CareerStep™
PROFESSIONAL TRAINING

Education Empower:
Inpatient Auditing Program

Inpatient Auditing

Career Step's advanced *Inpatient Auditing* Program will empower you to build a qualified audit team for your organization while providing career path and advancement opportunities for your existing staff.

Career Step's *Inpatient Auditing* Program

Medical coding auditing is a career growth opportunity for health information management professionals, providing an extension or career path for medical coders and billers. It is a field that has been growing and will continue to grow significantly.

Using a multi-modal approach and working with expert coders and auditors, we have designed an advanced program to ensure our graduates obtain specialized skills required for this growing field. Our goal is to help them become valuable members of an organizations' audit teams, advancing their careers while meeting the business needs of their employers.

The advanced Inpatient Auditing program starts with foundational courses that cover topics such as regulatory compliance, healthcare law, and documentation integrity. Administrative and soft skill courses are also included and are unique to Career Step's auditing program. Learners will also gain hands-on experience with practice exercises on authentic medical records.

To achieve curriculum goals and graduate, learners must successfully complete an audit of 50 inpatient medical records following specific audit guidelines. The audit findings are recorded using an audit worksheet, and the final results are summarized in a written report. The learner is then required to verbally present the results through an original presentation.

Learners must have 3 recent years of inpatient coding experience to enroll in this program.

Learning Technology Available Around the Clock

Career Step's learning management system (LMS) is available 24/7. All a learner needs to get started is an internet connection and access to a supported platform. Career Step's LMS is hosted in a secure and encrypted environment and is supported by a dedicated IT team. This technology provides you with...

- A flexible user interface with full support of web-based multi-media learning resources
- Robust reporting and administrative tools, including individual's progress and usage statistics.
- An automated exam grading engine.
- Self-contained, self-paced course content.
- Staff communication capabilities.
- Securely hosted, SCORM-compliant curriculum.
- Built-in workplace technology (e.g. 3M™, M*Modal).

How It Works

The Career Step Inpatient Auditing program includes approximately 280 hours of course content with a final Audit Practicum that is required to complete the program. Within the program, the learner progresses through a series of courses, some of which build on each other. Depending on the learner's experience, they may be able to test out of certain courses, and the program also offers the flexibility to complete courses out of sequence.

Inpatient Auditing Program

- We start the program with a course that ensures the learner has a solid understanding of ICD-10-CM and PCS skills. We next introduce the fundamentals of reimbursement and regulatory compliance—important concepts that the learner must grasp before progressing.
- Technical skills are important for an auditor. The program teaches the learner to develop and use Microsoft Office Excel formulas and pivot tables and have a basic understanding of Microsoft Access and a solid grasp of Microsoft Word and PowerPoint.
- Soft skills are as important as technical skills, and we arm the learner with skills in conflict management, meeting management, and reporting and presentation.
- The program then progresses to healthcare law, presented by a specialist attorney. Another course covers documentation integrity from ICD-10 pitfalls to the documentation requirements for high-risk scenarios.
- This all builds up to teaching the audit process and discussing the key components of an audit. The learner audits cases and learns how to report and present the audit. During this course, each learner audits 20 cases and completes a report for practice before advancing to the Audit Practicum, which includes an additional 50 records.

Cost-Effective Solution

To meet your specific needs, Career Step offers these solutions as stand-alone courses so you can create a learning experience unique to the specific needs of your employees as well as the coding demands of your organization.

Career Step's modular, tiered packages are built on our unique Evaluate, Educate, Expand approach and are designed to provide you with the right tools when you need them.

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Career Step:
The Innovative Solution for Your Organization's Education Needs

Career Step is the education partner of choice for some of the largest and most respected names in healthcare because we have designed our educational programs and tools to address key industry challenges. We are helping organizations build exceptional teams and individual learners find satisfying career paths.

Your organization can see results with our expertise, technology, education programs, resources, and packaging too. Choose Career Step for...

- **An experienced partner** leveraging 25 years of experience in adult education to deliver quality online education developed by nationally recognized authors and coding experts.
- **Hands-on experience** through case studies, practicum, and real examples built into the education tools.
- **An easy-to-use, always available, online learning platform** that provides flexibility and allows your employees to work at their own pace.
- **Robust support services** with dedicated client managers to ensure successful customization and implementation.
- **Cost-effective solutions** though modular, tiered programs and subscription packaging that supports long-term strategies for improving your teams' HIM and revenue cycle skills

About Career Step

Career Step, an online provider of career-focused healthcare education and corporate training, focuses on helping adult learners efficiently develop the career skills needed to succeed in the rapidly changing healthcare industry.

Career Step has educated more than 100,000 learners in multiple allied health fields over its 25-year history. We have successfully placed 84% of our graduates with over 900 employers.

Our Professional Training Division has educated more than 8,000 health information management professionals with documented successful outcomes for clients. Today, we have more than 12,000corporate learners enrolled.

Career Step is an approved AHIMA educator. We provide prior-approved continuing education units from both AHIMA and AAPC.

More information about Career Step's Professional Training offerings can be found at CareerStep.com/RevenueCycleManagement.