

RISK ADJUSTMENT TOOLKIT

The HCC / RAF Capture Audit Checklist

Find the risk-adjusted revenue your charts are leaving uncaptured

Every chronic condition that goes undocumented in a given year resets to zero for risk adjustment. A single missed HCC can mean several thousand dollars in lost risk-adjusted payment, multiplied across a panel. Use this checklist to audit a sample of charts and find where capture is breaking down before CMS or a payer does it for you.

Annual recapture

- Every chronic HCC condition from the prior year is re-evaluated and re-documented this year.
- Conditions are documented at least once per calendar year, with a face-to-face encounter.
- Status conditions (amputations, ostomies, transplants) are recaptured every year.
- The provider addresses each condition with evidence of monitoring, evaluation, or treatment.

Documentation quality (MEAT)

- Each diagnosis shows Monitoring, Evaluation, Assessment, or Treatment in the note.
- Diagnoses in the assessment are linked to a clear plan, not just listed in history.
- Specificity supports the correct HCC (for example, diabetes with complications vs. uncomplicated).
- Documentation supports the highest appropriate severity, with no unsupported upcoding.
- Signed and dated by an eligible provider on a valid encounter type.

Coding and capture process

- Suspect conditions are identified and surfaced to providers before the visit.
- Coders query when documentation suggests a condition that is not formally diagnosed.
- RAF scores are reconciled against submitted claims and the payer's MOR / MMR reports.
- Deleted or invalidated diagnoses from prior submissions are reviewed and corrected.

- Coding follows the current CMS-HCC model version in effect for the payment year.

Compliance and audit readiness

- A retrospective audit samples charts for both under-capture and over-capture.
- Diagnoses unsupported by documentation are removed, not left to risk a RADV finding.
- Provider education targets the specific gaps your audit found, by individual provider.
- An audit trail links every submitted diagnosis back to source documentation.

Find your uncaptured RAF before audit season

Our risk adjustment coders audit a sample of your charts and quantify the captured and uncaptured RAF value, with a remediation plan.

medcodexhealth.com/services/risk-adjustment-hcc-coding

This checklist is general guidance, not coding or legal advice. Apply it against your own payer mix and compliance policies.