

# HIM Compliance Specialist

## *Sample Position Description: HIM Compliance Specialist*

**Position Title:** HIM Compliance Specialist

**Immediate Supervisor:** Corporate Compliance Officer

### **Responsibilities:**

- Oversees and monitors implementation of the HIM compliance program
- Develops and coordinates educational and training programs regarding elements of the HIM compliance program, such as appropriate documentation and accurate coding, to all appropriate personnel, including HIM coding staff, physicians, billing personnel, and ancillary departments
- Maintains attendance rosters and documentation (agenda, handouts, and so on) for HIM training programs
- Ensures that coding consultants and other contracted entities (for example, outsourced coding personnel) understand and agree to adhere to the organization's HIM compliance program
- Conducts regular audits and coordinates ongoing monitoring of coding accuracy and documentation adequacy
- Provides feedback and focused educational programs on the results of auditing and monitoring activities to affected staff and physicians
- Conducts trend analyses to identify patterns and variations in coding practices and case-mix index
- Compares coding and reimbursement profile with national and regional norms to identify variations requiring further investigation
- Reviews claim denials and rejections pertaining to coding and medical necessity issues and, when necessary, implements corrective action plan, such as educational programs, to prevent similar denials and rejections from recurring
- Conducts internal investigations of changes in coding practices or reports of other potential problems pertaining to coding
- Initiates corrective action to ensure resolution of problem areas identified during an internal investigation or auditing/monitoring activity
- Reports noncompliance issues detected through auditing and monitoring, nature of corrective action plans implemented in response to identified problems, and results of follow-up audits to the corporate compliance officer
- Receives and investigates reports of HIM compliance violations and communicates this information to the corporate compliance officer
- Recommends disciplinary action for violation of the compliance program, the organization's standards of conduct, or coding policies and procedures to the corporate compliance officer
- Ensures the appropriate dissemination and communication of all regulation, policy, and guideline changes to affected personnel
- Serves as a resource for department managers, staff, physicians, and administration to obtain information or clarification on accurate and ethical coding and documentation standards, guidelines, and regulatory requirements
- Monitors adherence to the HIM compliance program
- Revises the HIM compliance program in response to changing organizational needs or new or revised regulations, policies, and guidelines
- Serves on the compliance committee
- Recommends revisions to the corporate compliance program to improve its effectiveness

*continued on next page*

## ***HIM Compliance Specialist cont'd***

### **Qualifications:**

- Certification as a RHIA or RHIT
- CCS certification preferred (for ambulatory services, CCS-P certification preferred)
- Extensive knowledge of ICD-9-CM and CPT coding principles and guidelines
- Extensive knowledge of reimbursement systems
- Extensive knowledge of federal, state, and payer-specific regulations and policies pertaining to documentation, coding, and billing
- Five years of hospital coding experience (for ambulatory services, ambulatory coding experience)
- Strong managerial, leadership, and interpersonal skills
- Excellent written and oral communication skills
- Excellent analytical skills