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Employment - Job Description

July 17, 2008

Quality Control Specialist I

The Public Health Institute (PHI) is a large non-profit public health organization conducting a broad range of public health research, training, and technical assistance programs in California, throughout the nation, and around the world. PHI is seeking 5 full time Quality Control Specialist I's (QCS I) for the California Cancer Registry (CCR). These positions are located in Sacramento, CA.

The QCS I's are responsible for collecting and processing data into the CCR database by performing accurate and timely casefinding from non-hospital facilities; abstracting data based on records from physicians' offices and other sources; performing visual editing, linkage and consolidation of data submitted by reporting facilities; conducting death clearance followback and processing records including active and passive follow-up and update (correction) records.

Duties & Responsibilities:

- Performs casefinding in independent pathology laboratories, both in the field and using materials provided by the lab.
- Processes ePathology records and adds to CFAQ system.
- Abstracts assigned cases.
- Reviews and codes potential death clearance cases.
- Collects specialized, study-specific data for Patterns of Care activities and other cancer research projects as needed.
- Performs visual editing, linkage and consolidation.
- Provides clear, concise feedback on data items found to be in error.
- Participates in statewide audits and reliability studies as requested.
- Participates in software testing (Eureka and/or CNEXT).
- Participates in testing of new technology (i.e. ePath).

Qualifications:

- Bachelor's Degree and/or a combination of education and relevant experience.
- Credentialed by the National Cancer Registrars Association as a Certified Tumor Registrar.
- At least 2 years' experience in a hospital, regional or central cancer registry.
- Knowledge of cancer therapy, Collaborative Staging, ICD-O-3 coding, Multiple Primary and Histology Coding Rules and Cancer Reporting in California, Volume I.
- Excellent knowledge of medical terminology, medical procedures, anatomy and physiology

and the cancer disease process.

- Ability to work independently without daily supervision and in a variety of work environments.
- Ability to handle confidential information and maintain workflow in an efficient and organized manner.
- Knowledge of computers and basic computer software.
- Strong interpersonal and communication skills.
- Valid California Drivers License.
- Ability to travel overnight.

Compensation:

Salary is commensurate with experience. PHI offers a generous benefits package including medical, dental, vision, short/long term disability insurance, life insurance, 403b (tax sheltered annuity) and partial subsidy of public transportation cost. For more information about PHI's benefits, please visit www.phi.org.

Please send cover letter and resume ASAP to:

Public Health Institute
555 - 12th Street, 10th Floor
Department #91-95, Oakland, CA 94607-4046
Or email resumes to: jobs@phi.org including Dept #91-95 in the subject line
We are proud to be an EEO/AA Employer
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