

# Clinical Documentation Improvement 2024

*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 **12** 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.



**12 CEUs** This program has been approved for 12 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: CHA, CHBS, CHCM, CIFHA, COCAS, CORCM, and OHCC.

## What You Will Learn

### Overview of CDI in the Medical Office

- Facing Challenges of a Medical Office CDI Professional
- Managing Conflict
- Know the Language of Medicine

### Basics of Compliant Documentation

- The Medical Record is a Legal Document
- Top #1 High Risk Practice Coding Issue
- Signature Requirements, Acceptable and Unacceptable Practices
- Addendums, Corrections and Deletions to the Medical Record

### Documentation of Medical Necessity

- What is Medical Necessity?
- General Definition of Medical Necessity for Physicians
- Documentation and Coding that Demonstrates Medical Necessity
- Centers for Medicare & Medicaid (CMS) Sets the Standard (typically)
- Documentation Requirements for DME



**Operative Notes & Compliant Documentation**

- General Principles of Operative Notes Documentation
- Documentation to Support Appropriate Reimbursement
- Identifying the Surgeon, vs the Co-Surgeon, Assistant Surgeon, or Surgical Team

**E/M Progress Notes and Documentation Improvement**

- Overview of Clinical Documentation & Progress (Clinical) Notes
- Achieving Compliant E/M Documentation to Avoid Fraud, Abuse & Waste
- There is a Changing Health Care Environment – Increased Poverty
- Documentation and Addressing Social Determinants of Health
- Reimbursement Depends on Capturing Documentation
- Measuring SDoH Program Performance

**E/M Office/Outpatient Visit Documentation Considerations**

- New Patient E&M Visits
- Established Patient E&M Visits

**E/M – Other Services and Documentation Considerations**

- Emergency Department
- Inpatient/Observation
- Discharge Services
- Consultations

**E/M and Documentation of Time**

- 2024 Revisions
- Concept of Time, Documentation, and Levels of Service for E/M
- Know What Counts as “Time”
- Split/Shared Visits & Time
- Prolonged Services and Time
- Discharge Management
- Time & Critical Care Visits

**E/M and Documentation of MDM**

- Medical Decision-Making (MDM)
- Using MDM Table to Select Level of Service
- Terms & Definitions Related to MDM

**Medications, Supplies, and Diagnostic Tests**

- Do No Harm – Documenting Drugs and Biologicals (Medications)
- Supporting Documentation Required for Diagnostic Tests, DME & Supply Reimbursement

**HIPAA, Confidentiality and You, the Clinical Documentation Professional**

- Health Insurance Portability and Accountability Act (HIPAA), Public Law 104-191
- 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.
- 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 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<sup>SM</sup> Credential

Experienced Clinical Documentation Specialists will have the *option* to certify as a Certified Medical Documentation Professional (CMDP<sup>SM</sup>) after successful completion of the Clinical Documentation Improvement 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 four (4) Domains:
  - Lessons 1 and 2 – Overview of CDI and Basics of Compliant Documentation
  - Lessons 3 and 4 - Medical Necessity and Principles of Op Note Documentation
  - Lessons 5, 6, 7, 8, and 9 – Intro to E/M, Office Visits, Inpatient and other E/M, E/M Time, and E/M MDM
  - Lessons 10 and 11 – Drugs, Supplies, Dx Tests, and HIPAA
- 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. The 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 totaling 3 attempts within 1 year from your course enrollment date.

**Maintaining Your CMDP<sup>SM</sup> 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: \$625**

**AIHC Members Pay \$375 [Members Save \$250]**

*[Join as a member today and save!](#)*

## **How to Register for this Course**



**Register Online – [Click here](#) to 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](http://www.aihc-assn.org)



The American Institute of Healthcare Compliance, Inc.




[www.aihc-assn.org](http://www.aihc-assn.org) Phone: (330) 241-5635

Copyright 2007-2024 (Prices Subject to Change) • Revised: Nov 2023

# HARD COPY REGISTRATION FORM

## Clinical Documentation Improvement – Online Training Program

*Please submit one form per person*

<b>Enrollment Date:</b>	<b>I intend to take the online certification exam after completing this program:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name &amp; Credentials:</b>	
<b>Home Address:</b>	<b>Employer Name &amp; Address:</b>
<b>Current Job Position:</b>	
<i>(For website administration and registration confirmation)</i> <b>Primary Email Address:</b>  <b>Alternate Email Address:</b>	<b>Work Phone Number:</b>  <b>Alternate or Cell Phone Number:</b>
<b>Credit Card Payment Information:</b>  <div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">   <input type="checkbox"/> MasterCard         </div> <div style="text-align: center;">   <input type="checkbox"/> VISA         </div> <div style="text-align: center;">   <input type="checkbox"/> Discover         </div> </div> <p>Amount Approved on this Credit Card: <input type="checkbox"/> Non-Member Price: \$625    <input type="checkbox"/> AIHC Members Pay: \$375</p> <p>Card Number: _____</p> <p>Security Code: _____      Expiration Date: _____</p> <p>Billing Address for this Card: _____</p> <p>Name As It Appears on this Card: _____</p> <p>Authorized Signature &amp; Date: _____</p>	
<p><b>Please Make Checks Payable to: AIHC</b></p> <p><input type="checkbox"/> Non-Member Price: \$625    <input type="checkbox"/> AIHC Members Pay: \$375</p> <p><b>AIHC Mailing Address:</b> 3637 Medina Road, Suite 15, Medina, Ohio 44256</p> <p><b>AIHC Fax Number: (330) 952-0716</b></p> <p><b>How did you hear about us?</b></p> <p> <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: _____         </p>	

