

Outpatient Clinical Documentation Improvement Specialist

LEARNING OBJECTIVES



Our 432-hour program is divided into 13 easy-to-digest courses that cover a variety of topics, including outpatient coding, pharmacology, health information best practices, professional communication, and time-management. We'll also provide one free voucher for the The Certified Documentation Expert Outpatient (CDEO) credential from the American Academy of Professional Coders (AAPC). This is the first step in the next phase of your career—a career that's practically bursting with growth potential and advancement opportunities.

Note: While no specific experience is required to sit for the certification exam, this is a high-level certification, so we recommend Learners have at least 2 years of experience in clinical documentation improvement.

Program Orientation: Clinical Documentation Improvement—Outpatient

- Initiate the Outpatient Clinical Documentation Improvement Program.

Computer Fundamentals

- Help learners gain a solid foundation of digital technology knowledge and skills that can be applied in everyday life as well as in any career or profession.

Comprehensive Medical Terminology

- Analyze how medical terms are built using common word parts.
- Properly spell, define, and pronounce medical terms associated with each of the major body systems.
- Identify and define the word parts most frequently associated with the major body systems.
- Interpret common abbreviations used in medical terminology and cautions to remember when using them.

Law, Liability, and Ethics for Healthcare

- Describe the structure of the healthcare industry and how it relates to the medical office profession.
- Identify law and regulations related to the healthcare workplace.
- Describe how law flows from the constitution to the courtroom.
- Identify criminal acts and intentional torts.

- Recognize what makes a contract and who can contract.
- Identify medical malpractice and other lawsuits.
- Explain the characteristics, ownership, and confidentiality of the health record.
- Recognize the importance of the laws and ethics of patient confidentiality.
- Explain professional ethics and how they apply to patients.
- Recognize ethical issues surrounding the beginning of life.
- Recognize ethical issues surrounding death and dying.

Introduction to Healthcare

- Identify health information management concepts common to allied health professionals.
- Describe characteristics of health care delivery and settings in the United States.
- Delineate career opportunities for health information management professionals.

Comprehensive Electronic Health Records

- Demonstrate how patient records are used and regulated.
- Complete tasks required for scheduling patient appointments.
- Clinical information reporting.
- Apply basic coding for reimbursement claims.
- Revenue cycle and financial reporting.

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Anatomy and Physiology

- Identify the structures, locations, and functions of major body systems and the organs that comprise them.
- Explain how the organs of the major body systems interact and maintain homeostasis.
- Compare various risk factors leading to high mortality and morbidity.
- Describe the components of cell structure and their functions.
- Summarize how infectious agents affect cellular growth and function.
- Define basic anatomical terms.

Comprehensive Pharmacology

- Define basic pharmacology terminology.
- Identify U.S. drug laws and explain their importance in patient care and health services documentation.
- Differentiate among drug classifications, routes of entry, mechanisms of action, and therapeutic treatments related to specific body systems and disease conditions.
- Identify medication side effects, precautions, contraindications, and interactions.
- Identify major drug standards, legislation, legal responsibilities of the health care practitioner when dispensing medications.
- Identify the major drug classification systems and differentiate among the various types of drug names with examples.
- Evaluate the standard and online pharmacological references in use today.
- Classify the sources of drugs, examine their pharmacokinetic processes, and analyze the variables that affect drug actions and effects.
- Analyze various drug forms, routes of delivery, and the supplies and techniques necessary for safe and appropriate administration.
- Identify commonly used medications and their characteristics.
- Identify the sources, mechanism of action, and indications for specific drug therapies.
- Analyze the side effects, precautions, contraindications, and interactions for specific medications.

- Assess the factors that influence the absorption and effectiveness of drugs.
- Analyze the physiological effects of prolonged drug use and discuss the responsibilities of a health care practitioner in addressing and treating drug abuse.
- Investigate recent actions taken by the government and by manufacturers for specific drugs.
- Identify the key factors involved in considering drug therapies for older adults.

Health Information Management

- Explain the role of health information management in patient care documentation and medical coding and billing.
- Identify types of health records and the documentation requirements, data sources, collection tools, and potential issues associated with each type.
- Discuss the evolution of the electronic health record (EHR) and its administrative and clinical applications.
- Describe records storage and retrieval processes, including numbering and filing systems and record storage and circulation methods.
- Explain health record maintenance through the use of the master patient index and data collection, indexes, and registers.
- Identify the principles, professional practice standards, and regulations related to the use of the health record as a legal business record.
- Describe the processes and legal requirements for the release of personal health information.

Outpatient Coding

- Understanding of ICD-10-CM format, symbols, punctuation, and instructional notations (domain 1).
- Accurately assign and sequence ICD-10-CM diagnostic codes for inpatient, outpatient, and physician services according to the official coding guidelines.
- Employ both manual and electronic resources to accurately code and sequence information from patient health records using the ICD-10-CM classification system.
- Describe the impact of reimbursement policies on individuals and healthcare providers.

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- Differentiate reimbursement systems for various programs, including private insurance and contacts, managed care, Medicare, Medicaid, Workers' Compensation, and other disabilities.
- Understand the difference between CPT, ICD, and HCPCS coding systems and identify their appropriate use in health records.
- Identify local, state and federal statutes and regulations surrounding the control and use of health information.
- Describe the key elements of the Healthcare Insurance Portability and Accountability Act (HIPAA) and its impact on healthcare professionals.
- Explain the Outpatient Prospective Payment System (OPPS).
- This course provides the foundational understanding and application of ICD-10-CM and CPT coding systems.
- This course focuses on using Official Coding Guidelines to accurately assign diagnosis codes using ICD-10. Coding rules for CPT coding systems are enforced and applied to code patient services.

Outpatient Clinical Documentation Improvement

- Demonstrate knowledge of healthcare regulations, reimbursement, and documentation requirements related to the Official Guidelines for Coding and Reporting (OCG), the Outpatient Prospective Payment System (OPPS), and provider coding and billing.
- Identify and apply diseases and disease processes to the clinical chart review.
- Demonstrate an ability to develop proper provider education tools.
- Describe critical performance indicators and data elements that monitor the impact of Clinical Documentation Improvement (CDI) specialist efforts.
- Demonstrate knowledge of quality, regulatory and health initiatives.

Career Success in Healthcare

- Define "professionalism" and "success" in your own terms.
- Differentiate between long-, medium-, and short-range goals.
- Assess and develop your time management skills.
- Develop plans to enhance your creative and critical thinking.
- Use an effective decision-making process to maximize your chances for success.
- Describe methods to maximize verbal, nonverbal, and written communication.
- Describe the health care system.
- Describe and discuss organizational structure, communication channels, and lines of authority.
- Develop an understanding of the factors that affect group dynamics and use these skills to maximize your leadership potential.
- Explain ethics and how they relate to health care professionals.
- Define continuing education, certification, and licensure.

Program Completion: Clinical Documentation Improvement—Outpatient

- Prepare to take next steps for program completion.

Total Hours: 432

Coursework, Simulations, and Experiential