NEW YORK STATE OF OPPORTUNITY. | Department of Labor

HOSPITAL (MEDICAL) CODER
(Competency-Based)

APPENDIX A
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Competency/performance-based apprenticeship occupations are premised on attainment of demonstrated, observable and measurable competencies in lieu of meeting time-based work experience and on-the-job learning requirements. In competency/performance-based occupations apprentices may accelerate the rate of competency achievement or take additional time beyond the approximate time of completion.

This training outline is the current standard for Work Processes and Related Instruction. Changes in technology, regulations, and safety/health issues may result in the need for additional on-the-job or classroom learning.

Work Processes

A. Workplace Orientation
    1. Learn and follow employer-specific policies, procedures, safety protocols, etc.
    2. Demonstrate an understanding of the healthcare environment and a Coder's role in the industry.
    3. Participate in Health Insurance Portability and Accountability Act of 1996 (HIPAA) training; employ HIPAA Rules regarding privacy and security.

B. Coding Vocabulary
    1. Learn and use terminology for multiple coding classifications (if applicable), such as:
        a. International Classification of Disease (ICD) Code(s): ICD-10-CM (Clinical Modification); ICD-10-PCS (Procedure Coding System);
        b. Current Procedural Terminology (CPT) codes, Categories I-III;
        c. Diagnosis Related Grouping (DRG) codes;
        d. Medicare Severity Diagnosis Related Groups (MSDRG) codes.

C. Electronic Coding and Classification
   1. Utilize health information management systems.
   2. Use code books and coding software.
   3. Demonstrate an understanding of regulations and guidelines
        as applied to principal grouping, principal procedures, sequencing,
        and other guidelines while coding.
   4. Validate coding accuracy using clinical information found in the
        health record(s).
   5. Resolve discrepancies between coded data and support documentation.

D. Interpersonal Communication
   1. Develop techniques and skills to enhance communications with
        physicians and other care providers.
   2. Demonstrate ability to work collaboratively with other coders, supervisors,
        and other hospital personnel.

E. Reimbursement and Payment Systems
   1. Apply policies and procedures for use of clinical data required in
        Reimbursement and Prospective Payment Systems (PPS).
   2. Apply policies and procedures to comply with: Medicare, Medicaid,
        Medicaid managed care plans, private insurers, and state regulations.
   3. Use tools like the National Correct Coding Initiative to comply with
        reporting and reimbursement requirements.

F. Billing
   1. Support accurate billing by using accurate codes and reconciliation
        processes.

G. Quality Review
   1. Validate code assignment and compliance with reporting requirements.
   2. Create patient data reports.

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                                        Total Hours   1,000-2,000

Apprentices in Competency-Based Programs shall participate in no fewer than 1,000 documented hours of on-the-job training, and until they have demonstrated a competency for each skill in the Work Processes.

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to http://www.labor.state.ny.us/workerprotection/publicwork/PDFs/Article8FAQS.pdf.

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APPENDIX B

RELATED INSTRUCTION

Safety, Health & The Workplace
First Aid/CPR (6.5 hours every 3 years)
Occupational and Personal Safety
HIPAA and Confidentiality
Role of the Hospital (Medical) Coder
Sexual Harassment Prevention Training (minimum 3 hours)

Trade Science
Medical Terminology
Anatomy and Physiology
Human Biology
Pathophysiology
Pharmacology

Trade Skills
Computer Fundamentals and Applications
Introduction to Health Information Management
Legal and Ethical Issues and Compliance
Coding Classification
Diagnosis Coding
Procedure Coding
Advanced Coding
Reimbursement/Revenue Cycle
Quality Assurance

Other Courses as Necessary

At least 144 hours of Related Instruction per year must be available for the apprentice at the time of his/her indenture. However, the apprentice may test out earlier if able to demonstrate competence for each topic on the Related Instruction outline.