



**Job Title: Clinical Documentation Improvement Educator      Job Code: 8431**

**Job Family:** RN LICENSED

**Organization:** PSHMC

**Pay Grade:** 11

**FLSA Status:** Exempt

**PRIMARY PURPOSE:** *Primary Purpose of the Job*

Work with program leadership to plan, develop, and implement clinical documentation education programs for CDI specialists and providers. Educate members of the CDI team on the review functions within the CDI program in order to meet and maintain enterprise goals and objectives, regulatory compliance, policies and procedures and personnel management.

**ESSENTIAL FUNCTIONS:** The percentage of time spent performing essential functions is 95%. Qualified individuals must have the ability (with or without reasonable accommodation) to perform the following duties:

Work with program leadership to plan, develop, and implement clinical documentation education programs for CDI specialists and providers.

Analyze data to ascertain where stronger education is needed for both providers and staff.

Mentor and educate CDI staff.

Work on efforts to improve provider clinical documentation and providing an accurate clinical picture of the patient including severity of illness, risk, and resource utilization.

Conduct individual and large group educational sessions for all CDI Specialists and/or providers.

Working closely with the CDI Specialists, identify areas of non-specific documentation and improve documentation templates in support of clinical treatment protocols.

Collaborate with CDI Manager and other clinicians to facilitate the ongoing relevance of department specific orientation content, educational materials and documentation tip sheets and training programs/resources.

Assist CDI Manager with the preparation of data and reports to evaluate the effectiveness and overall impact of the clinical documentation improvement program for presentation to the Coding and Documentation Steering Committee and other appropriate oversight committees.

Assist with the development and editing of policies and procedures and leading and attending team meetings.

**NON-ESSENTIAL FUNCTIONS:** The percentage of time spent performing secondary functions is 5%. The following duties are considered secondary to the essential duties listed above:

Perform other duties as assigned.

## **Clinical Documentation Improvement Educator**

---

### **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Nursing or Master's Degree in Nursing required.

3 years acute care experience required.

Experience working with a Clinical Documentation Improvement Program required.

Currently licensed to practice as a registered nurse by Pennsylvania Board of Nurse Examiners required.

### **KNOWLEDGE, SKILLS, & ABILITIES:**

Advanced clinical expertise and extensive knowledge of complex disease processes with a broad clinical experience in an inpatient setting required.

A broad knowledge of the disease process, normal/abnormal findings, and reasonable course of treatment, quality measures, and risk management issues is essential.

Demonstrated competency in teaching/learning process, organizational skills and computer literacy required.

Excellent communication skills and professional demeanor is required.

### **PREFERRED QUALIFICATIONS:**

Experienced educator with a strong understanding of the requirements for clinical coding and billing according to the rules of Medicare, Medicaid, and commercial payers preferred.

Electronic medical record and chart review experience preferred.

At least one of the following is preferred: CCS, CCDS; will consider eligible candidates but must obtain within 6 months of hire.