


Name of Policy:	<u>Coding Education and Training</u>	 Effective Date: 7/1/2011 Initial Effective Date: March, 1999
Policy Number:	3364-105-136	
Department:	Health Information Management	
Approving Officer:	Director, Health Information Management	
Responsible Agent:	Director, Health Information Management	
Scope:	Health Information Management	
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy		<input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

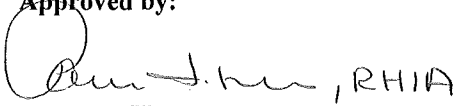
All coding team members are required to understand and comply fully with regulatory rules and regulations set forth by the federal government, as well as third-party payers.

(B) Purpose of Policy

To ensure our commitment to practice ethical, accurate and consistent coding.

(C) Procedure

1. All HIM coding team members can access the quarterly *Coding Clinic* publication as required reading in the electronic 3M coding references. The employee can request a copy of the Coding Clinic quiz to take and submit on their own for Continuing Education hours. Coding section meetings are conducted as deemed appropriate per the Coding Manager.. These meetings *cover current* coding, health information management and hospital-wide issues. Time is allocated for open discussion of coding problems and issues at the end of each meeting. An agenda of the items to be discussed is handed out to the coding team prior to the coding meeting. Minutes from the coding meeting will be made available through the common drive to be accessed at later dates by coding staff members. All current year's coding meeting minutes are kept in a Coding Section folder in the HIM Coding Manager's office. Coding meeting minutes from previous years are retained in a separate folder for a retention period of 5 years.
2. Coding team members are encouraged to attend external and internal educational sessions that are held throughout the year. UTMC supports this effort by paying for the internal education sessions and the employee hours for attending external and internal educational sessions. Unless an attendance requirement by UTMC, employees must pay for external educational sessions. Employees may be asked to present the subject matter of an external educational session at the next coding section meeting. Coding team members must sign and date a Continuing Education (CE) form after attending each educational session.
3. All credentialed HIM employees must make a copy of credential renewals annually and route to the Health Information manager.

<p>Approved by:  , RHIA _____ Paula F. Kessler, MEd, RHIA Director, Health Information Management</p> <p><i>Review/Revision Completed By:</i> Health Information Management</p>	<p>Review/Revision Date: 2/99 4/02 8/05 7/23/2008 7/1/2011</p>
<p>Next Review Date: 7/1/2014</p>	
<p>Policies Superseded by This Policy: 10-136</p>	

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.