

# ROBERT SMITH

## Clinical Documentation Specialist I

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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.