

Our established Medical Management Company is built on more than 100 years of collective experience in the managed care (healthcare) industry. We specialize in managing independent groups of physicians with both commercial and senior managed care (HMO) patients.

We are looking for a super star candidate as our full-time, *Risk Adjustment and Quality Coordinator*, responsible for providing a high level of customer service to IPA's clients including members, providers, third party provider representatives, and health plans.

Primary Purpose:

Provide support to Risk Adjustment Manager, VP of Operations, IPA Administrators, VP of Clinical Services on Clinical Initiatives to improve patient outcomes and group quality measures in Risk Adjustment, CMS 5 Star and Pay for Performance programs.

Principal Duties and Responsibilities (* = essential functions):

- Outreach and coordinate care for IPA members who are in need of preventative and/or chronic care services such as mammograms, colonoscopies, uncontrolled HbA1c, uncontrolled blood pressure, etc.
- Collaborate with Risk Adjustment Manager on provider education.
- Maintain knowledge of clinical initiative and risk adjustment program requirements
- Maintain knowledge of 5 Star performance and risk adjustment factors for all IPAs.
- Collaborate with health plans on 5 Star gap reports.
- Coordinate outreach to PCP offices on member due reports including No Annual Visits list.
- Provide PCP offices with ongoing education of quality measures
- Work with health plans to provide supplemental data
- To contribute to a fair and positive work environment. *
- To perform other duties as assigned.
- Review, monitor and track the medical record retrieval reports to identify provider issues such as but not limited to, refusals to comply with medical record requests.
- Identifies and follows through on potential issues affecting Risk Adjustment projects.

Job Specifications (KSAs):

- Requires knowledge of managed care processes as is generally acquired by 1 or more years of experience in a Health Plan, IPA or Medical Group environment.
- Requires the ability to communicate clearly and effectively in both verbal and oral modes with both internal and external customers.
- Requires an understanding of medical terminology as is generally acquired through a relevant course, or 2 years or more in a medical office setting or utilization management department.

- Requires fast, accurate typing skills and intermediate level computer software competency, including Word, Excel

Our leadership operates within the highest level of integrity and respect, empowering staff with a strong support system. We are offering a solid opportunity with a growing company including full benefits, paid holidays and a competitive compensation within a progressive, friendly work environment.

If you consider yourself a qualified, stellar candidate driven to demonstrate your initiative and reliability, please submit your resume with "**Risk Adjustment and Quality Coordinator**" as the subject to jobs@pdtrust.com .

Thank you for your interest in joining our team; we look forward to hearing from you!

~Equal Opportunity Employer~