POSITION OVERVIEW

The Clinical Documentation Improvement Specialist (CDIS) is responsible for competency in coordinating and performing day to day operations, providing concurrent and/or retrospective review, and improving documentation of all conditions, treatments, and care plans to ensure highest quality of care is provided to the patient. The CDIS will also education clinical staff in appropriate documentation criteria.

QUALIFICATIONS

An Associate's degree in a healthcare related field with a RHIA (Registered Health Information Administrator), RHIT (Registered Health Information Technician), CCS (Certified Coding Specialist) credential or RN (Registered Nurse) or MD (Medical Doctor) license is required.

COMPETENCIES

- Identify principal and secondary diagnoses in order to accurately reflect the patient's hospital course utilizing ICD-10-CM with appropriate application of coding conventions and guidelines

- Ensure accuracy of MS-DRG groupings and APC assignments

- Promote CDI efforts throughout the organization and collaborate with physician champions to promote initiatives

- Foster working relationship with CDI team members

- Query providers in an ethical manner and track compliance

- Develop CDI policies and procedures to include query process, education and training, and performance tracking
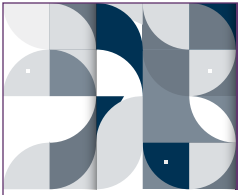
REGISTERED APPRENTICESHIPS *Core components*	
Employer Involvement	• Employer driven • Must be directly involved • Must provide Paid on-the-job learning
Job Related Technical Instruction	• Front-loaded and working learner models • Designed to meet your workforce needs
Structured Paid On-the-Job Learning	• Structured and supervised • Guided by employer mentor • Competency-based
Rewards for Skills Gain	• Increase in skills and competencies tied to increased earnings
National Occupational Credential	• Portable industry-recognized professional credential • Certifies an individual at the proficiency level for the occupation

RELATED TECHNICAL INSTRUCTION

- Skills assessments based on certification domains

- ICD-10 training based on employer needs

- AHIMA online CDI courses

- Use of CDI textbook and online exercises

- Common employability skills such as communication; analysis and problem-solving; teamwork, business knowledge and behavioral characteristics

APPRENTICESHIP PROGRAM
Quick-Start Action Planner

AHIMA FOUNDATION Apprenticeship Program
Managing the HIM Talent Pipeline
U.S. Department of Labor

STEP	WHAT DO I NEED TO GET STARTED?
1	**Determine your workforce needs for skilled talent** ☐ Do you have challenges in finding skilled talent? ☐ What particular occupations? ☐ What are your long-term workforce needs? ☐ Determine number of apprentices needed
2	**Identify partners and resources you need (Don't go it alone)** ☐ Identify internal/external stakeholders to participate in the development of the apprenticeship program ☐ Do you want to partner with local workforce agencies? ☐ Are there other critical partners that are needed to be successful? ☐ Will the state Department of Labor (DOL) be involved?
3	**Program Operation & Administration** ☐ Obtain approval for FTE/s within organization (if necessary) ☐ Create apprentice job description/job code ☐ Develop wage progression schedule ☐ Review/sign apprenticeship standards
4	**Apprentice Recruitment** ☐ How will you select individuals to participate in your program? ☐ Do you want your program to serve new entrants and/or up-skill incumbent workers? ☐ Candidate screening ☐ Interview for apprentice positions ☐ Hire and onboard new apprentices
5	**Determine your training model** ☐ AHIMA Foundation will provide access to online instruction ☐ Identify skill/competency requirements ☐ Identify experienced mentors at the job site ☐ Develop an on-the-job learning (OJL) plan
6	**Assess and Continuously Improve** ☐ Conduct regular apprentice OJL evaluations ☐ Complete apprentice experience surveys for each program stage ☐ Assess the program and participants' success moving forward ☐ Evaluate progress and make program corrections as needed ☐ Continuously improve the quality of the program over time

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