

POSITION OPENING

POSITION: CLINICAL DOCUMENTATION INTEGRITY SPECIALIST AND SEPSIS COORDINATOR	STATUS: FULL TIME WEEKDAYS - 8 HR SHIFTS
DEPARTMENT: QUALITY	HRS/PAY: 75.0 HRS PER PAY
SUPERVISOR: DEANNA BEVERIDGE	JOB GRADE:

RESPONSIBILITIES

- Perform concurrent and retrospective chart reviews to ensure accurate, complete, and clinically supported documentation.
- Identify documentation gaps affecting severity of illness (SOI), risk of mortality (ROM), medical necessity, and coding accuracy.
- Initiate compliant physician queries in accordance with AHIMA/ACDIS guidelines.
- Educate providers on documentation best practices and payer expectations.
- Support denial prevention and documentation improvement initiatives.
- Serve as the clinical lead for sepsis identification, treatment, documentation, and reporting.
- Monitor compliance with CMS SEP-1 and internal sepsis metrics.
- Conduct real-time and retrospective sepsis case reviews.
- Track and trend key sepsis performance indicators, including timeliness of interventions and outcomes.
- Participate in sepsis committees, case reviews, and performance improvement activities.
- Provide ongoing education to clinical staff related to sepsis care and documentation.

Insurance Company & Payer Audits:

- Perform clinical audits in response to insurance company, Medicare Advantage, and commercial payer requests.
- Review records for medical necessity, clinical validity, and documentation sufficiency.
- Support payer audits, denials, appeals, and peer-to-peer reviews.
- Identify trends in payer denials and collaborate with stakeholders to reduce future risk.

RN Education and Licensure required with a minimum of three to five years of acute care nursing experience required. CDI certification preferred or willingness to obtain.

JOB DESCRIPTION

Job description outlining responsibilities and qualifications is available in Human Resources. Please be advised that the job description will be further developed and revised as the position evolves. Application for the position indicating qualifications can be written or e-mailed and must be submitted to Kristen Price, Human Resource Director.

Date Needed To Start: As Soon As Possible

Posting Period: 01/21/2026 - 01/27/2026

Application Deadline: Noon 01/27/2026