

College of Medicine—*Jacksonville*
Office of the Senior Associate Dean for Clinical Affairs

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TO: All Residents, Fellows and PDAs
FROM: Guy Benrubi, M.D., Senior Associate Dean for Clinical Affairs
Constance Haan, M.D., Senior Associate Dean for Educational Affairs
DATE: June 23, 2009
SUBJECT: 2009-2010 Mandatory 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, educational modules are offered to help providers fulfill their mandatory education requirements (see page 3 for the outline of the session times and locations).

RESIDENTS, FELLOWS and PDAs (hereinafter collectively referred to as “Residents”) must complete annual education pertaining to Evaluation and Management Documentation Guidelines (Module A1) and Billing Compliance Training (Module C) each academic year based on their status as set forth in the table on page 2. Residents are also required to complete annual HIPAA training. HIPAA training information is listed at the bottom of page 2.

Attendance at Module A1 and/or C must be scheduled in advance. Pre-registration is required (for all sessions other than the one presented at New Resident Orientation for incoming residents) in order to tailor the session to the specialty of the providers attending and to ensure adequate materials are available. To schedule a session, please contact Yvonne Smith at 4-5360 or yvonne.smith@jax.ufl.edu. The locations and structure of these Module A/C sessions are listed on page 3.

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 his/her signature is not on the sign-in sheet.

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.

MODULE A AND C EDUCATION TIMEFRAMES

	Residents hired before 7/1/09 ("Returning" Residents)	New Residents hired on 7/1/09	New Residents hired after 7/01/09	All Residents in Anesthesiology, Radiology, and Pathology
Module A1 Evaluation and Management Documentation Guidelines	<p>Must complete within the first six months of the academic year.</p> <p>These Residents may either attend a general training session scheduled within this timeframe (Tues. July 7, Tues. Aug. 4, Fri. Sept. 18, Tues. Oct. 6, Tues. Nov. 3, Tues. Dec. 1), or attend a department-specific session if one has been scheduled within this timeframe.</p>	<p>Must complete within 90 days.</p> <p>For New Residents hired on 7/1/09, Module A1 will be presented on Day 3 (6/24/09) of New Resident Orientation. Alternatively, these Residents may either attend a general training session scheduled within this timeframe (Tues. July 7, Tues. Aug. 4, Fri. Sept. 18), or attend a department-specific session if one has been scheduled within this timeframe.</p>	Must complete within 60 days of their start date	Not Required
Module C Billing Compliance Training	<p>Must complete within the first six months of the academic year.</p> <p>These Residents may either attend a general training session scheduled within this timeframe (Tues. July 7, Tues. Aug. 4, Fri. Sept. 18, Tues. Oct. 6, Tues. Nov. 3, Tues. Dec. 1), or attend a department-specific session if one has been scheduled within this timeframe.</p>	<p>Must complete within 90 days.</p> <p>For New Residents hired on 7/1/09, Module C will be presented on Day 3 (6/24/09) of New Resident Orientation. Alternatively, these Residents may either attend a general training session scheduled within this timeframe (Tues. July 7, Tues. Aug. 4, Fri. Sept. 18), or attend a department-specific session if one has been scheduled within this timeframe.</p>	Must complete within 60 days of their start date	Must attend the first available specialty session offered in their department.

HIPAA TRAINING REQUIREMENTS

All **Returning Residents** (hired prior to July 1, 2009) must complete on-line HIPAA training (either "HIPAA & Privacy: General Awareness" or if the resident is involved in research "Research and Information Privacy") within six months of the start of the academic year (see: <http://privacy.health.ufl.edu/training/index.shtml>).

All **New Residents** (hired on or after July 1, 2009) must complete—prior to their start date—on-line HIPAA training (either "HIPAA & Privacy: General Awareness" or if the resident will be involved in research "Research and Information Privacy") (see: <http://privacy.health.ufl.edu/training/index.shtml>).

TIMES AND LOCATIONS WHERE MODULES ARE OFFERED (General Sessions only—excludes department-specific sessions and the session conducted as part of New Resident Orientation)

Module A-1 All Residents/Fellows/PDAs Banquet Room (10th floor Tower II)	
9:00 a.m.–12:00 p.m. Evaluation and Management Documentation Guidelines	
<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

Module C All Providers Banquet Room (10th floor Tower II)	
1:00 p.m.–3:00 p.m. Self-Pay and Financial Hardship Policies & Billing Compliance Training	
NPPs & Faculty (including OPS)	Residents
<input checked="" type="checkbox"/> Self-Pay and Financial Hardship Policies	<input checked="" type="checkbox"/> Self-Pay and Financial Hardship Policies
<input checked="" type="checkbox"/> Compliance Overview	<input checked="" type="checkbox"/> Compliance Overview
<input checked="" type="checkbox"/> Billing Services of Non-Physician Practitioners	<input checked="" type="checkbox"/> Teaching Physician Regulations
<input checked="" type="checkbox"/> Teaching Physician Regulations	