

Manager Clinical Documentation Improvement (Remote) - Documentation Improvement

Wellstar

Job Location: Atlanta, GA

Full Time/Days

JOB SUMMARY:

The Clinical Documentation Integrity Manager demonstrates a high level of clinical proficiency and critical thinking skills necessary for assisting the Executive CDI Director in creating a support structure within the department for achieving clinical and operational excellence in relation to Clinical Documentation Integrity efforts.

RESPONSIBILITIES:

- Is involved in the direction and education of all phases of the Clinical Documentation process and will be held accountable to work in a collegial manner with physicians, team, and consultants. Collaborates with clinical and non-clinical leadership at Wellstar facilities to achieve system goals in relation to Clinical Documentation Integrity efforts, as well as interdisciplinary teams including, but not limited to, physicians, nurse practitioners, PA's, and the department managers for Revenue, Coding, Care Coordination and Health Information Management.
- Works collaboratively with other members of the health care team to provide data and solution development processes. Demonstrates ability to design and manage process and workflow improvements, system technology implementations and project management.
- Demonstrates skill and leadership in managing the operations of the Clinical Documentation Department team and manages the staffing and training needs to meet the expected requirements of the Program.
- Drives and supports the Departmental goals and philosophy of positive team building, mentoring, coaching and constructive feed-back as well as achieving clinical and operational excellence in relation to Clinical Documentation Integrity efforts.
- Provides ongoing Clinical Documentation Integrity program education for new team members, including but not limited to, Clinical Documentation Specialists, physicians, nurses and allied health professionals.
- Plays key role in determining metric measurements that are meaningful to the organization and will assist in analyzing, tracking, trending, and reporting CDI and/or organizational data and metrics at both system and individual facility-level.
- Actively participates on committees and presents the results of studies, trends, and activities as necessary to demonstrate solution performance and improvement in clinical documentation.
- Assumes responsibility for professional development through participation in workshops, conferences and/or in-services and maintains appropriate records of participation.
- Develops team members to encourage and build skills that will support long term department functions.

REQUIRED MINIMUM EDUCATION:

One of the following:

- Bachelor's degree in nursing
- Completed degree from an accredited medical school
- Bachelor's degree in a healthcare-related program

REQUIRED MINIMUM LICENSURE/CERTIFICATION:

For all candidates, one of the following certifications is required within six months of hire date:

- Certified Clinical Documentation Specialist (CCDS) from ACDIS
- Clinical Documentation Improvement Practitioner (CDIP) from AHIMA

ADDITIONAL CERTIFICATION REQUIREMENTS:

For candidates with a non-clinical background: at least one of the following active/current certifications is required:

- Certified Coding Specialist (CCS) from AHIMA
- Certified Professional Coder (CPC) from AAPC
- Registered Health Information Administrator (RHIA) from AHIMA
- Registered Health Information Technician (RHIT) from AHIMA

REQUIRED MINIMUM EXPERIENCE:

- Four or more years working in an acute care setting as a Clinical Documentation Specialist (CDS)
- Minimum two years supervisory experience required

FOR MORE INFORMATION/TO APPLY:

<https://careers.wellstar.org/us/en/job/67764/Manager-Clinical-Documentation-Improvement-Remote-Documentation-Improvement>