

To: All New 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 New 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 views this education as critical to our success, completion of certain educational modules is required in each fiscal year.

Modules A and C

As a **NEW PROVIDER** for the current FY (faculty attendings, NPPs, and certain other licensed/certified healthcare professionals* hired on/after 5/01/14), you must complete **Module A** (Evaluation and Management Documentation Guidelines) and **Module C** (Billing Compliance Training) within 60 days of your start date (there is no Module B).

ICD-10 Education

Due to the upcoming conversion to the ICD-10 code set, used for our patients primarily to describe the reason(s) for services rendered and procedures performed on insurance claims, all new providers for FY 2015 are also required to complete ICD-10 education in the web-based HealthStream Learning Center. As outlined for Modules A/C above, new providers will be given 60 days from his/her date-of-start to complete the ICD-10 education.

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

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 new provider when his/her HealthStream account has been created and 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.

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