

**Texas Tech University Health Sciences Center
Billing Compliance Program Policy and Procedure**

2.1 Training: New Resident Orientation	
Approved Date: September 8, 2010	Effective Date: January 1, 2011
Last Revised: June 1 2015	

A. PURPOSE

The purpose of this policy is to establish mandatory billing compliance orientation for all new residents and fellows enrolled in an approved Graduate Medical Education (GME) program through Texas Tech University Health Sciences Center (TTUHSC).

B. POLICY

All new residents or fellows enrolled in an approved GME program at TTUHSC School of Medicine or Paul L. Foster School of Medicine (Schools of Medicine) shall receive billing compliance orientation as set forth in this policy.

C. SCOPE

This policy shall apply to all new residents or fellows enrolled in an approved GME program at TTUHSC.

D. PROCEDURE

1. Scheduling

- a. The Regional Billing Compliance Director/Officer (BCD/O) shall coordinate with their regional GME office to provide billing compliance orientation to new residents and fellows. Whenever possible, such orientation should be provided as part of new resident orientation, which may include on-line education modules followed by a brief in-person introduction as part of the on-site orientation.
- b. BCD/Os should coordinate with either the regional GME office or department residency director to receive notification of new residents or fellows who start outside the normal residency cycle year in order to provide new resident orientation.

2. Content

- a. BCD/Os are responsible for the content of materials provided during new resident billing compliance orientation. Such information may include, but is not limited to:

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- i. 1995 and/or 1997 Documentation Guidelines for Evaluation and Management Services.
- ii. Teaching Physician Documentation Rules.
- iii. Relevant TTUHSC Operating Policy, Billing Compliance Policies and/or Clinical policies.
- iv. Links to the Billing Compliance website and other relevant websites; and
- v. Any other resources as determined by the BCD/O.

- 3. Tracking.** BCD/Os shall track and record new resident billing compliance orientation, providing periodic reports to their Billing Compliance Advisory Committee (BCAC) on compliance with this policy.

E. ADMINISTRATION AND INTERPRETATIONS

Questions regarding this policy may be addressed to the BCD/Os:

A resident's failure or refusal to timely complete new resident orientation provided under this policy shall be reported to the residency coordinator and department Chair for corrective action to include completion of the required orientation. In addition, the BCD/O may report such non-compliance to their regional BCAC for further corrective action. If necessary, the BCAC may refer the matter to the Institutional Compliance Officer (ICO) and/or the Institutional Compliance Working Committee (ICWC).

REVISIONS, TERMINATION

Refer to Billing Compliance Program Policy and Procedure [1.0 Policy Development and Implementation](#)

Failure to comply with this policy shall result in appropriate disciplinary action.

This policy shall be reviewed no later than April 1 in each odd-numbered year.