

# Health Information Management

## CDI Specialist

**Audience: DI Specialist, Manager for Clinical Documentation Improvement and the HIM Director**

**Program Contact: Cheryl Ross, [CHR9049@NYP.ORG](mailto:CHR9049@NYP.ORG)**

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


## CDI Specialist

	Prerequisites:
Instructor-Led Course Length: 2 hours 30 minutes	E-Learning Length: 38 minutes
<p><b>Course Description:</b> 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.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: HIM050 Coding Query</li> <li>E-Learning: HIM101 Overview of Workqueues for HIM</li> <li>E-Learning: RDR101 Introduction to Radar</li> <li>E-Learning: RPT005 Run and Manage Reports</li> </ul>

## Coder

**Audience: Coder, Coding Manager and the HIM Director**

**Program Contact: Cheryl Ross, [CHR9049@NYP.ORG](mailto:CHR9049@NYP.ORG)**

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


## Coder

	Prerequisites:
Instructor-Led Course Length: 6.5 hours	E-Learning Length: 36 minutes
<p><b>Course Description:</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: HIM018 Coding an Account</li> <li>E-Learning: HIM050 Coding Query and Missing Documentation</li> <li>E-Learning: HIM101 Overview of Workqueues for HIM</li> <li>E-Learning: RHB005 Overview of Claim Edit Workqueues</li> </ul>

## 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](mailto:CHR9049@NYP.ORG)

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

### Deficiency Analyst

	Prerequisites:
Instructor-Led Course Length: 3 hours	E-Learning Length: 33 minutes
<p><b>Course Description:</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: HIM012 Automatic Deficiency Creation and Initial Analysis</li> <li>E-Learning: HIM101 Overview of Workqueues for HIM</li> <li>E-Learning: MD108 Overview of In Basket</li> </ul>

## Privacy Officer

**Audience: Privacy Officer, Clinical Compliance Officer, and HIPAA Compliance Manager**

**Program Contact: Cheryl Ross, [CHR9049@NYP.ORG](mailto:CHR9049@NYP.ORG)**

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Pre-Requisite E-Learning Courses	Privacy Officer: Recorded Lessons	Training Track Complete

## Privacy Officer

	Prerequisites:
Recorded Lessons Length: 1 hour	E-Learning Length: 20 minutes
<p><b>Course Description:</b></p> <p>The role of the Privacy Officer is to maintain the confidentiality of patient records and ensure that the hospital remains within compliance.</p> <p>In this course the Privacy Officer is taught how to monitor access to patient charts using reports and the tools used to prevent inappropriate access to charts.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: RPT005 Run and Manage Reports</li> </ul>

## 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](mailto:CHR9049@NYP.ORG)

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

### ROI Clerk

	Prerequisites:
Recorded Lessons Length: 3 hours 30 minutes	E-Learning Length: 25 minutes
<p><b>Course Description:</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: HIM010A Managing a Request</li> <li>E-Learning HIM101 Overview of Workqueues for HIM</li> </ul>

## Health Information Management Director

**Audience: HIM Managers and Directors**

**Program Contact: Cheryl Ross, [CHR9049@NYP.ORG](mailto:CHR9049@NYP.ORG)**

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

### HIM Director

	Prerequisites:
Recorded Lessons Length: 2 hours	Classroom Learning Length: 21 hours 30 minutes
<p><b>Course Description:</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Course: Coder 100, 101</li> <li>• Course: CDI 100</li> <li>• Course: Deficiency Analyst</li> <li>• Course: Release of Information Clerk</li> <li>• Course: Data Integrity Specialist 100, 101</li> </ul>

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

## Release of Information Clerk for Non-HIM Departments/Clinics

**Audience: Radiology, Lab and Outpatient Clinics**

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Pre-Requisite E-Learning Courses	ROI Clerk: Recorded Lessons	Training Track Complete

### ROI Clerk (Non-HIM Departments)

	Prerequisites:
Recorded Lessons Length: 1 hour	E-Learning Length: 20 minutes
<p><b>Course Description:</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: HIM010A Managing a Request</li> </ul>

## 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](mailto:CHR9049@NYP.ORG)**

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

### Simple Visit Coding

	Prerequisites:
Recorded Lessons Length: 30 minutes	E-Learning Length: 25 minutes
<p><b>Course Description:</b></p> <p>The Simple Visit Coding (SVC) process automatically codes accounts for Labs, Recurring therapies, Radiology, and other outpatient departments, by pulling diagnoses entered upstream by Registration or 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.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: HIM018 Coding an Account</li> <li>E-Learning HIM101 Overview of Workqueues for HIM</li> </ul>



# Data Integrity Specialist

**Audience: EMPI and Data Quality Teams**

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<p>①</p> <p>Pre-Requisite E-Learning Courses</p>	<p>②</p> <p>Data Integrity Specialist: Live Virtual Training</p>	<p></p> <p>Training Track Complete</p>
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## Data Integrity Specialist

	Prerequisites:
Instructor-Led Course Length: 6 hours	E-Learning Length: 25 minutes
<p><b>Course Description:</b></p> <p>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.</p>	<ul style="list-style-type: none"> <li>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</li> <li>E-Learning: IDN003 Explore the Chart Correction Workspace</li> <li>E-Learning: MD108 Overview of In Basket</li> </ul>