



Southland Care Coordination Partners

Job Title:	RA Nurse Practitioner	Program:	Clinical Risk Adjustment
Department:	Health Management Services	Direct Report:	Clinical Risk Adjustment Program Manager
Location:	On Site/Remote (where authorized)	Position Type:	Full Time
Functional Groups	All Employees, General Users, Remote Work Authorization	Classifications	RA Nurse Practitioner

Job Description: The RA Nurse Practitioner (NP) will conduct virtual visits for the sole purpose of completing a Clinical Risk Adjustment Assessment for Adult and Pediatric patients. This role does not require any treatment, performance of procedures or prescribing of medication.

ROLES AND RESPONSIBILITIES

- Verify prior clinical diagnosis and access for any worsening or resolution of said diagnosis, for assigned members.
- Access member for any new or undiagnosed conditions.
- Perform medication reconciliation where necessary.
- Order labs necessary to confirm diagnosis.
- Make recommendations to PCP if diagnostic tests are required to confirm diagnosis.
- Provide an updated clinical diagnosis list.
- Provide documentation to support updated clinical diagnosis, to include clinical evidence for severity of illness with appropriate capture of true disease burden and quality using official Risk Adjustment and relevant official documentation/coding guidelines.
- Provide ICD-10 coding to the highest level of specificity, for clinical diagnosis.
- Include all Risk Adjustable code (HCC) that apply to patient's current health status.
- Ensure accurate and same day completion of all Encounter documentation that does not require lab results.
- Properly executes Health Plan Member referrals/concerns/grievances when applicable.
- Provide timely administrative notification of any critical Health Plan Member issues/concerns.
- Interact with staff and members to optimize workflow efficiency.
- Follow all Policies and Procedures of SCCP.
- Comply with Performance Goals / Contract Deliverables.
- Participate in all SCCP mandatory and CMS regulatory trainings.
- Attend all staff meetings – in person or via telephone (if unable to attend, responsible for knowledge of content).
- Abide by all SCCP information security policies, procedures, protocols, and practices.
- Participate in regular information security management trainings.
- Develop a comprehensive understanding of SCCP information security policies.
- Learn to recognize information security risks and report them when they are identified.
- Comply with SCCP user access policies.
- Comply with SCCP password policies.
- Comply with SCCP data protection policies and guidelines.
- Comply with SCCP internet use policies and guidelines.
- Abide by SCCP policies and guidelines for protecting personal workspaces from security risks.

- Abide by principles and laws related to confidentiality.
- Demonstrate respect for individual diversity (culture, ethnicity, gender, race, religion, age, economic status).
- Other duties as assigned by Direct Report.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Family Nurse Practitioner in good standing, licensed to Practice in the state of Illinois.
- Experience in conducting Risk Assessments.
- Ability to conduct health assessments by asking probing questions while keeping the member at ease.
- Ten (10) years or more clinical experience.
- Ability to work with others.
- Good problem-solving skills.

PREFERRED SKILLS

- Computer Literate – Word, Google Doc, and Excel.
- Able to multi-task, manage time, and set priorities.
- Able to remain coachable and teachable at all times.
- Demonstrates cultural competence and sensitivity in working with diverse populations.
- High work ethic, self-motivation, and ability to work independently as well as on a team.
- Strong ability to write and verbally communicate in a clear, concise, and professional manner.
- Able to set and manage multiple priorities to meet deadlines with minimal supervision.

Reviewed By:	Patrice Moore	Date:	03/23/2022
Approved By:	Moriel McClerklin	Date:	3/23/2022
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