
- Knowledge of database applications, spreadsheet design
- Knowledge of report writing software