

HEALTH SCIENCE CENTER/JACKSONVILLE
Office of the Associate Dean for Clinical Affairs

653-1 West 8th Street
Jacksonville, Florida 32209-6511
Tel: (904) 244-3131
Fax: (904) 244-3130
Internet: guy.benrubi@jax.ufl.edu

TO: All Established Faculty and Non-Physician Practitioners

FROM: Guy Benrubi, M.D.
Associate Dean

DATE: June 22, 2007

SUBJECT: 2007-2008 Mandatory Provider Education Sessions

The University Of Florida College Of Medicine Jacksonville Billing Compliance Plan calls for on-going education of providers in order to reinforce understanding of ever-changing government regulations. Since the organization continues to view these educational opportunities as critical to our success, monthly training modules will continue to be offered this fiscal year to help providers fulfill their mandatory training requirements. (See page 2 for the outline of the training requirements and timeline for Established providers for each module.)

As an **ESTABLISHED PROVIDER** (faculty, ARNPs, CRNAs and Physician Assistants - hired *before* 7/1/06) you must attend Module A2 & Module C [there is no Module B] between July 1, 2007 and June 30, 2008.

Established providers may schedule the training modules on different dates, if desired, without regard to order or attend all the required sessions on one date.

Provider Education Sessions are scheduled for the following **TRAINING DATES:**

	2007 Dates						2008 Dates					
Tuesday	July 3	Aug 7		Oct 2	Nov 6	Dec 4	Jan 8	Feb 5	Mar 4	Apr 1	May 6	June 3
Wednesday			Sept 5								May 21	
Thursday												
Friday			Sept 21									

To schedule a session, please contact Darline Washington at 4-8281 or darlene.washington@jax.ufl.edu. Please be sure to arrive on time for your scheduled sessions, as attendees arriving more than 15 minutes after the start of a session will be required to reschedule.

Department Chairs will also be offered the opportunity to schedule **department specific training** for Modules A (E/M) and C (Compliance). Department members who miss the special training session(s) scheduled by the department will be required to attend one of the regularly scheduled monthly sessions (dates listed above) to meet the annual requirement.

Individualized certificates will be provided to attendees of Modules A and C at the completion of each module. A sign-in sheet will also be utilized. In the event attendance at a session is called into question, it will be the provider’s responsibility to produce the original certificate as proof of attendance if their signature is not on the sign-in sheet.

TIMES AND LOCATIONS WHERE MODULES ARE OFFERED

Please be sure to arrive on time for your scheduled sessions, as attendees arriving more than 15 minutes after the start of a session will be required to reschedule. To schedule a session, please contact Darlene Washington at 4-8281 or darlene.washington@jax.ufl.edu.

Module A-2 Established Providers Coleman Room (10th Floor Tower II)
9:00 a.m. – 12:00 p.m. E/M Refresher – Practical Application (may not take full 3 hours – depending on attendees)
<input checked="" type="checkbox"/> 1997 E/M Guidelines applied to notes <input checked="" type="checkbox"/> Specialty specific notes reviewed <i>Notes Selected based on specialties present</i>

Module C All Providers Banquet Room (10th Floor Tower II)	Module A-2 [REPEAT]* Established Providers Coleman Room (10th Floor Tower II)		
1:00 – 3:00 p.m. Self-Pay Policy & Billing Compliance Training	1:00 – 4:00 p.m. E/M Refresher – Practical Application (may not take full 3 hours – depending on attendees)		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> NPPs & Faculty (including OPS) <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Billing Services of Non-Physician Practitioners <input checked="" type="checkbox"/> Teaching Physician Regulations </td> <td style="width: 50%; vertical-align: top;"> Residents <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Teaching Physician Regulations </td> </tr> </table>	NPPs & Faculty (including OPS) <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Billing Services of Non-Physician Practitioners <input checked="" type="checkbox"/> Teaching Physician Regulations	Residents <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Teaching Physician Regulations	<input checked="" type="checkbox"/> 1997 E/M Guidelines applied to actual notes <input checked="" type="checkbox"/> Specialty specific notes reviewed <i>Notes Selected based on specialties present</i> * Session A-2 in the afternoon is held only if providers specifically request an afternoon session when they pre-register.
NPPs & Faculty (including OPS) <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Billing Services of Non-Physician Practitioners <input checked="" type="checkbox"/> Teaching Physician Regulations	Residents <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Teaching Physician Regulations		