

Job Family	Quality Management	Job Summary	Involves the evaluation of physician documentation, utilizing clinical expertise to ensure that the patient's severity of illness and risk of mortality are accurately portrayed in the medical record for specificity and increased coding accuracy. Interacts with physicians, clinical staff, and health information management professionals. Works with coding staff to ensure that documentation of discharge diagnoses and any co-existing co-morbidities are a complete reflection of the patient's clinical status and care.
Job Function	Clinical Documentation		
Category	<b>Supervisory &amp; Management</b>		

Job Level	Supervisor 1	Supervisor 2
Job Title		Clinical Documentation Supervisor 2
Job Code		6483
Tracking Code	A1415	A1416
Personnel Program	PSS	MSP
FLSA	Exempt	Exempt
Generic Scope	Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.	Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.
Custom Scope		Supervises staff responsible for performing quality studies and assessments for clinical documentation, and ensuring appropriateness of documentation in the medical record. Receives assignments in the form of objectives with goals and the processes by which to attain them.
Key Resp 01		Ensures smooth daily operations and workflows for extensive record review and coordination among physicians, health information management (HIMS) professionals, and nursing staff.
Key Resp 02		Implements new methods, systems, and processes. Oversees new program development and implementation.
Key Resp 03		Leads teams or participates in collaborations with health information management, information technology, quality improvement, and clinicians to improve clinical documentation and coding methods for increased accuracy, efficiency, data management, and reimbursements.
Key Resp 04		Serves as an expert resource on clinical documentation processes, providing training, mentoring, and education to achieve optimal quality of clinical case reviews. Ensures that subordinate staff members are fully informed of all changes and updates in processes, regulations, systems, and technology.
Key Resp 05		Identifies trends, variances, and areas of non-compliance in clinical documentation. Researches issues; oversees changes in methods and

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		processes to address. Reviews and analyzes the quality of reports on DRG (diagnosis-related group) assignments, coding, reconciliation and reimbursement.
Key Resp 06		Oversees comprehensive quality studies and evaluations of clinical documentation activities for effectiveness and external regulatory compliance; evaluates proposals for new methods and processes.
Key Resp 07		Pursues professional development and facilitates access to ongoing training, staff development, and educational opportunities for subordinate staff.
Key Resp 08		Evaluates subordinate staff and participates in decision-making on hiring, salary actions, terminations, performance ratings, and other human resources matters.
Key Resp 09		Oversees data collection and reporting activities; ensures the efficient and timely flow of data to internal and external databases. Monitors the measurement and quality metrics of the department and determines methods to improve the data collection process.
Key Resp 10		
Key Resp 11		
Key Resp 12		
Key Resp 13		
Key Resp 14		
Key Resp 15		
Education 1		Bachelor's degree in nursing or other healthcare profession, or a combination of comparable clinical education and / or experience.
Education 2		
Education 3		
Education 4		
License 1		
License 2		
License 3		
License 4		
Cert 1		Certified Clinical Documentation Specialist (CCDS)
Cert 2		
Cert 3		

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Cert 4		
Spec Cond 1		
Spec Cond 2		
Spec Cond 3		
Spec Cond 4		
KSA 01		Demonstrated ability to effectively supervise, coordinate, and prioritize the activities of subordinate staff, and to manage the complex workflow and multiple priorities involved with clinical documentation.
KSA 02		Solid knowledge of medical record documentation coding, systems and processes; understanding of conditions and diagnoses as they relate to reporting and reimbursement.
KSA 03		Solid knowledge of human resources management policies, with the ability to train, monitor, evaluate, and document performance, and participate in decision-making on human resources matters.
KSA 04		Detail oriented, with solid analytical and critical thinking skills, and the ability to quickly analyze problems, determine appropriate level of intervention, and develop and apply effective solutions.
KSA 05		Solid interpersonal and communications skills and persuasiveness to collaborate effectively with diverse clinical, business, and technical personnel at all professional levels as well as with outside contacts and agencies.
KSA 06		Demonstrated knowledge of business software and specialized applications and data management systems used in clinical documentation.
KSA 07		
KSA 08		
KSA 09		
KSA 10		
KSA 11		
KSA 12		
KSA 13		
KSA 14		
KSA 15		
Environment		Health care (hospital, clinical, classroom setting or similar environment as the role requires.)

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Job Level	Supervisor 1	Supervisor 2
Career Path 1		Clinical Documentation Manager 1
Career Path 2		Career Path open
Career Path 3		
Career Path 4		
Career Path 5		
Career Path 6		