

UW HEALTH JOB DESCRIPTION

Radiation Therapist – Clinical Documentation Specialist

Job Code: 500037	FLSA Status: Non-Exempt	Mgt. Approval: T. Yambor	Date: July 2021
Department: Clinics – Radiation Therapy		HR Approval: J. Theisen	Date: July 2021

JOB SUMMARY

The UWHC Radiation Therapist/Clinical Documentation Specialist performs routine, complex, and specialized work as well as integration and administration of new technology. Complex patient procedures include: stereotactic radiosurgery (SRS); fractionated stereotactic radiotherapy (FSRT); pulsed reduced dose rate treatments (PRDR); advanced use of the ARIA electronic radiation oncology software, optical guidance, 3-D ultrasound, intensity modulated radiation therapy (IMRT), dynamic wedge, cone beam CT imaging (CBCT), total body irradiation, and complex tumor localization and tracking procedures. The incumbent may provide patient care within a broad range of health care needs, including operating radiographic equipment in the special procedure's suites. In addition to performing complex procedures independently, this position is responsible for providing clinical instruction to lower level therapists and radiation therapy students as well as patient scheduling, anticipating changes in field boosts, simulations, and dose limitations.

The UWHC Radiation Therapist/Clinical Documentation Specialist is an advisor to clinicians regarding complete and accurate inpatient and outpatient documentation. The incumbent functions as a liaison between clinicians and Revenue Cycle with the ultimate goal of creating mutual understanding of the many uses of medical record documentation. The Documentation Specialist functions as a clinical resource for information regarding the impact of documentation on patient care, quality outcomes measures, risk of mortality/severity of illness indicators, and correct reimbursement as determined by Clinical Documentation.

MAJOR RESPONSIBILITIES

Collaborate with and advise clinicians regarding:

- The value of reliable, precise, complete, consistent, clear and timely documentation
- The impact of quality documentation on patient care
- The impact of quality documentation on clinical data base integrity
- The effect of that translation on physician and hospital quality outcomes measures
- The effect of that translation on physician and hospital financial performance

Utilize clinical background to facilitate clarification of inpatient and outpatient documentation

- Concurrently review records to identify unclear, ambiguous, or inconsistent documentation
- Initiate verbal and/or written physician queries
- Follow up to ensure response to queries
- Collaborate with coding staff on retrospective medical record review for severity, accuracy, and quality issues
- Daily review of all treatment charges before exporting to HealthLink
- Editing of charges before exporting to HealthLink when necessary
- Primary contact for the UWHC Denials Team when charges are denied by insurance companies; assist with the appeal process, etc.
- Represent Radiation Oncology by attending and participating in all department billing/coding meetings

Identify improvement opportunities for HealthLink documentation functionality

- Become familiar with documentation input workflows
- Communicate opportunities for improvement to the Clinic Manager and Physician Clinical Director

Assist with other areas of record integrity

- Assure record consistency among admission order, record description of medical necessity and patient status
- Review record for the presence of at least one entry on the Active Inpatient Problem List.

JOB REQUIREMENTS

Education	Minimum	Graduate of a school in Radiation Therapy Technology
	Preferred	
Work Experience	Minimum	Three (3) years of experience as a registered radiation therapist.
	Preferred	Three (3) years clinical, coding, case management, utilization review or quality resources experience in an acute care setting
Licenses & Certifications	Minimum	Certified as a radiation therapist by the American Registry of Radiologic Technologists
	Preferred	BLS/CPR Certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> ▪ Ability to function safely and effectively as a radiation therapist in the clinical environment and maintain certification should staffing needs require this person to help treat patients. ▪ Ability to think critically and problem solve, making rational and appropriate clinical decisions.

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- Ability to work effectively in a team of radiation therapists and in the radiation oncology team.
- Ability to interpret medical terminology and to communicate with patients and family concerning patient related needs and problems.
- Ability to understand written and oral communication from medical staff and with patients, family, public and other professionals.
- Ability to interpret basic computerized treatment plans, to identify anatomic structures on radiographs and cross-sectional images.
- Ability to interact with patients and family in such a manner as to inspire confidence and gain patient's cooperation.
- Ability to communicate (understand written and oral communication) with medical staff, nursing, clerical and radiation oncologists involved with patient care.
- Ability to effectively send, receive and respond to information; including the ability to read, write, listen, speak, observe and use computers.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.