



**Title:** Clinical Documentation Specialist (CDS)

**Description:** The Clinical Documentation Specialist is responsible for the evaluation of physician documentation utilizing their clinical/coding expertise to ensure the patients' severity of illness is accurately portrayed in the medical record and to support increased coding accuracy.

**Requirements and Education:**

- RN / BSN Degree required.
- AHIMA credential (CCS or CDIP) or ACDIS credential (CCDS) preferred.
- A minimum of 5 years of acute inpatient hospital experience in a large tertiary hospital required.
- Experience with second level reviews, CDI quality review and consulting preferred.
- Must have a working knowledge of all areas of adult medicine.
- Requires excellent observational, analytical thinking, problem solving skills, including good verbal and written communication.
- Requires strong interpersonal skills, a positive personality, good critical thinking skills and the ability to assess, evaluate, and teach. Teamwork and flexibility required.
- Experience with electronic health records (i.e., Epic, Cerner, Meditech, etc.) and proficiency in Microsoft Office and Excel required.
- Excellent planning and organizational skills required.
- Experience working remotely required.
- Must be proficient in Microsoft Office Word and Excel programs.

**Schedule:** This is a remote, full-time, 40 hour per week position. General hours of work are Monday through Friday during regular business hours.

**Benefits:**

- Medical, vision and dental
- 401K contribution
- PTO upon hire and 7 paid holidays
- Complimentary annual CEUs
- Unique salaried compensation package
- "White glove" onboarding
- Access to advanced educational coding tools / resources
- Career stability and professional growth opportunities
- Employee discount program
- Referral bonus for coding and CDI experts
- Laptop and other necessary equipment provided

**Essential Functions:**

- Promotes a partnership between CDS, medical record coding, and physicians to improve documentation and coding integrity.
- Provide guidance to the physicians, nursing, and ancillary staff on clinical documentation best practices. They must be self-motivated and adaptive to change.



- Analyze medical record documentation and other references such as MAR, Labs, Orders, etc. to validate clinical validity of reportable diagnoses and procedures, identify viable working DRG, and identify documentation opportunities and initiate concise and compliant queries.
- Concurrent initial, continued stay and retrospective audits with accurate CDS workflow data entry and scopes consistent with client work standards.
- Query initiation, follow up, escalation, etc. aligned with client scope and work standards.
- Adhere to AHIMA/ACDIS query compliance guidance and all Official ICD10 Coding Guidance.
- Adherence to any client specific diagnosis clinical validity criteria.
- Understand medical terminologies, procedures, and applicable laws to collect and evaluate medical documentation.

**Home Office Requirements:**

- Enjoin will provide a laptop and access to necessary resources to perform job duties.
- Must have a dedicated secure workspace to ensure adherence to HIPAA Privacy and Security policies and procedures when viewing protected health information (PHI).
- High-speed internet connection required.

**Interview Process:**

1. Apply today! Send your resume to [careers@enjoincdi.com](mailto:careers@enjoincdi.com)
2. Pass Enjoin's multiple choice Clinical Documentation Specialist assessment
3. Phone call with Talent Acquisition
4. Video interview with hiring manager

**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."

**About Enjoin:** For more than 30 years, Enjoin has provided health systems with clinical documentation integrity (CDI) education, infrastructure and process development. A pioneer of CDI programs, Enjoin continues to be an industry leader and innovator. Led by nationally renowned physicians with a strong academic background in scientific-based medicine and years of clinical practice coupled with certified coding and clinical documentation credentials, our unique approach addresses today's quality-driven initiatives uniting documentation and coding across the healthcare continuum.