



This course supports the assessment for BBT1. The course covers 10 competencies and represents 3 competency units.

Introduction

Overview

Healthcare organizations establish corporate compliance programs in response to federal and state requirements, laws, and regulations. Elements of these programs include fraud and abuse awareness, whistle blower protection, conflict of interest, labor law, risk management, and others.

Corporate compliance programs and coding compliance programs are established within organizations and support each other. Coding compliance programs will oversee compliance to regulations pertaining to coding, billing, documentation, and health information and records audits. Both types of compliance programs will overlap in areas such as the HIPAA privacy and security rules and medical and legal ethics across the continuum of care.

Watch the following video for an introduction to this course:

Competencies

This course provides guidance to help you demonstrate the following 10 competencies:

- **Competency 730.6.1: Structure and Organization of the Coding Function**
The graduate describes the role of the coding professional, identify the different coding functions, and complete a job analysis of coding roles.
- **Competency 730.6.2: Staff Recruitment and Retention**
The graduate describes the process for recruiting, hiring, and retaining coding staff, and evaluating coding candidate qualifications.
- **Competency 730.6.3: Charge Description Master**
The graduate describes the concepts and process behind the Charge Description Master (CDM) translation table.
- **Competency 730.6.4: Coding Performance Management and Process Improvement**
The graduate describes internal coding function assessments and strategies for maximizing productivity and quality, develops and implements productivity and quality standards, and performs coding volume analyses.
- **Competency 730.6.5: Reporting Issues**
The graduate describes the abstracting functions for internal and external reporting of information.
- **Competency 730.6.6: The Health Information Compliance Plan**
The graduate explains the value, components, and roles in a compliance plan and prepares a Health Information Department compliance plan.



- **Competency 730.6.7: Health Information Compliance Legal Components Ramifications**

The graduate understands and applies appropriate compliance guidelines pertaining to the ethical and legal issues surrounding healthcare information management.

- **Competency 730.6.8: Health Information Compliance Documentation**

The graduate explains coding policies and processes necessary to ensure compliance of documentation with appropriate guidelines.

- **Competency 730.6.9: Health Information Compliance Training Program**

The graduate designs a basic compliance training program for the Health Information Department.

- **Competency 730.6.10: External and Internal Audits**

The graduate designs a follow-up action plan for external and internal compliance audits.

Course Instructor Assistance

As you prepare to successfully demonstrate competency in this subject, remember that course instructors stand ready to help you reach your educational goals. As subject matter experts, mentors enjoy and take pride in helping students become reflective learners, problem solvers, and critical thinkers. Course instructors are excited to hear from you and eager to work with you.

Successful students report that working with a course instructor is the key to their success. Course instructors are able to share tips on approaches, tools, and skills that can help you apply the content you're studying. They also provide guidance in assessment preparation strategies and troubleshoot areas of deficiency. Even if things don't work out on your first try, course instructors act as a support system to guide you through the revision process. You should expect to work with course instructors for the duration of your coursework, so you are welcome to contact them as soon as you begin. Course instructors are fully committed to your success!

Preparing for Success

The information in this section is provided to detail the resources available for you to use as you complete this course.

Learning Resources

The learning resources listed in this section are required to complete the activities in this course. For many resources, WGU has provided automatic access through the course. However, you may need to manually enroll in or independently acquire other resources. Read the full instructions provided to ensure that you have access to all of your resources in a timely manner.

Automatically Enrolled Learning Resources

You will be automatically enrolled at the activity level for the following learning resources. Simply click on the links provided in the activities to access the learning materials.

Somo Learning Environment

The following learning environment will be utilized as the primary learning resource for



completion of this course:

- [Healthcare Compliance and Coding Management Effectiveness](#)

This learning environment will contain links at the activity level to the following additional learning resources:

VitalSource E-Texts

The following textbook is available to you as an e-text within this course. You will be directly linked to the specific readings required within the activities that follow.

- Safian, S. (2009). *Essentials of healthcare compliance*. Clifton Park, NY: Delmar Cengage Learning. ISBN: 9781418049218
- Becker, J. (2010). *Guide to Coding Compliance*. Clifton Park, NY: Delmar Cengage Learning. ISBN: 139781111185152
- Schnering, P. (2014). *Professional review guide for the RHIA and RHIT examinations*. Cengage. ISBN 9781305325111
- LaTour, K., Maki, S., & Oachs, P. (Eds.). (2013). *Health information management: Concepts, principles, and practice* (4th ed.). Chicago, IL: AHIMA. ISBN-13: 9781584263593

Note: This e-text is available to you as part of your program tuition and fees, but you may purchase a hard copy at your own expense through a retailer of your choice. If you choose to do so, please use the ISBN listed to ensure that you receive the correct edition.

Pacing Guide

The pacing guide suggests a weekly structure to pace your completion of learning activities. It is provided as a suggestion and does not represent a mandatory schedule. Follow the pacing guide carefully to complete the course in the suggested timeframe.

- [Pacing Guide: Healthcare Compliance and Coding Management Effectiveness](#)

Note: This pacing guide does not replace the course. Please continue to refer to the course for a comprehensive list of the resources and activities.

Healthcare Compliance Learning Environment

All reading activities, discussion questions, quizzes, and learning resources for this course are found by accessing the the Healthcare Compliance Learning Environment.

Learning Environment

The material for this course is housed in a separate learning environment. In this learning resource, you will be able to

- complete the activities and reading assignments;
- complete quizzes; and
- communicate with your mentor and other students.



Once you have completed the material within the learning environment, you should return to this course of study for the information for your exam.

This topic addresses the following competencies:

- **Competency 730.6.1: Structure and Organization of the Coding Function**
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- **Competency 730.6.10: External and Internal Audits**
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Healthcare Compliance and Coding Management Effectiveness Learning Environment

Access the learning environment for this course:

- [Healthcare Compliance and Coding Management Effectiveness](#)

Final Steps



Congratulations on completing the activities in this course! This course has prepared you to complete the assessment associated with this course. If you have not already been directed to complete the assessment, schedule and complete your assessment now.

The WGU Library

The WGU Library

The [WGU Library](#) is available online to WGU students 24 hours a day.

For more information about using the WGU Library, view the following videos on [The WGU Channel](#):

Introducing the WGU library

Note: To download this video, right-click the following link and choose "Save as...": [download video](#).

Searching the WGU library

Note: To download this video, right-click the following link and choose "Save as...": [download video](#).

Center for Writing Excellence: The WGU Writing Center

If you need help with any part of the writing or revision process, contact the Center for Writing Excellence (CWE). Whatever your needs—writing anxiety, grammar, general college writing concerns, or even ESL language-related writing issues—the CWE is available to help you. The CWE offers personalized individual sessions and weekly group webinars. For an appointment, please e-mail writingcenter@wgu.edu.

Feedback

WGU values your input! If you have comments, concerns, or suggestions for improvement of this course, please submit your feedback using the following form:

- [Course Feedback](#)