

Texas Tech University Health Sciences Center El Paso Institutional Compliance Policy

Policy: BCP EP 2.1 Training: New Resident Orientation	Effective Date: September 8, 2010
	Last Revision Date: April 26, 2023
References: N/A	

Policy Statement

The purpose of this policy is to establish mandatory Billing Compliance orientation for all new residents and fellows enrolled in a Graduate Medical Education (GME) or any resident program through Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso).

Scope

This policy shall apply to all new residents or fellows enrolled in a GME program at TTUHSC El Paso.

Policy

All new residents or fellows enrolled in a GME or any approved resident program at the TTUHSC El Paso Paul L. Foster School of Medicine (PLFSOM) shall receive billing compliance orientation, as outlined in this policy.

Procedure

1. Scheduling

- a. The Billing Compliance Manager (BCM) or designee in collaboration with the El Paso Electronic Medical Records (EMR) trainer(s) shall coordinate with the GME Office to provide Billing Compliance orientation to new residents and fellows. This orientation will be provided as part of the new resident orientation, which includes an online module.
- b. The BCM or designee should coordinate with either the GME office or department residency coordinator or EMR to receive notification of new residents or fellows who start outside the normal residency cycle year to provide new resident orientation.

2. Content

The BCM or designee is responsible for the content of materials provided during new resident billing compliance orientation. Such information may include, but is not limited to:

- i. Fraud, Waste, and Abuse Laws
- ii. Documentation Guidelines for Evaluation and Management Services
- iii. Teaching Physician Documentation Rules
- iv. Relevant TTUHSC El Paso Billing Compliance Policies
- v. Links to the Billing Compliance website and other relevant websites; and
- vi. Any other resources as determined by the BCM or designee

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3. Tracking

The BCM or designee shall track and record new resident billing compliance orientation, providing periodic reports to the Billing Compliance Advisory Committee (BCAC) in Compliance with this policy.

Administration and Interpretation, Revisions, or Termination

Questions regarding this policy may be addressed to the TTUHSC El Paso Institutional Compliance Officer or Compliance Unit Manager.

This policy may be amended or terminated at any time, subject to approval by the Billing Compliance Advisory Committee.

Frequency of Review

This policy shall be reviewed no later than May in each odd-numbered year.

Review Date: August 2016, January 13, 2022, April 26, 2023

Revision Date: August 2016, January 13, 2022, April 26, 2023