

## **Clinical Documentation Auditor and Educator**

*Chicago, IL*

### **Summary**

In this role, the Clinical Documentation Auditor and Educator improves the overall quality of medical record documentation to accurately reflect patient acuity by performing concurrent or retrospective reviews of a percentage of cases for each Clinical Documentation Specialist (CDS). Develops, implements, and maintains formal and informal training to physicians, mid-level providers and ancillary staff on clinical documentation improvement issues and opportunities.

### **Responsibilities:**

- Demonstrates knowledge of MS-DRG/APR-DRGs and Inpatient Prospective Payment System, including CMS guidelines of key elements, Joint Commission and other regulatory requirements and coding guidelines.
- Establishes reputable relationships with physicians, other health team members and the coding team in order to effectively communicate the benefits of complete and accurate documentation.
- Performs concurrent and retrospective reviews of the medical record (as needed), utilizing evidence-based knowledge, protocols, and documentation criteria. Facilitates modifications to support clinical documentation of health team members to ensure that appropriate reimbursement is received for the level of service rendered to all patients with a focus on provider documentation, inpatients and DRG payers.
- Develops training and education material related to findings from audits and staff feedback. Communicates and interacts with physicians, clinical and ancillary staff through formal and informal educational methods to provide recommendations to improve the overall quality and completeness of clinical documentation.
- Develops Clinical Documentation Specialists (CDIS) audit plan and schedule. Performs audits on all CDIS and provides performance feedback and summaries to CDIS staff and leadership.
- Analyzes, assesses, and interprets clinical data to identify gaps, inconsistencies, and/or opportunities for improvement in the clinical documentation.
- Assists Health Information Management leadership in developing meaningful goals, metrics and targets representing CDIS work performance and provider documentation performance. Assists leadership in the development of the Clinical Documentation Improvement (CDI) Plan as it relates to quality metrics and provider education. Assists with the development and updates of CDI policies and procedures.
- Assists in the appeal process from third-party reviews.

## **Qualifications**

- Minimum 5 years of clinical documentation improvement experience
- Minimum 2 years of clinical documentation improvement audit experience
- Bachelor's Degree
- IL RN License
- Basic computer skills in word processing and spreadsheet utilization
- Excellent interpersonal skills necessary to develop and foster effective physician and staff communication

**For more Information / To Apply:**

<https://careers-ucm.icims.com/jobs/26405/clinical-documentation-auditor-and-educator/job>