With the skill set of

MEDICAL CODER/BILLER

AHIMA FOUNDATION Apprenticeship Program

Managing the HIM Talent Pipeline
U.S. Department of Labor

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 jog-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	• Employer is the foundation • Must be directly involved • Must provide Paid on-the-job learning
Structured Paid On-the-Job Learning	• Structured and supervised • Guided by employer mentor • Competency-based
Job Related Technical Instruction	• Front-loaded and working learner models • Designed to meet your workforce needs
Rewards for Skills Gain	• Increase in skills and competencies tied to increased earnings
National Occupational Credential	• 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

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STEP	WHAT DO I NEED TO GET STARTED?
1	**Determine your workforce needs for skilled talent** ☐ Do you have challenges in finding skilled talent? ☐ What particular occupations? ☐ What are your long-term workforce needs? ☐ Determine number of apprentices needed
2	**Identify partners and resources you need (Don't go it alone)** ☐ Identify internal/external stakeholders to participate in the development of the apprenticeship program ☐ Do you want to partner with local workforce agencies? ☐ Are there other critical partners that are needed to be successful? ☐ Will the state Department of Labor (DOL) be involved?
3	**Program Operation & Administration** ☐ Obtain approval for FTE/s within organization (if necessary) ☐ Create apprentice job description/job code ☐ Develop wage progression schedule ☐ Review/sign apprenticeship standards
4	**Apprentice Recruitment** ☐ How will you select individuals to participate in your program? ☐ Do you want your program to serve new entrants and/or up-skill incumbent workers? ☐ Candidate screening ☐ Interview for apprentice positions ☐ Hire and onboard new apprentices
5	**Determine your training model** ☐ AHIMA Foundation will provide access to online instruction ☐ Identify skill/competency requirements ☐ Identify experienced mentors at the job site ☐ Develop an on-the-job learning (OJL) plan
6	**Assess and Continuously Improve** ☐ Conduct regular apprentice OJL evaluations ☐ Complete apprentice experience surveys for each program stage ☐ Assess the program and participants' success moving forward ☐ Evaluate progress and make program corrections as needed ☐ Continuously improve the quality of the program over time

Learn more, please join us for a panel discussion on apprenticeships

Monday, October 9 | 4–4:30 pm | Career Theater | Exhibit Hall

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