

Job Description - Documentation Specialist

Position Summary

A Nurse who, operating within the framework of the mission and philosophy of the organization, carries out the duties of the role. Highly meticulous and organized, the documentation specialist is responsible for working with colleagues to ensure consistency of documentation practice across the company and training employees on efficient documentation usage. The documentation specialist will participate in data collection for both internal and external audits. The documentation specialist will complete the gathering of documents to address additional document requests that are submitted by MAC's, OIG, and other agencies conducting oversight activities. The documentation specialist participates in review of policies and procedures. This role may collaborate and communicate with members of the interdisciplinary team of the assigned offices and participate actively in meeting the goals and objectives of the hospice organization. This role will perform work adhering to the professional, hospice, regulatory body, and nursing standards; and demonstrate an ongoing commitment to her/his own professional growth.

Role Expectations

- Adheres to regulatory requirements
- Demonstrates knowledge and ability to identify eligibility criteria for hospice services
- Conducts assigned audits by researching documentation, analyzing information, and making recommendations to improve compliance within clinical charts.
- Works with colleagues to ensure consistency of documentation practice by utilizing the tools available for documentation review
- Develops proficiency with the Electronic Medical Record
- Trains employees on efficient documentation usage to include the documentation within Electronic Medical Record
- Collaborates with and provides constructive feedback to managers addressing the assessed documentation strengths and deficiencies of employees.
- Collaborates with the manager to develop plans of correction to address documentation deficiencies
- Participates in the review of policies and procedures, as requested
- Ensures documentation integrity
- Assists with both internal and external audits
- Retrieves documents upon request
- Educates employees in office and virtually on efficient documentation practices as directed.
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Competencies

- Sound knowledge of eligibility criteria for hospice services under the Medicare Hospice Benefit
- Sound knowledge of hospice regulations
- Works independently
- Completes requested audits in a timely manner
- Proficiency with scanning and administrative technology
- Outstanding organizational skills
- Multitasking ability
- Attention to detail

Adherence to Policies and Procedures

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Leadership and Management

- Communicates results of audits with Clinical Directors
- Recommends a plan of corrections for consideration and use by the Clinical Director
- Reevaluates subject to confirm achievement of needed changes

Communication and Interpersonal Relationship Skills

- Excellent written and verbal communication
- Good interpersonal skills
- Establishment of professional working relationships

Continuing Education

- Demonstrates continued learning
- Develops and maintains knowledge of hospice regulations at the federal and state level.
- Develops and maintains knowledge of agency policies and procedures

Hours Worked

- Full-time role

Supervisor

- Chief Compliance Officer

Education

- Nursing degree from an accredited school of nursing
- 3 years of experience as an RN case manager or skilled nurse in hospice services

Licensure and Qualifications

- Current nursing license without encumbrances in state working

I acknowledge that I have received and reviewed the job description. I understand the content and agree to carry out the duties and responsibilities listed in the job description.

Employee Printed Name

Employee Signature

Date