

HAAD Clinical Coding Steering Committee Meeting

Date/Time/Place: Thursday May 1, 11:00 am, Tawam Hospital, VIP Conference Room

Presiding Chair: Ann L. Webster, RHIA, CCS Tawam Hospital

Co-Chair: Sameera Al Hashemi, SKMC

Recorder: Ann L. Webster, Tawam Hospital

Present: Jameel Ahmed, HAAD; Leopoldo Apuntar, Tawam Hospital; Velikakathu T. Sunil, Al Rahba Hospital; Binu Paul, Mafrag Hospital; Selvakumar S, Corniche Hospital.

Guest: Mitchell Jesson, Tawam Hospital, Profile Team Leader

Apologies: June Beaumont, Al Ain Hospital

Item No	Matters Discussed & Decision Taken	Person Responsible For Action	Target Date
1.0	<p>Call to order</p> <p>The meeting was called to order at 11:00 am.</p>	Chair	
2.0	<p>Apologies and Guests</p> <p>June Beaumont, Al Ain Hospital sent her apologies.</p> <p>The Chair welcomed Mitchell Jesson, Manager of Medical Records from Tawam Hospital as a guest to this meeting.</p>		
3.0	<p>Review/Revision of Previous Minutes</p> <p>Minutes of February 20, 2008 meeting were approved as written. Ann asked Jameel to have them posted on the Wikki.</p>	Jameel to post minutes on Wikki.	May 5
4.0	<p>Mechanical Ventilation Coding</p> <p>Jameel presented the information he had researched regarding coding ventilation therapy. As this was a lengthy document, Jameel agreed to email this to members asking for feed-back within four days. After the four days the document will be posted on the Wikki. The information from the document will be included in the next revision of the Coding Manual.</p>	Jameel to send out document and post on Wikki after comment period.	May 12

		Ann to include information in Coding Manual update.	December 2009
5.0	<p>Update of Coding Manual</p> <p>Ann mentioned that she has not had a chance to work on this yet. She also advised that we do not update the Coding Manual for this year, as it was just published in 2007 and still has not reached all of the coders in the private hospitals and others. It was decided to update the Coding Manual for release in January 2009, with the 2007 and 2008 changes, as posted on the internet. We will also be adding a section on CPT coding and IR DRGs to the Coding Manual.</p>	Ann to work on Coding Manual	January 2009
6.0	<p>Coding Audit</p> <p>Jameel mentioned that he is working on a plan for coding audit for the Committee to review. One of the goals for the next two years for this Committee is to perform coding audits. Jameel will continue to work on this proposal for presentation to the Committee in the near future.</p>	Jameel to work on coding audit proposal.	June 2008
7.0	<p>Coding Seminars</p> <p>Kumar asked to pass on hosting the coding seminar for May as they are preparing for the HIS go-live this month. Leo volunteered for Tawam to host the May seminar. The following schedule is now in place: May – Tawam, June – Mafraq, July – Corniche, August – Al Ain.</p>	Nestor Sibayan will facilitate coding seminar at Tawam in May.	May 2008
9.0	<p>CPT Coding and IR Grouper Installations and Training</p> <p>Jameel reported that all six SEHA facilities had the CPT and IR Grouper software installed. Rachel D'Andrea from 3M also trained Coders on CPT coding at five of the SEHA hospitals. Rachel expressed her appreciation for the knowledge and level of excellence in coding in SEHA hospitals and was quite impressed with what we are doing currently. She will be sending certificates for those who participated in the CPT training. Jameel and Ann will develop a short quiz for Coders to take to receive their CPT training certificates. These will only be given to Coders who attended the CPT training from 3M. It is important for Coders to practice their CPT coding and Jameel and Ann will tailor the quizzes to reflect the type of cases being treated at the specific hospitals, i.e. OB at Corniche.</p> <p>There was a question regarding the books provided by Rachel during the training. Extra books will be provided for Coders who participated in the training where there were shortages. If hospitals wish to purchase extra books for other hospital staff, they can do that on their own. Jameel will facilitate the process of getting missing books from</p>	<p>Jameel and Ann to organize coding quiz for certificate from 3M.</p> <p>Jameel to facilitate additional books from 3M.</p>	<p>May 2008</p> <p>May 2008</p>

	<p>3M.</p> <p>Future plans for CPT training include asking Rachel to return to give an advanced CPT training workshop to all coders. Jameel will facilitate this through SEHA after six months or longer, so that Coders can become more proficient with CPT coding.</p> <p>In addition, Mitchell was asked how things are progressing with integrating the CPT coding and IR grouping in the Cerner system for SEHA hospitals. He mentioned that according to Cerner this won't be finished until September 2008. This will have an impact on how hospitals will choose to use the system as they go-live with Cerner. Mitchell will keep the Committee informed as to how this progresses.</p>	<p>Jameel to facilitate advanced CPT training through 3M.</p> <p>Mitchell to keep Committee informed on Cerner.</p>	<p>October 2008</p> <p>On-going</p>
10.0	<p>AHIMA Coder Credentialing</p> <p>Ann reported that through conversations with Rachel from 3M, it was suggested to encourage the coders to obtain their CCA (Clinical Coding Associate) credential, followed in time by the CCS (Clinical Coding Specialist) credential. Rachel mentioned that she has a contact in AHIMA that can facilitate this. In addition, Jameel and Sameera have volunteered to contact appropriate parties that can host the exam process. It would also be beneficial to see if major employers such as SEHA would be willing to help sponsor this credentialing process for the Coders that are currently employed. This will give Coders validation and recognition for their skills and knowledge.</p>	<p>Ann to follow up with Rachel (3M) regarding CCA exam.</p> <p>Jameel and Sameera to investigate testing site.</p>	<p>July 2008</p> <p>June 2008</p>
11.0	<p>Data Standards Panel</p> <p>Ann reported that she is serving on the HAAD Data Standards Panel, representing the CCSC. She will communicate with the committee regarding issues affecting the coding community as they arise.</p>	Ann	On-going
12.0	<p>Occupational Health Data and Coding</p> <p>Ann reported that she had been contacted by Darren Joubert, Senior Advisor, Occupational Health, from HAAD regarding how to capture information for the purpose of tracking occupational health injuries and illnesses. Jameel and Ann met with Darren on a couple occasions to discuss the best way to handle this. A proposal will be made to the Data Standards Panel on Sunday, May 4th to add required data elements for the occupation and the relationship between the diagnosis and occupation on all encounters. She will report back to the CCSC on the outcome of that meeting.</p>	Ann	June 2008

13.0	<p>Membership</p> <p>Sameera volunteered to continue to maintain the membership list of all clinical coders represented by the CCSC. Please forward any new coder information to Sameera as it occurs.</p>	Sameera	On-going
14.0	<p>New Committee Structure and Reporting Authority</p> <p>Ann presented the new Terms of Reference and Business Plan 2008/2009 to the Committee members. As these were lengthy documents, she went over them carefully with the members. The biggest changes to the Committee are that we now report to Dr. Philipp Vetter, Head of Strategy for HAAD and that we represent the coding community in the Emirate of Abu Dhabi, not just SEHA.</p> <p>The Committee members discussed the impact of these changes and what it means to them. Also discussed was the need to become even more professional in our dealings as a committee with formal agendas, advance information for pre-read before meetings, posting of minutes on the Wikki, etc.</p> <p>The Committee members were excited and challenged by these ideas and were favorable about the business plan and terms of reference. Ann mentioned that she would send out the documents by email and give members 4 days to review and comment on them before finalizing them and posting on the Wikki. After that the Committee can start working the business plan by inviting new members to the committee and coding seminars as a start.</p>	<p>Ann to send out business plan and terms of reference.</p> <p>Members to respond in 4 days with comments.</p> <p>Jameel to post on Wikki.</p>	<p>May 4</p> <p>May 8</p> <p>May 11</p>
15.0	<p>Sub-Committee for Education and Technical</p> <p>Jameel will now be the Chairman for the Education and Technical Sub-Committee. Ann encouraged volunteers to join the sub-committee, after obtaining approval from respective supervisors/managers. There should be representatives from all hospitals; however you do not need to be on the CCSC to be on the sub-committee.</p> <p>Sameera, Ann and Jameel will meet to develop terms of reference and procedures for the sub-committee as a proposal, however the main tasks will be to plan coding educational events and handle all coding questions and clarifications, plus being a conduit for questions to go to 3M. More detailed roles will be forthcoming.</p> <p>Jameel should call his first meeting before the next CCSC meeting.</p>	<p>Members to find volunteers for sub-committee.</p> <p>Sameera/Ann/Jameel to prepare terms of reference and procedures.</p>	<p>June 2008</p> <p>May 25</p>
16.0	<p>Sub-Committee for Coding Arbitration</p> <p>Sameera will chair the Sub-Committee for Coding Arbitration. This Committee will need to be further developed before starting. She will update the CCSC on the progress at a later date.</p>	Sameera	September 2008

17.0	<p>Next Meeting</p> <p>The next meeting will take place in early June. Ann will call the meeting with four days pre-read time of any item to be discussed. Remember that minutes will go out with four days for comments before posting on the Wikki.</p>	<p>Ann to call meeting</p> <p>Jameel to post minutes on Wikki</p>	<p>June 2008</p> <p>May 15</p>
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