

JOB DESCRIPTION

Position Title: Medical Records Reviewer

Job Code:

FLSA Status: Non-Exempt

POSITION PURPOSE

The Medical Record Reviewer executes audits as a part of The Firm's clinical compliance audit and Quality Assurance controls program. The Medical Record Reviewer executes clinically related (i.e. medical record and related treatments) audit procedures to assess compliance-related controls to safeguard the Firm's resources and ensures the effectiveness and efficiency of clinical document compliance. The Medical Record Reviewer, in conjunction with the Senior Attorney and/or his designee, makes recommendations for improvement of controls in processes to ensure risk management, control, and regulatory standards are being followed as intended, and will enable objectives and goals are met.

RESPONSIBILITIES AND TASKS

- Performs open and closed comprehensive clinical reviews to verify compliance, documents findings.
- Monitors compliance with standards including CIMS/State/Clinical Standards by discipline.
- Partners with management to review findings, set corrective action, audit for lasting change.
- Partners with medical professionals to discuss treatment plans, clinical protocols, documentation, etc.
- Educates Firm staff during records review on compliance standards and growth opportunities.
- Prepares summary report of findings, corrective actions, and follow-up plans.
- Provides recommendations to management regarding best practice behaviors.
- Participates on quality management and performance improvement programs as necessary.
- Participates in preparing Medical Records Review Program based upon the defined objectives.
 - Executes clinical review procedures; documents findings per Compliance Standards.
- Identifies and prioritizes potential exceptions, exposures, and opportunities for clinical review.
 - Works with attorney's and other staff to obtain concurrence on issues and recommendations.
- Organizes, plans, and manages time effectively to complete assignments.
- Meets position requirements and performs essential functions.
- Completes mandatory training and courses required by completion date.
- Reports questionable situations, concerns, complaints or harassment immediately.

COMPETENCIES

Accountability	Taking ownership for responsibilities and commitments, and their outcomes.
Business Acumen	Understanding the context, needs, and key factors associated with achieving business goals and objectives.
Change Agility	Effectively anticipating, preparing for, facilitating, leading, and supporting sustainable positive change.
Collaboration	Contributing and capitalizing on the talents of diverse stakeholders to achieve common goals while respecting individual needs.
Communication	Conveying, understanding, acknowledging and incorporating information, news, ideas and feelings, using a variety of methods.
Leadership	Engaging relevant parties, building a compelling vision of desired outcomes, generating energy and enthusiasm, and empowering others to take action by removing obstacles and building accountability.
Personal Growth & Development	Devoting time and energy to expand knowledge, skills, and abilities; and seeking new experiences or career opportunities.
Quality & Customer Satisfaction	Committing oneself to maintain a high standard of excellence while also meeting or exceeding customer expectations.
Talent Management	Attracting, engaging, retaining, and developing high-performing individuals and teams to meet current and future business needs.
Job/Technical Proficiency	Demonstrating the appropriate breadth and depth of knowledge and skill specific to one's profession, function or job discipline.

POSITION REQUIREMENTS

License or Certification:

- Medical licensure in the state of employment preferred.

Minimum Qualifications:

- Minimum five (5) years of experience in clinical documentation and related regulatory requirements.
- Prior law firm experience working with acute and post-acute medical facilities is preferred, but not required.
- Associate's or Bachelor's degree in a medically related field preferred
- Knowledge of healthcare regulations, coding guidelines for ICD-10-CN, CPT-4, PPS, and governmental reimbursement laws and regulations is preferred
- Working knowledge of auditing techniques and auditing standards
- Computer literacy (Microsoft Word, Excel, and email)

Machines, Equipment Used:

- General office equipment such as computer/laptop, telephone, copy/fax machine, calculator, scanner, etc.
- Microsoft Office software, to include Outlook, Word, and Excel.

Physical Requirements:

- Visual acuity, speech recognition, speech clarity.
- Ability to lift, lower, push, pull, and retrieve objects weighing a minimum of 15 pounds. Reasonable assistance may be requested when lifting, pushing, and/or pulling exceeds these minimum requirements.

Skills and Abilities:

- Oral communication, written communication, fluency in English, active listening.
- Information ordering, deductive reasoning, social perceptiveness, time management, critical thinking.
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner.
- Ability to work independently without continuous supervision.

Environmental Conditions:

- Indoor, temperature controlled, smoke-free environment.
- Handicapped accessible.
- May work under stressful circumstances at times.

Proficiency or Productivity Standards:

- Has regular, reliable, and predictable attendance and punctuality.
- Adheres to dress code including wearing ID badge.
- Adheres to Standards of Business Conduct.
- May be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet deadlines.
- May be required to work on religious and/or legal holidays on scheduled days/shifts.
- May be required to perform other duties as assigned by supervisor.
- This position will support cultural diversity by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity.

All job descriptions approvals and performance evaluations are conducted electronically. Under extenuating circumstances, paper templates can be requested from Human Resources or a member of leadership within the firm.