

NOSOLOGIST**Nature of Work**

Under general supervision, performs complex clerical work at a full-performance level coding and editing the causes of death on death certificates and processing birth, marriage and death information prior to its being entered into the computer and microfilmed. Work is performed in accordance with International Statistical Classification of Diseases, Injuries and Causes of Death and other national and international rules and governing coding procedures. Performs related work as required.

Distinguishing Characteristics

This position is distinguished from other positions which code health information by the strict adherence to national and international coding protocol. Because the Center for Disease Control and other governmental agencies use the information for statistics, the incumbent must be able to distinguish the underlying cause of death from any other contributing ailments.

Examples of Work

- Follows the International Statistical Classification of Diseases and related international and national rules in coding and editing the causes of death on death certificates from West Virginia counties.
- Edits cause-of-death certifications for adequacy of terminology, for completeness and for consistency in the relationship of the causes reported as a sequence; requests additional information, if needed.
- Holds death certificates that lack completion of the cause of death by the Certifying Physician, types the information on the certificate, when received, as indicated by the doctor; sends certified copies of the certificate to the family or funeral director if they have paid for copies.
- Checks for errors on birth and death certificates; numbers certificates for filing and indexing; photocopies selected death certificates for agencies collecting statistical data for deaths caused by certain injuries, fire, auto accidents, drug and alcohol, drowning and certain infectious diseases; photocopies records of birth anomalies for Maternal Child Health; photocopies nonresident birth and death records to send to the respective state or county.
- Checks county marriage records for accuracy and completeness, assigns numbers and prepares for microfilming.
- Contacts doctors, medical records personnel, county clerks, and funeral directors to request additional information.
- Attends national training courses to refresh skills and learn updated procedures and classification rules.

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NOSOLOGIST (CONT'D)

Knowledge, Skills and Abilities

Knowledge of cause of death coding and practices, and international and national rules governing coding procedures.

Knowledge of medical terminology and etiology of disease.

Knowledge of objectives and procedures in the statistical program of the vital statistics section.

Ability to express ideas clearly and concisely, orally and in writing.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to use technical materials associated with disease classification.

Ability to perform basic arithmetic.

Minimum Qualifications

TRAINING Graduation from a standard high school or the equivalent.

EXPERIENCE Two years of full-time or equivalent part-time paid experience in general clerical work involving coding and indexing paperwork, and one year of full-time or equivalent part-time paid experience of on-the-job training in the vital statistics section of the Department of Health and Human Resources.

SPECIAL REQUIREMENT After a year of on-the job training, the Division of Health will provide advanced training by the National Center for Disease Control.

Established: 8/20/92

Effective: 9/15/92