

Clinical Documentation Specialist

Ensemble Health Partners

Job Location: Remote - Nationwide

Full Time

The **Clinical Documentation Specialist** facilitates and obtains appropriate physician documentation for any patient clinical condition or procedure to support the appropriate severity of illness, expected risk of mortality, and complexity of care as documented in patient medical records. Extensive medical record review and interaction with physicians, nursing staff, other patient care givers and HIM coding professionals is done to ensure the documentation is complete and accurate.

Essential Functions:

- Completes initial patient medical record review within 24-48 hours of patient's admission; completes subsequent reviews of patient's medical record reviews every 24-48 hours and enters review findings in CDE software system
- Assigns Principal diagnosis, CC/MCC (complication and comorbidity/major complication and comorbidity), evaluate for Severity of Illness (SOI) and Risk of Mortality (ROM) on all patients while in-house. Assigns working ICD-10-CM and PCS codes and DRG (Diagnosis Related Group) using encoder in CDE software
- Clarifies with physicians regarding missing, unclear, unsupported or conflicting health record documentation by requesting and obtaining additional documentation from physicians when needed. Face to face physician interaction and written clarifications are used
- Educates key healthcare providers such as physicians, nurse practitioners, allied health professionals, nursing and care coordination regarding clinical documentation improvement, documentation guidelines and the need for accurate and complete documentation in the health record
- Partners with coding professionals to ensure accuracy of diagnostic and procedural data and completeness of supporting documentation to determine the working and final DRG assignment. Reviews DRG denial letters and writes denial appeal letters
- Collaborates with care coordination, nursing staff and other ancillary staff regarding interaction with physicians on documentation and to resolve physician clarifications prior to patient discharge
- Formulates and submits timely, well prepared appeals for reconsideration by third party administrators (payers). Including supporting documented clinical evidence, Coding/CDE Guidelines and other regulatory standards/guidelines as appropriate. Works collaboratively with co-works and management to effectively resolve root cause issues that impact payor contracts, hospital operations, or departmental to maintain reimbursement and minimize appeal requests and/or denials
- Maintains competency and accuracy in use of Clinical Documentation Excellence software programs
- Maintains and upholds all clinical documentation regulatory guidelines

Experience Required:

- Minimum of five years acute care nursing experience with specific medical/surgical, Intensive Care, or Emergency Department experience
- Excellent interpersonal skills including excellent verbal and written communication skills; proficient in and demonstrate excellent physician relations

Education:

- Associates Degree required - Bachelor's Degree preferred

Certification/Licensure:

- Current RN or LPN License
- CCDS (Certified Clinical Documentation Specialist) certification preferred or obtained within 6 months of hire

For More Information/ To Apply:

https://ensemblehp.wd5.myworkdayjobs.com/en-US/EnsembleHealthPartnersCareers/job/Remote---Nationwide/Clinical-Documentation-Specialist_R008468