



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: Physician Advisor

Date Established: 5/8/2023

Reports To: Vice President of Physician Services

Date Revised:

JOB SUMMARY:

The Physician Advisor is responsible for delivering agreed upon goals set forth in individual projects for which they are contracted. Projects such as, but not limited to:

- Remote Physician Advisor, entailing tasks such as: daily support for Enjoin client CDI and coding teams, query escalation, peer-to-peer education, education of medical staff/coding/CDI teams, daily chart review, participation in Enjoin client department and committee meetings, monitoring of and reporting on KPI's marking progress toward agreed upon goals.
- CPT Audit Support and Education, entailing tasks such as: data analysis of inpatient and ambulatory E/M, CPT audits to identify trends and opportunities, development and presentation of educational content to address trends and opportunities identified via audit, peer to peer education, development and presentation of executive summary audit outcomes.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Communication and collaboration with Enjoin client and/or Enjoin project manager to achieve milestones, deliverables and agreed upon goals/outcomes for contracted project.
- Availability for occasional travel

OTHER RESPONSIBILITIES:

- Support the vision and values of Enjoin and abides by all company policies and procedures
- Knowledge of the product/service lines provided by Enjoin
- Consistently work to develop and maintain positive and professional relationships with all Enjoin employees and customers
- Adheres to company HIPAA and Compliance standards
- Must be available during normal business hours (8:00am-5:00pm)

MINIMUM REQUIRED QUALIFICATIONS:

- 5 years of clinical expertise
- Medical Degree, Doctor of Osteopathy, Bachelor of Medicine/Bachelor of Surgery
- Credentials: CCS (preferred), CCDS (preferred), CPC (preferred), CRCR, CDIP, or HCQM

**REQUIRED SKILLS:**

- Thorough knowledge of ICD-10 CM/PCS Coding Guidelines, MS and APR payment methodology, IPPS, HCC payment model, CMS quality programs, CPT Coding Guidelines
- Energetic, self-motivated, self-directed, with flexibility and a team mentality
- Ability to build strong relationships with all levels of management and staff
- Superior communication, presentation, and leadership skills to motivate and inspire
- Ability to operate within Microsoft Office 365 Suite applications to include MS Outlook, MS Word, MS Excel, PowerPoint and at an intermediate to advanced level

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- This is a PRN position; work schedule varies by client.
- Overall physical workload is light due to fully remote work setting. Ability to communicate effectively both orally and in writing. Work is generally sedentary, requiring long periods at workstation.
- Travel may be required occasionally.

SCHEDULE:

- As needed, project-based position. The ideal work hours are during normal business hours CST/EST. 1-2 days of travel onsite may be required each quarter.

HOME OFFICE REQUIREMENTS:

- 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
- Telephone
- The company will provide laptop and access to necessary resources to perform job duties.

Enjoin is an equal opportunity employer and do not discriminate based on race, color, religion, sex, national origin, disability, or any other protected status.

This job description is not an employment contract, and the duties and responsibilities may be subject to change at any time to meet the needs of the company.