Policy Statement

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

Scope

This policy shall apply to all new residents or fellows enrolled in a GME program at TTUHSC El Paso.

Policy

All new residents or fellows enrolled in a GME or any approved resident program at the TTUHSC El Paso Paul L. Foster School of Medicine (PLFSOM) shall receive billing compliance orientation, as set forth in this policy.

Procedure

1. Scheduling
   a. The Billing Compliance Director (BCD) or designee shall coordinate with the GME office to provide billing compliance orientation to new residents and fellows. This orientation will be provided as part of new resident orientation, which includes an on-line education module.

   b. BCD or designee should coordinate with either the GME office or department residency coordinator 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

The BCD or designee is responsible for the content of materials provided during new resident billing compliance orientation. Such information may include, but is not limited to:

   i. Fraud, Waste and Abuse Laws
   iii. Teaching Physician Documentation Rules.
   v. Links to the Billing Compliance website and other relevant websites; and
   vi. Any other resources as determined by the BCD or designee.
3. **Tracking**

BCD or designee shall track and record new resident billing compliance orientation, providing periodic reports to their Billing Compliance Advisory Committee (BCAC) in compliance with this policy.

**Administration and Interpretations, Revisions or Terminations**

Questions regarding this policy may be addressed to the BCD/ICO.

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

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.

**Frequency of Review**

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

---

**Review Date:** August 2016

**Revision Date:** June 1, 2015, August 2016