

## UTMB HANDBOOK OF OPERATING PROCEDURES

Section 5 Faculty Policies Subject 5.1 Faculty Policies	-Originated -Reviewed w/ changes -Reviewed w/o changes
Policy 5.1.4 New Faculty Teaching Physician Education	Compliance Office - Author

### New Faculty Teaching Physician Education

#### Policy

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All new UTMB faculty who will be supervising residents and/or billing any governmental payers for medical services must receive appropriate training on general documentation guidelines and the Medicare and Medicaid Teaching Physician Guidelines from the Office of Institutional Compliance (OIC) prior to billing any governmental payers. This applies to all credentialed or non-credentialed providers. It is the responsibility of the all departments to ensure this training occurs.

#### Procedures

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1. The Medical Staff Office notifies the OIC when a provider has been appointed to the Medical Staff or makes a change to the assigned clinical department.
  2. Faculty Group Practice Financial Services (FGPFS) Provider Enrollment will include the education requirement in its communications with the provider.
  3. The department is responsible for insuring that their providers schedule and complete training as necessary.
  4. The OIC provides training.
  5. The OIC notifies FGPFS Provider Enrollment and the Department Administrator when training is completed.
  6. FGPFS will establish a billing number for the provider using either the Medical Staff Exec committee (MSEC) date or the date of the OIC training, whichever is later.

Two months after the date of establishment of the billing number, FGPFS will generate a report of all charges billed to governmental payers by the provider with a date of service PRIOR to the establishment of the billing number. FGPFS will contact the OIC to determine if charges are billable or if the charges need to be investigated and cancelled as necessary.

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