



With the skill set of MEDICAL CODER/BILLER

POSITION OVERVIEW

Use coding conventions and guidelines to abstract, analyze and accurately assign ICD (Internal Classification of Diseases) diagnosis codes and CPT (Current Procedural Terminology) principal and secondary procedural codes to ambulatory, clinic, provider and outpatient services.

QUALIFICATIONS

A high school diploma, exposure to healthcare job-related functions and be at least 18 years of age.

COMPETENCIES

- Manage office procedures such as email, correspondence, care and maintenance of office equipment, and coding software applications
- Use and understand format, conventions, guidelines and rules of ICD-10 diagnostic and procedure coding as well as CPT procedure coding
- Comply with regulations related to fraud and abuse, understand and comprehend the reimbursement cycle including assignment of MS-DRGs and APCs

REGISTERED APPRENTICESHIPS

Core components

Employer Involvement	<ul style="list-style-type: none"> • Employer is the foundation • Must be directly involved • Must provide Paid on-the-job learning
Job Related Technical Instruction	<ul style="list-style-type: none"> • Front-loaded and working learner models • Designed to meet your workforce needs
Structured Paid On-the-Job Learning	<ul style="list-style-type: none"> • Structured and supervised • Guided by employer mentor • Competency-based
Rewards for Skills Gain	<ul style="list-style-type: none"> • Increase in skills and competencies tied to increased earnings
National Occupational Credential	<ul style="list-style-type: none"> • Portable industry-recognized professional credential • Certifies an individual at the mastery level for the occupation

RELATED TECHNICAL INSTRUCTION

- Medical terminology
- Anatomy and physiology
- Pathophysiology and pharmacology
- Healthcare delivery systems
- Healthcare Data Content and Structure
- Medical law and ethics
- Basic ICD-10 Part 1 (Diagnosis coding)
- Basic ICD-10 Part 2 (Procedure coding)
- Basic CPT Part 1
- Basic CPT Part 2
- Reimbursement methodology
- Professional coding practice



APPRENTICESHIP PROGRAM

Quick-Start Action Planner

STEP	WHAT DO I NEED TO GET STARTED?
1	<p>Determine your workforce needs for skilled talent</p> <ul style="list-style-type: none"> <input type="checkbox"/> Do you have challenges in finding skilled talent? <input type="checkbox"/> What particular occupations? <input type="checkbox"/> What are your long-term workforce needs? <input type="checkbox"/> Determine number of apprentices needed
2	<p>Identify partners and resources you need (Don't go it alone)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identify internal/external stakeholders to participate in the development of the apprenticeship program <input type="checkbox"/> Do you want to partner with local workforce agencies? <input type="checkbox"/> Are there other critical partners that are needed to be successful? <input type="checkbox"/> Will the state Department of Labor (DOL) be involved?
3	<p>Program Operation & Administration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain approval for FTE/s within organization (if necessary) <input type="checkbox"/> Create apprentice job description/job code <input type="checkbox"/> Develop wage progression schedule <input type="checkbox"/> Review/sign apprenticeship standards
4	<p>Apprentice Recruitment</p> <ul style="list-style-type: none"> <input type="checkbox"/> How will you select individuals to participate in your program? <input type="checkbox"/> Do you want your program to serve new entrants and/or up-skill incumbent workers? <input type="checkbox"/> Candidate screening <input type="checkbox"/> Interview for apprentice positions <input type="checkbox"/> Hire and onboard new apprentices
5	<p>Determine your training model</p> <ul style="list-style-type: none"> <input type="checkbox"/> AHIMA Foundation will provide access to online instruction <input type="checkbox"/> Identify skill/competency requirements <input type="checkbox"/> Identify experienced mentors at the job site <input type="checkbox"/> Develop an on-the-job learning (OJL) plan
6	<p>Assess and Continuously Improve</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct regular apprentice OJL evaluations <input type="checkbox"/> Complete apprentice experience surveys for each program stage <input type="checkbox"/> Assess the program and participants' success moving forward <input type="checkbox"/> Evaluate progress and make program corrections as needed <input type="checkbox"/> Continuously improve the quality of the program over time

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