

 Oroville Hospital	Job Description for Medical Documentation Analyst	Department:	Patient Safety
		Dept.#:	8754
		Last Updated:	03/10/14

Reports To

Chief Executive Officer

Job Summary

The Medical Documentation Analyst is a clinical professional with comprehensive clinical experience who assumes responsibility for analyzing the medical record to provide feedback on documentation and recommendations for improved documentation.

Duties

- Retrieve information from hospital software in order to identify patient for both concurrent and retrospective chart review
- Provides feedback on gap analysis and recommendations for improvement
- Maintains current and accurate lists of records requested, pending and completed
- Participates in the review, revision, and development of documentation policies and procedures
- Reviews and becomes thoroughly familiar with documentation in order to correctly interpret data according to the regulations
- Provides data analysis and reports as requested; identifies trends, patterns, quality variance issues and appropriately reports
- Communicates effectively with targeted staff and physicians to implement changes in documentation, clinical practice and behavior as indicated by the results of concurrent review
- Develops collegial relationships with clinical staff to effectively influence changes in practice and behavior
- Performs other duties as assigned

Qualifications

- Prior direct patient care experience in a health care setting. LVN, RN, MD, DO or equivalent preferred. Experience with Electronic Health Record Product preferred.
- Ability to abstract medical record information
- Strong computer and organizational skills. Ability to manage databases and retrieve, analyze, summarize and present information effectively

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- Strong written and verbal communication skills
- Ability to collaborate effectively with staff

Lifting Requirements

Medium – generally lifting not more than 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.