

## UW HEALTH JOB DESCRIPTION

### Clinical Documentation Specialist

Job Code: 300107	FLSA Status: Exempt	Mgt. Approval: M. Dagenais	Date: September 2020
Department : Coding & CDI		HR Approval: J. Theisen	Date: September 2020

#### JOB SUMMARY

The Clinical Documentation Specialist (CDS) is an advisor to clinicians regarding complete and accurate inpatient documentation. The incumbent functions as a liaison between clinicians and coders with the goal of creating mutual understanding of the many uses of medical record documentation. The Specialist functions as an expert source for information regarding the impact of documentation on patient care, quality of care metrics, risk of mortality/severity of illness indicators, and correct reimbursement. Under the direction of the Clinical Documentation Integrity Supervisor, the CDS conducts concurrent reviews of inpatient medical records in accordance with state, federal and other accrediting agencies.

The CDS utilizes strong coding knowledge, official coding guidelines, Hierarchical Condition Categories (HCC), standards of compliance and clinical knowledge to identify clinical documentation opportunities and to achieve results.

#### MAJOR RESPONSIBILITIES

- Facilitates appropriate clinical documentation to support the severity of illness and complexity of care rendered to patients
- Concurrently reviews records to identify unclear, ambiguous or inconsistent documentation. Initiates verbal and/or written physician queries and conducts follow up.
- Collaborates with coding staff on retrospective medical record review for severity, accuracy and quality issues
- Advises clinicians on the value of reliable, precise, complete, consistent, clear and timely documentation. Advises clinicians on the impacts of quality documentation on patient care and clinical data base integrity.
- Collaborates with clinicians on the process by which clinical documentation is translated into codes
- Counsels clinicians on the effects of translation on physician and hospital quality outcome measures and hospital financial performance
- Tracks and trends documentation integrity metrics. Assigns “working” values for severity, risk of mortality and Diagnosis-related group DRG (Medical Severity and All Patients Refined) and tracks potential changes with documentation improvement. Participates in the development of reports documenting the impacts of the program.
- Identifies improvement opportunities for system functionality; creates efficiencies and communicates opportunities for improvement
- Assures record consistency among admission order, record description of medical necessity and patient status
- Functions as an expert source for information regarding the impact of documentation on patient care, quality metrics and Hierarchical Condition Categories (HCCs)

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

#### JOB REQUIREMENTS

Education	Minimum	Associate Degree in Health Information Technology
	Preferred	Bachelor's Degree in Health Information Administration
Work Experience	Minimum	Three years of inpatient coding in an Academic Medical Center or Tertiary/Teaching Health System with acute care hospital and/or multi-specialty physician practice coding
	Preferred	Two (2) years of Clinical Documentation Integrity experience
Licenses & Certifications	Minimum	Registered Health Information Technician
	Preferred	Certified Clinical Documentation Specialist or Certified Documentation Improvement Practitioner
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Excellent interpersonal skills</li> <li>• Knowledge of, but not limited to, current coding guidelines and methodologies, MS-DRG, APR-DRG, HCCs; ICD-10-CM/PCS coding guidelines and conventions.</li> <li>• Extensive knowledge of medical terminology, anatomy and pathophysiology, pharmacology and ancillary test results</li> <li>• Strong organization and analytical thinking skills</li> <li>• Proficient with Microsoft Office applications (Outlook, Word, Excel, PowerPoint)</li> <li>• Demonstrates critical thinking skills, able to assess, evaluate, and teach.</li> <li>• Self-motivated and able to work independently without close supervision. Strong communication skills (interpersonal, verbal and written)</li> <li>• Ability to work independently and think creatively</li> <li>• Must be able to work flexible hours which may include weekends as required to meet</li> </ul>

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	business needs. <ul style="list-style-type: none"> <li>Willingness to seek CCDS or CDIP certification</li> <li>Familiarity with the external reporting aspects of healthcare</li> <li>Familiarity with the business aspects of healthcare, including prospective payment systems</li> </ul>
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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

	Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.