ROBERT SMITH

# Clinical Documentation Specialist I

### info@website.com | LinkedIn Profile |Website.com

Foreign medical doctor with experience in treating patients for a variety of conditions in out-patient and in-patient settings. Areas of interest include General Surgery and Traumatology, Pediatrics.

# EXPERIENCE

## Clinical Documentation Specialist I

### ABC Corporation - JANUARY 2014 – JUNE 2016

* Submitting recommendations to the medical director along with medical guidelines for a final decision.
* Able to meet all Health Plans guidelines requirements and satisfying the utmost patients health care quality in a cost-effective measure.
* Perform TAR reviews and completion of TAR requests according to CMS format and deadlines.
* Perform clinical medical file review of hospital documentation for necessary clinical treatment and patient severity of the illness.
* Perform on-line documentation of clinical justification for hospital stays and pre-screening of files to determine if Appeal is warranted.
* Document clinical justification for Appeal requests. Conduct a clinical review of cases that do not meet the criteria.
* Reviews are done on all commercial insurance patients and all Medicare, Medical.

## Clinical Documentation Specialist

### ABC Corporation - 2012 – 2014

* Home Health Process Improvement/Quality Management Responsible for reviewing complex medical records and ensuring that clinical documentation was complete, appropriate and met all applicable regulatory requirements, standards and policies.
* Responsible for communicating with directors, managers and members of the health care team to ensure timely and accurate documentation which reflects clinical treatment, decisions, severity of illness and diagnoses.
* Provided education and training as needed with the clinical staff.
* Utilized coding and clinical expertise to identify opportunities and ensure the accuracy and completeness of clinical documentation used for measuring and reporting home care/hospice processes and outcomes.
* Responsible for processing and reviewing all Medicare related ADRs and RAC audits.
* Assisted with tracking Medicare denials and writing first level appeals.
* Special projects included POT/PIO reviews and approvals, billing

attachment reviews for errors, and PECOS tracking..

# EDUCATION

* MBBCh in Medicine - 2005(Alexandria University - Alexandria, VA)

# SKILLS

Microsoft Office, Technical Skills.

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