

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Course: Basic ICD-10-CM Coding for LHDs / RH (*Prerequisite for Specialized Courses*)

Description: This training is the **PREREQUISITE** for any staff who attend Specialized Training. This training will provide an overview of the changes between ICD-9-CM and ICD-10-CM, an overview on how to use the code book and coding exercises that will include Immunizations. This training is also relevant for staff that need overview of coding such as billing staff but may not need Specialized Training. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: www.SignUpGenius.com/go/10C084EA5AA2AA3FF2-basic1

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Develop a general understanding of ICD-10-CM
 - Why the change from ICD-9-CM to ICD-10-CM
 - Understand the terminology, coding conventions and general coding guidelines for use of the ICD-10-CM classification system
 - Understand how to look up diagnoses in the Alphabetical Index and verify the code in the Tabular List
 - Demonstrate how to accurately assign ICD-10-CM codes to simple diagnoses

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov
(Tel) 919-707-5067

Duration: 4 hours

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Sessions: Basic ICD-10-CM Coding for LHDs / RH

(Note: All sessions are the same – Registrants only need to register for one session)

Date	Time
4/16/2014 (Wed)	12:30PM - 4:30PM
5/5/2014 (Mon)	9:00AM - 1:00PM
6/2/2014 (Mon)	9:00AM - 1:00PM
6/4/2014 (Wed)	12:30PM - 4:30PM
7/7/2014 (Mon)	8:30AM - 12:30PM
	1:00PM - 5:00PM
7/14/2014 (Mon)	9:00AM - 1:00PM
8/4/2014 (Mon)	8:30AM - 12:30PM
	1:00PM - 5:00PM
8/6/2014 (Wed)	12:30PM - 4:30PM
8/7/2014 (Thu)	8:30AM - 12:30PM
8/29/2014 (Fri)	12:30PM - 4:30PM
9/2/2014 (Tue)	8:00AM - 12:00PM
9/3/2014 (Wed)	1:00PM - 5:00PM
9/5/2014 (Fri)	8:00AM - 12:00PM

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Specialized ICD-10-CM Coding Training for LHDs/RH - Behavioral Health

Description: **PREREQUISITE REQUIRED:** Staff registering for this specialized ICD-10-CM coding training session must first attend the **Basic ICD-10-CM Coding Training**.

This specialized training is an extension of the Basic ICD-10-CM Coding Training and will provide coding guidelines and coding practice exercises related to behavioral health. Discussion and coding exercises will primarily include Chapter 5. This training may be appropriate for nursing managers, administrative supervisors, health information managers, clinical supervisors/ coordinators, behavioral health staff, DPH clinical/nurse consultants. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: <http://www.signupgenius.com/go/10C084EA5AA2AA3FF2-specialized1>

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Develop a general understanding of the ICD-10-CM coding guidelines related to Chapter 5, Mental, Behavioral and Neurodevelopmental Disorders
 - Demonstrate how to accurately assign ICD-10-CM codes to behavioral health diagnoses

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov
(Tel) 919-707-5067

Duration: 2 Hours

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Sessions: Specialized ICD-10-CM Coding Training for LHDs/RH - Behavioral Health

(Note: All sessions are the same – Registrants only need to register for one session)

Date/Time
4/30/2014 (Wed. 10:00AM- 12:00PM)
5/19/2014 (Mon. 8:30AM- 10:30AM)
6/12/2014 (Thu. 8:00AM- 10:00AM)
7/15/2014 (Tue. 11:00AM- 1:00PM)
9/2/2014 (Tue. 12:30PM- 2:30PM)
9/3/2014 (Wed. 8:00AM- 10:00AM)

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Specialized ICD-10-CM Coding Training for LHDs/RH - Child Health, Health

Check

/w EPDw UKMTA2

Description: **PREREQUISITE REQUIRED:** Staff registering for this specialized ICD-10-CM coding training session must first attend the **Basic ICD-10-CM Coding Training**.

This specialized training is an extension of the Basic ICD-10-CM Coding Training and will provide coding guidelines and coding practice exercises related to child health and Health Check (wellness/preventive care for Medicaid eligible children). Discussion and coding exercises will include multiple chapters in ICD-10-CM. This training may be appropriate for nursing managers, administrative supervisors, health information managers, clinical supervisors/coordinators, school health nurses, nutrition services, DPH clinical/nurse consultants, CC4C Case Managers. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: <http://www.signupgenius.com/go/10C084EA5AA2AA3FF2-specialized2>

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Develop a general understanding of the coding guidelines for those chapters in ICD-10-CM that will be utilized by health department staff for coding child health and health check visits
 - Demonstrate how to accurately assign ICD-10-CM codes for diagnoses commonly seen in child health and health check

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

(Tel) 919-707-5067

Duration: 3 Hours

Sessions: Specialized ICD-10-CM Coding Training for LHDs/RH - **Child Health, Health Check**

(Note: All sessions are the same – Registrants only need to register for one session)

Date/Time
4/23/2014 (Wed. 1:00PM- 4:00PM)
5/22/2014 (Thu. 9:00AM- 12:00PM)
6/23/2014 (Mon. 8:30AM- 11:30AM)
7/16/2014 (Wed. 12:30PM- 3:30PM)
7/30/2014 (Wed. 8:30AM- 11:30AM)
8/20/2014 (Wed. 12:30PM- 3:30PM)
8/26/2014 (Tue. 8:30AM- 11:30AM)
9/22/2014 (Mon. 8:30AM- 11:30AM)
9/23/2014 (Tue. 2:00PM- 5:00PM)

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Specialized ICD-10-CM Coding Training for LHDs/RH - Family Planning

Description: **PREREQUISITE REQUIRED:** Staff registering for this specialized ICD-10-CM coding training session must first attend the **Basic ICD-10-CM Coding Training**.

This specialized training is an extension of the Basic ICD-10-CM Coding Training and will provide coding guidelines and coding practice exercises related to family planning. Discussion and coding exercises will primarily include Chapters 18 and 21. This training may be appropriate for nursing managers, administrative supervisors, health information managers, clinical supervisors/coordinators, DPH clinical/nurse consultants. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: <http://www.signupgenius.com/go/10C084EA5AA2AA3FF2-specialized3>

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Develop a general understanding of the coding guidelines for those chapters in ICD-10-CM that will be utilized by health department staff for coding family planning visits
 - Demonstrate how to accurately assign ICD-10-CM codes for family planning diagnoses

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov

(Tel) 919-707-5067

Duration: 2 Hours

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Sessions: Specialized ICD-10-CM Coding Training for LHDs/RH - Family Planning

(Note: All sessions are the same – Registrants only need to register for one session)

Date/Time
4/21/2014 (Mon. 1:00PM- 3:00PM)
5/7/2014 (Wed. 3:00PM- 5:00PM)
6/16/2014 (Mon. 1:00PM- 3:00PM)
7/15/2014 (Tue. 8:30AM- 10:30AM)
7/28/2014 (Mon. 11:00AM- 1:00PM)
8/14/2014 (Thu. 8:00AM- 10:00AM)
8/19/2014 (Tue. 12:30PM- 2:30PM)
9/5/2014 (Fri. 3:00PM- 5:00PM)
9/23/2014 (Tue. 11:00AM- 1:00PM)

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Specialized ICD-10-CM Coding Training for LHDs/RH - **Maternal Health**

Description: **PREREQUISITE REQUIRED:** Staff registering for this specialized ICD-10-CM coding training session must first attend the **Basic ICD-10-CM Coding Training**.

This specialized training is an extension of the Basic ICD-10-CM Coding Training and will provide coding guidelines and coding practice exercises related to maternal health. Discussion and coding exercises will primarily include Chapters 15 and 21. This training may be appropriate for nursing managers, administrative supervisors, health information managers, clinical supervisors/coordinators, DPH clinical/nurse consultants. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: <http://www.signupgenius.com/go/10C084EA5AA2AA3FF2-specialized4>

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Develop a general understanding of the coding guidelines for those chapters in ICD-10-CM that will be utilized by health department staff for coding maternal health visits
 - Demonstrate how to accurately assign ICD-10-CM codes for maternal health diagnoses

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov

(Tel) 919-707-5067

Duration: 3 Hours

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Sessions: Specialized ICD-10-CM Coding Training for LHDs/RH - **Maternal Health**

(Note: All sessions are the same – Registrants only need to register for one session)

Date/Time
4/28/2014 (Mon. 1:30PM- 4:30PM)
5/14/2014 (Wed. 1:00PM- 4:00PM)
6/11/2014 (Wed. 1:00PM-4:00PM)
6/24/2014 (Tue. 8:30AM- 11:30AM)
7/23/2014 (Wed. 12:30PM- 3:30PM)
7/28/2014 (Mon. 1:30PM- 4:30PM)
8/19/2014 (Tue. 8:30AM- 11:30AM)
8/28/2014 (Thu. 1:30PM- 4:30PM)
9/18/2014 (Thu. 8:30AM- 11:30AM)
9/22/2014 (Mon. 12:30PM- 3:30PM)

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Specialized ICD-10-CM Coding Training for LHDs/RH - Primary Care, Women's Health, Chronic Disease, BCCCP

Description: **PREREQUISITE REQUIRED:** Staff registering for this specialized ICD-10-CM coding training session must first attend the **Basic ICD-10-CM Coding Training**.

This specialized training is an extension of the Basic ICD-10-CM Coding Training and will provide coding guidelines and coding practice exercises related to primary care including women's health, chronic diseases and breast and cervical cancer. Discussion and coding exercises will include the majority of the ICD-10-CM chapters. This training may be appropriate for nursing managers, administrative supervisors, health information managers, clinical supervisors/coordinators, newborn/postpartum care nurses, BCCCP nurses, DPH clinical/nurse consultants. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: <http://www.signupgenius.com/go/10C084EA5AA2AA3FF2-specialized5>

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Develop a general understanding of the coding guidelines for those chapters in ICD-10-CM that will be utilized by health department/rural health staff for diseases/conditions seen in primary care including women's health, chronic diseases and breast and cervical cancer
 - Demonstrate how to accurately assign ICD-10-CM codes to diagnoses representative of those found in primary care including women's health, chronic diseases and breast and cervical cancer

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov

(Tel) 919-707-5067

Duration: 4 Hours

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Sessions: Specialized ICD-10-CM Coding Training for LHDs/RH – Primary Care, Women's Health, Chronic Disease, BCCCP

(Note: All sessions are the same – Registrants only need to register for one session)

Date/Time
4/28/2014 (Mon. 8:30AM- 12:30PM)
5/21/2014 (Wed. 12:30PM- 4:30PM)
6/19/2014 (Thu. 8:30AM- 12:30PM)
7/30/2014 (Wed. 12:30PM- 4:30PM)
8/28/2014 (Thu. 8:30AM- 12:30PM)
9/18/2014 (Thu. 12:30PM- 4:30PM)

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Specialized ICD-10-CM Coding Training for LHDs/RH - STD, HIV, Communicable

Disease

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Description: **PREREQUISITE REQUIRED:** Staff registering for this specialized ICD-10-CM coding training session must first attend the **Basic ICD-10-CM Coding Training**.

This specialized training is an extension of the Basic ICD-10-CM Coding Training and will provide coding guidelines and coding practice exercises related to STD, HIV, AIDS and other communicable diseases. Discussion and coding exercises will primarily include Chapters 1, 10, 18, and 21. This training may be appropriate for nursing managers, administrative supervisors, health information managers, clinical supervisors/coordinators, STD/TB/CD nurses, DPH Epi staff, DPH clinical/nurse consultants. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: <http://www.signupgenius.com/go/10C084EA5AA2AA3FF2-specialized6>

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Develop a general understanding of the ICD-10-CM coding guidelines related to Chapter 1, 10, 18 and 21
 - Demonstrate how to accurately assign ICD-10-CM codes for STD, HIV, AIDS and other communicable diseases

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov

(Tel) 919-707-5067

Duration: 2 Hours

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Sessions: Specialized ICD-10-CM Coding Training for LHDs/RH – STD, HIV, Communicable Disease

(Note: All sessions are the same – Registrants only need to register for one session)

Date/Time
4/21/2014 (Mon. 8:30AM- 10:30AM)
5/7/2014 (Wed. 12:30PM- 2:30PM)
6/16/2014 (Mon. 8:30AM- 10:30AM)
7/14/2014 (Mon. 2:30PM- 4:30PM)
7/28/2014 (Mon. 8:30AM- 10:30AM)
8/7/2014 (Thu. 1:30PM- 3:30PM)
8/25/2014 (Mon. 8:30AM- 10:30AM)
9/5/2014 (Fri. 12:30PM- 2:30PM)
9/23/2014 (Tue. 8:30AM- 10:30AM)

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Refresher ICD-10-CM Coding Training for LHDs/RH ICD-10 Implementation Team Members

Description: **PREREQUISITE REQUIRED:** Staff registering for this ICD-10-CM coding training session must have attended the ICD-10-CM **Comprehensive Coding Training** that was held for local agency ICD-10 Implementation Team members in **April/May 2013**.

This training will primarily provide an opportunity for those staff members who attended the 2013 training to do coding exercises and review these with the instructor to ensure the staff members have a good understanding of the coding guidelines and apply the coding rules appropriately. Discussion and coding exercises will include the majority of the ICD-10-CM chapters. Registrants for this class can participate either face-to-face or via webinar. Face-to-face and webinar training will be conducted concurrently.

Face-to-face: All onsite classes will be held at the DPH Computer Training Room, (2nd Floor), 5605 Six Forks Rd., Raleigh, NC. Participants are requested to arrive at least 10 minutes before the training start time.

Webinar: The primary consideration for those participating via webinar is having a private area available where there is no outside interference, a phone line that can be used for an extended time and internet connectivity. Participants should call in and access the webinar at least 5 minutes before the class start time.

- For the webinar, call **1-888-363-4734 (Access Code: 2142113#)**
- The URL is <https://dhhs.ncgovconnect.com/icd10cm/>

Training Materials: Training materials for this session will be available at <http://publichealth.nc.gov/lhd/icd10/training.htm> at least 2 days prior to the session. For this class, participants are encouraged to print out the "ICD-10-CM Training Workbook for Local Health Departments and Rural Health Clinics". Attendees will need to have access to an ICD-10-CM code book or download the 2014 ICD-10-CM files from the CMS website at <http://www.cms.gov/Medicare/Coding/ICD10/2014-ICD-10-CM-and-GEMs.html>. If the availability of code books is limited, 2-3 staff members can share a code book.

Registration URL: <http://www.signupgenius.com/go/10C084EA5AA2AA3FF2-refresher1>

(NOTE: This URL is for local health department/rural health agency staff only. State Employees must use Beacon/Learning to register for these courses)

- Objectives:**
- Provide an opportunity for Implementation Team members to interact with other Implementation Team members and have an opportunity to discuss coding issues that have been encountered as they prepare for the transition to ICD-10
 - Demonstrate how to accurately assign ICD-10-CM codes

Training Contact: Sarah Brooks sarah.brooks@dhhs.nc.gov
(Tel) 919-707-5067

Duration: 2 Hours

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Sessions: **Refresher ICD-10-CM Coding Training for LHDs/RH ICD-10 Implementation Team Members**

(Note: All sessions are the same – Registrants only need to register for one session)

Date/Time
4/30/2014 (Wed. 1:00PM- 3:00PM)
5/5/2014 (Mon. 2:00PM- 4:00PM)
6/19/2014 (Thu. 2:30PM- 4:30PM)
7/21/2014 (Mon. 8:30AM- 10:30AM)
9/2/2014 (Tue. 3:00PM- 5:00PM)
9/3/2014 (Wed. 10:30AM- 12:30PM)

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

Registration Instructions for local agency staff from Local Health Departments and Rural Health Agencies

Staff from local health departments and rural health agencies will register for applicable ICD-10-CM coding courses electronically using “SignUpGenius” as follows:

- Each staff member will need to register for the course(s) they plan to attend
- Review the Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff and determine the course(s) applicable for your job role within the local agency
- Once you have determined the course(s) you will need, determine the date/time for the session you plan to attend
 - All sessions for a course contain the same course material so only register for one session for each course you need
 - For example, for the Basic training course, there are 15 sessions; you only need to register for one session such as May 5th, 9am-1pm
 - Basic ICD-10-CM Coding for LHDs/RH is a prerequisite for all specialized courses
 - Ensure that you register for a session of the Basic training course that occurs before any of the Specialized training sessions
 - For example, if you plan to attend the specialized session for Family Planning on May 7th, you will need to register for either the April 16th or May 5th Basic training session
 - The course sessions are spread out between April through September
 - Some staff may prefer to receive training early prior to the October 1, 2014 transition date and others may prefer to do the training later so the material will be fresh when the transition occurs
 - Agencies may want to review staff preferences for sessions before staff register to ensure that training is staggered (this is a local agency decision)
- Each course has a different Registration URL
 - From the course catalog, click on the Registration URL for the course you are registering
 - The URL will take you to the course information in “SignUpGenius” (the information is the same as the information in the Course Catalog)
 - Sign up to attend a session based on whether you plan to attend in person (face-to-face) or via Webinar
 - For face-to-face sessions, no more than 18 registrants can attend a session
 - For Webinar sessions, no more than 99 registrants can attend a session
 - If a session is full, you will need to select a different session
- When you select “Sign Up”, for your initial registration you will need to set up a SignUpGenius account
 - Enter your name and e-mail address
 - Check the box labeled, “Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change.”
 - Enter a password that you will need to remember to add/change/cancel any sessions
 - If you would like for the session information to go to your Calendar, also check the box labeled, “Send me a confirmation email with an iCalendar (.ics) file and a link that will allow me to edit this item later.”
 - Enter your work phone number

Catalog of ICD-10-CM Coding Courses for Local Health Department and Rural Health Agency Staff

- Click the box labeled, "Save my phone number for use on future sign ups" to avoid having to re-enter this information
- Enter name of your local agency (e.g., Macon County HD)
- Click "Sign Up" to complete the registration
- Click "Return to Sign Up" to verify that you are signed up
- Click on the "My Account" tab at top of page
 - You can see a summary of sessions you are registered for
 - If you need to make any changes or delete items registered for, you can initiate the actions from this screen
 - Once you have completed the registration, click "Logout"
- To register for subsequent courses, from the course catalog, click on the Registration URL for the course you are registering
 - Click on the button labeled, "I'm a SignUpGenius member"
 - A member login screen will appear
 - Enter your e-mail address and password
 - Click on "Login"
 - Verify that you are logged in
 - Once again you can specify if you would like an e-mail confirmation
 - Enter your agency name
 - Click on "Return to Sign Up" to verify that you are signed up
 - Click on the "My Account" tab at top of page
 - You can see a summary of sessions you are registered for
 - If you need to make any changes or delete items registered for, you can initiate the actions from this screen
 - Once you have completed the registration, click "Logout"

Registration Instructions for State Employees

All State employees will register for courses through Beacon/Learning. DO NOT register through "SignUpGenius" – this is to be used by non-State employees only. Any State employees that need to register for courses designed for local health departments and rural health agencies (e.g., nurse consultants) will register through Beacon/Learning.

- Logon to Beacon using your NCID and password
- Select the "Learning" tab
- Select "Browse for Training"
- Select "Healthcare"
- All of the courses that are in the attached course catalogs (DPH staff, CDSA staff, LHD/RH staff) should appear
- Click on any of the courses you would like to attend
- Select the session you would like to register for
 - For each scheduled date/time, there are 2 sessions
 - Select the type of session you plan to attend - Face to Face or via Webinar
- Click on "Request" to register