



Example of Clinical Documentation Improvement Job Description

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Our company is looking for a 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

- Develops and monitors strategic operating goals, objectives and budget
- Develops and manages direct reports
- Provide ongoing Clinical Documentation Improvement education for new staff and new initiatives or identified areas of knowledge deficit
- Design and implements education programs which provide education for CDIP staff
- Plan, organize, direct all activities related to Clinical Documentation Improvement program
- Directly supervise CDI staff, ensure that staff are functioning at a high level of productivity and quality, supporting the SBUH quality and CDI program goals and objectives
- Track and analyze CDI outcomes data and collaborate with Quality Management in planning and implementing actionable steps relative to the outcomes results, including identification and follow-up with coding opportunities clinical documentation opportunities
- Participate in the Strategy for Quality Management Initiative with the goal of improving metrics in various defined clinical divisions within SBUH, Function as Coding and Clinical Documentation lead in the Clinical Outcomes Group (COG)
- Develop and provide educational programs related to clinical documentation to physicians and other healthcare professionals responsible for patient

- In collaboration with the Associate Director, Revenue Integrity Staff Development, identify, develop and provide ongoing education to coding staff and CDI staff related to the most current CDI and ICD-10-CM guidelines as related to CDI and coding initiatives

Qualifications for clinical documentation improvement

- Minimum of (5) five years recent inpatient coding experience with a strong understanding of Medicare's Inpatient DRG and other PPS methodologies
- Self-motivated with the ability to work under minimum supervision while understanding the importance of being part of a team
- May require extended periods of sitting, standing and walking
- Must be able to walk to attend meetings
- Identifies educational opportunities and coordinates division and facility based training programs
- 5 years of adult acute care nursing experience in med/surg, critical care, emergency room, or PACU preferred