

Policies and Procedures - School of Medicine

SECTION: COMPLIANCE	Approved 6/28/01	Effective Date 6/28/01	Revised
Chapter: Compliance Education Programs	Replaces Policy Dated:		
Policy: Eligibility for Attendance to AAPC Professional Medical Coding Course	Retired:		
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I. PURPOSE

This policy is designed to inform Creighton University personnel of the policies involved in acceptance into the Creighton University American Academy of Professional Coders Professional Coding Curriculum. It is also designed to provide guidance to Creighton physicians, managers, and employees wishing to attend the course provided by Creighton Medical Associates.

II. POLICY

It is the policy of Creighton University to provide ongoing education for its billing and coding staff. The AAPC Professional Coding Curriculum is prepared as a definitive college-level program of study that is aimed at providing the most up-to-date information relating to CPT and ICD-9-CM procedural and diagnostic coding. This curriculum is provided by Creighton University to its billing and coding staff. Due to requests from other staff to take the course the following eligibility for acceptance policy is based upon need and space liability will be followed when accepting students into the course:

1. All current uncertified billing/coding staff,
2. Creighton Medical Associates Patient Care Services Staff,
Current registrar/data entry staff,
4. Nursing personnel,
5. Billing/Coding personnel from affiliated institutions for example; St. Joseph Hospital, Veterans Administration Hospital, Indian-Chicano Clinic, Ponca Indian Wellness Clinic,
6. Other Creighton University employees provided they have completed a medical terminology course that is acceptable to the instructor.

III. CERTIFICATE OF COMPLETION

An official AAPC certificate of completion will be awarded to each student upon satisfactory completion of the course. In order to qualify for a certificate the following conditions must be met:

- a) 24 out of 34 classes must be attended, and
- b) An average score of 70% must be achieved (all exams cumulatively).

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IV. SCOPE

This policy applies to all current university employees who wish to be enrolled in the yearly AAPC PMCC course.

V. PROCEDURE

Employees will contact their supervisor/administrator for permission to attend the class.

Supervisors/Administrators will contact the Creighton University AAPC PMCC Instructor (280-5846) to obtain information regarding space availability, course information, start date.

VI. ADMINISTRATION AND INTERPRETATIONS

For answers to questions and clarification, you may contact the Creighton University AAPC PMCC Instructor at 280-5846.

VII. AMENDMENTS OR TERMINATION OF THIS POLICY

The Health Sciences Schools reserve the right to modify, amend, or terminate this policy at any time.