

 Oroville Hospital	Job Description for Documentation Integrity Supervisor		Department: Health Information Management
	Dept.#: 8700 Last Updated: 01/02/12 Position Status: Exempt		

Reports To

Director Health Information Management

Job Summary

Under the direction of the HIM Director and the guidance of the EHR Analyst, the Documentation Integrity Specialist analyzes patient care information in the Electronic Health Record (EHR).

Duties

- The Documentation Integrity Specialist maintains the integrity of the deficiency management tracking system
- The Documentation Integrity Specialist ensures the integrity of the documents in the EHR
- The Documentation Integrity Specialist interacts with providers, administrators and other hospital personnel regarding EHR corrections and provides reliable tracking mechanics for changes to the EHR
- Works with authors/care providers to resolve identified problems and make corrections to the EHR
- The Documentation Integrity Specialist assists in the resolution of patient amendment requests under HIPAA
- Responsible for preparing statistical reports for administrative committees, OSHPD, and other departments as assigned
- Provides technical assistance and education to authors for record completion
- Ensures EHR compliance with all levels of regulatory guidelines
- Makes recommendations as appropriate in regard to impact on patient care, patient safety, and physician and patient satisfaction.
- Performs other duties as assigned

Qualifications

Education & Licensure:

- High School Graduate or equivalent

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- Computer skills required

Certifications:

- RHIA or RHIT is preferred

Knowledge & Experience:

- At least three years experience in an acute care facility with experience directly related to Health Information Management
- One year experience in conducting and evaluating hospital based electronic medical record quality improvement audits may substitute for a degree or RHIA/RHIT certification

Additional Qualifications:

- Must be detailed oriented, have excellent analytical and problem solving skills, and the ability to manage workload and competing priorities in order to complete tasks in a timely manner
- Must have the ability to follow project plans in both written and verbal form and stay on target to meet scheduled deadlines, work independently with minimal supervision and interact with all end users and management
- The ability to read and interpret clinical information and resolve issues with providers, learn new software and latest technologies
- A working knowledge of operational and system workflows and Microsoft products.
- Demonstrates outstanding written and verbal communication skills with proven track record in prior positions
- Must have the ability to prioritize work to meet the needs of the internal and external customers.
- Must have the proven ability to maintain confidentiality
- Must demonstrate excellent customer service and communication skills
- Must be flexible, dependable, and demonstrate the ability to adapt to change

Work Environment

Work area is well lighted and ventilated.

Dress Code

Complies with hospital and departmental dress code. Wears name badge with job title and credentials clearly visible.

Physical Abilities

See attached Job Task Analysis