

Professional Practice e-Learning and Assessment Tool

Frequently Asked Questions

- 1. Is the Professional Practice e-Learning and Assessment Tool (PPeAT) mandatory or voluntary?** The Ministry of Health and Long-Term Care (MOHLTC) has mandated completion of all nine (9) PPeAT education and assessment modules to ensure that all coders across the province have equal access to educational material.
- 2. What are the consequences for staff that refuse to complete the education modules and assessments?** The MOHLTC has mandated hospitals to have all coding staff complete the modules. It is the responsibility of the hospital to ensure compliance amongst staff. At no time was there any intent that this tool would be used in a punitive manner. The Ministry is addressing a long-standing concern that education of coders can be inconsistent given financial, geographical or availability/logistics. This tool ‘levels the field’ – all those who code will be given the same baseline education refresher. The Ministry will be able to review the aggregate results and see what, if any, subject areas may require further education.
- 3. Why are individual coder results not available to the facility?** The Ministry of Health and Long-Term Care’s approach is to identify education opportunities at a module, facility, LHIN and provincial level.
- 4. What if I code for more than one facility?** Completion of the nine (9) modules will be required only once. Results will be aggregated to the facility you indicated as your ‘primary’ site at registration.
- 5. Is additional education required to complete the education modules?** The tool has been developed to assess core competencies for coding; therefore, additional education should not be required to complete these modules.
- 6. Can the modules be sent to me in paper format?** The Professional Practice e-Learning and Assessment Tool (PPeAT) is an online activity. All modules will be posted to a secured Internet site; each registrant will access the site using the User ID and Password that will be sent prior to the August start-up at the email address you provided at registration.
- 7. Can I complete the PPeAT modules in French?** Unfortunately, we are not able to produce the learning and assessment modules in French at this time.
- 8. What is the time commitment required for the PPeAT?** A Director’s commitment includes completing the initial questionnaire to identify the coders in your organization and ensuring that each coder completes their initial registration questionnaire and their education modules, allowing coders one hour per module during work time, between the first week of August and October 31, 2006. As a coder, you are required to complete the nine (9) education modules and assessments, which are expected to take an average of one hour each. We recommend that you review the pre-reading material provided on personal time so that it does not impact the amount of time you have available for Module 1. The educational content of the Modules may be accessed as many times as required to review the material to your satisfaction. The assessment portion following each module is estimated as 30 minutes and can be taken ONLY once.

- 9. What if I don't have enough time to finish reading some of the modules during the allotted time?** While the modules shouldn't take longer than one hour in total, some are shorter and one or two may be a bit longer. On average, you should have enough time to complete these during the allotted time. Having said that, if you do not have enough time, you can access the website from home to complete the module. Remember, you have the ability to review the learning portion of the module as often as you want and may access this online review and assessment from any computer. Again, we recommend that you review the pre-reading material provided on personal time so that it does not impact the amount of time you have available for Module 1.

If you run out of time and do not submit your Assessment within the allowed 30 minutes, you will see a message similar to the following: "Access only allowed from Aug 01 2006 23:38:18 to Aug 02 2006 0:08:18". You will not be permitted to submit the assessment after time runs out, and the Learning Outcomes folder will not be restored to the module for viewing. If this occurs, please have your Director contact CHIMA at chima.education@echima.ca with approval for your Module to be reset.

- 10. Why is inpatient diagnosis typing assigned to cases that would be considered Ambulatory Care or Day Care Surgery?** Diagnosis typing was included for most of the cases in the modules as some of these cases could potentially be inpatient. As diagnosis typing was one of the areas of concern highlighted during the re-abstraction study, it was decided to focus on inpatient diagnosis typing throughout the modules.
- 11. Are students permitted to complete the education modules?** Students that are in their 2nd year of a recognized Health Information Management program and are currently employed by a hospital to code any inpatient, day surgery or emergency health records, are eligible to participate in the PPeAT.
- 12. Are coders who are absent during August – October 2006 required to complete the education modules?** Staff that will be on maternity leave, long term disability or other approved absence from work for the duration of this timeframe are not required to complete the education modules, but may do so if arrangements are made by their hospital.
- 13. If I do very little coding, can I still complete the education modules?** Anyone who currently codes inpatient, emergency or day surgery health records that are abstracted in the Discharge Abstract Database (DAD) or the National Ambulatory Care Reporting System (NACRS) is mandated to complete all nine (9) modules. Staff responsible for the quality of coding within their Health Information Management/Records department, may also register to complete the PPeAT.
- 14. Should staff at the Regional Cancer Centres who only code oncology clinics register for the PPeAT?** Completion of the e-Learning and Assessment tool is limited to staff that code inpatient, day surgery and emergency health records and does not include clinics (e.g., oncology).
- 15. Does the PPeAT apply to staff who code rehabilitation, mental health or continuing care assessment?** The PPeAT and CoP are currently limited to staff that code inpatient, emergency and day surgery health records and complete the Discharge Abstract Database (DAD) and National Ambulatory Care Reporting System (NACRS) Abstract. Development of tools for rehabilitation, mental health and continuing care may be considered in the future.
- 16. What if my job role changes during the three-months from August through October?**

If you have coded for the DAD prior to August 1st, you must complete the PPeAT.

If you become a coder during the three months of this initiative, i.e. August through October 2006, you must register for a Unique ID and Password and complete the PPeAT. New users are added to the User Registry once per week.

To Be Registered and to Receive a Unique ID and Password: Contact CHIMA at chima.education@echima.ca and provide your full name, email address, telephone number, primary site where you code, and the name of your Director of Health Records/HIM. Please use the phrase “Request PPeAT Registration” in the subject line of your email. You will receive a response with your Unique User Name and ID within 2 business days.

- 17. What if I ‘fail’ the test?** The PPeAT is NOT A TEST. There is no ‘pass or fail’, but there is a personal score. The purpose of this tool is to provide the individuals responsible for coding with consistent and equitable education. The results from the assessment portion can then be used to inform future educational initiatives by the MoHLTC. PPeAT will focus solely on the assessment of coding skills and knowledge at a core competency level. The coder will receive their personal results per module; the director will receive only aggregate results per module, and the Ministry will receive aggregate results per module, per facility and per LHIN.
- 18. What standards were used to determine the answers to the Assessment questions?** CIHI Coding Guidelines for 2006 and ICD10-CA/CCI, including any errata published prior to July 24, 2006.
- 19. How can we be anonymous if there are few coders at our site?** The Ministry is committed to protecting the privacy of the individuals. We are developing a report that will ‘group’ peer facilities with 5 or fewer coders into one ‘group’ report within their LHIN. The downside is that Directors of those smaller sites will not know their own facility results.
- 20. How many CHIMA CPE Credits will I receive for completing each module?** You will receive one (1) CPE credit per module.