

# Outpatient Clinical Documentation Improvement Specialist

## INDUSTRY FACTS



### What do outpatient clinical documentation improvement specialists do?

Clinical documentation improvement specialists perform concurrent reviews of patient health records to ensure complete, accurate, and specific clinical documentation. They have a comprehensive understanding of CMS Coding Guidelines and are responsible for clarifying conflicting, incomplete, or imprecise documentation by actively seeking answers and educating active providers.

Their daily routines probably include the following responsibilities:

- Reviewing overall quality and completeness of clinical documentation.
- Reviewing patient records with an emphasis on improving documentation.
- Applying comprehensive knowledge of medical terminology, anatomy and physiology, disease processes, treatment modalities, diagnostic tests, medications, and procedures to ensure proper code selection.
- Adhering to accepted coding practices, guidelines, and conventions.
- Assisting facility staff with documentation requirements to completely and accurately reflect the patient care provided.

### Where do they work?

More often than not, an outpatient clinical documentation improvement specialist will work in a physician's office, clinic, or surgery center. Since this role requires either a prospective or concurrent review, it is beneficial for the specialist to be onsite in their role. Working from home is becoming increasingly more common and could be a possibility, depending upon the needs of the organization.

### How much do they earn?

By leveling up and expanding your knowledge, you have the opportunity to significantly increase your job salary—the average income for Learners in this career is just over \$78,000 a year.

### How's the job outlook?

Advancement in technology has impacted the industry with trends in inpatient, surgical, specialties, and physician coding roles are on the rise. CDI Specialists are an integral part of compliance and documentation improvement.

"I have truly enjoyed my experience with CareerStep. Their programs allow you to work on your studies on your own time, which is fantastic for busy moms like myself. If I have ever run into problems with anything, all I have to do is text someone from learner support and they are there to help me."

**JENNIFER, CAREERSTEP LEARNER**  
JULY, 2019

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## PROGRAM DETAILS

### Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored.

### Prepare For A Better Job

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience – specifically designed to help you prepare for the Certified Documentation Expert Outpatient (CDEO) and Certified Electronic Health Records Specialist (CEHRS) certification exams.

### Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Train on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

### Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from signup through course completion.

- Learner support
- Technical support

### Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Documentation Expert Outpatient (CDEO)**
- **Certified Electronic Health Records Specialist (CEHRS)**

### Program Outline

#### Course

Program Orientation: Clinical Documentation Improvement—Outpatient

Computer Fundamentals

Comprehensive Medical Terminology

Medical Billing

Law, Liability and Ethics for Healthcare

Introduction to Healthcare

Comprehensive Electronic Health Records

Anatomy and Physiology

Comprehensive Pharmacology

Health Information Management

Outpatient Coding

Outpatient Clinical Documentation Improvement

Career Success in Healthcare

Program Completion: Clinical Documentation Improvement—Outpatient

**TOTAL HOURS: 472**

**Coursework, Simulations, and Experiential**