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HOSPICE CARE OF SOUTHWEST MICHIGAN, a recognized leader in Southwest Michigan for providing end of life care, is seeking an individual to join our team as a full time **Health Information RN** on 2nd shift. This position works Monday – Friday, 2:00pm – 10:00pm, and is responsible for providing ongoing and retrospective review and reporting of clinical documentation in the written and electronic medical records in order to ensure compliant, appropriate and accurate documentation and reimbursement. The Health Information RN may operate remotely with the exception of at least 4 hours/day, 2 days/week when they will be expected in our downtown Kalamazoo office. Must also be available for occasional holiday coverage. Primary duties include the following:

- Completes assigned electronic medical record (EMR) workflow activities.
- Conducts charting compliance audits.
- Monitors documentation to ensure adherence to agency standards for provision of care and to local, state, and federal regulations.
- Analyzes documentation of the clinical status of clients, current plans of care, and identifies potential gaps in documentation.
- Proactively seeks clarification from employees when further documentation is needed to support client safety, quality of care, and compliance.
- Works with Clinical Informatics staff to define and optimize workflow-related processes.

Position Requirements:

- Graduate of an accredited school of professional (registered) nursing. BSN preferred.
- Maintains license as a Registered Nurse from the State of Michigan.
- At least one year's general nursing experience in hospice, medical, surgical, or critical care required. Hospice experience preferred.
- Experience in using an electronic medical record required. Experience using other health information applications/databases preferred.
- Must have excellent attention to detail.

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