

UW HEALTH JOB DESCRIPTION

Clinical Documentation Integrity Quality Analyst

Job Code: 300048	FLSA Status: Exempt	Mgt. Approval: M. Dagenais	Date: 01.2019
Department: Coding & CDI		HR Approval: A. King	Date: 01.2019

JOB SUMMARY

The Clinical Documentation Integrity Quality Analyst (CDI QA) is responsible for assessment of quality and appropriateness of CDI medical record review including, but not limited to: CDI case abstracting and case review (missed opportunity), communication to health care providers (Query compliance), DRG Validation/Reconciliation between coding and CDI, and other second level review work queues based on department needs.

In addition, the CDI QA is expected to fulfill all duties assigned to Clinical Documentation Specialists on a 50-60% basis.

The position requires an advanced knowledge of medical and coding terminology, anatomy, disease processes, expected healthcare outcome, prospective payment systems, CDI guidelines and workflows for an academic medical center.

MAJOR RESPONSIBILITIES

Perform all job functions and responsibilities of a Clinical Documentation Specialist on a 50%-60% basis

Lead CDI quality assurance, DRG validation/reconciliation, and provide team education and second level case review:

- Review the Clinical Documentation Specialist's case abstracting function for adherence to UWH CDI policy. Review physician queries to ensure quality standards are met.
- Evaluate CDI team adherence to clinical, departmental and national CDI and coding guidelines.
- Analyze data from audit procedures to prepare and deliver audit reports to CDI leadership and provide timely feedback to CDI team members. Assist CDI team members in developing action plans to correct errors in process and provide education on knowledge deficits
- Conduct CDI audit work in compliance with the standards for the professional practice as identified by Official CDI UWHC Internal Guidelines, the AHIMA Query Practice Brief and any other applicable official resources.
- Act as liaison in the DRG reconciliation process between Coding and CDI team members. Communicate effectively with Inpatient Coding
- Actively address reconciliation cases as submitted by CDS', to include DRG mismatches prior to bill drop
- Provide feedback to CDS, including information regarding case status and resolutions
- Performs second level review prior to final coding of target case populations
- Answer Coding/CDI questions from Coding and CDI team members. Develop and present departmental educational sessions on coding and reporting of diagnoses. Assist in the development of CDI/Coder joint education for collaborative meetings
- Assist in the development of physician education for new physicians, residents, and advanced practitioners; coordinate CDI-Coding education with leadership teams

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

JOB REQUIREMENTS

Education	Minimum	Associate Degree in Health Information and Technology (HIT)
	Preferred	Bachelor's Degree in Health Information Administration (HIA)
Work Experience	Minimum	One (1) year of CDI experience
	Preferred	<ul style="list-style-type: none"> • Three (3) years of CDI experience in an AMC • Experience with CDI quality improvement projects • Training experience
Licenses & Certifications	Minimum	Registered Health Information Technician (RHIT) and Certified Coding Specialist (CCS)
	Preferred	Certified Clinical Documentation Specialist or Certified Documentation Improvement Practitioner
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Maintain strong broad-based coding and CDI knowledge and understanding of pathology/physiology of disease processes and expected health care outcomes to provide guidance to team members

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	<ul style="list-style-type: none"> • Proven/demonstrated skills in use of encoder grouping and abstracting software • Knowledge of current coding guidelines and methodologies, MS-DRG, APR-DRG, HCCs; ICD-10-CM/PCS coding guidelines and conventions • Training in Microsoft Office applications—Excel, Access, Outlook, Visio, Power Point and Word. • Exceptional critical thinking skills • Strong and effective verbal and written communication skills • Excellent analytical skills • Excellent interpersonal skills • Ability to work independently • Ability to exercise good judgment • Ability to work independently and self-motivate as well as motivate others • Ability to meet deadlines • Ability to problem solve and make independent decisions • Ability to multi-task • Ability to collaborate and promote teamwork • Analytical skills with ability to manipulate and interpret data
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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
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, 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.	Up to 10#	Negligible	Negligible
Light: 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.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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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.