Downloaded from <https://www.velvetjobs.com/job-descriptions/doc-specialist>

# Example of Doc Specialist Job Description

Our company is growing rapidly and is looking for a doc specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for doc specialist

* Provides in-services and educational materials on subjects pertinent to reviews conducted, and any coding and billing changes to appropriate NYULMC staff
* Determines whether medical necessary criteria are met as required by CMS and the fiscal intermediary through Nation coverage Decision (NCDS), Local Coverage Determinations and other guidance in effect at the time of review
* Summarizes monthly activity status on the dashboard report
* Contributes to or writes articles for the Hospital Compliance Newsletter
* Reviews areas of focus designated by the Recovery Auditors contractors, MIC, OIG, OMIG and other regulatory agencies
* Generate reports from hospital information systems such as Epic Account Query, Epic Business Objects, and EPSI data to assist in hospital reviews
* Performs and participates in other related duties as required
* Review medical record concurrently for documentation not yet in the record but supported by clinical indicators
* Queries the medical staff when necessary by written and/or verbal communication to obtain accurate and complete physician documentation that supports the patient condition(s) and treatment plan Provides education to physicians on the importance of complete documentation and key documentation concepts during regular physician meetings or individually with physicians
* Reviews the progress of the CDI program by interpreting performance, process, and quality ratings reports

## Qualifications for doc specialist

* Analyzes loan file in support of transactions related to existing loans to determine if new loan documentation is required or if existing documentation can be modified/amended
* Assists lenders and staff with the resolution of documentation issues and other procedural matters relating to more complex loans
* Reviews and confirms critical attributes of loan documentation such as Borrower and Guarantor information, loan terms, and collateral description match information in the business banking loan origination system
* Analyzes loan files in support of transactions related to existing loans to determine if new loan documentation is required or if existing documentation can be modified/amended
* Assists lending staff with the resolution of documentation issues and other procedural matters relating to standardized loans
* Assists team members to complete all required loan documentation packages within established service level agreements