

Short Course in Clinical Coding Auditing

The Short Course in Clinical Coding Auditing is designed to develop skills in the auditing of coded data, analysing and reporting on the audit outcomes, and developing strategies for dealing with these.

There is an increasing emphasis, internationally, on the need for high quality, accurate health data. Hence, there is a requirement for quality assurance processes to ensure the accuracy of these data for national and state morbidity collections, and for funding and financial accountability.

The course is a requirement for Health Information Managers wanting to Tender for Audits for the Department of Human Services (Victoria).

The course is designed for:

- competent clinical coders who currently undertake internal audits in their own organisations
- competent clinical coders who wish to undertake internal audits in their own organisations
- very experienced coders who would like to develop their careers in external auditing
- current coding auditors who wish to enhance their skills.

This is 'non-award' course, rather than a diploma or a degree, and students who successfully complete the requirements will receive a certificate.

COURSE CONTENT

Module one – Clinical Coding

Advanced coding skills will be required in order to pass the final exam. The current edition of ICD-10-AM will be the prescribed classification. The module consists of a series of exercises that demonstrate ICD coding conventions, knowledge of Australian Coding Standards, and the level of coding skill that will be required to pass the exam. The purpose of this module is not to teach coding but rather to demonstrate the level of coding skill required to perform external auditing. Students from countries that do not use ICD-10-AM will not be required to complete this module.

Module two – Principles of Casemix

- History of casemix funding models within Australia and in other countries.
- History and development of AR-DRGs.
- Principles of AR-DRGs. Version 6.0 AR-DRGs will be the prescribed DRG classification.
- How casemix funding systems are applied in the various Australian states and in selected other countries.

Module three – Theory and Principles of Auditing

- Reasons for auditing coded data.
- Internal and external audits.
- Identification of key quality issues.
- Issues of data integrity.
- Financial accountability.
- Auditing tools.
- Data entry and data collection.
- Clinical and financial risk management.
- Software tool: PICQ (Performance Indicators for Coding Quality).
- Interpersonal skills for auditors.
- Dealing with perceived threats to autonomy and professionalism.
- Professional ethics for auditors.
- Contractual obligations.

Module four – Statistical Analysis and Methodology

- Clinical coding audit methodologies including blind and double-blind auditing methods, round-table method, and others.
- Common, selected statistical techniques used in analysis of audit data.
- Spreadsheets for analysis.
- Reporting and report generation.

Module five – Audit Outcomes: Reporting and Strategic Development

- Identification of knowledge gaps and underlying issues.
- Reporting of results as part of the Quality Plan, the business reporting structure and the Quality/Risk Management Program.
- Processes for reporting, including when to undertake exception reporting.
- Provision of feedback to coders, managers and clinicians.
- Identification of coder education needs.
- Taking action on audit results.
- Performance review.

COURSE FORMAT

This is a distance education course, run over a period five months. Students require access to the internet and email. They are required to work independently through the material in a systematic manner and in a time-frame provided as part of the course material.

Students are required to complete the exercises provided with each module and to submit an assignment for correction at the completion of all modules. Students participate in electronic discussion forums. The assignment is a critical feature of the course as it reinforces the knowledge and skills learned through the completion of an audit.

SELECTION CRITERIA

This course is open to anyone who holds a qualification in Clinical Coding, obtained either as part of a degree in Health Information Management, or via one of the several short courses available. Extensive clinical coding experience is also recommended for this course.

CERTIFICATION

Students have three options for certification:

Option 1: Certificate of Internal Clinical Coding Auditing

This will be awarded to students who complete: all five modules of the course; and obtain a pass mark (50% or over) for the assignment.

Option 2: Certificate of Internal Clinical Coding Auditing – International

This is for students from countries not using ICD-10-AM. This certificate will be awarded to students who complete all modules of the course, with the exception of the ICD-10- AM coding module and obtain a pass mark (50% or over) for the assignment.

This option has been designed to allow international students the opportunity to participate in the course without needing to have in depth knowledge of ICD-10-AM.

Option 3: Certificate of External and Internal Clinical Coding Auditing

This certificate will be awarded to students who complete all modules, and obtain a high pass mark (70% or over) for the assignment and pass both parts of the final examination.

Those students who successfully complete option 3 will be eligible for registration with the National Centre for Classification in Health (NCCCH) Coding Auditors Network.

HIMAA - PROFESSIONAL DEVELOPMENT PROGRAM

Health Information Management Association of Australia (HIMAA) members may be eligible for a \$400 subsidy through the Professional Development Program.

<http://www.himaa.org.au/PDP/default.htm>

CANCELLATION POLICY

Course fees will not be refunded after the course commencement date. Withdrawal from the course prior to the commencement date will incur an administration fee of \$100, which will be deducted from the refund.

Enrolment status may be transferred to another person in the student's organisation, prior to the commencement of the course, if the second student meets the selection criteria. This is subsequent to approval by the Coding Auditing Course Administrator. In this instance, the administration fee of \$100 will not apply.

FOR FURTHER INFORMATION

Further information and application forms may be obtained from the Health Information Management Program, La Trobe University website:

http://www.latrobe.edu.au/publichealth/HIM/short_courses.htm

*Coding Auditing Course Administrator
C/- Health Information Management Program
School of Public Health
Faculty of Health Sciences
La Trobe University. BUNDOORA. VIC 3086.
Telephone +61 (03) 9479 1811
Email: coding@latrobe.edu.au*