



- I. **Position Purpose:** CDI Specialist (**Independent Consultant**) needed to provide per diem coverage onsite at client in Brooklyn, NY.

To improve clinical documentation in order to support patient care givers in producing the most accurate record of care possible.

- II. **Position Summary:** The CDI Specialist improves clinical documentation through interaction with physicians, nursing staff, care givers, case managers, and H.I.M. coding staff to ensure that appropriate reimbursement is received for the level of service provided to patients and that the clinical information used in profiling and reporting outcomes is complete and accurate. This position requires work at a client facility with some local travel for meetings.

III. **Essential Job Requirements**

1. Education	Education needs to be consistent to meet credentials or certification requirement.
2. Experience	3 years' experience reviewing inpatient medical records. CDI experience preferred.
3. Credentials/Certifications	Any of the following can be considered: <ol style="list-style-type: none">1. Licensure as a registered nurse, nurse practitioner, physician or physician assistant.2. Medical Doctor or Doctor of Osteopathic Medicine degree3. Certification in one of the following:<ol style="list-style-type: none">a. Certified documentation improvement practitionerb. Certified clinical documentation specialistc. Certified coding specialist

4. Required Skills	<ul style="list-style-type: none"> a. CDI subject matter expert. b. Knowledge of disease pathophysiology and drug utilization. c. Knowledge of MS-DRG classification and reimbursement structures. d. Computer literate with office based systems, electronic health records, and medical record coding systems. e. Ability to apply coding conventions, official guidelines, and Coding Clinic advice to health record documentation. f. Management of multiple priorities/time management. g. Critical, deductive reasoning, and problem solving skills. h. Effective written and verbal communication skills with staff at all levels of the organization. i. Capacity to work independently in a “virtual office” setting. j. Understand and communicate documentation strategies. k. Recognize opportunities for documentation improvement. l. Formulate clinically compliant, credible queries. m. Skilled in performing quality assessment/analysis n. Overall knowledge of the flow of the revenue cycle. o. Detail oriented and analytical skills p. Motivate and maintain effective working relationships with staff and all stakeholders
5. Preferred Skills	<ul style="list-style-type: none"> a. Report writing with management review.
6. Physical Requirements	Physical requirements consistent with working in clinical areas, but without actually providing patient care.

IV. Position Responsibilities

1.	Concurrent review of documentation for all assigned patients.
2.	Communication of findings and concerns with patient care staff.
3.	Alerting, communicating and reviewing coding and queries of coding staff.
4.	Maintaining documentation in the appropriate data bases.

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