

## Risk Adjustment Specialist/Trainee

*Western Washington Medical Group (WWMG) is looking for health care innovators who want to make a difference. The Risk Adjustment Specialist will support providers as part of WWMG's effort to improve the quality, experience, and value of care.*

### Job Summary

The Risk Adjustment Specialist/Trainee is responsible for reviewing clinical documentation to ensure accurate coding for Hierarchical Condition Categories (HCC). The Specialist will work closely with both the Population Health and Corporate Compliance Departments. Roles and responsibility include:

- Reviews medical records for diagnosis and service code accuracy.
- Assigns appropriate ICD–10-CM codes, mapping to risk adjustment models as applicable.
- Flags the provider when documentation is inadequate, ambiguous, or otherwise unclear for medical coding purposes.
- Participates effectively in clinical documentation improvement initiatives and team meetings to promote quality across all projects.
- Complies with official coding guidelines, confidentiality regulations, and security of systems.
- Remains current on coding guidelines and risk adjustment reimbursement requirements.

### Qualifications

High School Diploma or equivalent. Clinical training, such as a certified medical assistant, preferred.

- **Trainee** – Experience in CPT-4, ICD 10, & HCPCS in an outpatient setting. Successful completion of the Certified Risk Adjustment (CRC) certification within six months of hire.
- **Specialist** – Two years' previous experience in CPT-4, ICD 9/10, & HCPCS required. Current CPC or CCS-P and CRC certification.

### Required Skills

- Commitment to improving the experience and delivery of care for patients.
- Strong written and oral communication, interpersonal skills, and cultural competency.
- Ability to work both independently and collaboratively in a team environment.
- Strong critical thinking, problem solving, organizational skills, and attention to detail.
- Demonstrates flexibility and can effectively manage multiple demands concurrently with ease.
- Possess a *growth mindset*: the willingness to be coached and to develop to increase effectiveness, collaboration, and produce results.
- High level of discretion, integrity, and adherence to HIPAA standards.

**Location:** Everett, WA; Partial remote work could be considered.

**Schedule:** Weekdays during regular business hours. Full-time preferred, part-time could be considered.

**Responsible to:** Quality/Population Health Manager



### Ready to apply?

If you're interested in this position, please send your resume to [tlitton@wwmedgroup.com](mailto:tlitton@wwmedgroup.com)

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We're interested in learning more about you and appreciate your taking the time to apply online. We are committed to employing a diverse workforce. *We welcome job applications from qualified individuals without regard to race, color, creed, religion, ancestry, national origin, age, sex, pregnancy, marital status, physical or mental disability, or any other protected characteristic. Minorities, women, disabled persons, and veterans are encouraged to apply.* Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration.

**Who are we?** Western Washington Medical Group (WWMG) is proud to be a growing, independent provider organization who is on the front lines to improve health care for patients and the communities we live in. The providers who founded WWMG in the early 1990's shared the belief that local, independent providers are best qualified to give their communities the best possible care. And because decisions are not made by distant corporate systems, that means our providers and patients are free to make the best informed choices together. The result is personalized, state-of-the-art care, with a work culture that's collaborative, supportive, caring, and fun. Learn more at <http://www.wwmedgroup.com/>