**CLINICAL DOCUMENTATION INTEGRITY (CDI) EDUCATOR**

**SUMMARY**

The Clinical Documentation Integrity (CDI) Educator is responsible for the execution of the educational strategy to support CDI operations at all Children’s Hospital Colorado locations. Develops, facilitates and coordinates systemwide CDI educational efforts including orientation manual, tools, and processes. Conducts onboarding and orientation of new Clinical Documentation Specialists. Conducts onsite and remote training for the CDS team, Physicians, Coding and other departments as necessary. Strong aptitude for quickly troubleshooting and identifying the cause of questionable results within abstracts and reports. Ensures CDI operations support hospital policy, medical staff by-laws and regulatory and legal requirements, maintains departmental policies and procedures accordingly. Works in association with the CDI staff, clinicians, coders, and all members of the healthcare team to ensure accurate and timely clinical documentation in the medical record.

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**POPULATION SPECIFIC CARE**

No direct patient care.

**ESSENTIAL FUNCTIONS**

*An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the functions which the employee may be expected to perform.*

* Oversees the internal CDI department education strategy, in partnership with CDI & HIM leadership. Maintains an education calendar, researches clinical and coding content, develops materials to distribute and presents content to CDI team members.
* Provides mentorship for the CDI Specialists. Troubleshoots technical or clinical questions from team members, as needed. Maintains subject matter expertise in current clinical criteria, trends of medical treatment, CDI, Coding, and Quality. Will assess, communicate, and escalate issues to CDI Manager as appropriate.
* Develops and delivers educational materials and presentation to a variety of audiences outside of the CDI department, including, by not limited to, Physicians, Surgeons, Residents, and Advanced Practice Providers, interdepartmental teams, facility or system level leadership. Presentations could be virtual or in-person for either individual or group settings.
* Manages the orientation and training for new Clinical Documentation Specialists. Assesses the progress of new hires throughout the onboarding and training process and provides direct feedback to the CDI Specialist. Communicates assessments to the CDI Manager and assists with the development of any action plans to support successful completion of the orientation process.
* Develops and maintains updates for a CDI training curriculum, internal resources, practice guidelines, and workflows.
* Conducts advanced CDI chart reviews based on DRGs and care site-specific trends to identify gaps in documentation and training opportunities. Provides clinical subject matter expertise in reviewing cases identified through internal processes.
* Reviews denial cases and drafts appeals with relevant citations from the clinical chart and appropriate clinical references to support argument. Collaboration with CDI and Coding leadership to communicate trends and necessary action plans. Collaboration with physician leaders to strengthen the appeal strategy.
* Coordinates team projects and ad hoc department projects to support the advancement of the CDI program with national best practice standards and adoption of new technologies.
* Collaborates with HIM Coding Educators to review trends related to denials, query activity, and revenue cycle opportunities to ensure consistent messaging delivered in the education across teams in accordance with medical literature, coding guidelines, and regulatory requirements.
* Reviews reports on clinical documentation integrity, assists with the development of recommendations, and presents findings to service lines to address organizational opportunities for improved documentation and reimbursement opportunities in partnership with the CDI Leadership.
* Acts as a coding and clinical documentation resource for hospital based and contracted physicians.
* Acts as subject matter expert and participates on various committees related to CDI findings.

**SCOPE AND LEVEL**

* **Guidelines:** Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.
* **Complexity:** Duties assigned are generally complex and may be of substantial intricacy.  Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.
* **Decision Making:** Exercises judgment and discretion, and is responsible for determining the time, place and sequence of the work performed.
* **Communications:** Contacts with team members, clients or the public where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.
* **Supervision Received:**Performs work with minimal supervisory oversight.  Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.  Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent.  Recurring work clearly covered by guidelines may or may not be reviewed.

**MINIMUM QUALIFICATIONS**

**Education, Experience, Licensure, Certification**

* ***EDUCATION* –** Associate Degree in Nursing.
* ***EXPERIENCE* –** Three (3) years of experience to include: one (1) year of experience within Clinical Documentation Integrity in the inpatient acute care setting and two (2) years of experience as a clinical nurse in an inpatient acute care setting.
* ***EQUIVALENCY* –** None.
* ***CERTIFICATION(S)* –** Certified Documentation Improvement Practitioner (CDIP) or Certified Clinical Documentation Specialist (CCDS) is required.
* ***LICENSURE –*** Active Registered Nurse licensure is required.

**PHYSICAL REQUIREMENTS**

* Audio-Visual: Color Discrimination – Fair
* Audio-Visual: Depth Perception – Fair
* Audio-Visual: Near Vision: Good
* Audio-Visual: Far Vision: Good
* Audio Visual: Hearing: Good
* Motion: Bend : Up to 1/3 of the time
* Motion: Reach up to 1/3 of the time
* Motion: Carry up to 1/3 of the time
* Motion: Pull up to 1/3 of the time
* Motion: Push up to 1/3 of the time
* Weight Lifted/Force Exerted: Up to 10 lbs. or more of the time
* General Activity: Stand/Walk up to 4hrs a day
* Use of hands/feet: Precise Motion Function (or fine manipulation)

**WORK ENVIRONMENT**

* Exposure: Exposure to blood/body fluid: Occasional
* Exposure: Exposure to cold/heat: Occasional
* Exposure: Exposure to infectious disease: Occasional
* Mental and Emotional Requirements: Manages stress appropriately
* Mental and Emotional Requirements: Works with other effectively
* Mental and Emotional Requirements: Handles multiple priorities effectively.
* Mental and Emotional Requirements: Independent discretion/decision making.
* Mental and Emotional Requirements: Makes decisions under pressure.
* Mental Stress: multi-tasking, meeting deadlines, prioritizing