

CENTRAL MONTANA MEDICAL CENTER  
**POSITION DESCRIPTION**

Position Title	Quality Improvement Analyst	Grade	
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Department	Quality Improvement	Exempt	
Immediate Supervisor	Quality Improvement Manager	Non-exempt	<b>X</b>
Supervisor next in line		Workweek	

**POSITION SUMMARY**

- Assist in facility quality/ performance improvement and payer program improvement processes and reporting
- Assist in the review of medical records for quality improvement
- Activities include data collection, data entry, quality monitoring, and chart collection activities.
- Data analysis required for multiple system platforms to identify open quality opportunities.
- Basic understanding of Quality Payment Programs, State Licensure/HCFR, Conditions of Participation for the Hospital and CMS regulations.

**Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:**

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

**Minimum Education, Experience, Licensure, Certification required:**

- High School Diploma or better
- 2+ year healthcare background preferred
- Experience with Microsoft Word, and Microsoft Excel
- Strong data entry skills preferred

**ESSENTIAL FUNCTIONS/DUTIES:**

(Must be able to perform with or without accommodation)

1	Responsible for reviewing medical records, and abstracting clinical data elements.
2	Use EMR data to identify potential quality gaps.
3	Extracts and maintains quality data and provide reports as requested or needed
4	Assist facility staff in obtaining quality reports as needed
5	Contribute to the quality reporting requirements for facility improvement projects and payer program requirements
6	Locate medical screening results/documentation to ensure quality measures are followed and the closure of care gaps.
7	Other duties as assigned

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**Knowledge, Skills, Abilities:**

- Knowledge of CMMC Clinic policies and procedures.
- Experience in working with an Electronic Health Record.
- Proficiency in database, spreadsheet, and word processing software applications essential.
- Demonstrates the ability to effectively communicate with all levels of hospital and practice-based staff in a verbal and written manner
- Possesses analytical skills and demonstrates the ability to be very organized.
- Effectively plans projects, activities, and assignments.

**OCCUPATIONAL EXPOSURE** for this position:

	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
X	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

**OTHER EXPOSURE** for this position:

	<b>Radiation</b>	
	<b>Noise</b>	
	<b>Other (Specify)</b>	Contact with agitated and/or combative patients/family members.

**PHYSICAL DEMANDS:**

(Essential functions strength rating for position - see Job Analysis)

	<b>Sedentary</b>	Exert up to 10# occasionally or negligible force frequently
X	<b>Light</b>	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
	<b>Medium</b>	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	<b>Heavy</b>	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	<b>Very Heavy</b>	Exert > 100# occasionally, > 50# frequently or > 20# constantly

**I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.**

Employee's Signature	Supervisor's Signature	Date