TESDA CIRCULAR

Subject: Implementing Guidelines on the Deployment of Training Regulations (TRs) and Conduct of Competency Assessment and Certification for Medical Coding and Claims Processing NC III		Page 1 of 4 pages Number 46, series of 2016
Date Issued: October 3, 2016	**Effectivity:** October 3, 2016	**Supersedes:**

In the interest of the service and to provide quality and uniform program delivery, as well as ensure efficiency and effectiveness in the deployment of the new **Training Regulations on Medical Coding and Claims Processing NC III** and **implementation of competency assessment and certification**, the following Implementing Guidelines are hereby issued:

I. BACKGROUND/LEGAL BASIS

- TESDA Board Resolution No. 2015-04 dated June 16, 2015: Approving and Promulgating the Training Regulations for **Medical Coding and Claims Processing NC III**.

- The *Medical Coding and Billing NC II* was re-titled to **Medical Coding and Claims Processing NC III**. This TR, as amended focus widely to include both the healthcare providers and clients/users and hence the change in name to Medical Coding and Claims Processing. This TR covers assigning medical codes and processing medical claims/billings as well as managing medical claims.

- Inasmuch as the existing TR for Medical Coding and Billing NC II was not deployed and implemented, the TR for Medical Coding and Claims Processing NC III will supersede the former and hence can be considered as new qualification and TR.

- The scope of work of the new TR involves in-depth analysis and decision-making on the selection and optimum use of the right medical codes, procedures and materials and sufficient knowledge in medical terminology, anatomy and physiology and hence would be aligned with National Certificate Level III in the Philippine Qualification Framework.

II. OBJECTIVES

- To enhance the Training Regulations to better respond to industry demands for competencies that are readily employable, environment-friendly and compliant with the industry requirements.

- To strengthen the industry-academe linkages to address the "skill-job mismatch" in the sector.

- To develop the training and assessment and certification infrastructure for the development of industry workers in the sector.

- To ensure the utilization of the newly promulgated Training Regulations.

III. COVERAGE

Existing registered programs (if any) and assessment and certification related to Medical Coding and Claims Processing NC III as well as applicants for program registration of this new Training Regulations (TR) for Medical Coding and Claims Processing NC III shall be covered by this Circular.

IV. GENERAL POLICIES

The implementation of the TR for Medical Coding and Claims Processing NC III promulgated on June 16, 2015 shall be guided by the following general policies:

A. PROGRAM REGISTRATION

1. To ensure the utilization of this TR, all Regional/Provincial Directors shall immediately advocate/encourage and facilitate the registration and/or re-registration of programs of this new TR.

2. All registered programs related to Medical Coding and Claims Processing NC III shall be subjected to migration **within a period of one (1) year upon the effectivity of this Circular**. Programs which are not migrated within the prescribed period shall be subject to closure proceedings in accordance with the UTPRAS guidelines (TESDA Circular No. 07, series of 2016).

3. All Regional/Provincial Directors are hereby instructed to process applications for program registration within the allowable process cycle time (PCT) indicated in the Revised Process Cycle Time for Program Registration (TESDA Circular No. 35 series of 2016).

B. ASSESSMENT AND CERTIFICATION

1. The assessment and certification of Medical Coding and Claims Processing NC III shall follow the Quality Procedures Manual on Competency Assessment and Certification and the provisions of Section 4 – Assessment and Certification Arrangements of said TR.

2. A Certificate of Competency (COC) is issued when a candidate has demonstrated competence in a unit or cluster of units of competency that comprises the Training Regulations for Medical Coding and Claims Processing NC III.

3. A National Certificate (NC) is issued when a candidate has accumulated and submitted all Certificates of Competency (COCs) acquired for the relevant units of competency that comprise the Training Regulations for Medical Coding and Claims Processing NC III.

C. CONDUCT OF COMPETENCY ASSESSMENT

1. **Qualification of Competency Assessor**

   1.1 **For Trainer-Assessor**

   - Holder of National TVET Trainer Certificate Level I (NTTC I) in Medical Coding and Claims Processing NC III

- With at least two (2) years industry experience as medical coder and claims specialist or with international certification in medical coding, billing and/or claims

1.2 **For Industry Assessor**

- Holder of National Certificate in Medical Coding and Claims Processing NC III;
- Holder of Certificate of Competency (COC) in Conduct Competency Assessment under the Trainers Methodology Level I (TM I); and
- Must have at least two (2) years relevant industry experience

2. **Competency Assessment Tools (CATs)**

With the amended TRs, a new CATs shall likewise be deployed. Aside from the assessment method, design and time allocation, the CATs include the size of assessment facility, tools and equipment, supplies and materials.

3. **Assessment Fee**

The assessment fees for Medical Coding and Claims Processing NC III shall be based on the promulgated TESDA Board Resolution No. 2016-09 issued on May 13, 2016 with the respective amount herein. The fees are inclusive of the assessor's fee of Php 200.00.:

- Medical Coding and Claims Processing NC III (Full) - Php 560.00
- Medical Coding and Claims Processing NC III (COC 1) - Php 550.00
- Medical Coding and Claims Processing NC III (COC 2) - Php 470.00.

4. **Mandatory Assessment**

4.1 All TVIs with UTPRAS registered programs on Medical Coding and Claims Processing NC III must ensure mandatory assessment of their graduating students.

4.2 The list of certified individuals will be uploaded in the online Registry of Certified Workers (RWACs).

5. **Integrity Fortification**

For integrity fortification, implementation of assessment and certification shall strictly adhere to the Guidelines on Assessment and Certification under the Philippine TVET Competency Assessment and Certification System (PTCACS)and Quality Procedures Manual on Assessment and Certification.

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V. EFFECTIVITY

This Circular shall take effect as indicated and supersedes all other issuances inconsistent hereof. Wide dissemination of this Circular by all concerned is hereby enjoined.

GUILING A. MAMONDIONG
Director General/Secretary