**Health Information Specialist**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Reviews and manages Westminster-Canterbury on Chesapeake Bay’s (WCCB) medical record documentation, assuring the campus meets Medicare and insurance requirements. Completes data entry of clinical information. Completes quality control reviews of documentation and notifies clinicians of missed or questionable items. Manages physician order process and coordinates with billing coordinator for timely release of billing claims. Advises the Administrator and or Director of Nursing on deficiencies and/or discrepancies in clinical documentation.

**RESPONSIBILITIES**

* Review electronic health records (EHR) for International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM)
* Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.
* Identify variations to inappropriate coding, insufficient documentation, or lost revenue.
* Identify under coding, bad unbundling habits, and code overuse and to bill appropriately for documented procedures.
* Verify ICD-10-CM and electronic health record (EHR) meaningful use readiness.
* Maintain the confidentiality of patients’ records.
* Identify areas of improvement for the EHR utilizing performance improvement methodologies to enhance clinical workflows within information systems.
* Assure proper release and transfer of protected health information (PHI) within EHR between WCCB and requester, ensuring HIPAA compliance.
* Communicate the need for additional health information from the respective department when necessary for completeness of the medical record
* Enter data and index documents following standard formats into EHR.
* Review all records for provider signatures and audits prior to submission.
* Update retention and destruction log for remaining paper health records and prepares inactive paper health records for destruction and storage.
* Provide departmental administrative support.
* Maintains accurate records of client clinical information by entering and editing the computer program as directed.
* Enters and maintains accurate client records, focusing on the Admission and status, diagnosis, and assessment, medication, and physician orders information.
* Enters and verifies clinical information, therapy orders, etc. as needed. Follows up with clinicians related to questionable or missing items. Maintains written or electronic documentation from clinicians to support entries.
* Maintains a neat and accurate filing system.
* Prints orders for physicians and RN signatures as needed. Faxes orders to physicians. Follows up to assure timely signatures. Posts signed orders in the computer system.
* Runs various reports from the computer system to verify the accuracy and completeness of data entered.

**QUALIFICATIONS**

* Knowledge of Centers for Medicare & Medicaid Services (CMS) skilled documentation guidelines and requirements.
* Experience with Current Procedural Terminology (CPT®).
* Possess comprehensive knowledge of medical, administrative, ethical and legal requirements and standards related to healthcare delivery and the privacy of protected patient information.
* Experience in coding diagnoses and procedures in patient records for reimbursement and research.
* Experience in Google, Microsoft, and Adobe software applications.
* Training in ICD-10-CM coding, transcription, and medical record maintenance.
* Ability to multi-task and work with the senior population.
* Must possess excellent customer service skills along with telephone, verbal, and written abilities.
* Organized and detail oriented.
* Highly self-motivated and directed and able to effectively prioritize and execute tasks.
* Possess strong analytical and problem-solving skills.
* Ability to analyze clinical patient information through manual and computerized applications.
* Physical Requirements:
	+ Must be able to remain in a stationary position 50%.
	+ The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
	+ Constantly operates a computer and other office productivity machineries, such as a calculator, copy machine, and computer printer.
	+ The person in this position frequently communicates with healthcare personnel who have inquiries about the EHR, various processes, and recommendation. Must be able to exchange accurate information in these situations.
	+ Frequently moves healthcare files weighing up to 50 pounds across campus for various filing needs.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision