

Health Information Technology

CDI Specialist

Audience: DI Specialist, Manager for Clinical Documentation and the HIM Director


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Pre-Requisite E-Learning Courses	CDI Specialist: Recorded Lessons	Training Track Complete

CDI Specialist

Course ID: ECHIM102RL	Prerequisites: ECHIM102WBT
Recorded Lessons Length: 3.5 hours	E-Learning Length: 40 minutes
<p>Course Description: In this course learners are taught how to review clinical documentation, query physicians and complete a Clinical Documentation Improvement (CDI) review. The purpose of clinical documentation review is to increase accuracy for the purpose of improving patient outcomes and obtaining accurate reimbursement.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM050 Coding Query • E-Learning: HIM101 Overview of Workqueues for HIM • E-Learning: RDR101 Introduction to Radar • E-Learning: RPT005 Run and Manage Reports

Coder

Audience: Coder, Coding Manager and the HIM Director


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Pre-Requisite E-Learning Courses	HIM Coder: Live Virtual Training	Training Track Complete

Coder

Course ID: ECHIM103ILT	Prerequisites: ECHIM103WBT
Instructor-Led Course Length: 5.5 hours	E-Learning Length: 40 minutes
<p>Course Description:</p> <p>In this course learners are taught the basics of coding accounts and coding follow-up. The coder will learn the process required to appropriately research an account for accurate coding, create and send queries to clinicians, also resolve queries for missing documentation. The coder uses a third party encoder to calculate the Diagnosis Related Group on inpatient accounts in order to determine the appropriate reimbursement. Additionally, learners will be taught the claims creation process and how to identify when claims processing has occurred in the revenue cycle, also how to review HIM claim edits and denials. Learners will understand how to execute advanced coding workflows and ED charging. Additionally, users will learn how to communicate with billers about coding-related errors and route accounts to registration staff for review.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM018 Coding an Account • E-Learning: HIM050 Coding Query and Missing Documentation • E-Learning: HIM101 Overview of Workqueues for HIM • E-Learning: RHB005 Overview of Claim Edit Workqueues

Deficiency Analyst

Audience: Deficiency Analyst, Medical Records Abstractor, Medical Records Clerk Manager of HIM, and the HIM Director


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Pre-Requisite E-Learning Courses	Deficiency Analyst: Recorded Lessons	Training Track Complete

Deficiency Analyst

Course ID: ECHIM105RL	Prerequisites: ECHIM105WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 35 minutes
<p>Course Description:</p> <p>In this course the Deficiency Analyst is taught the basics of analyzing documentation in a patient's chart to identify missing deficiencies, checking to ensure deficiencies are complete, reassigning deficiencies to appropriate providers or identify where a deficiency got stuck in the process.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM012 Automatic Deficiency Creation and Initial Analysis • E-Learning: HIM101 Overview of Workqueues for HIM • E-Learning: MD108 Overview of In Basket

Privacy Officer

Audience: Privacy Officer and HIM Manager and HIM Director



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Pre-Requisite E-Learning Courses	Privacy Officer: Recorded Lessons	Training Track Complete

Privacy Officer

Course ID: ECHIM107RL	Prerequisites: ECHIM107WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 20 minutes
<p>Course Description:</p> <p>The role of the Privacy Officer is maintain the confidentiality of patient records and ensure that the hospital remains within compliance.</p> <p>In this course the Privacy Officer is taught how to monitor access to patient charts using reports and how to prevent inappropriate access to charts.</p>	<ul style="list-style-type: none"> E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products E-Learning: RPT005 Run and Manage Reports

Release of Information Clerk

Audience: ROI Clerk, Medical Chart Analyst, Medical Records Clerk, HIM Manager, HIM Director and Privacy Officer

 Pre-Requisite E-Learning Courses	 ROI Clerk: Recorded Lessons	 Training Track Complete
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ROI Clerk

Course ID: ECHIM108RL	Prerequisites: ECHIM108WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 30 minutes
<p>Course Description: In this course the Release of Information (ROI) Clerk will learn how to record, fulfill and bill appropriately for release requests. The ROI Clerk is taught to ensure that they are accurately checking for proper authorization prior to generating a release and remain in compliance with the hospital policies.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM010A Managing a Request • E-Learning: HIM010B Payment Posting • E-Learning HIM101 Overview of Workqueues for HIM

Health Information Management Director

Audience: HIM Managers and Directors

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Pre-Requisite E-Learning Courses	HIM Directors: Recorded Lessons	Training Track Complete


HIM Director

Course ID: ECHIM106RL	Prerequisites: ECHIM106WBT
Recorded Lessons Length: 3 hours	Classroom Learning Length: 23 hours
<p>Course Description:</p> <p>In this course the HIM Director will learn advanced HIM topics, such as managing workqueues, editing chart records, creating ROI requesters, how to mark providers as delinquent, and reporting.</p>	<ul style="list-style-type: none"> • Course: Coder 100, 101 • Course: CDI 100 • Course: Deficiency Analyst • Course: Privacy Officer • Course: Release of Information Clerk • Course: Data Integrity Specialist 100, 101

- **NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Release of Information Clerk for Non-HIM Departments/Clinics

Audience: Radiology, Lab and Outpatient Clinics

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Pre-Requisite E-Learning Courses	ROI Clerk: Recorded Lessons	Training Track Complete

ROI Clerk (Non-HIM Departments)

Course ID: ECHIM101RL	Prerequisites: ECHIM101WBT
Recorded Lessons Length: 1 hours	E-Learning Length: 20 minutes
<p>Course Description: In this course you will learn how to record and fulfill medical records release requests. Learners are taught to ensure that they are accurately checking for proper authorization prior to generating a release and remain in compliance with the hospital policies.</p>	<ul style="list-style-type: none"> E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products E-Learning: HIM010A Managing a Request

Simple Visit Coding (SVC)

Audience: Radiology, Rad Onc, Lab, Radiant, Recurring Therapies, PBB/ACNs, Oncology, Cardiac Rehab Therapy and other Outpatient departments

 Pre-Requisite E-Learning Courses	 Simple Visit Coding: Recorded Lessons	 Training Track Complete
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Simple Visit Coding

Course ID: ECHIM100RL	Prerequisites: ECHIM100WBT
Recorded Lessons Length: 1 hours	E-Learning Length: 25 minutes
<p>Course Description: The Simple Visit Coding (SVC) process automatically codes accounts for Labs, Recurring therapies, Radiology, and other outpatient depts. by pulling diagnoses entered upstream by Reg/clinical staff. If the validated checks run and errors are discovered, they must be corrected prior to the account processing for billing. This course teaches our learners how to locate the accounts that failed the validation checks and take the steps required in order to fix the inaccuracies and enable accounts to process for payment.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM018 Coding an Account • E-Learning HIM101 Overview of Workqueues for HIM

Data Integrity Specialist

Audience: EMPI Team

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Pre-Requisite E-Learning Courses	Data Integrity Specialist: Recorded Lessons	Training Track Complete

Data Integrity Specialist

Course ID: ECHIM104RL	Prerequisites: ECHIM104WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 30 minutes
<p>Course Description:</p> <p>In this course the Data Integrity Specialist will learn the basics of managing the Enterprise Master Patient Index, such as how to identify duplicate records and merge patients. Additionally, you will learn how to manage chart correction issues using Epic's activities and tools.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: IDN003 Explore the Chart Correction Workspace • E-Learning: MD108 Overview of In Basket