



## Guide to AHIMA ICD-10 Approved Trainers and Ambassadors

# INTRODUCTION

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## ***Congratulations!***

Congratulations on completing the education requirements of the *AHIMA Academy for ICD-10: Building Expert Trainers in Diagnosis & Procedure Coding*. We are experiencing an exciting time in healthcare. The implementation of ICD-10-CM/PCS in the U.S. promises to improve the capture of healthcare information and bring the United States in step with coding systems and data reporting worldwide. Implementation of ICD-10-CM/PCS will advance healthcare in many ways, with benefits accruing across five major categories: quality measurement, public health, research, organizational monitoring and performance, and reimbursement.

## ***About the AHIMA Academy for ICD-10***

As you know, the Academy was designed to prepare individuals already experienced in ICD-9-CM to train others in ICD-10-CM and ICD-10-PCS, in preparation for the October 1, 2013 implementation date in the U.S. Using a mixed learning format model that includes self-paced online courses and face-to-face intensive instruction, participants progress through the foundations of the ICD-10-CM and ICD-10-PCS code sets, to the coding conventions, definitions, and guidelines corresponding to the individual chapters of the coding manuals, and finally, to hands-on application of ICD-10-CM and ICD-10-PCS codes using health record case scenarios.

# BECOMING AN AHIMA ICD-10 TRAINER: END-OF-CLASS ASSESSMENT

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## *Taking the End-of-Class Assessment*

The end-of-class assessment will test your knowledge of the material learned in the distance education courses, at the face-to-face Academy program, and, contained in the accompanying *ICD-10-CM/PCS Coder Training Manual*. Thus, the focus is on mastery of the learning objectives of these programs, rather than demonstration of job-related competency as is the case with AHIMA's professional credential examinations.

Prior to taking the assessments, students are encouraged to complete all exercises/case scenarios contained in the *ICD-10-CM/PCS Coder Training Manual*, including those not covered during the Academy.

## *Composition of the Assessment*

The ICD-10 CM/PCS assessment is composed of a total of 100 questions (Approximately 36 questions are CM only, approximately 54 questions that are PCS only, and, approximately 10 questions are combined CM and PCS). The ICD-10 CM assessment is 50 questions. These questions cover coding conventions, coding guidelines, and practice coding cases. The question formats include recall, one-line case statements, and short and long scenario statements, and are comprised of true/false and multiple-choice, single response question types.

## *Internet-Based Testing (IBT) Assessment Platform*

AHIMA has partnered with Questionmark Corporation, a provider of computerized assessment products, for the delivery of the ICD-10-CM and ICD-10-PCS assessments on Questionmark's internet based testing platform. When you are prepared to complete the assessment, use the web address and login instructions provided to you in the email.

The assessment will be available to you for a period of 90 days, opening one week after your Academy. As this is a non-proctored assessment, you may refer to notes and class materials as needed while taking the assessment. Once you begin the assessment, you must complete it within 72 hours.

You may close and log back in to Questionmark as many times as you wish within the 72-hour period. Questionmark features a timer that will be visible at all times and that counts down the 72 hours. Please note that the timer continues to count down even when you are not logged into the assessment. You can change your answers on any items answered during a previous session. The estimated length of time it would take to complete the full assessment in one sitting without stopping is approximately eight (8) hours total.

To see past assessment results, use this link <https://ondemand.questionmark.com/398168/perception> and log in with your unique e-mail address.

### *Scoring of the Assessment & Re-Takes*

At the completion of the assessment, you will receive an immediate pass/fail notice. In addition, clicking on the Link button in the pass/fail notice will allow you to print a detailed report on your results. In order to successfully pass the assessment, you must get an **80% or higher**. We advise you to print the pass/fail screen on the Questionmark platform in case unexpected technical problems occur.

Your Academy tuition entitles you to two (2) attempts within the 90 day window at successfully passing this end-of-class assessment. If you are unsuccessful on the first attempt, you can access your second attempt through the original web link; however, this second attempt must occur within the 90-day window. In the unlikely event of failure at both attempts, you will be permitted the opportunity to purchase one additional re-take at an additional cost of \$79.99 (again, within the 90 day window and the attempt must be completed within the 90-day window).

Remember you have 90 days to complete the End of Learning Assessment. You may request a 14 day extension for your assessment.

### *Taking the Assessment past the 90 Day Window and Two Week Extension*

If you have not completed the assessment past the extension, you will have to pay 100.00 dollars in order to take one attempt for the assessment.

# ICD-10-CM/PCS TRAINER CERTIFICATE

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## *Your Designation as an AHIMA ICD-10-CM/PCS Trainer*

Successful completion of the coursework and end-of-course assessment leads to the granting of an AHIMA ICD-10-CM/PCS Trainer Certificate or AHIMA ICD-10 Trainer Certificate.

The certificate represents the following:

- Completion of a non-degree granting program designed to provide instruction and training towards acquiring specific knowledge;
- The evaluation of such learning against intended outcomes (learning objectives); and,
- Demonstration of proficiency in the subject matter.

This is in contrast to courses or programs that award only a 'certificate of attendance' and is distinct from the granting of CEUs, as described below.

A paper certificate will be mailed to you within a 4-5 weeks of successfully completing the assessment. Please note that AHIMA does not authorize re-use of the logo on the certificate for any purpose. The logo may only be used as part of the trainer certificate itself.

## *Designations*

It is important to avoid confusion between certifications/credentials and certificates. There is no specific credential designations associated with the trainer certificate. Therefore, certificate holders should exclusively use the following distinctions in describing their status verbally and/or in print:

- AHIMA Academy ICD-10-CM/PCS Certificate Holder
- AHIMA-Approved ICD-10-CM/PCS Trainer

You may represent yourself in either of these two manners as long as you continue to maintain your certificate according to AHIMA's requirements.

### *Acknowledgements on the AHIMA Website*

All recipients of the AHIMA ICD-10- Trainer Certificates will be recognized prominently on the AHIMA website. Usually takes 7 business days to be included on the website.

## CEUs for ICD-10 ACADEMY

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### *Continuing Education Credits*

AHIMA continuing education units (CEUs) are provided for both the distance education courses and the face-to-face Academy workshop. A certificate granting four (4) CEUs was presented to you via the distance education platform at the completion of each of the two courses. Within a week of the conclusion of the face-to-face workshop you will receive an email with a link to the course evaluation system; through this link you will also be presented with a CEU certificate granting 24 CEUs. Thus, a total of 32 CEUs are earned for the full ICD-10-CM/PCS Academy. You receive a link from your meeting planner for the CEU survey.

## ICD-10 TRAINER CERTIFICATE RENEWAL

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### *AHIMA ICD-10 Trainer Certificate Renewal*

Through the expertise and dedication of AHIMA credentialed members, the AHIMA name represents the gold-standard in coding subject matter knowledge in the industry. For this reason, the AHIMA ICD-10-Trainer Certificates will be held in high regard and with equally high expectations for thorough and current subject matter expertise through 2013 and beyond.

Thus, the AHIMA ICD-10-CM/PCS Trainer Certificate is granted in a time-limited manner, with an option to renew. For the certificate holder to remain in good standing, the certificate must be renewed annually. The certificate renewal process is staged around code updates released by CMS (Centers for Medicare and Medicaid Services) and NCHS (National Center for Health Statistics) For each renewal period, specific learning outcomes will be defined, educational program(s) provided, and, a self-review designed to evaluate attainment of the intended learning outcomes will be made available. While

renewal is not mandatory, those who choose not to maintain their certificate in good standing will no longer be acknowledged on the AHIMA website and may not represent themselves as an AHIMA-Approved ICD-10-CM/PCS Trainer.

### *Renewal Phases*

Certificates earned between April 2011 and March 2012 will expire on June 30, 2012. AHIMA will develop and release the required learning activity to advance your knowledge to equivalence with the 2012 version of the code sets in the March/April 2012 timeframe. Detailed communication regarding the process for certificate renewal will be distributed to you once you earn your initial certificate. The certificate renewal cost of \$199 includes access to the required learning activity, the self-review, electronic versions of the updated instructor materials, and an updated certificate. CEUs earned as part of this required learning activity may be used to fulfill continuing education requirements for AHIMA credentials. AHIMA plans to continue the certificate renewal program through June 2014. Please note that you are not required to renew your AHIMA ICD-10-CM/PCS Trainer Certificate; however, participation in AHIMA-sponsored programs to support, market, and facilitate end-user coder training by certificate holders will require an active AHIMA ICD-10-CM/PCS Trainer Certificate.

## NETWORKING WITH YOUR ACADEMY PEERS

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### *Private CoP for AHIMA Members*

A Community of Practice (CoP) has been established for all AHIMA members that successfully complete the two self-paced online courses and the face-to-face instruction components of the ICD-10 Academy and pass the End of Learning assessment. This is a “private” CoP, which means that enrollment is initiated and controlled by AHIMA staff. The Academy instructors will serve as facilitators of this CoP. We encourage you to initiate discussions threads as a way to build the community. Look for the enrollment email from AHIMA, which will coincide with the dates of the Academy you attend.

# AMBASSADOR PROGRAM FOR AHIMA APPROVED ICD-10 TRAINERS

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## *AHIMA Can Help You Plan for the Future*

The knowledge you gain by attending the ICD-10 Academy will likely be used initially for purposes other than training working coding professionals. Industry experts unanimously agree that working coding professionals should receive intensive coding training in ICD-10-CM/PCS approximately six to nine months prior to the 2013 implementation date. For instance, you may be an educator revising course content to teach new coders or a software application specialist re-designing functions and screen that utilize diagnosis and procedure codes.

We know, however, that as we approach 2013, the demand for qualified trainers with a high degree of competence in ICD-10-CM/PCS will grow dramatically and that there will be a tremendous business opportunity for individuals holding the AHIMA ICD-10-CM/PCS Trainer Certificate. For those planning to conduct higher volume training of coding professionals in the field, AHIMA is designing the *AHIMA ICD-10 Ambassador Program*.

- ✓ Discounted trainee materials
- ✓ Prior Approval of CEUs for students
- ✓ Dedicated Webpage for freelance opportunities
- ✓ Dedicated CoP and LinkedIn Group
- ✓ Online Meeting Support

## *Ambassador Fee*

All AHIMA Approved ICD-10 trainers are eligible to enroll as an AHIMA ICD-10 Ambassador. Ambassadors are required to renew their ICD-10 trainer's certificate in order to remain a member of the program. The fee for membership in the Ambassador program is 200 dollars for 365 days of membership. The fee is paid at the time of enrollment via credit card.

### *Discounted Trainee Materials*

Ambassadors received discounts on the following trainee materials

1. ICD-10-CM: Coding Training Manual
2. ICD-10-PCS: Coding Training Manual
3. ICD-10-CM: The Complete Official 2011 Draft Code Set
4. ICD-10-PCS: The Complete Official 2011 Draft Code Set
5. ICD-10-CM Mapping

### *Offering CEUs as an Ambassador*

Becoming an Ambassador allows you to provide CEUs to potential students in a prior approved format, meaning students know that your ICD-10 curriculum is approved by AHIMA. However, as an Ambassador you must meet the following criteria

1. The Ambassador must be the designated trainer or primary trainer of the education program
2. Agreed to the Terms of Use Agreement (done through enrollment in the program)
3. Use AHIMA's approved CEU certificate (provided on the CoP or by AHIMA staff)
4. Use AHIMA content in the educational program

Ambassadors do not have to submit educational content to AHIMA for approval. ICD-10 trainers who are not Ambassadors can provide CEUs however; these educational programs are not prior approved in an automatic format. Students that receive training from Ambassadors are not allowed to take the AHIMA's End of Learning assessment.

### *Dedicated AHIMA CoP and LinkedIn Group*

Ambassadors have a dedicated CoP and LinkedIn group that is the main manner for communication between AHIMA to Ambassadors. All resources are posted to the CoP. NOTE: If you are not an AHIMA member, you do not have access to the CoP, so please join the LinkedIn group.

## *Online Meeting Support*

Ambassadors have the option of opening an account with 123 Sign-up to assist in payment processing, promoting training programs, and online registration.

# USE OF MATERIALS

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## *Protection by Copyright*

All materials provided as part of the AHIMA Academy for ICD-10 are protected by copyright and may not be reproduced or distributed on paper or electronic.

Attendees of the AHIMA Academy for ICD-10: Building Expert Trainers in Diagnosis and Procedure Coding receive the following materials as part of the tuition package:

- *ICD-10-CM Coder Training Manual* (AHIMA product #: AC206811)
- *ICD-10-CM Coder Training Manual- Instructor's Edition* with CD-ROM and PowerPoints<sup>1</sup>.
- *ICD-10-CM: The Complete Official Draft Code Set* (Ingenix 2011)
- *ICD-10-PCS Coder Training Manual* (AHIMA product #:AC207811)
- *ICD-10-PCS Coder Training Manual- Instructor's Edition* with CD-ROM and PowerPoints<sup>1</sup>.
- *ICD-10-PCS: The Complete Official Draft Code Set* (Ingenix 2011)

<sup>1</sup>*Instructor's editions are available only to Academy attendees and will be mailed after attendees complete the Academy.*

Attendees of the AHIMA Academy for ICD-10: Building Expert Trainers in Diagnosis Coding receive the following materials as part of the tuition package:

- *ICD-10-CM Coder Training Manual* (AHIMA product #: AC206811)
- *ICD-10-CM Coder Training Manual- Instructor's Edition* with CD-ROM and PowerPoints<sup>2</sup>.
- *ICD-10-CM: The Complete Official Draft Code Set* (Ingenix 2011)

<sup>2</sup>*Instructor's editions are available only to Academy attendees and will be mailed after attendees complete the Academy.*

These materials are protected by AHIMA copyright and may not be reproduced without permission. For training purposes, the set, which includes the Instructor Guide and Student Manual, follows the same model as is used for academic textbooks. Students should each have their own copy of the *Coder Training Manual* (CM or PCS). Copies of the student manuals (*ICD-10-CM Coder Training Manual* and *ICD-10-PCS Coder Training Manual*) are available for purchase from AHIMA Press via the AHIMA website, <https://www.ahimastore.org/>.

Active certificate holders receive free, electronic updates to the Instructor Guides and PowerPoint slides as these materials are updated (generally on an annual basis).

### *Use of AHIMA ICD-10 Academy PowerPoint Slides*

The AHIMA ICD-10 Academy PowerPoint slides are only available to Academy attendees. The PowerPoint slides are intended to facilitate live training sessions with the companion *ICD-10 Coder Training Manuals*, which are available for purchase from AHIMA Press. Users must retain the integrity of the information contained on each slide.

#### *Permitted uses of PowerPoint slides:*

- You may excerpt individual, unedited slides from the deck.
- You may delete slides from the deck.
- You may re-sequence slides from the deck.
- You may add your own material to the deck. If you add your own material please remove AHIMA credit line from your added content.

#### *Non-permitted uses of PowerPoint slides:*

- You may not remove AHIMA copyright notice or otherwise re-brand slides.
- You may not modify AHIMA copyrighted slides.

#### *Permission and license is required to:*

- Print and redistribute AHIMA copyrighted materials, whole or in part (including the PowerPoint slides)
- Redistribute and/or re-use AHIMA copyright materials (for example, copying verbatim from *ICD-10 Academy Instructor Guides* and *Coder Training Manuals* to create PowerPoint slides).

- Store or distribute in electronic format for access beyond the original purchaser (includes online training).
- Incorporate this material in products for sale or public distribution.

Permissions information and request form may be found at the following web address:

<https://secure.ahima.org/publications/reprint/index.aspx>.

## ADDITIONAL INFORMATION

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For additional information on the AHIMA Academy for ICD-10, please contact AHIMA Customer Relations at <http://www.ahima.org/customersupport>, or, 1.800.335.5535.