



## **VECRA is seeking Full-Time**

### **Nurse - Medical Chart Reviewer**

**VECRA, Inc. seeks a Nurse Medical Chart Reviewer to ensure the accuracy, completeness, and compliance with regulatory standards of medical records at the Fluvanna Correctional Center for Women (FCCW) in Richmond, VA.**

#### **COMPANY DESCRIPTION**

VECRA, Inc. is a service-disabled veteran-owned small business (SDVOSB), woman-owned small business (WOSB), minority business enterprise (MBE) consulting firm implementing proven methodologies that help our clients drive growth, transform businesses, and innovate breakthrough ideas. VECRA's extensive experience with innovative software applications, reporting systems, facilities and supply chain management, program management and staffing support services are always:

**Vigilant \* Efficient \* Collaborative \* Responsive \* Accurate**

#### **JOB DESCRIPTION**

This role is vital to ensuring the accuracy, completeness, and compliance with regulatory standards of medical records. The successful candidate will identify and report discrepancies, inconsistencies, or areas requiring further investigation and provide detailed summaries and reports of findings with recommendations for improvement.

#### **ROLES and RESPONSIBILITIES**

- Conduct thorough reviews of medical charts to ensure accuracy, completeness, and compliance with regulatory standards.
- Identify and report any discrepancies, inconsistencies, or areas requiring further investigation.
- Provide detailed summaries and reports of findings, including recommendations for improvement.



- Ensure that all reviewed medical charts comply with federal, state, and local regulatory standards.
- Stay updated with current regulations and standards to ensure compliance.

### **QUALIFICATIONS and REQUIRED SKILLS:**

- Proven experience in conducting medical chart reviews focusing on accuracy and compliance.
- Expertise in collecting, analyzing, and interpreting large datasets using advanced data analytics tools.
- Background in continuous quality improvement (CQI) and experience in applying CQI methodologies in healthcare settings.
- Proficiency in business process improvement techniques and tools, with a successful process optimization track record.
- Strong analytical and problem-solving skills.
- Excellent attention to detail and organizational abilities.
- Ability to communicate complex information effectively to diverse audiences.
- Strong presentation skills.
- Proficiency with electronic health records (EHR) systems and paper-based documentation systems.
- Ability to work independently and as part of a team.
- Strong ethical standards and commitment to maintaining patient confidentiality.
- Flexibility to adapt to changing priorities and regulatory requirements.

### **EDUCATION**

- Bachelor's or Associate's degree in Nursing (BSN or ADN) from an accredited nursing program.
- Registered Nurse (RN) licensure in the state of Virginia.

### **OTHER**



- **Work Hours:** First shift, approximately 8:00am to 5:00pm EST
- **Salary:** Determined based experience and education
- **Location:** Onsite at the Fluvanna Correctional Center for Women (FCCW), Richmond, VA
- **Travel:** No

## **BENEFITS**

We offer a competitive benefits package for full-time employees to include paid holidays, paid time off, medical and dental.

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VECRA, Inc. is an equal opportunity and affirmative action employer. VECRA is committed to administering all employment and personnel actions on the basis of merit and free of discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, or disability.

VECRA maintains a drug-free workplace and performs pre-employment substance abuse testing and background checks, where permitted by law.

Email resumes to [HumanResources@VECRAINCOM](mailto:HumanResources@VECRAINCOM) with **Subject Line: Nurse – Medical Chart Reviewer**