

## *Billing and Coding Training*

### Agenda

| Blended Training Method                    | Title/Topic                                                                         | Objectives                                                                                                                                           | Learning Platform                                                                                  | Presenter | Action                                                                                                           |
|--------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------|
| <b>Pre-work</b>                            |                                                                                     |                                                                                                                                                      |                                                                                                    |           |                                                                                                                  |
| Recorded Video – Access through MICCSI LMS | Health Insurance – The Basics                                                       | Participants will identify the purpose of health insurance                                                                                           | Pre-recorded video with interactive quiz questions<br><br>9-minute video with 5 minute interaction | MI-CCSI   | Listen to Video and answer knowledge checks – 15 minutes                                                         |
| Recorded Video – Access through MICCSI LMS | Purpose of the PDCM codes and the connection to PCMH.                               | Describe the purpose of Provider Delivered Care Management in relation to PCMH.                                                                      | Pre-recorded video                                                                                 | MI-CCSI   | Listen to Video and answer knowledge checks – 30 minutes                                                         |
| Self-study                                 | Familiarize self to the capabilities and actions affiliated with the PCMH Guideline | Review each of the capabilities and it's actions.<br><br>Identify how the role of the PDCM'er can support the practice team in achieving PCMH status | Review the PCMH N-Interpretive Guidelines.<br><br>Complete the handout in the training packet      | MI-CCSI   | Self-study review and completion of handout.<br><br>75 minutes<br><br><b>Total self-study pre-work = 2 hours</b> |

| Live Session (4 hours) |                            | Goals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Session Materials                                                                                                                                                                        |
|------------------------|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:45                   | Welcome (log in)           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                          |
| 8:00                   | Evolution and Use of Codes | <p><i>Review of pre-work and billing codes</i></p> <ul style="list-style-type: none"> <li>• <i>Health Insurance Basics</i></li> <li>• <i>Code history/linkages to Patient Centered Medical Home</i></li> <li>• <i>PDCM and Support Billing Codes</i></li> </ul>                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• PRESENTATION</li> <li>• PCMH GUIDELINES</li> <li>• COMPLETED SELF-STUDY ACTIVITY</li> <li>• HANDOUT - PDCM CODE DESCRIPTION PAGE 4-6</li> </ul> |
| 9:00                   | Code Use Demonstration     | <p><i>3 Case Studies - identification of codes through</i></p> <ul style="list-style-type: none"> <li>• <i>The Registry</i></li> <li>• <i>A Planned Care Visit</i></li> <li>• <i>Admission Discharge Transitions</i></li> </ul>                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• PRESENTATION</li> <li>• HANDOUT - PDCM CODE DESCRIPTION PAGE 4-6, OVERVIEW OF THE CASE STUDIES PAGE 7-9</li> </ul>                              |
| 10:00                  | Break                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                          |
| 10:15                  | Case Study (Break Out)     | <p><i>Create how a case would look in the practice. Identifying who on the team would be involved, outlining the activities for each of the team members and identifying what code(s) would apply based on the encounter(s).</i></p> <ul style="list-style-type: none"> <li>• <i>Consider the steps of care management: Identification – assessment – monitoring - closure</i></li> <li>• <i>Applicable codes for the various encounters</i></li> <li>• <i>What outcomes are anticipated</i></li> </ul> | <ul style="list-style-type: none"> <li>• HANDOUT - CASE STUDY INSTRUCTIONS AND TEMPLATE PAGE 10-13, PDCM CODE DESCRIPTION PAGE 4-6.</li> </ul>                                           |
| 11:15                  | Break                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                          |
| 11:30                  | Case Study (Report Out)    | <p><i>Share Findings (each group has a designated Recorder and Presenter)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• HANDOUT – COMPLETED CASE STUDY TEMPLATE.</li> </ul>                                                                                             |
| 12:00                  | Wrap up                    | <ul style="list-style-type: none"> <li>• <i>Putting it all together</i></li> <li>• <i>Questions</i></li> <li>• <i>Next steps and evaluations</i></li> </ul>                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• HANDOUT – ASSESSMENT PAGE 14-16, POST TRAINING GUIDANCE PAGE 17-18, WEEK IN THE LIFE PAGE 19-20</li> </ul>                                      |
| 12:30                  | Adjourn                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                          |