

Clinical Documentation Improvement (CDI) Specialist

Reedsburg Area Medical Center

Job Location: Reedsburg, WI

Full Time, Days (Shift 8a-430p)

JOB SUMMARY:

The CDI Specialist is responsible for developing and implementing ongoing coding training as well as auditing of medical records to ensure compliance with coding and documentation guidelines; providing education and auditing related to the coding and documentation of medical records within the physician practice; providing assessment and tracking of documentation compliance and improvement and monitoring the need for process enhancements or changes. CDI Specialist must also focus attention on regulatory and billing requirements, be able to perform audits independently and participate in performance improvement and work cooperatively with all revenue cycle and management associates.

EDUCATION AND TRAINING REQUIRED:

- High school graduate or equivalent.
- Graduation from an accredited school for professional medical coding.
- CPC or CCS-P eligibility/credentials preferred or obtained within first 12 months of employment.

SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent communication skills, grammar, punctuation and style.
- Ability to use the following equipment: personal computer, FAX, photocopier.
- Ability to work independently.
- Resourceful; is aware and utilizes the resources that are available.
- Ability to multi task and handle stressful situations in a calm manner.
- Basic computer knowledge.
- Excellent customer services skills.
- Reception and/or switchboard experience.

FOR MORE INFORMATION/TO APPLY:

<https://ramchealth.bamboohr.com/jobs/view.php?id=542&source=ramchealth>