

Job Description

Job Family: Palm Beach County Fetal and Infant Mortality Review Project (FIMR)

Job Function: Data Abstractor

Job Title: FIMR – Quantitative Case Manager

Pay Band: \$25 - \$35 per hour

Employment Status: Part-time (approximately 20 hours per week)

Project Description (Purpose and Function):

The Department of Health in Palm Beach County is seeking a quantitative data abstractor to support the Fetal Infant Mortality Review (FIMR) project in collaboration with the Florida Institute for Health Innovation (FIHI) and Children's Services Council of Palm Beach County. The aim of the FIMR project is to enhance the health and well-being of women, infants and families by improving the community resources and service delivery systems available to these families. FIMR brings together key members of the community to review individual fetal, infant or child death cases. The Quantitative Case Manager is a vital member of the FIMR team responsible for abstracting, compiling and presenting each case for review at monthly FIMR meetings. The position is staffed through the Department of Health in Palm Beach County and serves as a subcontractor to the Florida Institute for Health Innovation.

Primary Duties and Responsibilities:

- Utilizing the FIMR case selection protocol to select fetal, infant or child death cases for review
- Accessing the Department of Health's Vital Statistics Data, identifying case related healthcare agencies and contacting pertinent providers to facilitate the abstraction process
- Clinical data abstraction, de-identifying patient information and entering case data into the National Case Review Reporting System
- Case preparation for monthly Case Review Team (CRT) review meetings
- Partnering with the Qualitative Case Manager to analyze patterns and trends
- Attending and participating in monthly CRT and Community Action Group (CAG) meetings
- Completing additional reports and gathering data for statistical analysis as required by the annual FIMR grant

Knowledge, Skills, and Abilities:

- Clinical background in obstetrics and pediatrics, neonatology or perinatology
- Ability to read and interpret medical records and abstract data accurately and completely
- Requisite knowledge and experience working with the target population
- Ability to establish and maintain effective working relationship with external agencies
- Effective verbal and written communication skills
- Performs in tactful and professional manner
- Ability to accomplish tasks in short time frames
- Computer skills (ability to use applications such as spreadsheets, database, and analytical software)

Education Requirements:

- Health professional degree required.

Additional Requirements:

- Previous relevant work experience with at-risk populations
- Valid Driver's License

Interested candidates should please email resume to Fay Glasgow at fglasgow@flhealthinnovation.org.

For more information about the Institute, please visit our website: www.flhealthinnovation.org