



## JOB DESCRIPTION

**Job Title:** Clinical Documentation Specialist

**Classification:** Full Time/Exempt

**Education Required:** Graduate of accredited School of Nursing; Bachelor's degree in nursing required.

**Reports to:** IT Manager

**Creation Date:** 09/09/2016

**Revised Date:**

### **Job Description Summary:**

The clinical documentation specialist collaborates extensively with physicians, nursing staff, other patient caregivers and coding staff to improve the quality and completeness of documentation of care provided and coded for coordination, abstraction and submission of accurate data required by CMS. Facilitates concurrent modifications to clinical documentation to insure commensurate reimbursement of clinical severity and services rendered to patients with a Diagnosis Related Group based payer (Medicare, Medicaid). Supports timely, accurate and complete documentation of clinical information used for measuring and reporting physician and facility outcomes. Communicates with and educates all physician and clinical staff concerning accurate and effective clinical documentation. Manages CPSI and all training related to CPSI for physicians, nursing, care management and allied health practitioners.

### **Essential Duties and Responsibilities:**

- Manage all electronic clinical documentation in the hospital.
- Develop forms and processes for CPSI based on evidence based best practices.
- Manage updates in CPSI and test processes before going to the live server.
- Build and generate reports from the EMR.
- Review concurrent medical record for compliance including completeness and accuracy for severity of illness (SOI) and quality.
- Complete accurate and timely record review to ensure the integrity of documentation compliance. Complete accurate and concise input of data into CPSI resulting in accurate metrics provided by CPSI. Understands and supports CPSI documentation strategies (upon completion of training) and continues to educate self and team members using educational tools, videos and provided WebEx's.
- Recognizes opportunities for documentation improvement using strong critical-thinking skills. Uses critical thinking and sound judgment in decision making keeping reimbursement considerations in balance with regulatory compliance.

- Strategically educates members of the patient-care team regarding documentation regulations and guidelines, including attending physicians, allied health practitioners, nursing, and care management. This includes quarterly compliance updates from Medicare.
- Effectively and appropriately communicates with physicians and other healthcare providers as necessary to ensure appropriate, accurate and complete clinical documentation. Communicates with HIM staff and collaborates with them to resolve discrepancies with DRG assignments and other coding issues.
- Complete well-timed follow-up case reviews on all concurrent cases with priority given for resolution of those with clinical documentation clarifications
- Participate in meetings, including feedback on outstanding issues, presentations for educational opportunities and any other needs identified.
- Other duties as may be assigned.

### **Job Requirements**

**Education:** Graduate of accredited school of nursing. A Bachelor's degree in nursing is preferred.

**Licensure/Certification:** Currently licensed by Indiana State Board of Nursing, required. CPR required.

**Experience:** Minimum of 5 years recent experience in an acute care setting in a clinical nursing field required. Prior experience in clinical documentation improvement, utilization review/management, discharge planning, quality management, case management or coding preferred. Advanced computer skills with EHR software, word processing and spreadsheet utilization. Excellent written and verbal communication skills. Proficient in computer use (desktop and/or laptop). Demonstrates basic knowledge regarding HIM coding standards. Analytic skills necessary to accurately assess patient medical records. Excellent interpersonal skills and ability to work on a team in order to influence physician documentation processes.

**Physical Requirements:** Frequent sitting, standing and walking. Able to lift 25 lbs unassisted. Frequent bending, reaching and stooping. Adequate hearing and vision for effective communication.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_