**Massachusetts Maternal Mortality & Morbidity Review Committee (MMMMRC)**

**Medical Records Abstractor Job Description**

**TITLE:** MMMMRC Medical Records Abstractor

**REPORTS TO:** Co-Principal Investigators for the MMMMRC

* Hafsatou Diop, MDPH Director of the Office of Data Translation
* Karin Downs, MDPH Director of the Division of Pregnancy, Infancy & Early Childhood

**POSITION PURPOSE:** The goal of the MMMMRC Medical Records Abstractor is to comprehensively select and extract pertinent information from medical records and an array of other sources to accurately capture the events leading up to and including their death within one year of the end of a pregnancy.

**POSITION RESPONSIBILITIES:** The MMMMRC Medical Records Abstractor will receive a list of assigned cases with corresponding records from the Program Coordinator to abstract within a specific time frame. Records may be from multiple sources including vital statistics, prenatal, hospital, emergency medical services, autopsy, pathology, police, newspaper articles, social media, and others. All pertinent information extracted will be entered into the Maternal Mortality Review Information Application (MMRIA) data system. The MMMMRC Medical Records Abstractor will attend all MMMMRC meetings to provide additional support and information as appropriate to Committee members during the case reviews. These meetings are held two to four times annually.

**QUALITIFCATIONS REQUIRED:** Applicant must have at least five years of full-time, or equivalent part-time professional, medical, administrative or managerial experience in public health, health care, or equivalent, of which the major duties involved working in obstetrics, antenatal and postpartum care.

**Qualifications Strongly Preferred at Hire:**

* Demonstrated understanding of normal/abnormal processes of pregnancy, delivery, and postpartum care and the wide spectrum of factors that can influence maternal outcomes
* Understanding of medical terminology and the health care system in general
* Experience in medical record review (peer review, FIMR, etc.) including an in-depth understanding of the organization of medical records
* Flexibility and ability to accomplish tasks in short time frames
* Ability to adjust to varying or developing situations to meet changing program requirements
* Strong attention to details
* Knowledge of HIPAA and confidentiality laws
* Ability to serve as an objective, unbiased storyteller; not looking to assign blame
* Demonstrated understanding of social determinants contributing to maternal mortality
* Strong interpersonal skills and excellent oral and written communication skills
* Skill with word processing and data entry (i.e. Microsoft Word, Excel, Access, and PowerPoint)
* Knowledge of methods to maintain database information
* Ability to work well with others, including people of diverse linguistic, cultural, or economic backgrounds
* Ability to maintain organized, accurate records