



Job Title: Risk Adjustment Manager
Department: Operations
Reports To: Chief Operations Officer
FLSA Status: Exempt
Physical Strength: Light (L)

Prepared By: Fowler
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Approved By: Oksen
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SUMMARY

This position is responsible for supervising and overseeing the activities of Risk Adjustment and HCC review and coding for the organization. This position will also create and monitor action plans to address identified gaps. The position will work collaboratively with internal departments and external stakeholders by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the Risk Adjustment and HCC coding program for the organization.
2. Performs data analysis to identify key performance indicators to address risk adjustment and HCC coding opportunities.
3. Develops and executes action plans for performance improvement based on key indicators to address risk adjustment and HCC coding opportunities which are measurable and actionable solutions to engage providers to improve accuracy of documentation, coding and adoption of best practices.

JOB DUTIES

- Develops risk adjustment strategy and executes on the plan to realize improvements in accuracy and documentation of code capture.
- Directs and manages the risk adjustment program and resources required for successful implementation.
- Builds collaborative relationships with providers to set the stage for successful engagement.
- Educates and assists providers and coders in understanding the HCC Risk Adjustment Program as a payment methodology and the importance of proper chart documentation and code capture.
- Monitors KPI's through data analytics and identifies providers for Risk Adjustment training, programs and documentation/coding resources.
- Directs and oversees chart audits.
- Provides ICD 10 – HCC coding training to providers and appropriate staff
- Facilitates coding presentations to clinicians, practice managers and coders.
- Provides feedback to providers and clinic staff regarding performance against KPI's on documentation practices and compliance with state and federal regulations.



- Stays abreast of trends and regulations to ensure effectiveness and compliance of the Risk Adjustment program.
- Serves as a subject matter expert in documentation and coding to the organization, providers and offices staff.
- Maintains confidentiality and complies with HIPAA rules and regulations.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with members, providers, and community partners and including the ability to communicate effectively and remain calm and courteous under pressure.
- Respectfully takes direction from manager.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Risk Adjustment department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree from four-year college or university and four to six years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including databases, spreadsheets, report writing, project management, graphics, word processing, presentation creation/editing, communication by email and scheduling software.



REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Professional Coder, Certified Coding Specialist or Certified Risk Adjustment Coder preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand; stoop, kneel, crouch or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.