

**National Public Health Leadership Development Network
Balderson Leadership Project Award
RUNNER-UP**

Kentucky Public Health Leadership Institute

Team Members:

Name	Grad. Year	Credentials	Job Title	Place of Employment
Beverly Aldridge	2005	RN	Community Health Nursing Supervisor	Clark County District Health Dept.
Kathy Fields	2005	MPA, RN, CS	Director of Community Health Nursing	Cumberland Valley District Health Dept.
Karen King	2005	RN	Community Health Nursing Admin.	Clark County District Health Dept.
Marla Jean Powell	2005	RN	Community Health Nursing Supervisor	Madison County Health Dept.
Rinda Vanderhoof	2005	RN	Community Health Nursing Supervisor	Laurel County Health Dept.
Sarah J. Wilding	2005	RN, MPA, BSN	Chief Nurse	Dept. of Public Health

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Supporting Practice Through Quality Nursing Documentation

Nursing documentation provides the basis for accountability and funding for public health nursing services. Appropriate documentation includes a complete and accurate nursing note, assignment of the appropriate level of visit and identification of the appropriate primary and secondary diagnostic codes.

Observational site visits and interviews support that local health department nurses generally provide quality services. However, nursing documentation is not always consistent with care provided or the level of visit that could be coded. Caution to avoid fraudulent billing and failure to recognize the required components for appropriate documentation may lead to under-coding. This may result in decreased revenue for local health departments, underreporting of services provided, and poor results from audits.

This Change Master Project goal is to increase operational competency of local health departments by: 1) assessing knowledge of current coding, 2) clarifying appropriate documentation and coding to support nursing practice, 3) developing and recommending tools to assist with training of local health department nurses, and 4) promoting the availability of ongoing training.

The methodology includes surveying local health department nurses regarding their comfort level with coding and documentation and perceived barriers. Fifty one counties responded: over 35% reported never receiving training on coding and documentation and over 75% reported not having training within the year. Over 80% of respondents felt annual training and tools to assist with coding levels and diagnostic codes would be helpful. Interviews were conducted with state DPH staff to clarify requirements, identify barriers from a state and program perspective and explore strategies and resources. Group members met to develop a format for tools, explore resources, assign tasks, and develop a timetable.

Research identified the Evaluation and Management Level 8b Tool as an effective computerized aid to nursing documentation and coding. SOAP note format includes subjective, objective, assessment and plan information and provides documentation of the history, exam and decision-making that determine the appropriate service code. The CPT coding system assigns a service code that denotes the complexity of the service and the reimbursement level. The ICD-9 Code system is used to identify primary and secondary diagnoses. T.R.A.I.N. is a web-based learning management system for public health that can be accessed in the worksite and other sites with Internet connection.

Results/Products to be available for Local Health Departments include:

- CD ROM - Evaluation and Management Level 8b
- SOAP Note Guidelines to meet CPT Code Requirements
- List of Most Commonly Used ICD-9 Diagnostic Codes
- T.R.A.I.N. Module for Nursing Documentation and Coding