

# Sample Job Description: Registry Coordinator



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Advancing Heart Health in Primary Care

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A Registry Coordinator oversees the practice's registries, which are tools for tracking the clinical care and outcomes of patients with specific diseases or conditions. The Registry Coordinator is responsible for:

- Making all team members aware of what the registry is and why the practice is using it
- Ensuring registry use is incorporated into the practice and workflow
- Training staff as needed on use of the registry
- Coordinating data entry
- Maintaining data definitions and ensuring data entry according to these definitions
- Ensuring that the registry and data categories remain up to date and relevant
- Validating data
  - Data are entered consistently, correctly and completely
  - May consist of periodic chart review and comparison to electronic health record (EHR) data
- Regularly backing-up the data file
- Reporting results to:
  - Clinical teams
  - Practice leadership and management
  - Outside partners and organizations as appropriate
- Identifying issues related to the registry and proposing solutions
- Working with other team members to improve the coordination and use of the registry
- Sharing data with outside organizations as needed

