

County of Santa Clara

Employee Services Agency

Department of Human Resources



ESA03 091509

Prepared by: Christine Goodson
Senior Human Resources Analyst
Karen Hodskins
Human Resources Manager

Reviewed by: Karen Hodskins
Human Resources Manager

Submitted by: Joanne Cox
Human Resources Director

DATE: September 15, 2009

TO: Board of Supervisors

FROM:

A handwritten signature in cursive script, appearing to read "Luke Leung".

Luke Leung
Deputy County Executive

SUBJECT: Approve Job Specification for New Classification of Clinical Documentation Analyst and Adopt Related Salary Ordinance Amendment.

RECOMMENDED ACTION

Consider recommendations from Employee Services Agency relating to Santa Clara Valley Health and Hospital System (SCVHHS), Santa Clara Valley Medical Center.

Possible action:

- a. Approve job specification for classification of Clinical Documentation Analyst.
- b. Introduction and preliminary adoption of Salary Ordinance No. NS-5.10.17 amending Santa Clara County Salary Ordinance No. NS-5.10 relating to the compensation of

employees; adding the classification and salary range for Clinical Documentation Analyst to the Salary Schedule and adding two Clinical Documentation Analyst positions in the SCVHHS, Santa Clara Valley Medical Center. (Roll Call Vote to waive reading, Roll Call Vote to adopt)

FISCAL IMPLICATIONS

There is no impact on the General Fund as a result of this action. The FY 2010 budget process included a T2010 Revenue Cycle Charge Capture Initiative proposal (page 541 of the Recommended Budget) assuming \$11.9 million in new revenue in the SCVMC Enterprise Fund, net of the cost of new positions, to continue to improve third party reimbursements.

During the FY 2010 budget hearings, the Board of Supervisors set aside \$666,667 in a SCVMC Object 1 reserve to cover the 10-month cost of eight new positions for the T2010 Revenue Cycle Charge Capture Initiative. Of this reserve amount, \$166,667 will be used to cover the FY 2010 cost of adding the two Clinical Documentation Analyst positions included in this transmittal. The annualized cost of these positions will be approximately \$200,000.

CONTRACT HISTORY

Not applicable.

REASONS FOR RECOMMENDATION

In order to implement a coding oversight program in compliance with the Center for Medicare and Medicaid and Office of Inspector General mandates, and to improve third party reimbursements, a new classification must be added to the County's Classification Plan and two such positions be established in Santa Clara Valley Medical Center.

The proposed Clinical Documentation Analyst classification reflects the concept, duties, employment standards and compensation appropriate to insure proper inpatient coding and evaluation of documentation, diagnostics and other supporting data and to "query" a physician to clarify a diagnosis prior to the assignment of a code for reimbursement.

BACKGROUND

In 2005 and 2007, the Center for Medicare and Medicaid and Office of Inspector General mandates required organizations to develop coding compliance programs to prevent fraud and abuse in health care reimbursement. A coding compliance plan was required that included oversight for coder competency, providing ongoing evaluation of coding to assure International Classification of Diseases (ICD), Concurrent Procedure Terminology (CPT) and Diagnostic Related Group (DRG) are properly assigned based on documentation in the record by an attending physician. Coders must evaluate documentation, diagnostics and other supporting data to "query" a physician to clarify a diagnosis prior to the assignment of a code for reimbursement.

As part of the FY 2010 budget process, Santa Clara Valley Medical Center (SCVMC) recommended adding eight new positions to insure the above coding oversight. At the time of budget hearings, the appropriate classifications for the proposed new positions had not yet been identified. It has since been determined by Human Resources and SCVMC management that the duties to be assigned to six of the positions are appropriately described by the Revenue Control Analyst classification. The addition of six Revenue Control Analyst positions has been submitted to the Board for approval on a separate transmittal.

There is currently no classification in the County's Classification Plan to describe the duties to be assigned to the remaining two positions, that will work to insure proper inpatient coding. A new class specification entitled, Clinical Documentation Analyst has been developed to describe these new duties.

The proposed Clinical Documentation Analyst will work under direction, to review medical record documentation to achieve accurate inpatient coding and physician queries to increase the quality of documentation; to provide feedback and education to medical providers on documentation and coding and to serve as institutional subject matter expert and resource for interpretation, analysis and application of coding rules and regulations. Because of similarities in scope and level of responsibility, it is recommended to compensate the Clinical Documentation Analyst on a five-step salary range, with the top step placed at parity with the top of the broad salary range for Revenue Control Analyst.

County Employees Management Association (CEMA) concurs with these recommendations.

CONSEQUENCES OF NEGATIVE ACTION

Failure to approve the recommended action will affect SCVMC's ability to facilitate comprehensive medical documentation to reflect clinical treatment, decisions, and diagnoses for patients, and to maximize reimbursement opportunities and decrease length of stay for patients.

STEPS FOLLOWING APPROVAL

Upon approval and adoption by the Board, the Clerk of the Board will provide Keyboard notification to Staci Bjerk, Employee Services Agency - Human Resources and Christine Goodson, SCVHHS - Human Resources.

ATTACHMENTS

- Clinical Documentation Analyst Job Specification
- Salary Ordinance No. NS-5.10.17