POSITION OVERVIEW

Use coding conventions and guidelines to abstract, analyze and accurately assign ICD (Internal Classification of Diseases) diagnosis codes and CPT (Current Procedural Terminology) principal and secondary procedural codes to ambulatory, clinic, provider and outpatient services.

QUALIFICATIONS

Minimum requirements include a current credential such as CCA (Certified Coding Associate); CPC (Certified Professional Coder); or other designated credential from a nationally recognized organization.

COMPETENCIES

- Apply outpatient diagnosis and procedure codes according to current nomenclature and adherence to current regulations and guidelines.

- Ensure accuracy of APC assignment

- Validate coding accuracy using clinical information found in the health record

- Resolve discrepancies between coded data and supporting documentation

- Use established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative (NCCI) and Uniform Hospital Discharge Data Set (UHDDS)

REGISTERED APPRENTICESHIPS *Core components*	
Employer Involvement	• Employer driven • Must be directly involved • Must provide Paid on-the-job learning
Job Related Technical Instruction	• Front-loaded and working learner models • Designed to meet your workforce needs
Structured Paid On-the-Job Learning	• Structured and supervised • Guided by employer mentor • Competency-based
Rewards for Skills Gain	• Increase in skills and competencies tied to increased earnings
National Occupational Credential	• Portable industry-recognized professional credential • Certifies an individual at the proficiency level for the occupation

RELATED TECHNICAL INSTRUCTION

- Skills assessments based on certification domains

- ICD-10 diagnosis review to include neoplasms; pregnancy, childbirth and the puerperium; respiratory system; circulatory system; nervous system; and musculosystem

- Coding topic presentations to include coding conventions; steps in diagnostic coding; diagnostic coding guidelines; CPT review and physician query

- Clinical coding practice exercises

- Coding from original medical records

- Common employability skills such as communication; analysis and problem-solving; teamwork, business knowledge and behavioral characteristics

STEP	WHAT DO I NEED TO GET STARTED?
1	**Determine your workforce needs for skilled talent** ☐ Do you have challenges in finding skilled talent? ☐ What particular occupations? ☐ What are your long-term workforce needs? ☐ Determine number of apprentices needed
2	**Identify partners and resources you need (Don't go it alone)** ☐ Identify internal/external stakeholders to participate in the development of the apprenticeship program ☐ Do you want to partner with local workforce agencies? ☐ Are there other critical partners that are needed to be successful? ☐ Will the state Department of Labor (DOL) be involved?
3	**Program Operation & Administration** ☐ Obtain approval for FTE/s within organization (if necessary) ☐ Create apprentice job description/job code ☐ Develop wage progression schedule ☐ Review/sign apprenticeship standards
4	**Apprentice Recruitment** ☐ How will you select individuals to participate in your program? ☐ Do you want your program to serve new entrants and/or up-skill incumbent workers? ☐ Candidate screening ☐ Interview for apprentice positions ☐ Hire and onboard new apprentices
5	**Determine your training model** ☐ AHIMA Foundation will provide access to online instruction ☐ Identify skill/competency requirements ☐ Identify experienced mentors at the job site ☐ Develop an on-the-job learning (OJL) plan
6	**Assess and Continuously Improve** ☐ Conduct regular apprentice OJL evaluations ☐ Complete apprentice experience surveys for each program stage ☐ Assess the program and participants' success moving forward ☐ Evaluate progress and make program corrections as needed ☐ Continuously improve the quality of the program over time