Title: Data Abstractor

Essential Function

Under general supervision from a designated supervisor, perform data abstracting from medical records to source documents and computer.

Characteristic Duties

- Retrieve and abstract information from hospital medical records.
- Complete source documents and enter data into computer.
- Provide telephone follow-up and some correspondence.
- Perform telephone and written follow-up with patients and/or their families.
- Perform related duties based on departmental need.

Minimum Qualifications

- Associate's degree in health related discipline; -OR- two (2) years experience.

Last updated: 1-9-07