

# MACIPA

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**POSITION:** Risk Adjustment Analyst

**REPORTS TO:** Director, Quality Improvement

## **NON-EXEMPT POSITION**

### **POSITION SUMMARY:**

The Risk Adjustment Analyst will be primarily responsible for partnering with providers and clinic operations staff to support MACIPA's Clinical Document Improvement (CDI) program and Risk Coding initiatives. The Analyst is responsible for understanding and optimizing diagnosis documentation and reporting for the medical practices while maintaining a comprehensive understanding of the areas that can hinder appropriate risk adjustment. In addition, the analyst will assist the quality team in identifying, designing, implementing, and monitoring quality improvement strategies, programs and initiatives to improve quality metrics and clinical outcomes.

### **PRIMARY RESPONSIBILITIES:**

#### **Clinical Documentation Improvement**

1. Ensures diagnoses and severity of illness are accurately captured in the medical record.
2. Review clinical documentation workflow and prepare summaries of CDI opportunities.
3. Provide feedback to each provider based on identified documentation omissions resulting in unsupported diagnosis codes

#### **Risk Adjustment Coding**

1. Examine chronic disease registry and risk adjustment reports for additional risk adjustment opportunity.
2. Provide feedback to each provider based on identified coding trends.
3. Identify gaps in risk adjustment analysis through evaluation of payers, plans and risk adjustment methodology.
4. Develop and maintain alternative submission methodology process to recapture missed coding opportunities.

#### **Provider Education**

1. Partner with Medical Directors to provide coding education to providers and clinical staff in accordance to the established CDI/Risk Adjustment programs and train physicians and other providers on diagnosis documentation accuracy issues.
2. Attend clinic and department staff meetings to disseminate information and to become familiar with operational issues within each practice.
3. Prepare training documents to support CDI and Risk Adjustment initiatives.

### **Additional Responsibilities**

1. Identify and educate others on other approaches to improve MACIPA's clinical documentation and risk coding initiatives.
2. Attend leadership meetings, as necessary and appropriate, to develop partnerships with the medical group and administrative leaders.
3. Assist in monitoring and maintaining ongoing quality improvement initiatives.
4. Assist in developing, implementing, and monitoring programs and initiatives to continually improve MACIPA's quality metrics.
5. Assist Quality Improvement team members with daily responsibilities.
6. Maintain strong working relationships with other departments.
7. Other duties as assigned.

### **PRIVACY & SECURITY RESPONSIBILITIES:**

- Workforce Vigilance: Each MACIPA employee has a responsibility to watch for unauthorized use or disclosure of Protected Health Information (PHI) or Personal Information (PI), to act and prevent the action and to report suspected breaches of privacy and security policies to their supervisor and MACIPA's designated Privacy and Security Officers. MACIPA Workforce are required to attend MACIPA's Privacy and Security Training, sign a Confidentiality and Non-Disclosure Agreement and complete HIPAA webinar training on an annual basis.
- System Access Profiles & Controls: MACIPA assigns system access profiles to job titles based on how much information is needed to accomplish work responsibilities in accordance with our Privacy and Security Policies and Procedures.

*The above statements describe the general nature and level of works being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.*

### **SKILLS/KNOWLEDGE AND ABILITIES:**

1. Bachelor's degree required in healthcare or related field
2. 3-5 yrs. coding experience and experience working with coding systems required.
3. Strong data manipulation techniques and proficiencies required.
4. Certified Professional Coder (AAPC) or Certified Coding Specialist certification (AHIMA).
5. Possess in-depth understanding of coding and compliance rules and regulations; knowledge of Epic (EMR) in the areas of charting tools (i.e. order entry, smart sets etc.), and other aspects, as required.
6. Understand and be able to apply the following related to Risk Adjustment: CMS Medicare Model and HCC.
7. Firm understanding of the nuances of the managed care business structure and the ability to apply this knowledge, as it applies, to risk adjustment.
8. Experience with MS tools, including MS Office products, MS Access data modeling tools.
9. Strong written and oral skills with an ability to interpret and communicate analytical information to both individuals and groups in a clear, concise manner.
10. Ability to work and communicate with physicians, office staff, health plan.
11. Must be a quick learner with an ability to work independently, as well as with a team, on complex projects, which require strong reliance technical and analytical skills.
12. Keen attention to detail and high level of organization and accuracy is required.

13. Ability to interact with and respond to varied levels of management, prioritize multiple tasks and meet deadlines.
14. Ability to thrive in an evolving, fast-paced environment, take initiative and flexibility.
15. Driver's license and own vehicle.

**ESSENTIAL ABILITIES:**

1. Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, employees and general public.
2. Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports and related materials in electronic and hard copy form.
3. Ability to lift, move or carry objects up to 10 pounds regularly.
4. Ability to ascend or descend stairs or ramps using feet and legs, hands and arms.
5. Ability to maintain body equilibrium to prevent falling when walking, standing or crouching.
6. Ability to travel to and from various locations.
7. Ability to learn and carry out the primary responsibilities of the assigned position.
8. Ability to effectively communicate in writing and orally on job progress and other assignments and responsibilities.
9. Ability to conceive and articulate plans creates and manages detailed projects, organize and prioritize work.
10. Ability to analyze data and exercise sound judgment in making decisions and managing confidential or sensitive information.

*MACIPA is an Equal Opportunity Employer (EOE) and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.*

*Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions (primary responsibilities) of this job. This job description is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.*

*This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of authority.*

*MACIPA reserves the right to revise this job description at any time.*