



<http://lifecorehealthgroup.com/quality-assurance-clerk/>

Quality Assurance Clerk

Description

The Quality Assurance Clerk will contribute to LIFECORE Health Group's progress to excellence by providing a reportable tracking method to detect areas needing improvement for ensuring the accuracy of our patient's health record meets all required standards.

Working Conditions

- N/A

Physical Requirements

- Walking; reaching; bending; pushing; pulling; lifting heavy loads (i.e., at least 25 pounds)

Positions Supervised

- None

Interested in this position? Please download the form-fill-able application attached to this job posting and submit it along with your resume.

Responsibilities

- Assist in the planning, developing, organizing, and implementation of the Quality assurance program and activities.
- Generate Reports
- Maintain a tracking system of monitoring and facility-wide problem identification
- Assist the Division Director of Health Information Services in managing ongoing activities
- Utilize quality assurance findings to identify areas where staff training is indicated
- Provide technical assistance to various departments, as necessary in the development of departmental monitors and reporting systems
- Observer confidentiality and safeguards all patient related information
- Other duties as assigned

Qualifications

- High school education
- Demonstrate good organization skills with ability to prioritize work and work independently
- Excellent computer skills
- Outgoing and personable
- Must be proficient in Word and Excel

Job Benefits

- 12 Hours of Personal Leave per Month
- 8 Hours of Sick Leave per Month

Employment Type

Clinical

Duration of employment

Permanent

Industry

Health Care

Job Location

Tupelo

Date posted

June 25, 2019

- Health Insurance
- Life Insurance
- PERS Retirement
- Ten Paid Holidays
- Voluntary Supplemental Policies
- ETC.