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San Joaquin County
Human Resources Division
44 N. San Joaquin Street
Stockton, CA 95202
(209) 468-3370 - Phone
(209) 468-0508 – Fax



Clinical Documentation Improvement Nurse (Staff Nurse IV – Ambulatory)

THE POSITION

San Joaquin General Hospital is seeking a motivated Staff Nurse who would be interested in a unique opportunity to assist SJGH in addressing the needs of the ICD-10 Classification System.

The ICD-10 Classification System is one part of the Hospital's overall conversion to an electronic medical records system. Under ICD-10, there are new and higher requirements for all medical procedures to be properly coded in order for the Hospital to be fully reimbursed. Consequently, the Hospital needs to train and assist clinical staff (including physicians) in order to ensure that the new coding requirements are being met, and that the documentation is being captured appropriately.

The ideal candidate will understand complications, comorbidities, severity of illness, risk of mortality, secondary diagnoses and the impact of procedures in the DRG.

SAN JOAQUIN GENERAL HOSPITAL

San Joaquin General is a 196-bed acute care community hospital, established in 1857 with employees who are dedicated to a philosophy of excellence in providing health services, education and professional training in an integrated system that values quality of life, family interaction, and respect for both patients and employees. It provides a full range of inpatient services including General Medical/Surgical Care, High-Risk Obstetrics, Neonatal Intensive Care and an ambulatory care network comprised of 11 satellite provider sites throughout the County.

Recruitment Number - 0818-RH1124-AC

San Joaquin County is an Equal Opportunity Employer and is in compliance with the Federal Drug Free Workplace Act of 1988.



SAN JOAQUIN GENERAL HOSPITAL

Clinical Documentation Improvement Nurse



TYPICAL DUTIES

- ◆ Providing on new admissions - concurrent review of clinical documentation in the medical record to identify principal diagnosis options, secondary diagnoses and procedures, assigning working DRG's for identified populations.
- ◆ Conducting initial and extended-stay concurrent reviews to identify comorbidities/complications appropriately.
- ◆ Querying the medical staff and other clinical caregivers as necessary via written/verbal communication to obtain accurate and complete documentation.
- ◆ Identifying potential quality, severity of illness, risk of mortality, reimbursement issues or missing documentation.
- ◆ Communicating documentation issues clearly and succinctly to clinical care providers.
- ◆ Making an effort to capture all potential secondary diagnoses.
- ◆ Acting as a liaison between clinical care providers and coding professionals.
- ◆ Identifying documentation issues and trends and reporting them to the appropriate managers per hospital reporting requirements.
 - ◆ Coding to the Coding Manager
 - ◆ Documentation to the HIM Administrator
 - ◆ Queries to the HIM Administrator
- ◆ Interacting with the coding team as documentation issues are identified through the coding process for discussion with the medical staff.
- ◆ Providing ongoing education to physicians and other clinical care providers related to documentation and changes to coding.
- ◆ Monitoring changes in law, regulations, rules, and code assignment which impact documentation and reimbursement.

COMPENSATION AND BENEFITS

Annual Base Salary: \$95,701- \$116,355

(Approx. Monthly Salary: \$7,975 - \$9,696)

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 day sick leave annually with unlimited accumulation.
- ◆ Educational leave
- ◆ 15 days of vacation leave (accruals increase with milestone years of service).
- ◆ 14 paid holidays per year.

MINIMUM QUALIFICATIONS

Either Pattern I

Experience: Two years of progressively responsible experience as a registered nurse in an acute care hospital at a level equivalent to a San Joaquin County Staff Nurse III. ***Experience as a Clinical Documentation Specialist is highly preferred.***

License and Certificates: Current registration as a nurse in the State of California. ***Possession of Clinical Documentation Specialist credentialing is highly preferred.***

Or Pattern II

Education: Possession of a Bachelor's Degree in Nursing, Health Science or closely related field.

Experience: One year of progressively responsible experience as a registered nurse in an acute care hospital at a level equivalent to a San Joaquin County Staff Nurse III. ***Experience as a Clinical Documentation Specialist is highly preferred.***

License and Certificates: Current registration as a nurse in the State of California. ***Possession of Clinical Documentation Specialist credentialing is highly preferred..***

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Clinical Documentation Improvement Nurse



SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Clinical Documentation Improvement Nurse.

1. Do you possess a Bachelor's Degree in Nursing, Health Science or closely related field?
If yes, identify degree type, name of school at which the degree was obtained and your graduation date.
2. Describe your registered nurse experience in an acute care hospital. Identify the name of your employer, position title, duties, timeline of employment and average hours worked per week.
3. Do you possess a current RN license issued by the State of California?
If yes, identify the license number and expiration date.
4. Do you possess experience as a Clinical Documentation Specialist?
If yes, identify your employer, position title, time of employment and job duties.
5. Do you possess credentialing as a Certified Clinical Documentation Specialist?
If yes, identify the credentialing number and date of expiration.

APPLICATION SUBMITTAL PROCESS

Both a completed application and supplemental questionnaire must be postmarked or received online.

Recruitment is open until filled. Resumes will not be accepted in lieu of an application and supplemental questionnaire.

Additionally, application materials may be obtained from and submitted to:

San Joaquin County Human Resources

44 N. San Joaquin Street Suite 330

Stockton, CA 95202

Tel: 209.468.3370

Apply Online Today At: www.sjgov.org/departments/hr



"Our community's health and well-being is our highest priority!"