

**Indian Health Service**  
**Office of Information Technology Presents:**  
**Resource and Patient Management System**  
**Community Health Representative Patient Care Component**  
**Coding Only**

**Instructor**

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**Class Description**

This course is intended for those individuals who work for or supervise a Community Health Representative (CHR) Program. Participants are provided a brief history and purpose of CHR PCC documentation. Instruction on proper documentation and use of the 535 Comprehensive, 535-1 Abbreviated, and 962 Group form. Health Problem Codes (HPC) and Service Codes (SC) descriptions will be reviewed and information provided to accurately combine them to reflect the services/activities delivered.

**Objectives**

Understand CHR PCC Reporting System and the role it plays in funding  
Understand the 3 different forms and proper use  
Learn to accurately combine HPC and SC to reflect services provided  
Understand the impact of coding all services provided

**Intended Audience**

CHR PCC is a unique package within the RPMS; this course is designed for CHR Program Administrators, Supervisors, and the CHR.

This training is intended for all CHR Program Staff.

This training has proven to be advantageous to help other departments understand CHR documentation and rationales. Other attendee's may include Area Office Coordinators, data entry/medical records, Public Health Nurses and IT.

## **DAY ONE**

<b>Welcome/Introductions</b>	<b>8:30 am – 9:00 am</b>
Introductions	
Course Expectations	
Pre-test	
<b>RPMS/Laboratory Package Review</b>	<b>9:00 am – 9:30 am</b>
<b>How to Access CHR PCC Manuals/Forms</b>	<b>9:30 am – 9:40 am</b>
535 Comprehensive	
535-1 Abbreviated	
962 Group	
<b>Proper Use of Forms</b>	<b>9:40 am – 10:00 am</b>
Importance of Accuracy	
Required Data Elements	
Unregistered Patient	
<b>Break</b>	<b>10:15 am – 11:30 am</b>
<b>535- Comprehensive Form- Step by Step Instructions</b>	
Header	
Subjective Information	
Objective Information	
Assessment- POV	
Quality Narratives	
Plans/ Treatments/ Education/ Medications Section	
Activity Location	
Referrals	
Travel Time	
Number Served	
Measurements/ Test	
Patient Information	
<b>Lunch</b>	<b>11:30 am – 12:30 pm</b>
<b>Health Problem Code (HPC) definitions/Proper Use</b>	<b>12:30 pm – 2:30 pm</b>
<b>Break</b>	<b>2:30 pm – 2:45 pm</b>
<b>Service Codes (SC) Definitions/Proper Use</b>	<b>2:45 pm – 4:00 pm</b>
<b>Review and Questions</b>	<b>4:00 pm – 4:30 pm</b>
Cleanup Work Station	

## **DAY TWO**

<b>Putting it All Together</b> Combine HPC and SC Choose Appropriate Form Reinforce Importance of Referrals	<b>8:30 am – 10:00 am</b>
<b>Break</b>	<b>10:00 am – 10:15 am</b>
<b>Suggesting Standard Protocol for a Home Visit</b> Using a Template for Documenting	<b>10:15 am – 11:30 am</b>
<b>Lunch</b>	<b>11:30 am – 12:30 pm</b>
<b>Suggested Services to Provide During Transportation</b> Using a Template for Documenting	<b>12:30 pm – 12:45 pm</b>
<b>Putting it Into Practice</b> Class (Group) Coding Exercises Written Documenting Exercises 535 Comprehensive 535-1 Abbreviated 962 Group	<b>12:45 pm – 2:00 pm</b>
<b>Break</b>	<b>2:00 pm – 2:15 pm</b>
<b>Coding Section Conclusion</b> Review Post-Test and Review Course Evaluations Cleanup Work Stations	<b>2:15 pm – 4:00 pm</b>
<b>Data Entry Participants Only</b> Logging into windows Access verify codes assignment Provider code assignment	<b>4:00 pm – 4:30 pm</b>