



Risk Adjustment Coder (Apprentice)

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Duties

- Review diagnoses codes, processes, policies, and projects to gain experience applying the knowledge gained to real life situations.
- Assign disease codes and abstract information from clinic, surgery, emergency room, and inpatient episodes of care, using encoder, code books and other related hospital systems.
- Work closely with the Risk Adjustment Managers, Leads, and Auditors on department goals and objectives.
- Research, collect, and process data within the scope of skills and experience.
- Participate in daily, weekly team meetings and department meetings.
- Perform other functions as assigned by management.
- Maintain high regard for member privacy in accordance with the corporate privacy policies and procedures.
- Consistently demonstrate high standards of integrity, values and adhere to the Corporate Code of Conduct.

Prerequisite

- Must attend OS2U Pre-Season Training for Hierarchical Condition Category (HCC) risk adjustment coding.

Minimum Qualifications

- High School diploma or Equivalency Certificate, along with proof of continuous college enrollment.
- Preferred Majors: Health Information Technology/Administration & Nursing. Must be in good academic standing.
- Required Certifications CCS, CCS-P, CPC-A, COC-A, CPC, COC, CIC
- Must have CRC Prior to live coding
- Strong communication skills and be able to work well with professional contacts throughout the organization
- Experience using a desktop computer in a professional environment.
- Experience with Microsoft products, internet, email, and database software.
- Organization skills to deal with multiple projects and priorities.
- Strong analytical and problem-solving skills.
- Proactive approach to work and display creativity and flexibility in completing assigned tasks.
- Commitment to continuous improvement of their own skill and team functioning.
- Responsible for maintaining confidential information to the highest degree.

- Self-motivated and be able to work independently, as well as on intra- and inter-departmental teams where needed.
- Regular and reliable attendance is required

All duties/expectations are subject to change based on project requirement.

Disclaimer: Job descriptions are not intended, nor should they be construed to be, exhaustive lists of all responsibilities, skills, efforts or working conditions associated with the job. They are intended to be accurate reflections of the principal duties and responsibilities of this position. These responsibilities and competencies listed below may change from time to time.