BULLETIN 2018-33 March 16, 2018

|  |  |  |
| --- | --- | --- |
| U.S. Department of Labor  Employment and Training Administration, Office of  Apprenticeship (OA)  Washington, D.C. 20210 | Distribution:  A-541 Hdqtrs  A-544 All Field Tech  A-547 SD+RD+SAA+; Lab.Com | Subject: Revision to an Existing Apprenticeable Occupation: Medical Coder/Biller (Existing Title: Medical Coder)  Code: 200.1 |
| Symbols: DPQSP/FJH | Action: Immediate |
| **PURPOSE:** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of a revision to an existing apprenticeable occupation:  Medical Coder/Biller  (Existing Title: Medical Coder)  O\*NET-SOC Code: 29-2071.00  RAPIDS Code: 1114CB  Term: Competency-based  Type of Training: Competency-based  **BACKGROUND:** The occupation Medical Coder/Biller (Existing Title: Medical Coder) was submitted by Ms. Donna Scalia, Apprenticeship & Training Program Specialist on behalf of AHIMA Foundation as a revision to the type of training and the term of an existing occupation from time-based to the competency-based training approach.  The Medical Coder/Biller:   * Will use coding conventions and guidelines to abstract, analyze and accurately assign ICD (International Classification of Diseases); * Use CPT (Current Procedural Terminology) principle and secondary diagnostic and procedural codes to inpatient, ambulatory; and Hospital outpatient medical records; * Query physicians when diagnosis is unclear, audit records, and perform peer reviews; * Utilize encoder, grouper, and other Health Information Management software often including Electronic Health Records; * Ensure services provided are coded and billed accurately; * Assemble and coordinate reimbursement claims for third party payers; and * Investigate claim denials, interacting with insurance companies and patients to ensure accurate billing and payment.   **ACTION:** OA staff should familiarize themselves with this bulletin and the attached Work Process Schedule and Related Instruction Outline, as a source for developing apprenticeship standards and/or providing technical assistance.  This revised occupation will be added to the List of Occupations Recognized as Apprenticeable by OA when the list is reissued.  If you have any questions, please contact Mrs. Felecia Hart, Team Leader, Division of Program Quality, Standards and Policy at (202) 693-3792.  **NOTE:** This bulletin is being sent via electronic mail.  Attachments | | |