

Application Form

Short Course in Clinical Coding Auditing

| | | | | |
|--|------------------------------------|---|-----------------|-------------------------------------|
| Please print and complete form in detail. Please complete all sections. All information given will be held in strict confidence. | | | | |
| Family name: | | | | |
| Given name: | | | Title: | |
| Organisation Name: | | | | |
| Postal address: | | | | |
| City/Country: | | STATE: | POSTCODE: | |
| Telephone no: (Daytime) | | (Evening) | | |
| Mobile 'phone no: | | FAX NO: | | |
| E-mail address: | | | | |
| EDUCATIONAL QUALIFICATIONS / COURSES COMPLETED (List most recent study first) | | | | |
| Year Completed | Qualification / Course Name | Name of educational institution or training organisation | Location | Is study in Progress? Yes/No |
| | | | | |
| | | | | |
| | | | | |
| RELEVANT WORK EXPERIENCE (Start with present position) | | | | |
| Dates | Position | Name and address of organisation | | |
| | | | | |
| Responsibilities: | | | | |
| | | | | |
| Dates | Position | Name and address of organisation | | |
| | | | | |
| Responsibilities: | | | | |
| | | | | |

| | | | | | | | | | | |
|--|---|---|--|--|--|---|--|--|--|---|
| <p>DO YOU CONDUCT AUDITS FOR YOUR OWN ORGANISATION (INTERNAL AUDITS)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(Please explain)</p> | | | | | | | | | | |
| <p>DO YOU CONDUCT AUDITS FOR OTHER ORGANISATIONS (EXTERNAL AUDITS)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(Please explain)</p> | | | | | | | | | | |
| <p>PLEASE PROVIDE DETAILS WHY YOU WANT TO DO THIS COURSE (Tick more than one if applicable)</p> <table border="0"> <tr> <td><input type="checkbox"/> To undertake Coding Audits externally</td> <td><input type="checkbox"/> To understand healthcare reimbursement</td> </tr> <tr> <td><input type="checkbox"/> To undertake Coding Audits within my organisation</td> <td><input type="checkbox"/> For DRG and Coding education</td> </tr> <tr> <td><input type="checkbox"/> For casemix planning purposes</td> <td><input type="checkbox"/> To join the NCCH Coding Auditors Network</td> </tr> <tr> <td><input type="checkbox"/> For statistical analysis and epidemiology</td> <td><input type="checkbox"/> For Staff Development</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> </tr> </table> | <input type="checkbox"/> To undertake Coding Audits externally | <input type="checkbox"/> To understand healthcare reimbursement | <input type="checkbox"/> To undertake Coding Audits within my organisation | <input type="checkbox"/> For DRG and Coding education | <input type="checkbox"/> For casemix planning purposes | <input type="checkbox"/> To join the NCCH Coding Auditors Network | <input type="checkbox"/> For statistical analysis and epidemiology | <input type="checkbox"/> For Staff Development | <input type="checkbox"/> Other | |
| <input type="checkbox"/> To undertake Coding Audits externally | <input type="checkbox"/> To understand healthcare reimbursement | | | | | | | | | |
| <input type="checkbox"/> To undertake Coding Audits within my organisation | <input type="checkbox"/> For DRG and Coding education | | | | | | | | | |
| <input type="checkbox"/> For casemix planning purposes | <input type="checkbox"/> To join the NCCH Coding Auditors Network | | | | | | | | | |
| <input type="checkbox"/> For statistical analysis and epidemiology | <input type="checkbox"/> For Staff Development | | | | | | | | | |
| <input type="checkbox"/> Other | | | | | | | | | | |
| <p>Note: The following information will be used by the lecturers. It will not be used in the selection process.</p> <p>DO YOU HAVE ANY EXPERIENCE USING SPREADSHEETS SUCH AS EXCEL? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, what version have you used?</p> <p>Please indicate if you have had experience using the following features:</p> <table border="0"> <tr> <td><input type="checkbox"/> Excel Fundamentals - Worksheets</td> <td><input type="checkbox"/> Creating charts and graphs</td> </tr> <tr> <td><input type="checkbox"/> Formatting and Sorting</td> <td><input type="checkbox"/> Freeze Panes and Split Screen feature</td> </tr> <tr> <td><input type="checkbox"/> Using Formulas</td> <td><input type="checkbox"/> Importing and Exporting</td> </tr> <tr> <td><input type="checkbox"/> Cell Referencing</td> <td><input type="checkbox"/> Pivot Tables</td> </tr> <tr> <td><input type="checkbox"/> AutoFill and AutoFilter</td> <td><input type="checkbox"/> Multiple Workbooks</td> </tr> </table> | <input type="checkbox"/> Excel Fundamentals - Worksheets | <input type="checkbox"/> Creating charts and graphs | <input type="checkbox"/> Formatting and Sorting | <input type="checkbox"/> Freeze Panes and Split Screen feature | <input type="checkbox"/> Using Formulas | <input type="checkbox"/> Importing and Exporting | <input type="checkbox"/> Cell Referencing | <input type="checkbox"/> Pivot Tables | <input type="checkbox"/> AutoFill and AutoFilter | <input type="checkbox"/> Multiple Workbooks |
| <input type="checkbox"/> Excel Fundamentals - Worksheets | <input type="checkbox"/> Creating charts and graphs | | | | | | | | | |
| <input type="checkbox"/> Formatting and Sorting | <input type="checkbox"/> Freeze Panes and Split Screen feature | | | | | | | | | |
| <input type="checkbox"/> Using Formulas | <input type="checkbox"/> Importing and Exporting | | | | | | | | | |
| <input type="checkbox"/> Cell Referencing | <input type="checkbox"/> Pivot Tables | | | | | | | | | |
| <input type="checkbox"/> AutoFill and AutoFilter | <input type="checkbox"/> Multiple Workbooks | | | | | | | | | |

2009 Course Fee: \$2,025

Application form to be sent to:

**Coding Auditing Short Course
C/- Liz Deans
Health Information Management
School of Public Health
La Trobe University.
BUNDOORA. 3086.
AUSTRALIA.**

Or fax to: +61 3 9479 1783

Marked attention to: Liz Deans

Please register your interest as soon as possible to: coding@latrobe.edu.au.

Applications due by:

21 April 2009

Contact Details:

For further information about the course you can contact the Coding Auditing Course Administrator on +61 03 9479 1811 or email: coding@latrobe.edu.au