

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

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**TO:** All New 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 the education of providers in order to ensure understanding of ever-changing government regulations. Since the organization views these educational opportunities as critical to our success, training modules are offered 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 a **NEW PROVIDER** you must attend one full-day session of training comprised of Module A1 & Module C within **60** days of your start date.

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

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

Attendance at one of these sessions **must be scheduled**, in advance, **within 60 days of your actual start date**. Pre-registration is required in order to tailor the session to the specialty of the providers attending and to ensure adequate training materials are available.

**EXCEPTION:** The 60-day training deadline for modules A1 and C is not applicable to New Providers who have been hired into the hospital-based departments of anesthesiology, radiology or pathology or providers practicing at remote locations such as Holmes Regional Medical Center or Winter Haven Hospital. Hospital-Based Providers and Remote Providers shall be required to attend the first available specialty specific Module A and C training provided in their department or at their off-campus location.

To schedule a session, please contact Darlene Washington at 4-8281 or [darlene.washington@jax.ufl.edu](mailto: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.

**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 Darline Washington at 4-8281 or [darlene.washington@jax.ufl.edu](mailto:darlene.washington@jax.ufl.edu).

<b>Module A-1</b> <b>New Providers and All Residents/Fellows</b> <b>Banquet Room (10<sup>th</sup> floor Tower II)</b>	
9:00 a.m. – 12:00 p.m. <b>E/M Training - Coding &amp; Documentation Issues</b>	
<input checked="" type="checkbox"/> 1997 E/M Guidelines <input checked="" type="checkbox"/> Medical Record Documentation	<input checked="" type="checkbox"/> Procedure Coding <input checked="" type="checkbox"/> Diagnosis Coding

<b>Module C</b> <b>All Providers</b> <b>Banquet Room (10<sup>th</sup> Floor Tower II)</b>	
1:00 – 3:00 p.m. Self-Pay Policy & Billing Compliance Training	
<b>NPPs &amp; Faculty (including OPS)</b> <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	<b>Residents</b> <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Teaching Physician Regulations