



UNIVERSITY OF FLORIDA

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 New 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 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 B & Module C within **60** days of your start date.

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

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

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. Hospital-Based Providers must attend Module B within 60 days of their start date. Remote Providers are exempt from attending Module B.

To schedule a session, please contact Darlene 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.

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.

Module A-1 New Providers and All Residents/Fellows Banquet Room (10th floor Tower II)	
9:00 a.m. – 12:00 p.m. E/M Training - Coding & Documentation Issues	
<ul style="list-style-type: none"> p 1997 E/M Guidelines p Medical Record Documentation 	<ul style="list-style-type: none"> p Procedure Coding p Diagnosis Coding
Module B New Providers Banquet Room (10th Floor Tower II)	
12:00 – 1:00 p.m. Working Lunch for NEW PROVIDERS HIPAA Privacy and General Awareness	
Module C All Providers Banquet Room (10th Floor Tower II)	
1:00 – 3:00 p.m. Self-Pay Policy & Billing Compliance Training	
NPPs & Faculty (including OPS) <ul style="list-style-type: none"> p Self-Pay Policy p Overview p Billing Services of Non-Physician Practitioners p Teaching Physician Regulations 	Residents <ul style="list-style-type: none"> p Self-Pay Policy p Overview p Teaching Physician Regulations

Mandatory Provider Training Sessions Schedule

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

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

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) <ul style="list-style-type: none"> Ⓟ Self-Pay Policy Ⓟ Overview Ⓟ Billing Services of Non-Physician Practitioners Ⓟ Teaching Physician Regulations </td> <td style="width: 50%; vertical-align: top;"> Residents <ul style="list-style-type: none"> Ⓟ Self-Pay Policy Ⓟ Overview Ⓟ Teaching Physician Regulations </td> </tr> </table>	NPPs & Faculty (including OPS) <ul style="list-style-type: none"> Ⓟ Self-Pay Policy Ⓟ Overview Ⓟ Billing Services of Non-Physician Practitioners Ⓟ Teaching Physician Regulations 	Residents <ul style="list-style-type: none"> Ⓟ Self-Pay Policy Ⓟ Overview Ⓟ Teaching Physician Regulations 	<ul style="list-style-type: none"> Ⓟ 1997 E/M Guidelines applied to actual notes Ⓟ Specialty specific notes reviewed <i>Notes Selected based on specialties present</i> <p style="background-color: yellow; padding: 5px;">* Session A-2 in the afternoon is held only if providers specifically request an afternoon session when they pre-register.</p>
NPPs & Faculty (including OPS) <ul style="list-style-type: none"> Ⓟ Self-Pay Policy Ⓟ Overview Ⓟ Billing Services of Non-Physician Practitioners Ⓟ Teaching Physician Regulations 	Residents <ul style="list-style-type: none"> Ⓟ Self-Pay Policy Ⓟ Overview Ⓟ Teaching Physician Regulations 		

David J. Behinfar, J.D., LL.M.
HIPAA Compliance Manager
UFJHI / UFJPI
653-1 West 8th Street
HSC Building, 4th 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

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