CODE:

CLASS TITLE: QUALITY, IMPROVEMENT COORDINATOR, RADIOLOGY
SUPERSEDES: 02/01, 07/02

BASIC FUNCTION AND RESPONSIBILITY

Develop, implement and coordinate quality improvement-processes as it pertains to ESM and the Radiology Information System.

CHARACTERISTIC DUTIES

Assist management in monitoring department operations and objectives to ensure the quality of services meets with the standards of the University of Missouri Health Care Mission and Goals. Develop, implement and manage departmental programs to ensure compliance with all accreditation and service standards.

Communicate and collaborate effectively with staff to develop effective relationships with other hospital departments in order to address concerns and work towards a resolution that offers quality services.

Communicate with other departments regarding radiology services and participate in finding resolution for issues that arise.

Demonstrate a clear understanding of how data flows from one system to the other for Radiology services. Monitor accuracy and efficiency of registration and scheduling data placed in the Radiology Information System. Synchronize radiology computer databases with Cerner and IDX bases. Design and implement changes in departmental workflow ensuring efficiency and improved service to patients, staff and physicians.

Maintain the confidentiality of all patient information handled when performing duties and report activities by any individual or entity suspected of compromising the confidentiality of patient information immediately to supervisor.

Plan and review the work of front line Radiology staff. Demonstrate to staff appropriate methods and procedures to complete work assignments. Review staff's work in progress for adherence to demonstrated methods. Prepare reports and collect statistics as needed for management.

SUPERVISION RECEIVED

General supervision is received from the Manager and Operations Program Coordinator for Radiology.

SUPERVISION EXERCISED

No supervision exercised.

QUALIFICATIONS

A Bachelor's degree in Business Administration, Information Systems, or a health related area, or the equivalent combination of education and experience from which comparable knowledge and abilities can be acquired.

Three to five years' healthcare experience is required, including some experience with healthcare information systems.

All duties and standards within this document will be performed in compliance with regulatory guidelines and applicable federal/state laws according to University policies and procedures.

This document is a general description of typical job duties, responsibilities and qualifications of employees holding the associated job title. Additional duties, specific qualifications and work emphasis may vary between individual positions.