

To: All Established Providers

From: George R. Wilson, M.D., Senior Associate Dean for Clinical Affairs 

Date: Updated: February 18, 2015

Subject: Mandatory Provider Coding and Billing Compliance Education Requirements for Established Providers in FY 2015 (July 1, 2014–June 30, 2015)

The University Of Florida College Of Medicine Jacksonville Billing Compliance Plan calls for ongoing coding and billing compliance education of providers in order to provide and reinforce understanding of ever-changing coding rules and government regulations. Since the organization continues to view this education as critical to our success, completion of certain educational modules will continue to be required in the 2015 fiscal year.

Impact of FY 2014 Campus-wide ICD-10 Education on the FY 2015 Modules A/C Educational Requirement

ICD-10 education was extended campus-wide near the end of the 2014 fiscal year in May and June 2014. The educational requirement for Modules A and C in that fiscal year was waived for established providers, with the ICD-10 education substituting for these modules. Providers that did not complete Modules A and C in FY 2014 due to this allowance will be required to do so in FY 2015 as described in later sections of this memo.

Many established providers had already completed Modules A and C in FY 2014 (July 1, 2013–June 30, 2014) by the time the ICD-10 educational substitution for FY 2014 was announced. These providers will NOT need to complete Modules A and C again in FY 2015.

The CDQ Education Department will provide lists to each department of those providers for which Modules A/C will be waived in the current FY due to completing them in FY 2014.

To date, no mandatory ICD-10 education for established providers exists for FY 2015. This may change however. Providers may be informed in subsequent communications of either a mandatory ICD-10 educational requirement for the fiscal year, the opportunity to complete optional ICD-10 education, or both.

Module A (Documentation Guidelines) and Module C (Billing Compliance Training)

As mentioned in the previous section, the educational requirement explained below is waived for all established providers that completed Modules A and C in the previous fiscal year, and only applies to those that did not.

As an **ESTABLISHED PROVIDER** for the current FY (faculty attendings, NPPs, and certain other licensed/certified healthcare professionals* hired before 5/01/14 and who have completed the educational modules in a previous fiscal year), you must complete **Module A** (Evaluation and Management Documentation Guidelines) and **Module C** (Billing Compliance Training) in the HealthStream Learning Center **by June 15, 2015** (there is no Module B).

Completing Assigned Education in the HealthStream Learning Center

Providers should access the HealthStream site using the following link: <http://www.healthstream.com/hlc/shands>. A notification email will be sent to each provider when assignments have been loaded and are ready to complete.

Attendings (and those few NPPs employed by the UF-COM or some other non-UFJHI-entity) will log in using their 8-digit UFID number with no dash as their user id, and their badge number (top right corner of badge reverse) as their password. NPPs employed by UFJHI will use their employee ID number with "UF" attached at the beginning (UFXXXX) as their user id and their badge number (top right corner of badge reverse) as their password#.

After logging in, the assigned courses can be found under the "My Learning" tab in the "My Assignments" area of the screen. A provider may exit a course without completing it and may complete the remainder of the course at a later time. A provider may pause a test in order to go back to a previous section of the course to review certain slides. If any test is not passed, a provider must retake the test (which on subsequent attempts will include different questions) until a passing score is achieved. After all mandatory components of the course are completed, a certificate of completion may be printed.

If any of the applicable education as described above is missing from a provider's "My Assignments" area, or if providers encounter any difficulties or have general questions regarding the online courses, the provider should contact the CDQ Education Department at 244-5360, 244-9643, 244-9641, or 244-9644 for assistance.

*Contact the CDQ Education Department if you are unsure as to whether the educational requirements as set forth in this memo apply to you.

#A UFJHI-employed individual's employee ID number can be found via Lawson ("Employee Self Service" → "Employment" → "Job Profile").