



Radiology Coding Certification Board Policy for Acceptance of Continuing Education (CE) Credit

Consistent with the RCCB's goal that Radiology Certified Coders (RCCs) not only attain but also maintain competency in radiology coding, demonstration of continuing professional education is required for RCCs applying for recertification. Those RCCs who have not met the outlined CE requirements for recertification will be required to retake the RCCB examination in order to remain certified.

A minimum of twelve (12) hours of accepted CE is required every two years for individuals to maintain certification as an RCC. As current and continued education is encouraged, credit hours beyond this minimum cannot be applied to future recertification applications. Documentation of CE will be required with all applications for recertification.

Programs acceptable for CE credit must pertain to radiology coding and address one or more of the following topics:

1. Anatomy, physiology, or terminology.
2. CPT coding.
3. ICD-9 coding.
4. Regulations, laws, and compliance issues.

The following programs meet the RCCB requirements for accepted CE:

A. Category A credit.

1. Category 1 CME Programs. Educational programs in radiology coding, billing, terminology, and regulatory compliance that have been approved for Category 1 Continuing Medical Education (CME) credit as defined by the American Medical Association will be accepted for RCCB CE.
2. Affiliated Radiology Society Educational Programs. Educational programs in coding, billing, terminology and regulatory compliance that are offered by societies represented on the RCCB—currently the Radiology Business Management Association (RBMA) and American

College of Radiology (ACR)—even if they do not fulfill requirements for Category 1 credit as outlined above, will be accepted for RCCB CE, if approved by the applicable society liaison director. Only programs offered by these organizations in specified pertinent topic areas will be accepted for credit. Programs offered by individual society state chapters of these organizations are subject to the “all other programs” requirements outlined below.

3. Medicare or Medicare Contractor Educational Programs. Educational programs in coding, billing, terminology and regulatory compliance pertinent to radiology offered by the Center for Medicare and Medicaid Services (CMS), other federal agencies (e.g., Office of Inspector General), or individual Medicare contractors will be accepted for RCCB CE. Programs offered by other private insurance carriers are subject to the requirements under “all other programs” outlined below.
4. Organizations sponsoring or conducting programs in Category A may state “This program has been accepted by the Radiology Coding Certification Board for X hours of continuing education credits towards RCCB recertification.” Such organizations, however, may not make statements to imply RCCB endorsement, nor use the RCCB logo unless so authorized by the Board.

B. Category B credit.

All Other Programs. All other programs not meeting the criteria outlined above will require a determination by the RCCB to assess the program’s appropriateness for CE. Obtaining such a determination will be the responsibility of the individual or organization sponsoring or conducting the educational program, and may be obtained either prospectively or retrospectively, as outlined below. Individual RCCs attending programs may neither apply nor petition for acceptance of educational programs. Programs potentially qualifying for acceptance under this process will include (but not be restricted to) seminars, lectures, interactive books and booklets, and interactive computer and internet based media. Programs will be evaluated by individuals so determined by the RCCB, who will make an assessment of whether a program qualifies for acceptance based upon objective criteria including quality and accuracy of content, appropriateness for RCC education, comprehensiveness, format of presentation, and faculty experience and qualifications. Applications for acceptance should include a) a cover letter addressed to the RCCB Executive Director, b) a detailed program outline, c) copies of all educational materials (including slides and handouts), and d) a current curriculum vitae for all faculty members or authors.

- a. **Prospective approval.** Those requesting prospective approval of a CE program must apply to the RCCB at least eight (8)

weeks in advance of the first offering of the program. Programs receiving an acceptance determination will be permitted to state only that "This program has been accepted by the Radiology Coding Certification Board for X hours of continuing education credits towards RCCB recertification." Such organizations, however, may not make statements to imply RCCB endorsement, nor use the RCCB logo unless so authorized by the Board. Unless the RCCB has already explicitly granted CE acceptance, no program in this category may make such a statement or otherwise indicate or imply acceptance or recognition by RCCB. Such prospective acceptance would generally be sought by (but not restricted to) professional societies or organizations (such as RBMA chapters) or by private companies offering fee-based radiology coding education.

- b. **Retrospective approval.** Individuals or organizations requesting retrospective acceptance of a CE program must apply to the RCCB within 3 months following completion of the program. Because acceptance will not have been determined until after the program is offered, the sponsoring individual or organization should make no public statement that the program has or will receive RCCB CE approval. Such retrospective approval would generally be sought by (but not restricted to) professional societies or organizations (such as RBMA chapters) or by private companies offering fee-based radiology coding education.

The determination of acceptance for Category B credit will be made based on objective evaluations by individuals so determined by the RCCB. The records and names of the reviewers will remain confidential. If a program is initially denied acceptance, an explanation of the grounds for such decision will be provided so that the sponsoring organization may provide additional information for reconsideration by the RCCB or its assigned reviewer(s). If the determination is not changed to acceptance, there is no further appeal (the application fee is nonrefundable) but the sponsoring organization will be permitted to submit future applications for acceptance at the normal fees. The duration of acceptance will be one full year from the date the material is approved.

C. It is the responsibility of the sponsoring organization to issue a certificate of credit to the coder participant. This certificate should include the name of the sponsoring organization, program title, dates, and credit hours recognized. For books and booklets, interactive computer and internet based media programs, the sponsoring organization must be able to prove participation in the program (e.g., administration of a test) before issuing a certificate.

D. All RCCs should understand that continuing professional education is an integral part of their professional development. The RCCB recognizes that many educational programs (such as ongoing reading of trade journals and attendance at non-approved seminars) will provide real and substantive value to coders. Such programs are encouraged, even though they do not fulfill the requirements for RCCB recertification.

E. Acceptance of any program in either category A or B on any basis does not constitute approval, endorsement, accreditation, or certification of such programs by RCCB. No warranties or guarantees of any kind are made by RCCB, and all warranties are disclaimed, including but not limited to the warranties of merchantability or fitness for a particular purpose. No unauthorized use of, or reference to, RCCB and its logo is permitted and no false or misleading representations may be made in connection with program acceptance.

F. The RCCB retains sole and ultimate decision-making authority regarding the appropriateness of any CE program for recertification, and may change this policy, at its sole discretion, at any time. All questions regarding this policy should be directed to the RCCB Executive Director.

Approved by RCCB.