

Outpatient Clinical Documentation Specialist

MaineGeneral Health

Job Location: Augusta, ME

Full Time/Days

JOB SUMMARY:

MaineGeneral Health is offering an exciting opportunity for an individual to join our team as a Clinical Documentation Specialist as we build and develop our Outpatient CDMP Program. This position collaborates with medical staff to ensure the accuracy & integrity of medical documentation. This position will work collaboratively with medical staff to ensure timely capture and recapture of HCCs (Hierarchical Condition Categories) on an annual basis. We welcome you to join our innovative team of CDI nurses who currently represent greater than 100 years of clinical nursing service.

Remote work is not available for this position

RESPONSIBILITIES:

- Conducts concurrent and retrospective medical record reviews to ensure accurate and specific documentation of diagnoses and procedures
- Identifies error and issues related to coding and documentation
- Collaborates with the coding staff to ensure that the medical record has the necessary documentation to support accurate coding
- Collaborates with interdisciplinary teams to assist with problem resolution, appropriate reimbursement and systems/performance measures
- Provides consultation and education to organizational departments and committees to ensure regulatory compliance and optimum reimbursement

QUALIFICATIONS:

- Maine state licensure as a Registered Nurse (RN) preferred
- Certified Clinical Documentation Specialist (CCDS) through Association for Clinical Document Improvement Specialists (ACDIS) or Certified Coding Specialist (CCS) through American Health Information Management Association (AHIMA) preferred
- Excellent customer service skills
- Proficiency in a suite of Microsoft Office applications
- Billing/coding experience helpful, medical terminology required
- Ability to work collaboratively with Providers

FOR MORE INFORMATION/TO APPLY:

https://mainegeneral.wd5.myworkdayjobs.com/en-US/MaineGeneralCareers/details/Outpatient-Clinical-Documentation-Specialist_req7760?q=outpatient%20clinical%20documentation%20specialist