

COMPETENCY-BASED OCCUPATIONAL FRAMEWORK FOR REGISTERED APPRENTICESHIP

Medical Records and Health Information Technicians/Medical Coders

ONET Code: 29.2071.00

RAPIDS Code: 1114CB

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Work Process Schedule

WORK PROCESS SCHEDULE		ONET Code: 29.2017.00	
Medical Records and Health Information Technicians/Medical Coders		RAPIDS Code: 1114CB	
JOB TITLE:			
LEVEL:		SPECIALIZATION:	
STACKABLE PROGRAM <input type="checkbox"/> yes <input type="checkbox"/> no			
BASE OCCUPATION NAME:			
Company Contact: Name			
Address:		Phone	Email
Apprenticeship Type: <input type="checkbox"/> Competency-Based <input type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid		Prerequisites	
JOB FUNCTION 1: Properly applies diagnosis and procedure codes to medical charts, records and related documents			
Competencies	Core or Optional	RTI	OJT
A. Enters or confirms code(s) associated with medical diagnosis(es), procedures, and services	Core		
B. Ensures medical codes reflect medical record documentation	Core		

JOB FUNCTION 2: Supports documentation of care for services provider reimbursement process to ensure timely and accurate payment			
Competencies	Core or Optional	RTI	OJT

A. Ensures accuracy of diagnosis/procedural groups such as DRG (Diagnosis Related Group), MS DRG (Medical Severity), APC (Ambulatory Payment Classification), etc.	Core		
B. Communicates with physicians or other care providers to ensure appropriate documentation	Core		
C. Applies policies and procedures to comply with changing regulations among various payment systems for healthcare services, such as Medicare, Medicaid, managed care, etc.	Core		
D. Applies policies and procedures for the use of clinical data required in reimbursement and prospective payment systems (PPS) in healthcare delivery	Core		
E. Supports accurate billing through coding, charge master, claims management and bill reconciliation processes	Core		
F. Ensures accuracy of diagnostic/procedural groupings such as DRG and APC	Core		
G. Resolves discrepancies between coded data and supporting documentation	Core		

JOB FUNCTION 3: Maintains accurate and complete patient health records

Competencies	Core or Optional	RTI	OJT
A. Compiles patient data and performs data quality reviews to validate code assignment and compliance with reporting requirements	Core		
B. Ensures that medical records are complete, including medical history, care or treatment plans, tests ordered, test results, diagnosis and medications taken	Core		
C. Verifies consistency between diagnosis and treatment plans, procedures and services	Core		

JOB FUNCTION 4: Ensures compliance with healthcare law, regulations and standards related to information protection, privacy, security and confidentiality

Competencies	Core or Optional	RTI	OJT
A. Participates in compliance (fraud and abuse), HIPAA (Health Insurance Portability and Accountability Act of 1996), and other organization specific training	Core		

B. Validates coding accuracy using clinical information found in the health record	Core		
C. Adheres to current regulations and establish guidelines in code assignment (focus on assignment of principle diagnosis, principle procedure, and sequencing as well as other clinical coding guidelines)	Core		
D. Uses established guidelines to comply with reimbursement and reporting requirements such as the National Correct Coding Initiative and others	Core		

JOB FUNCTION 5: Maintains appropriate technology solutions including health information systems to support health care delivery and organizational priorities

Competencies	Core or Optional	RTI	OJT
A. Specifies, refines, updates, produces and makes available a formal approach to implement information and communication technology solutions necessary to develop and operate the health information system architecture in support of the organization	Core		
B. Stays apprised of innovative solutions for integration of new technology into existing products, applications or services	Core		
C. Identifies and clarifies user needs (internal and external customers) and organizational policies to ensure system architecture and applications are in line with business requirements	Core		
D. Uses and maintains applications and processes to support other clinical classification and nomenclature as appropriate (e.g. DSM-V - Diagnostic and Statistical manual of Mental Disorders - SNOMED-CT - Systemized Nomenclature of Medicine -Clinical terms, etc.)	Core		

Specialization

Type of Specialization: _____

JOB FUNCTION 1:		
Competencies	RTI	OJT
JOB FUNCTION 2:		
Competencies	RTI	OJT
JOB FUNCTION 3:		
Competencies	RTI	OJT

Related Technical Instruction Plan

COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	
COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	
COURSE NAME	Course Number
	Hours
LEARNING OBJECTIVES	
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	Hours
LEARNING OBJECTIVES	

LEARNING OBJECTIVES

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Course Number

Hours

LEARNING OBJECTIVES

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