



# UNIVERSITY OF FLORIDA

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

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

**TO:** All Established Faculty and Non-Physician Practitioners

**FROM:** Guy Benrubi, M.D.  
Associate Dean

**DATE:** June 2, 2006

**SUBJECT:** 2006-2007 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 [not Module B] between July 1, 2006 and June 30, 2007; AND

Complete HIPAA Privacy and General Awareness on-line between July 1, 2006 and June 30, 2007.

*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:**

	2006 Dates					2007 Dates						
<b>Tuesday</b>		Aug 1		Oct 3	Nov 7	Dec 5		Feb 6	Mar 6	Apr 3	May 1	June 5
<b>Wednesday</b>			Sept 6				Jan 3					
<b>Thursday</b>	July 6							Mar 22			May 24	
<b>Friday</b>				Oct 20								

To schedule a session, please contact Darline 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.

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](mailto:darlene.washington@jax.ufl.edu).

<b>Module A-2</b> <b>Established Providers</b> <b>Coleman Room (10<sup>th</sup> Floor Tower II)</b>
9:00 a.m. – 12:00 p.m. <b>E/M Refresher – Practical Application</b> (may not take full 3 hours – depending on attendees)
<ul style="list-style-type: none"> <li>Ⓟ 1997 E/M Guidelines applied to notes</li> <li>Ⓟ Specialty specific notes reviewed</li> </ul> <i>Notes Selected based on specialties present</i>

<b>Module B</b> <b>Established Providers</b> <b>Online Only</b>
Complete HIPAA Privacy & General Awareness Training on-line between July 1, 2006 and June 30, 2007.

<b>Module C</b> <b>All Providers</b> <b>Banquet Room (10<sup>th</sup> Floor Tower II)</b>	<b>Module A-2 [REPEAT]*</b> <b>Established Providers</b> <b>Coleman Room (10<sup>th</sup> Floor Tower II)</b>		
1:00 – 3:00 p.m. <b>Self-Pay Policy &amp; Billing Compliance Training</b>	1:00 – 4:00 p.m. <b>E/M Refresher – Practical Application</b> (may not take full 3 hours – depending on attendees)		
<table border="0"> <tr> <td> <b>NPPs &amp; Faculty (including OPS)</b>  <ul style="list-style-type: none"> <li>Ⓟ Self-Pay Policy</li> <li>Ⓟ Overview</li> <li>Ⓟ Billing Services of Non-Physician Practitioners</li> <li>Ⓟ Teaching Physician Regulations</li> </ul> </td> <td> <b>Residents</b>  <ul style="list-style-type: none"> <li>Ⓟ Self-Pay Policy</li> <li>Ⓟ Overview</li> <li>Ⓟ Teaching Physician Regulations</li> </ul> </td> </tr> </table>	<b>NPPs &amp; Faculty (including OPS)</b> <ul style="list-style-type: none"> <li>Ⓟ Self-Pay Policy</li> <li>Ⓟ Overview</li> <li>Ⓟ Billing Services of Non-Physician Practitioners</li> <li>Ⓟ Teaching Physician Regulations</li> </ul>	<b>Residents</b> <ul style="list-style-type: none"> <li>Ⓟ Self-Pay Policy</li> <li>Ⓟ Overview</li> <li>Ⓟ Teaching Physician Regulations</li> </ul>	<ul style="list-style-type: none"> <li>Ⓟ 1997 E/M Guidelines applied to actual notes</li> <li>Ⓟ Specialty specific notes reviewed</li> </ul> <i>Notes Selected based on specialties present</i>  <b>* Session A-2 in the afternoon is held only if providers specifically request an afternoon session when they pre-register.</b>
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**Mandatory Provider Training Sessions Schedule**

<b>Module A-1 New Providers All Residents/Fellows Banquet Room (10<sup>th</sup> floor Tower II)</b>	<b>Module A-2 Established Providers Coleman 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>	9:00 a.m. – 12:00 p.m. <b>E/M Refresher – Practical Application</b> (may not take full 3 hours – depending on attendees)
<ul style="list-style-type: none"> <li>Ⓟ 1997 E/M Guidelines</li> <li>Ⓟ Medical Record Documentation</li> <li>Ⓟ Procedure Coding</li> <li>Ⓟ Diagnosis Coding</li> </ul>	<ul style="list-style-type: none"> <li>Ⓟ 1997 E/M Guidelines applied to notes</li> <li>Ⓟ Specialty specific notes reviewed <i>Notes Selected based on specialties present</i></li> </ul>

<b>Module B New Providers ONLY Banquet Room (10<sup>th</sup> Floor Tower II)</b>
12:00 – 1:00 p.m. Working Lunch for NEW PROVIDERS <b>HIPAA Privacy and General Awareness</b>

<b>Module C All Providers Banquet Room (10<sup>th</sup> Floor Tower II)</b>	<b>Module A-2 [REPEAT]* Established Providers Coleman Room (10<sup>th</sup> Floor Tower II)</b>		
1:00 – 3:00 p.m. <b>Self-Pay Policy &amp; Billing Compliance Training</b>	1:00 – 4:00 p.m. <b>E/M Refresher – Practical Application</b> (may not take full 3 hours – depending on attendees)		
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David J. Behinfar, J.D., LL.M.  
HIPAA Compliance Manager  
UFJHI / UFJPI  
653-1 West 8<sup>th</sup> Street  
HSC Building, 4<sup>th</sup> FL, LRC  
Jacksonville, FL 32209-6511  
Telephone: 904-244-6229  
Fax: 904-244-3190

**ALL NEW EMPLOYEES including: UF Faculty, UF Residents/Fellows, UF Staff and UFJH & UFJP Employees must complete “HIPAA & PRIVACY: GENERAL AWARENESS” on-line training PRIOR to their start date.**

**ALL ESTABLISHED EMPLOYEES including: UF Faculty and UF Residents/Fellows, (employed for 11 months or longer) must complete “HIPAA & PRIVACY: GENERAL AWARENESS” on-line training once each academic year (July 1 thru June 30 of the following yr).**

**ALL ESTABLISHED UFJH & UFJP EMPLOYEES (employed for 11 months or longer) must complete “HIPAA & PRIVACY: GENERAL AWARENESS” on-line training each year prior to their annual evaluation.**

Instructions for On-line HIPAA Training for All New and Established UF, UFJH and UFJP employees

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Based on your status as a “New” or “Established” employee, you must complete HIPAA & PRIVACY on-line general awareness training as per above. Access to the on-line HIPAA training may be through any computer with an internet connection. To access the HIPAA on-line training course follow these instructions:

1. Go to <http://privacy.health.ufl.edu/training/index.shtml>
2. Under “Training Modules” in the right hand column click on “HIPAA & PRIVACY: General Awareness”.
3. Then at the bottom of the instruction page click on “BEGIN HIPAA & PRIVACY”.
4. The training session will now begin through a series of “pop-up screens”. Once you have successfully completed the pop-up screens, you will be permitted to register your personal information to verify your completion of the training.
5. You should now be at the **Training Registration** screen which may be completed as follows:
  - a. **First Name** and **Last Name:** Enter your full name, no nicknames.
  - b. **UF-ID#:** Enter your UF ID # if available; or **if you do not have a UF ID#** or if you do not know your UF ID# enter four zeros then a dash and then the last four digits of your social security number. For example: if your social security number is “123-45-6789” then you would enter “0000-6789”. Please note that you will need to enter this number twice (also be sure and enter the dash between each of the four digits – otherwise the number won’t register).
  - c. **Email:** Your email address is optional.
  - d. **Primary Role:** Faculty, Resident/Fellow, Staff, or Student
    - i. UFJH & UFJP Employees should select “**Staff**”;
    - ii. UF Faculty/residents should select “**Faculty**” or “**Resident**” as appropriate.
  - e. **College/Institute:**
    - i. Faculty and Residents/Fellows should select “**College of Medicine – Jacksonville**”;
    - ii. UFJH & UFJP employees should select “**UFJHI AND UFJPI – Jacksonville – All Staff**”.
6. **Certificate of Completion.** After you have entered your registration information you can click on “*Continue*” at the bottom of the registration page and your “*Certificate of Completion*” will appear. Please print and retain a copy of your Certificate for your records.

Completion of the on-line training course is your responsibility. Failure to complete the on-line training may result in disciplinary action taken against you. The computer system will record your completion of the on-line training. Should you have any questions on how to access or complete the on-line training, please contact David Behinfar, HIPAA Compliance Manager at (904) 244-6229 (ph) or via e-mail at [david.behinfar@jax.ufl.edu](mailto:david.behinfar@jax.ufl.edu)