

Clinical Documentation Improvement

*For the Clinic or Outpatient Medical Office
Online Training Program*



This is a 3 month Web-Based Training Program. Work online at your own pace with no scheduled classes to attend. This course is preapproved for 18 continuing education units with AIHC.

Online, On-Demand Training - This course is Online, On-Demand with no scheduled classes to attend during your 3-month access to course materials. Typically, professionals complete the course and certify within 6 to 8 weeks, however, you have 3-month access included in your tuition. Access your course information 24 hours a day, 7 days a week, by logging into the AIHC website. A qualified, certified instructor is available upon request to address questions you may have during your training experience.

Course Prerequisites - This course is designed for experienced health information management (HIM) professionals, office nurses (RNs, LPNs), professional coders, professional documentation auditors, and other individuals tasked with the responsibility of improving documentation standards for Medical Practices.



18 CEUs

This program has been approved for 18 continuing education units by the American Institute of Healthcare Compliance for AIHC Certified Professionals. These continuing education units may be applied towards the Core, Ethics, and HIPAA Category CEU Renewal Requirements for the following AIHC credentials: CMDP, CHA, CIFHA, CHBS, CHCM, ICDCT-CM, and OHCC.

What You Will Learn

The CDI Professional's Role in Leadership

- Facing Leadership Challenges of a Medical Office CDI Professional
- Leadership Approaches

Language of Medicine

- Documentation and Compliant Recordkeeping Principles
- Signature Requirements (hardcopy and electronic records)
- How to Detect Cloned Documentation

Medications, Supplies, and Diagnostic Tests & COVID-19

- Drugs, Biologicals (Medications), and Supplies
- Ordering Supplies Not Requiring a Certificate of Medical Necessity
- DME and Provider Documentation of the Certificate of Medical Necessity
- Documentation Compliance Tips for: Ordering Oxygen Supplies and Equipment, Ordering Transcutaneous Electrical Nerve Stimulators (TENS), and Enteral Nutrition Orders
- Documentation Requirements for Laboratory and Radiology Claims



The American Institute of Healthcare Compliance, Inc.

www.aihc-assn.org Phone: (330) 241-5635

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Course Learning Objectives, continued

Procedures, Treatments, and Telehealth Services & COVID-19

- Documentation Requirements for Office Procedures
- Guidelines for Repair Procedures on the Integumentary System
- Documenting Surgical Dressings for Qualifying Wounds
- Staging Pressure Ulcers and Appropriate Documentation
- Negative Pressure Wound Therapy
- Telehealth Documentation

Evaluation and Management for 2021

- New 2021 Guidelines for evaluation & management documentation
- 1995 and 1997 Guidelines that still apply to Inpatient Encounters filed on 1500 claims
- Documentation of Time, New Risk Table and Medical Decision-Making

Guidelines for Psychiatric Notes

- Diagnosis coding and the DSM 5
- Documenting the Mental Status Exam
- Evaluation & Management and Psychotherapy

Diagnosis Coding and ICD-10-CM

- EVALI & COVID-19 Guidelines
- Basics of ICD-10-CM
- Avoid Confusion Due to Similar Characters
- Tabular Notations

HIPAA Confidentiality, Security, and the Medical Record

- Special Consideration for Highly Protected Psychotherapy Notes
- Patient Information Pertaining to Behavioral Health or Substance Abuse
- Your EHR and Preventing Cyber-Attacks

Computer Requirements and Time Limits

To successfully complete this course, you will need high-speed internet access, email, Microsoft Word, Microsoft Excel, and Adobe Reader. You must complete this course within three (3) months of your enrollment date or purchase an extension to buy more time (up to 3 months in extensions). Your course enrollment begins when the AIHC Office receives your course tuition payment.

Course Tuition Includes

- Access to a Qualified Online Instructor If and When You Need Help (Available upon request).
- Training Materials and Access to the Online Training Page.
- Self-Review Questions for Each Lesson
- Quizzes and Downloadable Information: Accessed through the online training page.
- AIHC Membership for One (1) Year: This is available for first-time members only.
- Mock Exam: This mock exam is one exam total that covers all five of the certification exam domains.
- One (1) Certification Exam Attempt, Provided the Exam is Taken Within Three (3) Months of Completing the Course



Optional Certification Exam – Earn the CMDP Credential

Experienced Healthcare Auditors and Compliance Officers will have the *option* to certify as a Certified Medical Documentation Professional (CMDPSM) after successful completion of the Auditing for Compliance Course. The online exam can be taken remotely from the comfort of your home or office. Attempts at the exam are only available by appointment with a professional AIHC proctor.

About the Certification Exam

- The exam is 100 questions, open note three (3) hour proctored exam taken online.
- Passing score is 80%*
- There are three (3) Domains:
 - Medical Abbreviations, Terminology and Acronyms
 - Documentation for Encounters, Evaluation & Management
 - Documentation Compliance, Rules & Regulations
- The exam is taken online from the comfort of your home or office by appointment only and scheduled with a professional AIHC proctor
- Certification is approved by the Certification Exam Board

***Policy:** The certification exam is optional, but the cost of one exam attempt is included in your course tuition provided you take the exam within three months of completing the program. Typical pass rate on 1 attempt when the exam is taken within 4 weeks after completing the course is 92%. If you do not pass the first time, you may purchase up to 2 additional attempts at certification totally 3 attempts within 1 year from your course enrollment date.

Maintaining Your CMDP Credential - Once you are certified, you need to maintain your credential by earning six (6) CEUs annually. AIHC also offers free and low-cost CEU programs for our members.

Tuition Non-Member Price: \$995

AIHC Members Pay \$750 [Members Save \$245]

How to Register for this Course



Register Online – Return to the Course Page, Enroll and Pay! - We accept online registration payment via credit card.

Register Via Mail or Fax: Scroll down for a hard copy enrollment form. Mail or fax your completed form to the AIHC Office to submit your registration and payment information.




Refund & Financial Policies

View the Refund Policy and Payment Plan Options Posted on the Home Page of our Website under Financial Policies www.aihc-assn.org



HARD COPY REGISTRATION FORM
Clinical Documentation Improvement – Online Training Program

Please submit one form per person

Enrollment Date:	I intend to take the online certification exam after completing this program: <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Credentials:	
Home Address:	Employer Name & Address:
Current Job Position:	
<i>(For website administration and registration confirmation)</i> Primary Email Address: Alternate Email Address:	Work Phone Number: Alternate or Cell Phone Number:
Credit Card Payment Information:	
	   [] MasterCard [] VISA [] Discover
Amount Approved on this Credit Card: [] Non-Member Price: \$995.00 [] AIHC Members Pay: \$750.00 Card Number: _____	
Security Code: _____ Expiration Date: _____	
Billing Address for this Card: _____	
Name As It Appears on this Card: _____	
Authorized Signature & Date: _____	
Please Make Checks Payable to: AIHC [] Non-Member Price: \$995.00 [] AIHC Members Pay: \$750.00 AIHC Mailing Address: 5000 Gateway Drive, Suite 202, Medina, Ohio 44256 AIHC Fax Number: (330) 952-0716 How did you hear about us? <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Co-Worker <input type="checkbox"/> AIHC Website <input type="checkbox"/> Social Media <input type="checkbox"/> Other: _____	

