

With the skill set of  
**CLINICAL DOCUMENTATION  
 IMPROVEMENT SPECIALIST**

## 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

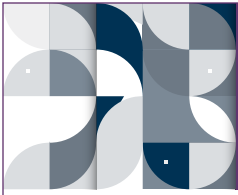
### REGISTERED APPRENTICESHIPS

#### Core components

<b>Employer Involvement</b>	<ul style="list-style-type: none"> <li>• Employer is the foundation</li> <li>• Must be directly involved</li> <li>• Must provide Paid on-the-job learning</li> </ul>
<b>Job Related Technical Instruction</b>	<ul style="list-style-type: none"> <li>• Front-loaded and working learner models</li> <li>• Designed to meet your workforce needs</li> </ul>
<b>Structured Paid On-the-Job Learning</b>	<ul style="list-style-type: none"> <li>• Structured and supervised</li> <li>• Guided by employer mentor</li> <li>• Competency-based</li> </ul>
<b>Rewards for Skills Gain</b>	<ul style="list-style-type: none"> <li>• Increase in skills and competencies tied to increased earnings</li> </ul>
<b>National Occupational Credential</b>	<ul style="list-style-type: none"> <li>• Portable industry-recognized professional credential</li> <li>• Certifies an individual at the mastery level for the occupation</li> </ul>

## 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

STEP	WHAT DO I NEED TO GET STARTED?
1	<p><b>Determine your workforce needs for skilled talent</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Do you have challenges in finding skilled talent?</li> <li><input type="checkbox"/> What particular occupations?</li> <li><input type="checkbox"/> What are your long-term workforce needs?</li> <li><input type="checkbox"/> Determine number of apprentices needed</li> </ul>
2	<p><b>Identify partners and resources you need (Don't go it alone)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify internal/external stakeholders to participate in the development of the apprenticeship program</li> <li><input type="checkbox"/> Do you want to partner with local workforce agencies?</li> <li><input type="checkbox"/> Are there other critical partners that are needed to be successful?</li> <li><input type="checkbox"/> Will the state Department of Labor (DOL) be involved?</li> </ul>
3	<p><b>Program Operation &amp; Administration</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain approval for FTE/s within organization (if necessary)</li> <li><input type="checkbox"/> Create apprentice job description/job code</li> <li><input type="checkbox"/> Develop wage progression schedule</li> <li><input type="checkbox"/> Review/sign apprenticeship standards</li> </ul>
4	<p><b>Apprentice Recruitment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> How will you select individuals to participate in your program?</li> <li><input type="checkbox"/> Do you want your program to serve new entrants and/or up-skill incumbent workers?</li> <li><input type="checkbox"/> Candidate screening</li> <li><input type="checkbox"/> Interview for apprentice positions</li> <li><input type="checkbox"/> Hire and onboard new apprentices</li> </ul>
5	<p><b>Determine your training model</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AHIMA Foundation will provide access to online instruction</li> <li><input type="checkbox"/> Identify skill/competency requirements</li> <li><input type="checkbox"/> Identify experienced mentors at the job site</li> <li><input type="checkbox"/> Develop an on-the-job learning (OJL) plan</li> </ul>
6	<p><b>Assess and Continuously Improve</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct regular apprentice OJL evaluations</li> <li><input type="checkbox"/> Complete apprentice experience surveys for each program stage</li> <li><input type="checkbox"/> Assess the program and participants' success moving forward</li> <li><input type="checkbox"/> Evaluate progress and make program corrections as needed</li> <li><input type="checkbox"/> Continuously improve the quality of the program over time</li> </ul>

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