

# Quality Manager ODS-C

## Registry Partners

Job Location: Remote

Full Time/Days

### JOB SUMMARY:

This position oversees and directs the quality control (QC) aspects of assigned projects to ensure the Registry Partners (RP) standard of high-quality abstraction occurs. This includes working with other members of the management team to define the abstracting procedures, training and providing ongoing support to the ODS-Cs on assigned projects.

### MINIMUM REQUIREMENTS:

- Oncology Data Specialist (ODS-C), required.
- At least two years of current ODS-C registry abstracting experience and use of all cancer registry industry related reference manuals, required.
- At least one year of quality control experience, required.
- Intermediate skill level in Google and/or Microsoft Office products, industry related cancer registry software systems and EMR applications, required.
- Maintain strong organization skills including prioritizing tasks, time management and detail orientation, required.
- Demonstrates human relation skills including ability to empathize, social sensitivity, clear effective communication, listening skills and establish effective and cooperative relationships quickly, required.
- Ability to learn, process and comprehend basic instructions of the job.
- Ability to perform basic arithmetic accurately and quickly.
- At least two years of registry abstracting experience in a CoC program, preferred.
- At least two years of Registry Partner experience as Quality Analyst or Registry Operations Manager, preferred.
- National Accreditation Program for Breast Cancer (NAPBC) knowledge and experience, preferred.
- At least two years of registry management or other health related management experience, preferred.

### EDUCATION/LICENSES/CERTIFICATIONS:

- Associates' or Bachelor's degree in Health Information Management or related field, preferred.

### ADDITIONAL INFORMATION:

- **Promotion currently available:** \$1/hour pay increase after successful 90-day performance review for full-time and part-time (Terms Apply).

### FOR MORE INFORMATION/TO APPLY:

[https://registrypartnershr.my.salesforce-sites.com/recruit/fRecruit\\_ApplyJob?vacancyNo=VN433](https://registrypartnershr.my.salesforce-sites.com/recruit/fRecruit_ApplyJob?vacancyNo=VN433)