



Example of Clinical Documentation Improvement Job Description

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Our innovative and growing company is hiring 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

- Coordinate the activities of the Documentation Improvement Committee
- Provide feedback to clinical documentation specialists, case managers, coders, physicians and other clinicians involved in the documentation improvement effort
- Work with finance department on continuous case mix modeling and assessment
- Participate in the rejections and claims review process with patient accounting to ensure both compliance and accurate reimbursement
- Direct coding activities to ensure accurate, consistent and compliant coding for all services
- Implement a documentation improvement program for outpatient services
- Trend and quantify the effectiveness of coding
- Organize process improvement/committee on a clinical or product line basis to address documentation improvement opportunities
- Develops and meets department budgets
- Provide strategic planning and direction for the development and enhancement of CDI program services through the National CDI Center of Excellence

Qualifications for clinical documentation improvement

- CCDS or CDIP or CCS certifications
- Strong Analytical skills (with CDI metric related focus)
- Strong written and spoken communication abilities
- Strong ability to influence key stake holders
- Maintains up-to-date working knowledge of Medicare/Medicaid rules and regulations regarding CDI, basic coding, current trends and developments in the area of Clinical Documentation Improvement