Health Information Management

CDI Specialist

Audience: CDI Specialist, Clinical Documentation Manager and the HIM Director
Program Contact: Cheryl Ross, CHR9049@NYP.ORG

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Pre-Requisite E-Learning Courses	CDI Specialist: Live Session	Training Track Complete

CDI Specialist

	Web-Based Training
Instructor-Led Course Length: 2 hours 30 minutes	
Course Description: In this course learners are taught how to review clinical documentation, query physicians and complete a Clinical Documentation Improvement (CDI) review. The purpose of clinical documentation review is to increase accuracy for the purpose of improving patient outcomes and obtaining accurate reimbursement.	• Overview of Hyperspace for Revenue and Access Products • Coding Query • Overview of Workqueues for HIM • Introduction to Radar • Run and Manage Reports • CDI Specialist

Coder

Audience: Coder, Coding Manager and the HIM Director
Program Contact: Cheryl Ross, CHR9049@NYP.ORG

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Pre-Requisite E-Learning Courses	HIM Coder: Live Session	Training Track Complete

Coder

	Prerequisites
Instructor-Led Course Length: 6 hours 30 minutes	
Course Description: In this course learners are taught the basics of coding accounts and coding follow-up. The coder will learn the process required to appropriately research an account for accurate coding, create and send queries to clinicians, also resolve queries for missing documentation. The coder uses a third party encoder to calculate the Diagnosis Related Group on inpatient accounts in order to determine the appropriate reimbursement. Additionally, learners will be taught the claims creation process and how to identify when claims processing has occurred in the revenue cycle, also how to review HIM claim edits and denials. Learners will understand how to execute advanced coding workflows and ED charging. Additionally, users will learn how to communicate with billers about coding-related errors and route accounts to registration staff for review.	• Overview of Hyperspace for Revenue and Access Products • Coding an Account • Coding Query and Missing Documentation • Overview of Workqueues for HIM • Overview of Claim Edit Workqueues

Deficiency Analyst

Audience: Deficiency Analyst, Medical Records Abstractor, Medical Records Clerk Manager of HIM, and the HIM Director

Program Contact: Cheryl Ross, CHR9049@NYP.ORG

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Pre-Requisite E-Learning Courses	Deficiency Analyst: Live Session	Training Track Complete

Deficiency Analyst

	Web-Based Training
Instructor-Led Course Length: 3 hours	
Course Description: In this course the Deficiency Analyst is taught the basics of analyzing documentation in a patient's chart to identify missing deficiencies, checking to ensure deficiencies are complete, reassigning deficiencies to appropriate providers or identify where a deficiency got stuck in the process.	• Overview of Hyperspace for Revenue and Access Products • Automatic Deficiency Creation and Initial Analysis • Overview of Workqueues for HIM • Overview of In Basket • HIM Deficiency Analyst

Data Integrity Specialist

Audience: EMPI Team and Data Quality Team		
Program Contact: Cheryl Ross, CHR9049@NYP.ORG		
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Pre-Requisite E-Learning Courses	Data Integrity Specialist: Live Session	Training Track Complete

Data Integrity Specialist

	Web-Based Training
Instructor-Led Course Length: 6 hours	
Course Description: In this course the Data Integrity Specialist will learn the basics of managing the Enterprise Master Patient Index, such as how to identify duplicate records and merge patients. Additionally, you will learn how to manage chart correction issues using Epic's activities and tools.	• Overview of Hyperspace for Revenue and Access Products • Explore the Chart Correction Workspace • Overview of In Basket • HIM Data Integrity Specialist

Privacy Officer

Audience: Privacy Officer		
Program Contact: Cheryl Ross, CHR9049@NYP.ORG		
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Pre-Requisite E-Learning Courses	Privacy Officer: Recorded Lessons	Training Track Complete

Privacy Officer

	Web-Based Training
Course Description: The role of the Privacy Officer is to maintain the confidentiality of patient records and ensure that the hospital remains within compliance. In this course the Privacy Officer is taught how to monitor access to patient charts using reports and how to prevent inappropriate access to charts.	• Overview of Hyperspace for Revenue and Access Products • Run and Manage Reports • HIM Privacy Officer

Release of Information Clerk

Audience: ROI Clerk, Medical Chart Analyst, Medical Records Clerk, HIM Manager, HIM Director and Privacy Officer

Program Contact: Cheryl Ross, CHR9049@NYP.ORG

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Pre-Requisite E-Learning Courses	ROI Clerk: Live Session	Training Track Complete

ROI Clerk

	Web-Based Training
Instructor-Led Course Length: 3 hours 30 minutes	
Course Description: In this course the Release of Information (ROI) Clerk will learn how to record and fulfill release requests. The ROI Clerk is taught to ensure that they are accurately checking for proper authorization prior to generating a release and remain in compliance with the hospital policies.	• Overview of Hyperspace for Revenue and Access Products • Managing a Request • Overview of Workqueues for HIM

Release of Information Clerk for Non-HIM Departments/Clinics

Audience: Radiology, Lab and Outpatient Clinics

Program Contact: Cheryl Ross, CHR9049@NYP.ORG

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Pre-Requisite E-Learning Courses	ROI Clerk: Live Session	Training Track Complete

ROI Clerk (Non-HIM Departments)

	Web-Based Training
Instructor-Led Course Length: 1 hour	
Course Description: In this course you will learn how to record and fulfill medical records release requests. Learners are taught to ensure that they are accurately checking for proper authorization prior to generating a release and remain in compliance with the hospital policies.	• Overview of Hyperspace for Revenue and Access Products • Managing a Request • HIM ROI Clerk for Non-HIM Departments

Simple Visit Coding (SVC)

Audience: Radiology, Rad Onc, Lab, Radiant, Recurring Therapies, PBB/ACNs, Oncology, Cardiac Rehab Therapy and other Outpatient departments
Program Contact: Cheryl Ross, CHR9049@NYP.ORG

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Pre-Requisite E-Learning Courses	Simple Visit Coding: Recorded Lessons	Training Track Complete

Simple Visit Coding

	Web-Based Training
Course Description: The Simple Visit Coding (SVC) process automatically codes accounts for Labs, Recurring therapies, Radiology, and other outpatient depts. by pulling diagnoses entered upstream by Reg/clinical staff. If the validated checks run and errors are discovered, they must be corrected prior to the account processing for billing. This course teaches our learners how to locate the accounts that failed the validation checks and take the steps required in order to fix the inaccuracies and enable accounts to process for payment.	• Overview of Hyperspace for Revenue and Access Products • Coding an Account • Overview of Workqueues for HIM • HIM Simple Visit Coding

Health Information Management Director

Audience: HIM Managers and Directors
Program Contact: Cheryl Ross, CHR9049@NYP.ORG

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Pre-Requisite E-Learning Courses	HIM Director: Recorded Lessons	Training Track Complete

HIM Director

	Prerequisites
Recorded Lesson Length: 2 hours	Classroom Learning Length: 21 hours 30 minutes
Course Description: In this course the HIM Director will learn advanced HIM topics, such as managing workqueues, editing chart records, creating ROI requesters, how to mark providers as delinquent, and reporting.	• Course: Coder 100, 101 • Course: CDI 100 • Course: Deficiency Analyst • Course: Privacy Officer • Course: Release of Information Clerk • Course: Data Integrity Specialist 100, 101

NOTE: It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.