




Lessons Learned: How to Submit a Great CEPA

By ACCP Committee
Members








Approval Committee for Certificate Programs (ACCP)

- Composed of AHIMA and AHDJ members to review applications from coding certificate and & medical transcription certificate programs
- Voting members and peer reviewers
- Approval is paper based (no site visit)
- Two steps:
 - GAP \$1,000
 - CEPA \$1,000
 - Existing CAHIIM sites get 50% discount


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Two step process

- **GAP** – comparing what your program offers to the Coding Model Curriculum
- **CEPA** – *authenticating* the information from the GAP, providing *evidence* of compliance to the standards
- PRs look at the GAP, CEPA, program's website, published materials looking for *consistency* in how program delivers content


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√ ADMINISTRATION

- The program has been in existence a minimum of **six months**.
- Instruction follows established coding guidelines and practices.
- Financial resources are adequate to fulfill obligations to currently enrolled students.
- The program has an established **Advisory Committee** composed of individuals
- in the community who share an interest in quality coding outcomes.


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√ ADVERTISING

- Announcements and promotions must **accurately reflect the program** being offered. The organization must clearly indicate the intended competencies and outcome of the coding program: (I.) comprehensive coding certificate program, or (II.) coding program for physician practices.

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√ FACULTY

- The instructors/faculty and content developers must demonstrate current knowledge in course content through appropriate professional development activities. **Coding course instructors and content developers** for the professional course content **must possess an AHIMA recognized credential:** RHIA, RHIT, CCS, or CCS-P.
- **Sufficient instructional staff** must be provided to assure that students receive adequate attention, instruction and feedback to acquire the knowledge and competence needed for entry level coding practice.

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AE Assembly on Education

✓ COURSE CONTENT (biggy)

- The Curriculum Plan must include:
- The AHIMA coding curriculum knowledge clusters and show how the appropriate knowledge base is obtained (see *Model Coding Curriculum*).
- Appropriate course content must be reinforced by **structured practice** experiences to apply learned principles.
- Clearly written course material (syllabi) must be provided to the student, which clearly describes course learning objectives and supervised professional practice assignments to be achieved, the frequency of testing and other **documented student evaluation and the competencies required** for completion.

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AE Assembly on Education

✓ COURSE CONTENT (biggy)

- Course content and curriculum **sequencing** must be established in accordance with recognized educational principles, to develop the competencies necessary for entry-level coding practice.
- Testing methods (evaluation systems) must include content related to the objectives and competencies described in the curriculum for both didactic and supervised professional practice education components. They must be employed frequently enough to provide timely feedback of the students' progress and to serve as a reliable indicator of the **effectiveness of course design and instruction**.
- Program **resources** are provided wherein students (**all students** - local and distance education students) can **practice coding skills utilizing: coding labs, coding reference materials, encoder software, and practice reading and interpreting health records**.

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AE Assembly on Education

✓ EXTERNAL EVALUATIONS

- Programs must evaluate their **effectiveness** in achieving the instructional goals and AHIMA's coding competencies on an **annual basis**. Such evaluation of outcomes should include:
 - **job placement rates** (class count/count hired)
 - student graduate satisfaction with the program (**graduate survey**)
 - employer satisfaction (**employer survey**)
- The results of this evaluation process **must be shared** with the community of interest through the **Advisory Committee** membership (reflected in minutes) and **recommendations for program improvement**, where warranted, should be **reflected in the curriculum** and other dimensions of the program.

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AE Assembly on Education

THE MODEL CODING CURRICULUM

- **Domain: Biomedical Sciences**
 - **Anatomy and Physiology** (45 contact hours)
 - **Medical Terminology** (45 contact hours)
 - **Pathophysiology** (45 contact hours)
 - **Pharmacotherapy** (20 contact hours)
- **Can't "double dip" the hours, ok to do blended courses, but need to adequately cover the domain**

Hours issue

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AE Assembly on Education

THE MODEL CODING CURRICULUM

- **Domain: Information Technology**
 - **Introduction to Computers** (45 hours or challenge exam)
 - **Computer Software Applications in Healthcare** (45 hours)
- **It is ok to use an exam on intro to computers if competencies are there. Not ok to pass on the Apps in Healthcare – this is an emerging area, lots of new job growth**

Missing class issue

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AE Assembly on Education

THE MODEL CODING CURRICULUM

- **Domain: Healthcare Data Content, Requirements and Standards**
 - **Healthcare Data Content and Structure** (45 hours)
 - **Healthcare Delivery Systems** (45 hours)
- **If program growing out of Medical Office Assisting – faculty not sure what goes in this domain.**

Missing class issue


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THE MODEL CODING CURRICULUM

- **Professional Practice Experience/Practicum/Internship (60)**
 - OK to have virtual or field based PPEs
 - Not ok to have excessive hours in PPE to “count” toward the teaching of the domains
 - To provide the student with coding practices in a hospital, physician’s office, clinic or other healthcare setting with directed projects common to a clinical coding specialist on the job.
 - Working with **actual charts** (paper or electronic) and a **computerized encoder** is **required** as part of the educational process.

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THE MODEL CODING CURRICULUM

- *Domain: Coding Classification Systems and Reimbursement Methodology*
 - **Basic Diagnosis Coding Systems (45)**
 - **Basic Procedure Coding Systems (45)**
 - **Intermediate Diagnosis Coding (45)**
 - **Intermediate Procedure Coding (45)**
 - **Reimbursement Methodologies (45)**

Heart of coding certificate program – typically 3 courses in HIT, 5 here – concentrated skills

Not enough hours


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Expectations:

- Plan on 3-6 months for GAP
- 4-7 months for CEPA
- ACCP meets quarterly
- Expect some re-work, most applicants need to do some modifications to existing program structure

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Questions about the approval process?

- Open for comments, or questions.

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