



# Example of Clinical Documentation Improvement Job Description

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Our company is looking for a clinical documentation improvement. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for clinical documentation improvement

- Collaborate with the Associate Director, Revenue Integrity to identify opportunities and deploy CDI resources to include Ambulatory Services
- Develop and maintain CDI program policies and procedures, consistent with current CMS and American Health Information Management Association (AHIMA) guidelines
- The individual will review data/metrics with providers at Medical staff meetings on individual physician basis
- Develops and manages the Clinical Documentation functions/activities at each of the currently 9 hospitals in West Florida Division
- Based upon strategic corporate initiatives and hospital goals develop Divisional Clinical Documentation work plan annually and report completed activities to CMOs, CNOs, CFOs and Quality leaders at each hospital
- Manages and oversees the daily operational Clinical Documentation hospital-based activities, data collection, analysis and reports
- Monitor and continuously manage productivity while reviewing and recommending staffing changes of Clinical Documentation teams at each hospital, based on the workload
- Annually review the Divisional Clinical Documentation program to ensure compliance to state and regulatory guidelines
- Identify Clinical Documentation improvement issues and foster excellent communication with physicians, nurses, coding and other members of the health care team to be able to work independently to resolve such issues
- Identify staff development opportunities, perform management and

## Qualifications for clinical documentation improvement

- Previous CDI experience is desirable, but not required
- Knowledge of ICD-10 is desirable
- Knowledge of Medicare Part A and Part B is preferred
- Able to manage multiple priorities and meet productivity targets
- Understand and support CDI documentation strategies (upon completion of training)
- Requires BA/BS in a clinical or health care field