

3. Productivity figures will be calculated by dividing the output by the amount of time taken to complete the task.
4. Productivity will be produced through Optum CAC Analytics reporting tool.
5. Based on these evaluations, employee performance will be assigned one of the following ratings:
 - E = Exceeding standard
 - M = Meeting standard
 - U = Unacceptable; not meeting standard
6. The coding team will be expected to meet the following established productivity standards: Inpatient Coding (includes patient types: IA; IC; NIA; IP) 2 health records per hour (2/hr)
 - Outpatient Coding (includes the coding, abstracting and charging for the patient types:
 - BOP — 15 health records per hour;
 - OBV — 3.5 health records per hour;
 - OPS — 4.5 health records per hour;
 - Emergency Room Coding (includes the coding, abstracting and charging for the patient types: ER; 9 health records per hour (9/hr)
 - Outpatient Diagnostics Coding (includes patient types: ODX; SPC) 35 health records per hour (35hr)
 - Series Coding (includes patient types: RCR; ROC; RHO; RRO) 15 health records per hour (15/hr)
7. Productivity/Quality will be monitored on a monthly basis. If productivity/quality is not met monthly, the employee will be subject to disciplinary action and will be required to work on-site for at least a minimum of one month and will remain on site until the quality and productivity outlined above are meeting or exceeding expectations. The coder will be released back to work from home remotely once quality and productivity scores are meeting and/or are above standards outlined in this policy.
8. A coder will not be eligible to train on a new coding job until productivity and quality standards have been consistently met on the current coding job.
9. The established productivity standards will be re-evaluated at least semi-annually and revised appropriately in accordance with the above-described process.

Approved by:	Review/Revision Date:
/s/	11/1/2008
_____ Pamela Eaton	3/2/2009
Director, Health Information Management	9/1/2012
Date	7/1/2013
/s/	5/1/2016
_____ Michael Ellis, M.D.	5/1/2019
Chief Medical Officer	
Date	
	Next Review Date: 5/1/2022
Policies Superseded by This Policy: 8-01	

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