



Mission Statement: *“Our goal is to provide education and process development to enhance communication and understanding among all individuals involved in the documentation and coding of the health record to ensure the clinical reliability and integrity of the health care data.”*

Title: Senior CDI Consultant

Date Established: January 2017

Reports To: Executive Director Consulting Services

Revised Date: January 2022

JOB SUMMARY:

The Senior CDI Consultant is responsible for daily operations related to CDI consulting projects in both the inpatient and ambulatory settings. The Consultant collaborates with all teams to support and enhance client relations while aiming to achieve the highest levels of client satisfaction.

Job Tasks:

- Oversight of project management, appropriate distribution of projects/duties, development and delivery of project deliverables.
- Oversees the planning, prioritization, and development of project workplans while effectively collaborating with other internal teams.
- Partners with clients and maintains extensive interactions in all phases of consulting engagements including operational assessment, implementing of new CDI programs and/or re-design of existing CDI programs.
- Demonstrates knowledge and understanding of clinical documentation improvement industry best practices, the impact of CDI on revenue cycle outcomes and documentation/coding impact on profiling and quality outcomes.
- Stays abreast of regulatory and best practice guidance pertaining to CDI/Coding integrity.
- Leverages previous CDI experience to participate in ongoing refinement of CDI assessment and implementation methodology and approach, including development of deliverable templates, workflows, prioritization strategies, infrastructure design, technology integration, etc.
- Demonstrates ability to effectively teach and mentor members of the client CDI team
- Facilitates problem-solving and collaboration with internal teams on topics related to the evolving CDI industry, Enjoin strategic goals and client needs
- Serves as Subject Matter Expert (SME) for (internal & external) needs
- Assist with interviewing and onboarding of consulting employees
- Other duties as assigned/requested

ESSENTIAL FUNCTIONS:

- Incorporate company’s strategy, procedures, and policies into the operations of the business unit.
- Build strong relationships with customers to maintain satisfaction, client retention, and future revenue growth.
- Create a harmonious working environment with training, mentoring, and motivating all team members to work effectively as a unit.
- Develop relationships, manage expectations, and communicate with executive leadership and managers both throughout the organization as well as with external stakeholders.

- Other duties as assigned or requested.

COMPANY EXPECTATIONS/GOALS:

- Complete mandatory annual HIPAA and Compliance Training in a timely manner
- Maintain confidentiality in all matters to include patient care, physician, and employee matters
- Maintain accurate and reliable organizational records
- Maintain professional relationships with appropriate officials; communicate honestly and completely; behave in a fair and nondiscriminatory manner in all professional contacts
- Assure the accuracy of data, work, or information and contribute ideas and suggestions to improve approaches, methodologies, and productivity.
- Maintain professional relationship with clients focusing on optimization of client satisfaction
- Adhere to a personal plan of professional development and growth through professional affiliations, activities, and continuing education
- Support overall strategic goals of the company

HOME OFFICE REQUIREMENTS:

- Must have a quiet and secure space when reviewing protected health information (PHI)
- High speed internet connection
- Use of Enjoin provided laptop/monitor(s)
- Telephone and printer/fax/scanner
- Company will provide access to TruCode encoder system with necessary resources to perform job duties

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor's degree in Health Information Management or other healthcare related field
 - RN or RHIA preferred
 - CCDS, CCDS-O, CDIP, CCS or CRC certification preferred
- Minimum of 5 years of healthcare management experience and/or 2 years consulting experience required
- Experience creating/delivering CDS, coder and/or physician education preferred
- Knowledge of both inpatient and ambulatory documentation/coding workflows preferred

SKILLS

- Verbal and written communication skills
- Project management skills
- Data analytics ability
- Team leadership, including experience in highly effective change management.
- Presentation skills required to effectively communicate material to all levels of management
- Strategic relationship building
- Organization and prioritization skills

PHYSICAL DEMANDS

- This is a full-time position, and general hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. This position may require longer hours and weekend work.

- Overall physical workload is light with occasional moving about more than 70% of the day to carry out duties in a fast-paced environment; however, work is generally sedentary requiring long periods at workstation.
- Ability to communicate both orally and in writing.
- Ability to travel to client facilities on an ongoing basis is required.

Employee Name: _____

Employee Signature: _____ Date: _____

