



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 Residents, Fellows and PDAs
FROM: Guy Benrubi, M.D., Associate Dean for Clinical Affairs
Constance Haan, M.D., Associate Dean for Educational Affairs
DATE: July 7, 2006
SUBJECT: 2006-2007 Mandatory Annual Provider Education Sessions for Residents, Fellows & PDAs

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 3 for the outline of the training times and locations.)

RESIDENTS, FELLOWS and PDAs (hereinafter collectively referred to as “Residents”) must complete the following annual compliance training each academic year based on their status as set forth below:

| | Residents hired after 07/01/06 | Residents hired 07/01/06 and before | All Residents in Radiology and Pathology |
|---|--|---|--|
| Module A1 E/M Coding & Documentation Issues | Must complete within 60 days of their start date | Must attend on one of the following dates: Thurs. 07/06/06 Tues. 08/01/06 Wed. 08/16/06 Wed. 09/06/06 | Radiology residents must attend the specialty specific training on: Mon. 08/21/06 Radiology residents hired after the above date must attend the first available specialty session offered in their department. Pathology residents - not required |
| Module C Billing Compliance Training | Must complete within 60 days of their start date | Must attend on one of the following dates: Thurs. 07/06/06 Tues. 08/01/06 Wed. 08/16/06 Wed. 09/06/06 | Radiology residents must attend the specialty specific training on: Mon. 08/21/06 Pathology residents must attend the specialty specific training on: Tues. 10/10/06 Pathology & Radiology residents hired after the above respective dates must attend the first available specialty session offered in their department. |



| | Residents hired after 07/01/06 | Residents hired 07/01/06 and before | All Residents in Radiology and Pathology |
|--|--|---|---|
| HIPAA & Privacy General Awareness on-line training | Must complete HIPAA & Privacy General Awareness on-line prior to start date . | <p><u>Residents hired on 7/1/06</u>: Must attend New Resident Orientation on 06/27/06.</p> <p><u>Residents hired before 07/01/06</u>: Must complete HIPAA & Privacy General Awareness on-line prior to 9/30/06.</p> | <p><u>Pathology & Radiology Residents hired on 07/01/06</u>: Must attend New Resident Orientation on 06/27/06.</p> <p><u>Pathology & Radiology Residents hired after 07/01/06</u>: Must complete HIPAA & Privacy General Awareness on-line prior to start date.</p> <p><u>Pathology & Radiology Residents hired prior to 07/01/06</u>: Must complete HIPAA & Privacy General Awareness on-line by 09/30/06.</p> |

Attendance at Module A1 and/or C must be scheduled in advance. 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.

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 Darlene Washington at 4-8281 or darlene.washington@jax.ufl.edu.

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

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|---|--|
| HIPAA Training Requirements | |
| NEW Residents/Fellows/PDAs | ESTABLISHED Residents/Fellows/PDAs |
| Complete HIPAA Privacy & General Awareness Training on-line prior to Start Date. | Complete HIPAA Privacy & General Awareness Training on-line between July 1, 2006 and September 30, 2006. |

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| 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) <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 | Residents <input checked="" type="checkbox"/> Self-Pay Policy <input checked="" type="checkbox"/> Overview <input checked="" type="checkbox"/> Teaching Physician Regulations |