



## **PROSPECTUS AND REGISTRATION 2012**

### **ICD-10 Train-the-trainer and introductory coder training**

#### **National Centre for Health Information Research and Training Queensland University of Technology**

**Brisbane, Australia**

**25 June – 13 July 2012**

This prospectus outlines a three-week training program to introduce participants to coding with the ICD-10. Also included is an optional week prior to the coding course designed for introducing the techniques and methods for training others in the use of the ICD-10 for morbidity (hospital) and/or mortality (death certificate) coding. This training program is offered to meet the needs of countries which have implemented (or plan to implement) the ICD-10 classification system or have people previously trained in the use of ICD-10 but require local training and support for coding staff and those who use coded data.



The program has two parts. Week 1 is designed to train people who are or will be responsible for training other coders. Only experienced coders will be accepted into Week 1 of the course. Weeks 2 and 3 are designed for coders who require introductory training in the use of the ICD-10. The participants in Week 1 will assist with the training provided in Weeks 2 and 3 and are expected to remain for the full three week program. Week 2 will focus on morbidity coding and Week 3 on mortality coding. Registrants may enrol in all three weeks of the training program, or both Weeks 2 and 3, or only Week 2 or only Week 3. The NCHIRT will assess the knowledge and skills of potential participants in the train-the-trainer week and reserves the right to reject applications for that week if it is felt that the applicant lacks sufficient past coding experience. These individuals will be offered a place in Weeks 2 and 3 of the training program only.

### **Course aims and objectives**

Clinical coding of mortality and morbidity data is one of the major tasks of health ministries, hospitals and national statistical data collectors. Coded mortality and morbidity data are used at facility, provincial, national and international levels to describe health status.

Coded data describe reasons for hospital and clinic attendance, major causes of death and help to identify potential prevention and public health strategies. These data provide a basis for health care provision and decision-making, creating rich information that can be analysed for health care planning, needs assessment, resource allocation and health service management.

### **Who should participate in this course?**

Week 1 of this training program is designed for those who have already had formal training in the use of the ICD-10 or ICD-10-AM for morbidity and mortality coding, and who will provide training and coder support for local coding staff in their own countries.

The second and third weeks are an introduction to the ICD-10, designed to train coders in the use of ICD-10 for morbidity and mortality coding. No assumed knowledge of coding is required to enrol in Weeks 2 and 3. It is also suitable for researchers and analysts working with ICD-10 codes in both morbidity and mortality data collections who require an understanding of how coding is performed and how diagnoses and causes of death are selected and coded.

### **Prerequisites for Week 1**

Applicants must:

- have successfully completed formal ICD-10 or ICD-10-AM training in morbidity and/or mortality coding in the past;
- currently be working as a coder or with coded data;
- have a minimum of 12 months continual coding experience using the ICD-10;
- forward a *curriculum vitae* with an outline of their coding experience for approval by the NCHIRT prior to acceptance into the program.

The NCHIRT requires applicants for Week 1 to satisfy these prerequisites. Applicants who do not meet the requirements will be offered a place in Weeks 2 and 3 but not in Week 1. It is stressed that a good working knowledge of ICD-10 is necessary to successfully participate in Week 1. Participants in Week 1 will assist NCHIRT educators in Weeks 2 and 3 to practice their training skills.

### **Prerequisites for Weeks 2 and 3**

Participants for the final two weeks of the training program may have past experience in coding with ICD-10 or a previous revision of the ICD or may have no previous coding knowledge. A working knowledge of medical terminology is required. Participants in Weeks 2 and 3 will either be current coders or will become coders on return to work following the training.

## Course outcomes

### Week 1 - Train-the-trainer

At the conclusion of this program, course participants will be able to:

- identify key areas for training in morbidity and mortality coding
- understand the techniques necessary to deliver education in coding
- develop training materials and exercises for both morbidity and mortality coding
- design training schedules
- identify issues that affect the continued quality improvement of coding
- select and arrange appropriate field trips to enhance student knowledge
- apply strategies for improving student knowledge.

### Week 2 - ICD-10 Morbidity Coding

At the conclusion of this program, course participants will be able to:

- understand and use basic ICD-10 coding conventions
- interpret and apply World Health Organization rules for morbidity coding
- accurately assign codes for main diagnoses and additional (other) diagnoses
- appreciate the concept of multiple coding for morbidity collections
- appreciate inputs to quality coding and apply strategies for improving coded data.



### Week 3 - ICD-10 Mortality Coding

At the conclusion of this program, course participants will be able to:

- understand and use basic ICD-10 coding conventions
- interpret and apply World Health Organization rules for mortality coding
- accurately assign codes for multiple causes of death
- use the MMDS ACME decision tables to accurately assign underlying cause of death
- appreciate the concept of multiple coding for mortality collections
- appreciate inputs to quality coding and apply strategies for improving coded data.

The standard international curricula for coding education developed by the World Health Organization – Family of International Classifications Network Education and Implementation Committee (WHO-FIC EIC) have been used as the basis for the program being offered.

Training materials include electronic and paper-based resources and participants will receive workbooks and answer books. The program's teaching mix is diverse and stimulating and includes:

- lectures
- access to web based training
- small group work
- practical exercises
- revision time
- site visits
- continual assessment of participants' progress.

Participants in Week 1 will develop skills to assist them in providing teaching and tutorial support in Weeks 2 and 3.

## About the ICD-10 Train-the-trainer course

### The course leaders



Mr Garry Waller and Mrs Sue Walker will conduct the ICD-10 Coding and Train the trainer courses. Sue is Director of Australia's National Centre for Health Information Research and Training (NCHIRT) and Garry is a Health Information Management Consultant and former NCHIRT staff member. Both are highly experienced and internationally qualified ICD trainers with extensive experience developing and conducting training programs in ICD-10 for a variety of audiences both in Australia and internationally.

### Teaching modes

The ICD-10 coding skills training course will be offered as a one, two or three-week intensive block. Face-to-face instruction is conducted in a classroom situation that provides optimal learning conditions and hands on experience.

The benefits of face-to-face learning and practical application of skills include:

- fostering a supportive learning environment
- providing experts to lead discussions, answer queries and clarify complex concepts
- immediate and direct feedback and communication between educators and participants
- identifying common errors/omissions meaning appropriate, relevant instruction for all
- learning and bonding in groups, helping to create invaluable contacts and networks
- a wealth of expertise and personal experience in the classroom.

### Course outlines

#### Train-the-trainer: Week 1

1. Course orientation, introduction to NCHIRT, QUT and Brisbane
2. Developing ICD-10 training materials for local application

3. Training and delivery techniques for adult education
4. Developing practical experiences
5. Interactive lecture presentations within the train-the-trainer group
6. Course evaluation techniques.

#### Train-the-trainer: Weeks 2 and 3

Participants in Week 1 will be involved as tutors for the ICD-10 Coder training 2012 program and may be invited to deliver Training Module/s to the introductory morbidity and mortality coding sections of the training curriculum. Participants in Week 1 will also take part in the training activities in Weeks 2 and 3 to consolidate their coding knowledge.

#### Introduction to ICD-10 morbidity and mortality coding: Weeks 2 and 3

1. Course orientation, introduction to NCHIRT, QUT and Brisbane
2. ICD-10 introduction, why code? Coded data uses, ICD-10 structure and conventions
3. Using ICD-10 volume 2, WHO morbidity and mortality coding rules.
4. How to code with ICD-10, chapter by chapter – lectures, work books, web based training, group exercises
5. Student presentations about coding in participants' countries, coding issues and problems, open forum discussion, future coding plans
6. Quality assurance mechanisms for coded data
7. Site visits to health and statistical organisations.

#### Timetable

The training program will be offered 25 June - 13 July 2012, providing 15 training days. Usual Australian working times apply:

- Monday – Friday study week
- Week 1: 7 hour study days: 9.00am – 4.00pm, short morning and afternoon breaks, 45-minute lunch
- Weeks 2 and 3: 7 hour study days: 9.00am – 4.00pm, short morning and afternoon breaks, 45-minute lunch
- Weeks 2 and 3: 4.00pm – 4:30pm Train-the-trainer program participants' debriefing and feedback from course leaders.

## Location

The course will be conducted at the Queensland University of Technology (QUT) Kelvin Grove campus in Brisbane, the location of the National Centre for Health Information Research and Training. Further information about the specific location for the training program will be provided with the acknowledgment of registrations.

## Language

The language of instruction is English. All participants need proficiency in spoken and written English to enable full participation in the program. In particular, participants in the trainer program need effective English skills to effectively operate as tutors and to deliver hands on training sessions.

## Costs

- Prices are in AUSTRALIAN DOLLARS (AUD) and include GST.
- Standard registrations close 08 June 2012.
- Early bird registrations close 18 May 2012 – **To qualify for the Early bird discount FULL PAYMENT MUST be received by CPE by 5:00pm Friday 18 May 2012.**

Program	Dates	Cost in Australian dollars (AUD\$)	
		Standard	Early bird
Weeks 1-3 Full Train-the-trainer program	25 June-13 July 2012	\$4500	\$4000
Weeks 2-3 Morbidity and mortality coding training	2-13 July 2012	\$3900	\$3600
Week 2 Morbidity coding training only	2-6 July 2012	\$2700	\$2600
Week 3 Mortality coding training only	6-13 July 2012	\$2700	\$2600

These costs include:

- tuition fees
- workbooks and answer books
- internet access
- accompanied site visits to health and statistical enterprises
- morning and afternoon teas on each classroom-based teaching day





## Course inclusions

### Materials, facilities and resources

Each participant is provided with a set of work and answer books containing a variety of materials for the training course. These will provide a valuable reference resource following completion of the course. Participants in Week 1 will also develop some of their own materials to suit the country in which they will provide training.

### Technological facilities

Participants will be able to access the internet via QUT's student computer laboratories for specified periods during the course and after class times.

### Catering

Light morning and afternoon teas will be provided on each face-to-face course day. Provision of all other meals is the responsibility of participants or their sponsors. QUT at Kelvin Grove has two food outlets on campus and many cafes and restaurants in the QUT Kelvin Grove Precinct providing a wide variety of choices. Participants are also welcome to bring their own lunches to enjoy picnic style on campus.

## Participant requirements and information

Course participants or their sponsors are responsible for all aspects of enrolment, including payment of course fees, all travel, visa and accommodation arrangements and costs, daily living expenses and other necessary payments.

All international visitors to Australia require valid passports, and many need visas and other travel documentation. Ensuring that all necessary and relevant travel documentation is complete is the responsibility of the participant or sponsor. Costs associated with telecommunications, postage and excess baggage are also the responsibility of the student or sponsor. If necessary a letter of invitation can be provided to support visa applications.

We strongly recommend that appropriate health and travel insurance be acquired before travelling to Australia.

## Reference materials

Each participant or their sponsor **must supply their own reference books** for use during the course:

1. World Health Organization, *International Statistical Classification of Disease and Related Health Problems, Tenth Revision 2008 Edition*, Volumes I, II, III (2010) Geneva.

Information relating to ordering the three-volume sets of ICD-10 or the electronic e-Book to use on a participant's own laptop computer is available at <http://apps.who.int/bookorders/> (search for ICD-10)

Please note that the electronic e-Book for use on participant's personal laptop computer does not include the cumulative ICD-10 updates from 2004 to 2008. Any participant using the electronic e-Book will require a hard copy of the updates to use in conjunction with the e-Book.

### Updating your ICD-10 Books:

Older editions of the ICD-10 Books **must** be updated prior to the course.

ICD-10 First Edition (1992): The official WHO ICD-10 Cumulative updates 1996 - 2008 **must be included** in all the volumes.

ICD-10 Second Edition (2004): Includes updates to 2003. The official WHO ICD-10 updates for 2004-2008 **must be included** in all volumes.

ICD-10 2008 Edition: Includes updates to 2008.

Both the cumulative and individual updates can be downloaded from <http://www.who.int/classifications/icd/icd10updates/en/index.html>

2. Although not compulsory, a comprehensive English language medical dictionary may be useful for those participants with limited knowledge of Medical Terminology or for whom English is a second language. A number of Medical Dictionaries will be made available in the classroom for the duration of the course. If students wish to purchase their own Medical Dictionary we recommend:

Harris P, Nagy S and Vardaxis N (Editors)  
*Mosby's Dictionary of Medicine, Nursing & Health Professions* Australian and New Zealand Edition 2<sup>nd</sup> edition (2009): Mosby Elsevier, Sydney ISBN: 9780729539098.

Information relating to ordering this dictionary is available at  
<http://shop.elsevier.com.au/product.jsp?isbn=9780729539098>

## How to register

To register for the ICD-10 Train-the-trainer & Coding Course please visit the following website: <http://www.qut.edu.au/about/continuing-professional-education/cpe-courses> and click on 'ICD-10 Train-the-trainer & Coding Course'. Please complete the online Registration Form. Confirmation of registration will be sent via email.



## Brisbane – transport and accommodation

### Transport in Brisbane

The QUT Kelvin Grove campus is located 2 kilometres, or 10 minutes by car from Brisbane's Central Business District. There is easy access by public bus from the city and northern suburbs.

### Accommodation

Accommodation bookings and payments are the responsibility of the participant or their sponsor. Brisbane accommodation is in short supply due to high mid-week demand - **book your accommodation as early as possible**. Some options are provided below.

Bed and breakfast, Guesthouse and Self contained apartments

<http://www.lucerne.net.au/index.html> 10 min Bus

<http://www.bedsandbreakfasts.com.au/Ferncottage/index.htm> 10 min Bus

<http://www.brisbanemanor.com/> 10 min Bus

Inner City Motels

<http://www.hgw.com.au/> 50 min walk, 15 min Bus, 10 min Taxi

<http://www.springhillterraces.com/> 35 min walk, 10 min Bus, 5 min Taxi

<http://gregoryterrace.bestwestern.com.au/> 30 min walk, 10 min Bus, 5 min Taxi

<http://www.watermarkhotelbrisbane.com.au/> 15 min walk, 10 min Bus, 5 min Taxi

Brisbane Accommodation Guide

<http://www.brisbanecitylife.com.au/bcl/accom.htm>

**PLEASE NOTE, the NCHIRT will not be responsible for making hotel reservations.**





## About ICD-10

The *International Statistical Classification of Diseases and Related Health Problems, Tenth Revision* (ICD-10) is the international standard for the coding of diseases and other health issues for morbidity and mortality reporting. It is published by the World Health Organization and maintained by the WHO Family of International Classifications Network (WHO-FIC). Clinical coding is the translation of diseases, health related problems and procedural concepts from text to alphanumeric codes for storage, retrieval and analysis. Use of ICD-10 for the coding of hospital discharge (morbidity) or death certificate (mortality) data, using the rules established by WHO, ensures data which is comparable between individual hospitals or between provinces, states or internationally, as well as at different points in time.

Classifications have been used to describe diagnoses and procedures for many years. WHO has published revisions and updates to the ICD since 1948. Coded data are used for public health research and epidemiological studies at the population level and also for hospital management and funding purposes. Such data may be used to understand the casemix of a hospital, to allocate resources to areas of greatest need, to assess the efficacy of public health interventions, to pinpoint and access specific information and literature to inform clinical practice and to support clinical and managerial decision-making.

Health data coded with ICD-10 form the basic building blocks for the assessment of health system performance, to analyse burden of disease and for the production of summary measures of population health. WHO and its regional offices, through the Classifications and Terminologies program, encourage use of the classification.

## National Centre for Health Information Research and Training

The National Centre for Health Information Research and Training (NCHIRT) is an internationally recognised Australian centre of expertise in the classification of morbidity and mortality data. Through its work, the NCHIRT makes significant contributions to the quality of health data collections and health information

systems throughout the Australian health care system and internationally.

## NCHIRT international experience in ICD-10 training

The NCHIRT has been invited by the WHO and governments of countries to conduct ICD-10 and ICD-10-AM training for over 20 countries.

These experiences have allowed us to build a substantial pool of international training expertise and resources. The adaptation of training materials to suit each program of study means that high quality relevant resources are provided to meet varying needs of professional health workers who deal with health records or who are responsible for clinical coding.

## Course cancellation

***The NCHIRT reserves the right to cancel this training program if insufficient participants enroll. If this should happen, we will be pleased to discuss alternative training opportunities with individual students or their sponsors.***

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## Taxation and duties

Any duties, including withholding tax, fees, levies and other charges imposed under local law and/or regulations are payable by individual participants or their sponsors.

## Further information

For more information about this course or other ICD-10 training, please contact:

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