



**Position:** HEDIS Medical Record Reviewer  
*(Multiple Temporary positions available)*

**Department:** Quality Improvement

**Reports to:** Quality Improvement Manager

### **About Soundpath Health**

Few industries are growing as quickly with such a strong career outlook as health care. Soundpath Health is poised to become the local industry leader in supporting health care delivery within the 65+ market arena, and we're looking for qualified individuals to join our winning team. Our goal is to promote our members' health through local provider innovation, work as responsible stewards of health care resources and be an active partner in improving the health of our communities. We believe that experience, teamwork and accountability will help us succeed. We offer a competitive salary, comprehensive benefit package, and rewarding growth potential.

### **Summary of Duties**

Reviewers are required to visit provider offices to retrieve and review specific information from medical records for reporting HEDIS measures. You will be assigned specific provider offices to retrieve records from and to help you plan your daily activities. You will schedule and confirm all of your appointments to make your days as efficient as possible. We will provide equipment for capturing relevant information from medical records and train you to be able to transfer the information to our secure file transfer website. An encrypted laptop will be provided for this project.

We will provide training to understand HEDIS measures as well as the use of our technology to abstract and upload relevant HEDIS measures information. Position requires adherence to strict HIPAA confidentiality requirements for protected health information.

## **Key Responsibilities**

- Accurately and efficiently conduct medical record review for HEDIS measures.
- Schedule on-site visits with provider offices, clinics and other clinical facilities
- Copy or scan relevant components of the medical record to support reviews performed.
- Upload scanned medical data daily.
- Participate in required training.
- Communicate effectively and professionally with provider offices, clinics and other clinical facilities.
- Ability to multitask and troubleshoot problems independently.
- Travel to medical facilities in specified area of region to complete chart reviews.
- Abide by all HIPAA and associated patient confidentiality requirements.
- Maintain consistent reliability ratings of 95%.

## **Required Knowledge, Skills, and Abilities**

- Must be an RN, LPN, Certified Coder, RHIT, and RHIA or 1 year direct experience in HEDIS/medical record data abstraction.
- Knowledge of medical terminology, strong computer and organizational skills.
- Reliable transportation, auto insurance and a valid driver's license.
- Commitment to confidentiality of patient health information.
- Professional, articulate and able to work independently.
- Ability to manage and meet deadlines.
- Must be willing to travel.
- Business attire is required when visiting physician offices.
- Working cell phone.

## **Preferred Skills**

- Health plan experience; working with Medicare Advantage/CMS

## **Working Conditions**

Working conditions are normal for an office environment. Extensive local travel across King, Pierce, Snohomish, Thurston and Lewis counties will be required.

## **Location**

Federal Way, Washington