BULLETIN 2018-53 June 15, 2018

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| 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: Revised Apprenticeable Occupation: Medical Record and Health Information Technician/Medical Coders  Code: 200.1 | |
| Symbols: DPQSP/LNS | Action: Immediate | |
| **PURPOSE:** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the approval of the new Competency-Based Occupational Framework for the occupation of Medical Record and Health Information Technician/Medical Coders:    Medical Record and Health Information Technician/Medical Coders  O\*NET-SOC Code: 29.2071.00  RAPIDS Code: 1114CB  Type of Training: Competency-based  **BACKGROUND:** The National Office has approved a set of ten (10) national, Competency-Based Occupational Frameworks (CBOFs), developed in partnership with the Urban Institute. These CBOFs have met industry standards and approval; they cover job titles and occupational pathways, related functions and performance criteria, as well as academic, workplace and personal competencies for job success. While use of these CBOFs in developing competency-based standards is voluntary, no additional vetting of a Work Process Schedule utilizing the CBOFs should be required where a program aligns to the occupational framework described in a CBOF beyond the basic requirements set forth in 29 CFR Part 29.  Included among the ten initially approved CBOFs, is Medical Record and Health Information Technician/Medical Coders. Coding professionals use coding conventions and guidelines to abstract, analyze, and accurately assign International Classification of Diseases, Current Procedural Terminology, and other classification systems, as well as principal and secondary diagnostic and procedural codes to inpatient, ambulatory, and outpatient medical records. Coding professionals also query physicians when diagnosis is unclear, audit records, and perform peer reviews. These professionals use encoder, grouper, and other Health Information Management software, including electronic health records. Job requirements include a current credential, such as Registered Health Information Administrator, Registered Health Information Technician, Certified Coding Associate, or other designated credential from a nationally recognized organization.  Coding professionals assign clinical classification codes for medical services. They also use abstracting databases, internal and external audit results, Quality Improvement Organization reports, and revenue cycle edit and denial information, and they are a resource to the clinical team. This position requires effective interaction with coding staff, clinical staff, and different levels of management throughout the health care system.  Within certain limits, the sponsors of CBOF-based apprenticeship programs are permitted to customize the job functions or competencies contained in a CBOF for Medical Record and Health Information Technician/Medical Coders. However, OA encourages the use of all core competencies to be included in the approved WPS.  The revised Medical Record and Health Information Technician/Medical Coders (competency-based) will be added to the List of Occupations Recognized as Apprenticeable by OA when the list is reissued.  **ACTION:** OA staff should familiarize themselves with this bulletin and the attached CBOF as a source for developing apprenticeship standards and/or providing technical assistance.  If you have any questions, please contact Natalie Linton, Program Analyst, Division of Program Quality, Standards and Policy at (202) 693-3592.  **NOTE:** This bulletin is being sent via electronic mail.    Attachment | | |