

Comprehensive Clinical Documentation Improvement Program

CCDI Training for the Outpatient Clinical and Medical Office Setting



An eLearn Training Program for Healthcare Professionals

Work online at your own pace with no scheduled classes to attend
Earn 18 AHIMA and AIHC Preapproved Continuing Education Units

Sponsored by



American Institute of Healthcare Compliance, Inc.

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Fax: 330-952-0716 / [Contact Us](#)



Visit our web site at www.aihc-assn.org

An Internationally Recognized Compliance Training & Certification Leader in Health Care
501(c)(3) Non-Profit Organization

Who should take this course?

This course is designed for Healthcare Administrators, Office Nurses, coders, professional auditors, and other individuals tasked with the responsibility of improving documentation standards for Medical Practices.

What is eLearn training?

eLearn training courses are online instructor assisted programs. There are no scheduled classes to attend. You may work at your own pace and will have the ability to login to your information 24 hours per day. Your instructor will be available to communicate by phone and e-mail to assist you throughout your training program. Instructors provide online access, technical support, and course instruction as needed to help in your educational efforts.

What will I learn from this course?

The CDI Professional's Role in Leadership

- Facing Leadership Challenges of a Medical Office CDI Professional
- Leadership Approaches

Language of Medicine

- Documentation and Compliant Recordkeeping Principles
- Signature Requirements
- OIG Findings After a Review of EHR Implementation and Evaluation & Management Coding/Documentation
- How to Detect Cloned Documentation

Medications, Supplies, and Diagnostic Tests

- Drugs, Biologicals (Medications), and Supplies
- Ordering Supplies Not Requiring a Certificate of Medical Necessity
- DME and Provider Documentation of the Certificate of Medical Necessity
- Documentation Compliance Tips for: Ordering Oxygen Supplies and Equipment, Ordering Transcutaneous Electrical Nerve Stimulators (TENS), and Enteral Nutrition Orders
- Documentation Requirements for Laboratory and Radiology Claims

Procedures, Treatments, and Telehealth Services

- Documentation Requirements for Office Procedures
- Guidelines for Repair Procedures on the Integumentary System
- Documenting Surgical Dressings for Qualifying Wounds
- Staging Pressure Ulcers and Appropriate Documentation
- Negative Pressure Wound Therapy
- Telehealth Documentation

Medicaid Documentation Guidelines

- Emergency Transport and Emergency Department Physician
- Admission to the Intensive Care Unit
- Surgeon Consult, Recommendation, Surgeon Operative Notes, and Post-Surgery Documentation
- Rehabilitation Services
- Durable Medical Equipment Providers and Services
- Mental Health Services

Evaluation and Management

- Elements of the Progress Notes
- Overpayment Leading to Fraud Investigation
- Documenting the Patient History: the “Who, What, and Why” of the Encounter
- Documentation Elements of the History Component

Capturing the Examination or Objective Portion of the Visit

- Components of the Examination Element of E/M
- 1995 and 1997 Examination Documentation Guidelines
- Exam Documentation Pointers

Medical Decision-Making and CMS Quality Reporting Programs

- Ranking the Amount & Complexity of Data
- Risk of Significant Complications, Morbidity, and/or Mortality
- Medical Decision-Making: Medical Necessity which Determines Payment
- Combined Billing
- Time: Documentation of Counseling

Medical Decision-Making and CMS Quality Reporting Programs, continued

- CMS and Physician Quality Reporting System
- CMS Renaming EHR Incentive Programs to “Promoting Interoperability (PI) Programs”

Guidelines for Psychiatric Notes

- Documenting the Mental Status Exam
- Psychiatry Services
- Documentation for Add-On Code 90785 Interactive Complexity
- The Psychiatric Diagnostic Evaluation
- Psychotherapy
- Evaluation & Management and Psychotherapy
- Cognitive Assessment
- Care Management
- Collaborative Management Care

Diagnosis Coding and ICD-10-CM

- Basics of ICD-10-CM and ICD-10-CM Updates
- Avoid Confusion Due to Similar Characters
- Tabular Notations
- What is ICD-10-PCS?

HIPAA Confidentiality, Security, and the Medical Record

- Special Consideration for Highly Protected Psychotherapy Notes
- Patient Information Pertaining to Behavioral Health or Substance Abuse
- Your EHR and Preventing Cyber-Attacks

Can I earn Continuing Education Units (CEUs)?

Yes! Earn 18 Continuing Education Units



18 CEUs: This program has been approved for 18 continuing education units by the American Institute of Healthcare Compliance for AIHC Certified Professionals.



18 CEUs: This program has been approved for 18 continuing education units for use in fulfilling the continuing education requirements of the American Health Information Management Association (AHIMA). Granting prior approval from AHIMA does not constitute endorsement of the program content or its program sponsor.

Core Content Hours Approved: Clinical Data Management, 18 Hours

What is included in this course?

- Online Course Manager assigned to each professional enrolling in the program to provide professional guidance, technical web site support, and assist in the learning experience.
- Training materials and access to the online course page are provided.
- Online quizzes are accessed through your online course page.
- Downloadable information that can be used for future reference.
- AIHC Membership for one year (*for first time members only*).

Experienced Clinical Documentation Specialists will have the *option* to certify as a Certified Medical Documentation Professional (CMDP) after successful completion of the Comprehensive Clinical Documentation Improvement Training Program. The online exam can be taken from the comfort of your home or office by appointment only and scheduled with a professional AIHC proctor. 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. [Click Here](#) for more information regarding the CMDP Certification Exam.

How do I maintain my CMDP Credential?

Once you are certified, you need to maintain your credential by earning six (6) continuing education units annually. [Click Here](#) to access the online CEU renewal chart.

AIHC OFFERS FREE AND LOW COST CEU PROGRAMS TO OUR MEMBERS

Are there specific computer requirements needed for this course?

Yes! You will need high-speed internet access, email, Microsoft Word and Excel, and Adobe Reader.

Is there a time limit to complete this course?

Yes! You have access to the online course page for six months. You must complete the course within that time.

What is the cost? Full Tuition: \$1,250

Visit the [AIHC Promotions](#) page to see if there are current discounts available for your registration!

Non-Members: [Click Here](#) to register online

AIHC Members: Register through the [AIHC Members Store](#) for a discounted price!

OR scroll down for a hard copy registration form

Do you offer multiple student discounts?

Yes! Please [Contact Us](#) for more information!

What are my payment options?



We accept registration payment via credit card or corporate check. You are able to submit your payment information online, by mail, or via fax. See the Enrollment Form below for more details. Visit our website for more information about our [Payment Options](#) or to view the [AIHC Refund Policy](#).



Comprehensive Clinical Documentation Improvement Training Program Registration Form

Enrollment Date: Print Name & Credentials: (one form per person) Employer Name & Address: Home Address: 	<p style="text-align: center;"><u>Tuition (Check Appropriate Box)</u></p> Comprehensive Clinical Documentation Improvement Training Program: <input type="checkbox"/> Full Tuition: \$1,250.00 <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____ (if applicable) AIHC Member? Use the member coupon code and register for less! <input type="checkbox"/> Optional Certification Exam <input type="checkbox"/> Coupon Code: _____
Print Position & Check Highest Level of Education:	
<input type="checkbox"/> High School <input type="checkbox"/> Associate Degree <input type="checkbox"/> Diploma Program <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Masters or Higher	
Clearly Print Your Email Address(es): (For website administration & confirmation of registration) Primary: Alternate:	Work Phone Number: Alternate Phone / Cell Number:
Charge My Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> Discover	
Amount Approved on Credit Card: \$ _____ Card #: _____ Sec. Code _____ Exp. Date _____ Billing Address for Credit Card: _____ Name As It Appears on the Card: _____ Authorized Signature & Date: _____	
Paying by Corporate Check? Amount Due: \$ _____ Please make checks payable to: AIHC	
Mail to: American Institute of Healthcare Compliance 431 W. Liberty Street Medina, OH 44256 PHONE: 330-241-5635 / FAX: 330-952-0716	
Please visit our website at www.aihc-assn.org for more information about our company. Inquiries should be made to Contact Us	
How did you hear about us? <input type="checkbox"/> Mailing <input type="checkbox"/> Email <input type="checkbox"/> Co-worker <input type="checkbox"/> AIHC web site <input type="checkbox"/> AHIA web site <input type="checkbox"/> Social Media <input type="checkbox"/> Other _____	

American Institute of Healthcare Compliance, Inc.

Membership Application ~ Required for Non-Members Enrolling in this Program

(Membership is included in the price of tuition for *new members only*)

Job/Position (title & brief description):

Are you certified by any organization? Please indicate certification and company name:

Are you a licensed clinical professional? Please check all appropriate boxes:

- | | |
|---|---|
| <input type="checkbox"/> MD/DO | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Nurse Practitioner/Midwife |
| <input type="checkbox"/> Doctor of Podiatric Medicine | <input type="checkbox"/> Registered Nurse |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Licensed Practical Nurse |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Registered Pharmacist |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Other: (specify) |
| <input type="checkbox"/> Kinesiotherapist | _____ |

OIG exclusion

Have you ever been:

1) Notified that you were under investigation for; investigated for; charged with; or convicted of any offense relating to Medicaid or Medicare fraud?

2) On the OIG exclusion list?

Membership Requirement (Restriction)

AIHC membership is open to the public, health care workers and administrators as well as certified healthcare auditors, collectors and compliance officers. To uphold to a higher standard, AIHC follows the guidelines recommended by the Office of the Inspector General (OIG) regarding retention of excluded individuals.

For many years the Congress of the United States has worked diligently to protect the health and welfare of the nation's elderly and poor by implementing legislation to prevent certain individuals and businesses from participating in Federally-funded health care programs. The OIG, under this Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections [1128](#) and [1156](#) of the [Social Security Act](#), and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities. (See OIG website at exclusions.oig.hhs.gov)

No individual whose name appears on the OIG Excluded Individuals Entities List may hold membership in AIHC; and any member whose name is added to this list will have his/her membership status revoked without refund.

“My signature below indicates I have read this restriction to membership and attest that I am not currently on the OIG exclusion list at the date this application has been submitted for membership to the American Institute of Healthcare Compliance.”

Signature

Date