



Example of Clinical Documentation Improvement Job Description

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Our company is searching for experienced candidates for the position of clinical documentation improvement. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for clinical documentation improvement

- Supports Precyse's Compliance Program by demonstrating adherence to all relevant compliance policies and procedures as evidenced by training participation and daily practice
- Drive improved accuracy with front line providers
- Defines the internal program offering and works with health plan resources to ensure appropriate workflow for deploying embedded staff at provider office settings for providers purchasing these enablement services
- Responsible for the operations, business, financial and human resource needs of the CDI department
- Be responsible for Client relations including providing performance and business updates to customer on a regular and on-going basis
- Plan daily operations of the department in conjunction with the Senior Director and participates in development of objectives to meet KPI's
- Direct and maintains adequate staffing and workflow to meet CDI needs
- Monitor various reports and productivity to ensure that production standards and objectives are met in areas of responsibility
- Lead the CDI program as demonstrated by assuming accountability for the ongoing success of the Clinical Documentation Program
- Engage and consult with Physician Advisor when needed to resolve provider issues regarding answering clarifications and participation in the clinical documentation improvement process

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- Exceptional organizational skills with the ability to prioritize multiple responsibilities simultaneously in a rapidly changing environment, meeting scheduled deadlines
 - Demonstrated project management skills with the ability to drive multiple concurrent projects to completion in a complex, consensus-oriented environment
 - Excellent written and verbal communication skills, including the ability to present ideas and concepts effectively to physicians, employees and leadership
 - Excellent observation, communication, and decision making abilities
 - Ability to work well with individuals from diverse levels and backgrounds
 - Skills needed to assess, evaluate, and teach all members of the CDI and care team