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 the American Institute of Healthcare Compliance. *We are a licensing/certification partner with CMS*.

Online, On-Demand Training - This course is online and on-demand, with no scheduled classes to attend during your 3 months of 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 our 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 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
- The 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
- 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 Cyberattacks

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 our 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^{SM} Credential

Experienced Clinical Documentation Specialists will have the *option* to certify as a Certified Medical Documentation Professional (CMDP^{SM}) 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 proctor.

About the Certification Exam

- The exam is a 100-question, 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 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^{SM} Credential - Once you are certified, you need to maintain your credential by earning six (6) CEUs annually. We also offer free and low-cost CEU programs for our members.

Tuition Non-Member Price: $625
Members Pay $375 [Members Save $250]
Join as a member today *and save!*

How to Register for this Course

Register Online – [Click here](#) to register securely for this training program.

We accept the following credit cards online via the secure
payment portal located on the course registration page.

Need to Mail a Check or Money Order?
Scroll down, complete the hardcopy enrollment form and enclose it with your payment.

Refund & Financial Policies

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

Clinical Documentation Improvement – Online Training Program

Please submit one form per person

Enrollment Date: **Name & Credentials:** 	**I intend to take the online certification exam after completing this program:** ❏ Yes ❏ No
Home Address: **Current Job Position:** 	**Employer Name & Address:**
(For website administration and registration confirmation) **Primary Email Address:** **Alternate Email Address:** 	**Work Phone Number:** **Alternate or Cell Phone Number:**

Please Make Checks Payable to: AIHC®

[ ] Non-Member Price: $625   [ ] Members Pay: $375

Mailing Address: 3637 Medina Road, Suite 15, Medina, Ohio 44256

Please do not send credit card information, for secure credit card payments:
Register Online – Click here to register securely for this training program.
Or request an invoice by emailing *RegistrationDepartment@aihc-assn.org, or call 330-241-5635 (option 2)*

We Accept the Following Credit Cards:

AIHC® is a 501(c)(3) Non-Profit Licensing/Certification Partner with CMS.

Thank you for choosing AIHC for your training needs.

How did you hear about us?
□ Mail   □ Email   □ Co-Worker   □ Our Website   □ Social Media   □ Other:_____