UF | UNIVERSITY *of* FLORIDA

College of Medicine—*Jacksonville*
Office of the Senior Associate Dean for Clinical Affairs

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TO: All Established Faculty and Non-Physician Practitioners

FROM: Guy Benrubi, M.D., Senior Associate Dean for Clinical Affairs

DATE: June 23, 2009

SUBJECT: 2009-2010 Mandatory Provider Education Sessions

The University Of Florida College Of Medicine Jacksonville Billing Compliance Plan calls for ongoing 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 educational modules will continue to be offered this fiscal year to help providers fulfill their mandatory education requirements (see page 2 for the outline of the education requirements and timeline for established providers for each module).

As an **ESTABLISHED PROVIDER** (faculty, ARNPs, CRNAs and Physician Assistants hired *before* 7/1/09) you must attend Module A2 (Evaluation and Management Documentation Guidelines) & Module C (Billing Compliance) between July 1, 2009 and June 30, 2010 (there is no Module B).

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.

FISCAL YEAR 2009-2010 TRAINING DATES

	2009 Dates						**2010 Dates**					
Tuesday	July 7	Aug. 4		Oct. 6	Nov. 3	Dec. 1		Feb. 2	Mar. 2	Apr. 6		June 1
Wednesday							Jan. 6					
Thursday											May 6	
Friday			Sept. 18									

To schedule attendance at a session, please click on the desired date above and include (in the body of the email that opens) the name(s) of the provider(s) you wish to schedule for that date, or contact Yvonne Smith at 244-5360 or yvonne.smith@jax.ufl.edu.

Departments will continue to be offered the opportunity to schedule **department-specific education** for Modules A (E/M) and C (Compliance). Department members who miss the special 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 <u>original</u> certificate as proof of attendance if his/her signature is not on the sign-in sheet.

<u>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.</u>

TIMES AND LOCATIONS WHERE MODULES ARE OFFERED

Module A-2 Established Providers Banquet or 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)
☑ 1997 E/M Guidelines applied to notes ☑ Specialty specific notes reviewed *Notes Selected based on specialties present*

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 & Financial Hardship Policies &** **Billing Compliance Training**		**1:00–4:00 p.m.** **E/M Refresher–Practical Application** (may not take full 3 hours – depending on attendees)
NPPs & Faculty (including OPS) ☑ Self-Pay Policy ☑ Financial Hardship Policy ☑ Compliance Overview ☑ Billing Services of Non-Physician Practioners ☑ Teaching Physician Regulations	**Residents** ☑ Self-Pay Policy ☑ Financial Hardship Policy ☑ Compliance Overview ☑ Teaching Physician Regulations	☑ 1997 E/M Guidelines applied to actual notes ☑ Specialty-specific notes reviewed *Notes Selected based on specialties present* * Session A-2 in the afternoon is held only if providers specifically request an afternoon session when they pre-register and there are enough requests to warrant a separate session on a given date.