| DEPARTMENT: Regulatory Compliance Support | POLICY DESCRIPTION: Coding References and Tools for Non-Hospital Entities |
|---|---|
| PAGE: 1 of 2 | REPLACES POLICY DATED: 10/1/99, 9/1/02 (HIM.PHY.003), 3/1/06 (GOS.OSG.003), 3/3/06, 7/1/09, 10/15/10, 10/1/15, 2/1/17 |
| EFFECTIVE DATE: December 1, 2020 | REFERENCE NUMBER: REGS.OSG.003 |
| APPROVED BY: Ethics and Compliance Policy Committee | |

**SCOPE:** All colleagues responsible for performing, supervising or monitoring coding/claims processing for Non-Hospital entities including, but not limited to:

Administration
Ambulatory Surgery Division (ASD)
Ethics and Compliance Officer
HCA Physician Services Group (PSG)
OSG Practice Management, operations, and coding/billing consultants
Owned Freestanding Outpatient Centers (i.e., ASC, IDTF, physician directed clinics, clinical offices, radiation oncology, catheterization lab)
Employed Physicians, advanced practice professionals and physicians at teaching hospitals
Parallon

**PURPOSE:** To ensure that quality coding reference materials and tools are purchased, maintained and accessible to all coding colleagues in a consistent and timely manner.

**POLICY:** Corporate Regulatory Compliance Support (Regs) will approve and provide a listing of required reference tools and materials.

**PROCEDURE:**

1. Minimum required reference materials and tools for Non-Hospital entities are listed on Attachment A.

2. Minimum required reference materials and tools for Parallon are listed on Attachment C.

3. The entity, Parallon, should directly purchase and make available to coding colleagues either electronically or in hard copy as appropriate the reference materials and tools on the approved reference list.

4. Minimum required references must be made available at the coder's remote location either electronically or in hard copy as appropriate.

5. Minimum required reference materials and tools, and electronic versions of coding references must be updated on a concurrent basis, (i.e., quarterly, semi-annually, or as required per the specific material/tool listed on Attachment A).

6. Regs, Internal Audit or others as appropriate may audit and report the availability and accessibility of required reference materials and tools.

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7.  Reference materials and tools that are approved, but not required, are listed on Attachment B.

8.  3M Coding and Reimbursement software is an approved but not required resource available through Corporate IT&S. The basic software is recommended for freestanding ASC coders, and specialty physician practices or centers. Orders for this software must be approved by the entity Chief Financial Officer or his or her designee prior to installation. (See Attachment B for a description of the items).
    a.  Orders for the software, including optional reference packages, are placed through Corporate IT&S. The order form and instructions are posted on ATLAS on the Regs website.
    b.  The rates for the 3M software product are included in the budget directives issued by Corporate IT&S to the entity Chief Financial Officer.

9.  Regs will create and maintain a listing of all required references and tools as well as approved references and tools.