



JOB TITLE: Clinical Documentation Specialist - Full Time
COMPANY: eHealth Global Technologies, Inc. d/b/a eHealth Technologies

Company Description:

Founded in 2006, eHealth Technologies is the industry-leading provider of clinically informed referral services. We serve more than half of the nation's top 100 hospitals, including 16 of the top 20 *U.S. News & World Report* Honor Roll Hospitals for 2016-2017, and leading health information exchanges (HIEs) across the United States. The company's eHealth Connect® solution enhances patient and physician satisfaction by streamlining referrals and intelligently aggregating patients' clinical records. This ensures that physicians have the right healthcare information to care for their patients, right when they need it. As a critical adjunct to HIEs, eHealth Connect® Image Exchange enables the automated access to all types of medical images in the context of the aggregated patient record, in full diagnostic quality, and supports the ability of providers to meet Meaningful Use Stage 2 requirements. For more information, visit www.eHealthTechnologies.com. Connect with us [@eHealthtec](#), [Facebook](#) and [LinkedIn](#).

Position Description:

The Clinical Documentation Specialist reports to the Director of Clinical Optimization. The goal of this position is to participate in the development and implementation of new processes and technologies to deliver a clinically optimized health record to medical professionals.

The person chosen for this opportunity will have experience working in a dynamic, fast paced, technical, team-oriented work environment that is guided by and upholds company core values.

Primary Responsibilities:

1. Provide clinical expertise across a range of specialties to help the technical team determine the critical information physicians need to treat patients.
2. Provide guidance to improve medical record organization for each specialty.
3. Develop and perform quality assurance (QA) procedures for clinical documentation.
4. Work with the Development organization and Chief Technical Officer on the design and configurations for document formats and extraction of identified clinical information.
5. Work with the Clinical Intelligence Product Manager to collect Voice of the Customer feedback on new formats around medical record organization.

6. In collaboration with Sales and R&D, solicit and work with alpha and beta customers to test releases and gain feedback.
7. Collaborate with the Director of Clinical Optimization in developing educational materials for internal and external resources around process and clinical product implementation and utilization.
8. Various other related duties as assigned.

Knowledge and Skill Requirements:

1. Bachelor's Degree in Nursing. Certification as a Clinical Documentation Specialist preferred.
2. Five (5) or more years of related experience.
3. Familiarity with ICD-10 documentation.
4. Experience with Electronic Medical Records.
5. Proficiency with computer software (Excel, Word, Outlook, PowerPoint, etc.).
6. Ability to work independently.
7. Excellent written and verbal communication skills.
8. Ability to retain intimate understanding of eHealth Technologies business.
9. Well-developed presentation skills.
10. Excellent attention to detail and organizational skills.
11. Ability to interact and cooperate with all employees.
12. Must be experienced and comfortable working in a fast-paced entrepreneurial environment and able to deal well with change and ambiguity.
13. Exercises good judgment and utilizes creative problem solving skills.
14. Ability to complete tasks accurately and within strict time constraints.
15. Ability to simultaneously manage several projects.

Employee shall be assigned a physical office within the facility of eHealth Technologies that is classified and rated for occasional access, use, and disclosure of Protected Health Information ("PHI"), electronic Protected Health Information ("ePHI"), and/or Personally Identifiable Information ("PII"), consistent with the requirements of the HIPAA Privacy and Security Rules. Inside of Employee's assigned physical office shall also be a data access port which will permit Employee access to servers that may contain PHI/ePHI/PII for administrative data access and audit control consistent with Employee's need for occasional access, use, and disclosure of PHI/ePHI/PII. As a result of the occasional access, use, and disclosure of PHI/ePHI/PII from within Employee's assigned physical office, Employee agrees to safeguard all PHI/ePHI/PII including the data access port by locking and or securing the door to Employee's assigned physical office when not physically inside the office or not present within the immediate vicinity and direct eyesight of the entry door to the office.

In addition, to further assist the Employee in safeguarding PHI/ePHI/PII that the Employee may occasionally be in possession of or have access to, eHealth Technologies shall provide a hinge or other tension spring apparatus on the door of Employee's physical office that will automatically close the door when the Employee exits consistent with these requirements and corporate policy. Employee must be mindful of the further requirements to lock and or secure the door to Employee's assigned physical office when not physically inside the office or not within the immediate vicinity and direct eyesight of the office in order to protect the data access port. Failure

to follow these requirements and corporate policy may result in disciplinary sanctions up to and including termination.

Key Relationships:

1. Directly supervised by the Director of Clinical Optimization.
2. Interacts regularly with eHealth Technologies staff, customers, vendors, and community members.

Essential Functions:

1. Physical Requirements: Extended periods of time typing, data entry, sitting, reading, writing. Lifting up to 20 lbs.
2. Mental Requirements include: General, Visual, Numerical Intelligence and Analytical skills.
3. Traveling up to 50%.

Work requires willingness to occasionally work a flexible schedule.

Required to be available during regular business hours, evenings and/or weekends on occasion as needed to provide support and assistance.

eHealth Global Technologies, Inc. is an Equal Opportunity Employer