

# CY 2021 Cosmetic Surgery and Cosmetic Surgery Estimator (v17)

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DHA UBO Program Office Contract Support

22 June 2021 0800 – 0900  
24 June 2021 1400 – 1500

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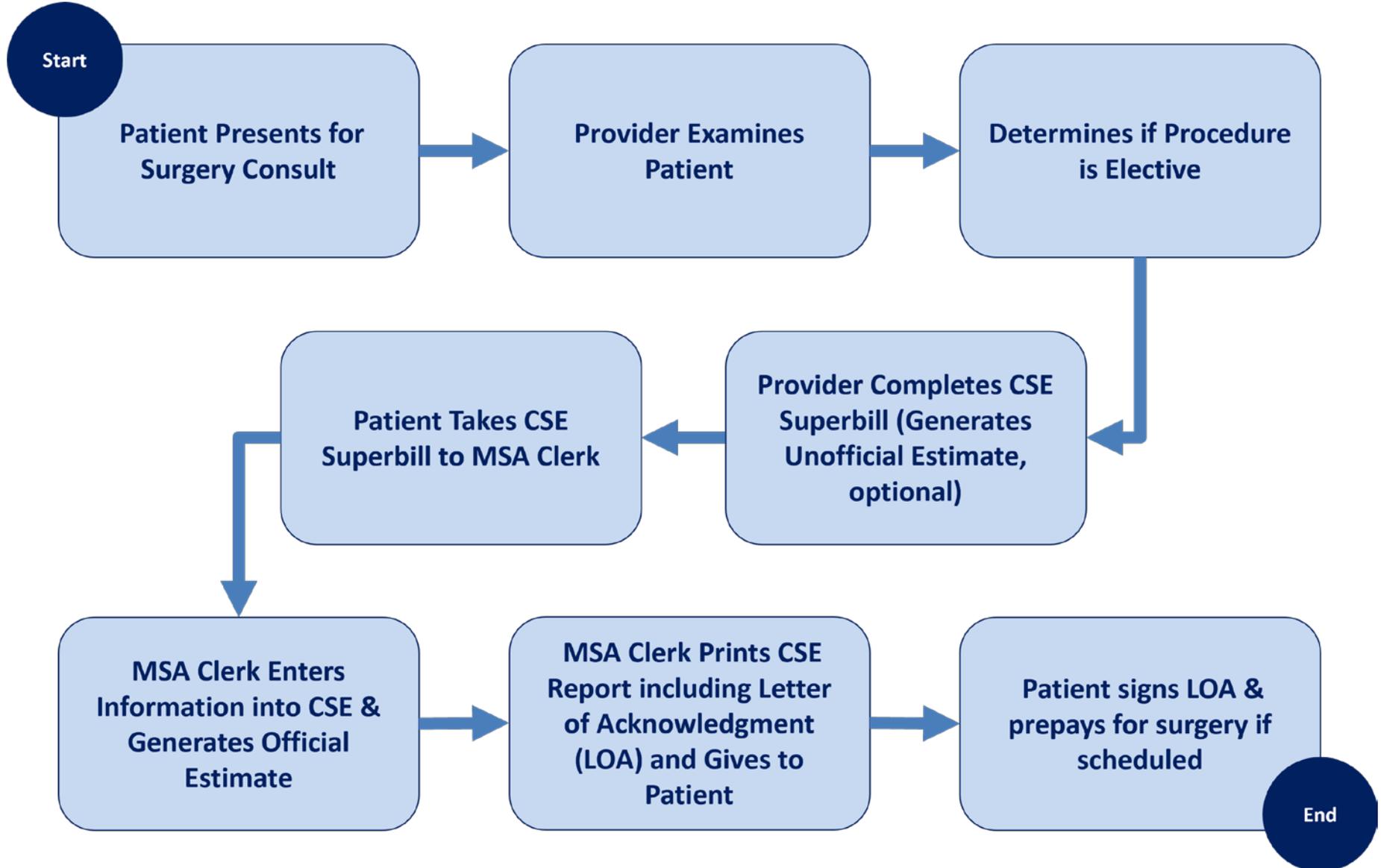
- Background
- CSE v17 Procedure Additions, Modifications, Deletions & Rate Methodology Update
- CSE v17 Functionality
- CSE v17 Practice Scenario
- CSE v17 Distribution & Effective Date
- Questions & Answers



# Background

- Per HA Policy 05-020, “Policy for Cosmetic Surgery Procedures in the Military Health System” (25 Oct 2005):
  - Cosmetic Surgery – “Any **elective** plastic surgery performed to **reshape normal structures** of the body **in order to improve the patient’s appearance or self-esteem.**”
  - Reconstructive Surgery – “Any plastic surgery performed on **abnormal structures** of the body which are caused by congenital defects, developmental abnormalities, trauma, infection, tumors, or disease. Reconstructive surgery is **generally performed to improve function** but may also be done to approximate a normal appearance.”

- Elective cosmetic surgery is not a TRICARE covered benefit.
- **However**, DoD Health Affairs Policy 05-020 authorizes elective cosmetic surgery in military treatment facilities (MTFs) to “support graduate medical education, board eligibility and certification, and skill maintenance for certified specialists.”
- Services are provided on a “space available” basis and limited to:
  - TRICARE-eligible beneficiaries (including TRICARE for Life) who will not lose eligibility for at least 6 months.
  - Active duty personnel who have written permission from their unit commander.
- **All patients** are fully responsible for surgical fees, applicable institutional and anesthesia charges, as well as the cost of all implants, cosmetic injectables, and other separately billable items associated with elective cosmetic procedures. Patients may also be responsible for follow up care.





- The DHA UBO Program Office is responsible for providing current rates for elective cosmetic procedures in the Military Health System (MHS).
- The DHA UBO Cosmetic Surgery Estimator (CSE) calculates charges for elective cosmetic procedures.
  - Factors in all potential procedure costs, including professional, facility, anesthesia professional fees, and the cost of implants and pharmaceuticals.
- Rates used in the CSE are updated annually and are based on what TRICARE will allow.
- Proposed release and effective date is July 1, 2021.

# CSE v17 Procedure Additions, Modifications, Deletions & Rate Methodology Update

- Only procedures included in CSE can potentially be performed as elective cosmetic procedures.
  - Procedures may be performed as medically necessary if documented as such.
  - Medically necessary procedures are not priced in the CSE.
- Many procedures added to CSE because of feedback from the field.
  - If you have any suggested elective cosmetic procedures, contact the DHA UBO Helpdesk at [UBO.Helpdesk@intellectsolutions.com](mailto:UBO.Helpdesk@intellectsolutions.com)
  - DHA review and approval is necessary.

- **New CSE codes:**
  - Tattooing
    - 11921 "Tattooing incl micropigmentation; 6 - 20 sq cm"
    - 11922 "Tattooing incl micropigmentation; additional 20 sq cm"
  - Grafting of Autologous Fat Harvested by Liposuction
    - 15771 "Trunk, breasts, scalp, arms, legs; <51 cc injectate"
    - +15772 "Each additional 50 cc injectate to trunk, breasts, ..."
    - 15773 "Face, Eyelids, Mouth, Neck,...; <26 cc injectate"
    - +15774 "Each additional 25 cc injectate to face, eyelids, ..."
    - 15769 "Other, harvested by direct excision"

- **Deleted Codes:**

- 19324 “Mammoplasty; augmentation w/o implant”
  - Use 15771, +15772 (Grafting of autologous fat harvested by liposuction)
- 17999-Y5832 “Abdominoplasty”
  - Use 15830 (Panniculectomy) with +15847 (Abdominoplasty w/umbilical transposition., fascial plication)
- 17999-Y5834 “Lip augmentation (upper or lower, unpaired)”
  - Use 11950 – 19954 (Soft tissue filler)
- 17999-Y5000 – 17999-Y5006 “Fat transfer”
  - Replaced with 15771 – 15774, 15769 (Grafting of autologous fat harvested by liposuction)
- 17999-Y5838 “Umbilicoplasty”

Professional Fees

+

Facility Fees

+

Anesthesia Fees

+

Cost of Implants & Pharmaceuticals

(e.g., Breast Implants, Chin Implants, Botox<sup>®</sup>, Restylane<sup>®</sup>)

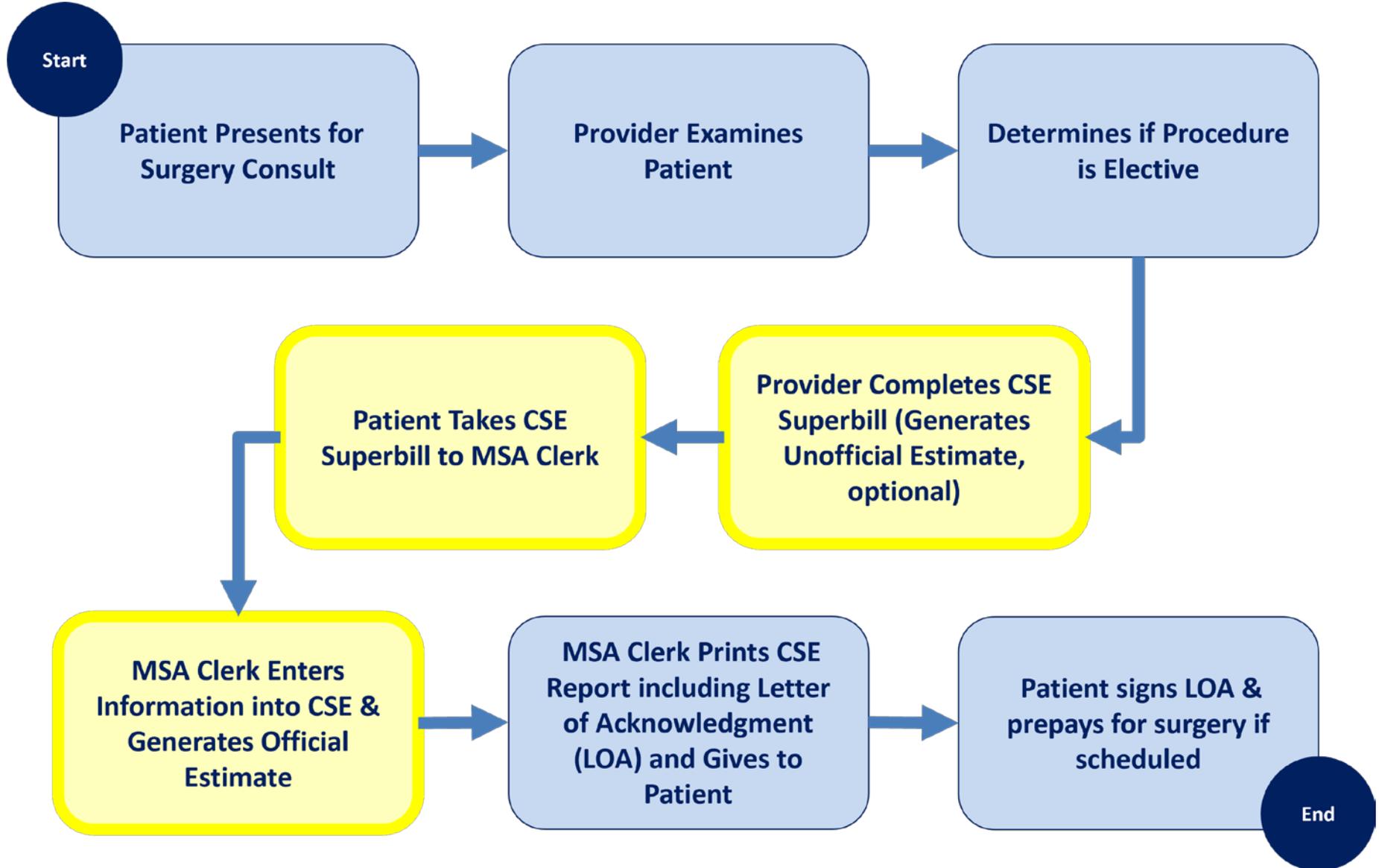
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**=TOTAL COST**

- CSE v17 uses the ambulatory procedure visit (APV) rate for institutional cost of a procedure performed in an outpatient setting:
  - Ambulatory Procedure Visit (APVs)
    - Ambulatory Procedure Visit (APV) -A procedure or surgical intervention that requires preprocedural care, an actual procedure to be performed, and immediate post-procedure care as directed by a qualified health care provider. Minor procedures that are performed in an outpatient clinic setting that does not require post-procedure care by a medical professional are not considered APVs. The nature of the procedure and the medical status of the patient combine as a short-term care requirement, but not for inpatient care. These procedures are appropriate for all types of patients (e.g., obstetrical, surgical and non-surgical including cosmetic) who by virtue of the procedure or anesthesia require post-procedure care and/or monitoring by medical personnel.
  - This applies only to procedures that require use of a surgery room.

- Pharmaceutical prices pre-populated for: Botox<sup>®</sup>, Dysport<sup>®</sup>, and Xeomin<sup>®</sup>
  - Botox<sup>®</sup> CY21 TRICARE Allowable Price: \$6.06/unit (was \$6.11 in CY20)
  - Dysport<sup>®</sup> CY21 TRICARE Allowable Price: \$1.65/unit (was 1.68/unit in CY20)
  - Xeomin<sup>®</sup> CY21 TRICARE Allowable Price: \$5.06/unit (was \$5.03 in CY20)
- Ability to override the pre-populated prices if the local MTF pharmacy provides a price for the pharmaceutical.
- Unit price needs to be populated for fillers/injectables based on MTF's cost.
- Field for input of chemodenervation pharmaceutical units does allow for more than 50.

# CSE v17 Functionality



## Cosmetic Surgery Superbill 2021

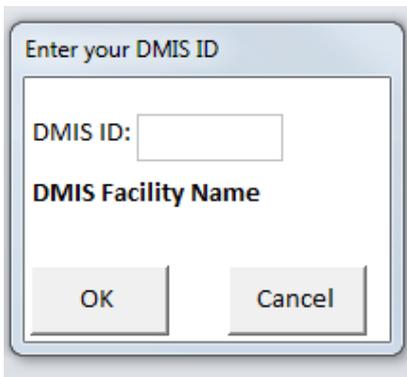
★ INSTRUCTIONS: (1) Fill in top of form. (2) Circle or highlight Procedure Description. (3) Check Bilateral column. (4) Enter the quantity of each procedure.

MFN: ★	Patient Name: ★
Provider's Name and Phone:	Visit Date: ★ / /      Surgery Date: ★ / /
ICD-10 Code 1: Z41.1 Cosmetic Surgery Encounter    ICD-10 Code 2:	Anesthesia: <input type="checkbox"/> Local
Location: <input type="checkbox"/> Provider's Office <input type="checkbox"/> Operating Room Inpatient	<input type="checkbox"/> Monitored/General Anesthesia Care <input type="checkbox"/> Topical Block
<input type="checkbox"/> Operating Room Outpatient	<input type="checkbox"/> Moderate Sedation <input type="checkbox"/> None
Will this procedure be combined with a medically necessary procedure? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Procedure Description	Code	Bil	Qty	Procedure Description	Code	Bil	Qty	Procedure Description	Code	Bil	Qty
<b>SKIN TAG REMOVAL</b>				<b>BREAST / CHEST AUGMENTATION</b>				<b>INJECTIONS</b>			
Removal of skin tags, up to 15 lesions	11200			Mastectomy for Gynecomastia (Male)	19300			Intralesional Injection			
Removal of skin tags, ea addl 1-10 lesions	11201 +			Mastopexy (Breast Lift)	19316			Intralesional Injection; 7 or less	11900		
<b>LESION REMOVAL</b>				Breast reduction	19318			Intralesional Injection; 8 or more	11901		
Shaving of Epidermal or Dermal Lesions (single lesion)				Breast augmentation with implant	19325			Subcutaneous Injection of Filling Material			
Trunk, arms or legs				Removal of intact breast implant	19328			1.0 cc or less	11950		
<= 0.5 cm lesion diameter	11300			Removal of ruptured breast implant, including contents	19330			1.1 - 5.0 cc	11951		
0.6 to 1.0 cm lesion diameter	11301			Immediate Insertion of breast implant	19340			5.1 - 10.0 cc	11952		
1.1 to 2.0 cm lesion diameter	11302			Delayed insertion of breast implant	19342			More than 10.0 cc	11954		
> 2.0 cm lesion diameter	11303			Nipple / areola reconstruction	19350			Soft Tissue Fillers (Enter a pharmaceutical, price per unit and quantity)			

INSTRUCTIONS: Circle/highlight **Procedure Description**; check **Bilateral (Bil)** column; and enter the **Quantity (Qty)** of each procedure.

- Users required to input DMIS ID:
  - To download CSE files from <http://ubocse.org>
  - To use CSE v17
  - Only users from facilities that have indicated they allow/perform cosmetic procedures can access CSE.
  - Submit requests to DHA UBO for access:  
[ubo.helpdesk@intellectsolutions.com](mailto:ubo.helpdesk@intellectsolutions.com)



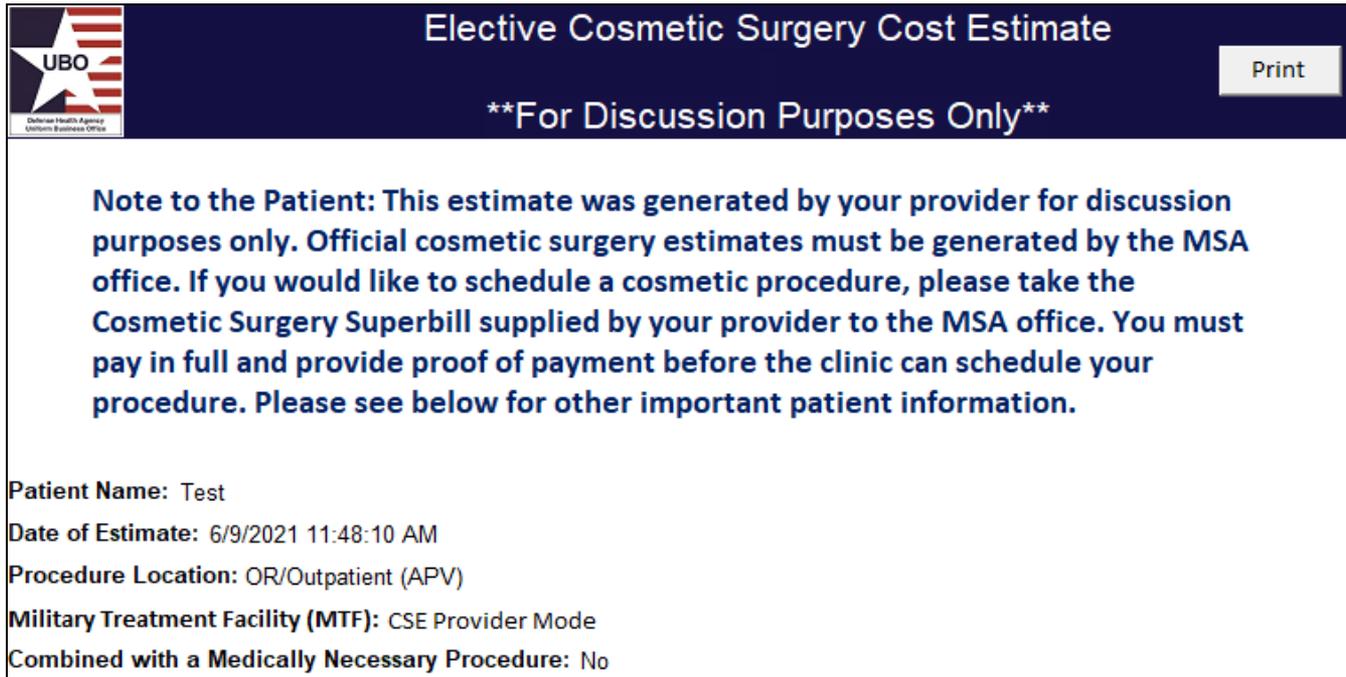
Enter your DMIS ID

DMIS ID:

DMIS Facility Name

OK Cancel

- Provider Access to CSE
  - MSA staff provide to providers upon request.
  - MSA staff enter DMIS ID, then password supplied by DHA UBO.
  - Providers enter “PROV” when prompted for DMIS ID; no password required.
  - Estimates generated by Provider are clearly marked.
  - Official cost estimate must be generated by MSA Office.



 **Elective Cosmetic Surgery Cost Estimate** Print

**\*\*For Discussion Purposes Only\*\***

**Note to the Patient: This estimate was generated by your provider for discussion purposes only. Official cosmetic surgery estimates must be generated by the MSA office. If you would like to schedule a cosmetic procedure, please take the Cosmetic Surgery Superbill supplied by your provider to the MSA office. You must pay in full and provide proof of payment before the clinic can schedule your procedure. Please see below for other important patient information.**

**Patient Name:** Test  
**Date of Estimate:** 6/9/2021 11:48:10 AM  
**Procedure Location:** OR/Outpatient (APV)  
**Military Treatment Facility (MTF):** CSE Provider Mode  
**Combined with a Medically Necessary Procedure:** No



**Section 1:**  
Enter a Primary Procedure

**Section 2:**  
Costs are automatically calculated

0 - Effective July 2021 (1152x683) - Cosmetic Surgery Estimator

## DHA UBO Cosmetic Surgery Estimator v17.0

CPT®/Procedure Glossary		Cost Rank: 19
Code	Description	
1* Primary CPT®/Procedure:		Professional Fee: \$0.00
2* Procedure Location:	<input type="radio"/> Provider's Office <input type="radio"/> OR/Outpatient (APV) <input type="radio"/> OR/Inpatient	Facility Fee: \$0.00
3* Will this procedure be combined with a medically necessary procedure?	<input type="radio"/> Yes <input type="radio"/> No	Medically Necessary Discount: \$0.00
4 Will this procedure be performed by a dermatology resident?	N/A	Resident Discount: \$0.00
5 Will this procedure be bilateral?	N/A	Bilateral Cost: \$0.00
6 Quantity/Number of Sessions:	N/A	Additional Qty/Ses Cost: \$0.00
7 Add-on Code:	N/A	Add-on Cost: \$0.00
8* Anesthesia:	<input type="radio"/> None <input type="radio"/> Topical <input type="radio"/> Local <input type="radio"/> Moderate <input type="radio"/> General/Monitored	Anesthesia Fee: \$0.00
9 What pharmaceuticals will be provided by the		Pharmaceutical Cost: \$0.00
10* Will additional elective procedures be performed during the same visit?	<input type="radio"/> Yes <input type="radio"/> No	Additional Procedure Cost: \$0.00
11* Will implants or other non-covered supplies be provided by the MTF?	<input type="radio"/> Yes <input type="radio"/> No	Implant/Supply Cost: \$0.00

**Section 3:**  
•Edit Estimate Entries  
•View, Print, Save a Cost Report

**Total Cost: \$0.00**

View/Edit Additional Procedures

View/Edit Implants and Supplies

Clear Estimate

View/Print Cost Report

Save Cost Report

Exit Estimator

CPT® is a registered trademark of the American Medical Association. Procedure codes designated as 17999-XXXX are developed by the DoD DHA UBO and are not intended to serve as CPT® codes.



## Section 1: Additional Procedure Entry Form

Cosmetic Surgery Estimator v

\* = Required Field

Additional Procedures Press F1 for Help

CPT®/Procedure Glossary

Code	Description	
1* Additional CPT®/Procedure:		Professional Fee + Facility Fee: \$0.00
2 Will this procedure be performed by a dermatology resident? N/A		Resident Discount: \$0.00
3 Will this procedure be bilateral? N/A		Bilateral Cost: \$0.00
4 Quantity/Number of Sessions: N/A		Additional Quantity/Session Cost: \$0.00
5 Anesthesia: <input checked="" type="radio"/> None <input type="radio"/> Topical <input type="radio"/> Local <input type="radio"/> Moderate Sedation <input type="radio"/> General/Monitored		Anesthesia Fee: \$0.00
6 What pharmaceuticals will be provided by the MTF: N/A		Pharmaceutical Cost: \$0.00
<b>Add Procedure</b>		<b>Total Cost: \$0.00</b>

## Section 2: List of Additional Procedures Added to the Estimate

CPT Code	CPT Description	Qty	Pro Fee	Facility Fee	Bilat Fee	Anest. Fee	Pharm	Pharm Fee	Total Cost
<b>Total Additional Procedures Cost: \$0.00</b>									
<b>Clear List</b>									
<b>Return to Estimate</b>									

- Guide provides line-by-line “how-to” instructions.
- Available as a PDF and as the Help function in the CSE.
  - Press F1 in the CSE to access the User Guide.
- Includes quick reference tables that summarize various categories of procedures.

## Line 1: Primary Procedure

Code	Description	Cost
0222T	Injection(s), platelet rich plasma, any site, including image guidance, harvesting and preparation when performed	
11200	Removal of skin tags, multiple fibrocystic tags, any area, up to and including 15 lesions	\$0.00
11301	Shaving of epidermal or dermal lesion, single lesion, trunk, arms or legs, lesion diameter 0.5 cm or less	\$0.00
11302	Shaving of epidermal or dermal lesion, single lesion, trunk, arms or legs, lesion diameter 0.6 to 1.0 cm	\$0.00
11303	Shaving of epidermal or dermal lesion, single lesion, trunk, arms or legs, lesion diameter over 2.0 cm	\$0.00
11305	Shaving of epidermal or dermal lesion, single lesion, scalp, neck, hands, feet, genitalia, lesion diameter 0.5 cm or less	\$0.00
11306	Shaving of epidermal or dermal lesion, single lesion, scalp, neck, hands, feet, genitalia, lesion diameter 0.6 to 1.0 cm	\$0.00
11307	Shaving of epidermal or dermal lesion, single lesion, scalp, neck, hands, feet, genitalia, lesion diameter 1.1 to 2.0 cm	\$0.00
11308	Shaving of epidermal or dermal lesion, single lesion, scalp, neck, hands, feet, genitalia, lesion diameter over 2.0 cm	\$0.00
11310	Shaving of epidermal or dermal lesion, single lesion, face, ears, eyelids, nose, lips, mucous membrane, lesion diameter 0.5 cm or less	\$0.00
11311	Shaving of epidermal or dermal lesion, single lesion, face, ears, eyelids, nose, lips, mucous membrane, lesion diameter 0.6 to 1.0 cm	\$0.00
11312	Shaving of epidermal or dermal lesion, single lesion, face, ears, eyelids, nose, lips, mucous membrane, lesion diameter 1.1 to 2.0 cm	\$0.00
11313	Shaving of epidermal or dermal lesion, single lesion, face, ears, eyelids, nose, lips, mucous membrane, lesion diameter over 2.0 cm	\$0.00
11400	Excision, benign lesion including margins, trunk, arms or legs, excised diameter 0.5 cm or less	\$0.00

### Selecting a Primary Procedure

Price estimates for elective cosmetic surgery depend on the procedure(s) chosen. To begin, select a primary procedure from one of the two drop-down menus available on Line 1. You can search for a procedure by:

- CPT®/Procedure Code (listed in numerical order), or
- CPT®/Procedure Description (listed in alphabetical order).

**NOTE:** The professional fee for an elective cosmetic procedure is based on both the procedure chosen and the location of service. Therefore, the professional fee for the primary procedure will only be populated in the cost column after both the primary procedure (Line 1) and procedure location (Line 2) are selected.

**Line 1: Primary Procedure is a required field for all elective cosmetic procedure estimates.** You will not be able to view, print, or save a CSE cost estimate report until a selection has been made for all required fields. Required fields are marked with an asterisk (\*) next to the line number. Once a selection has been made, the asterisk will disappear. You may change your selection(s) at any time prior to generating the estimate.

### CSE Superbill: CPT®/Procedure Codes and Descriptions

The DHA Elective Cosmetic Surgery Superbill (“Superbill”) is a two-page document that lists CPT®/Procedure codes for all elective cosmetic procedures available in the MHS. The Superbill is completed by the provider and used by Medical Services Account (MSA) staff to enter data into the CSE to generate a cost estimate. The Superbill is prepared and distributed by the DHA UBO Program Office with each version of the CSE. Use of alternate Superbills is not authorized. The Superbill contains all required information to generate a complete cost estimate for elective cosmetic procedures.

# CSE v17 Practice Scenario

- Example: A patient is having three (3) 0.3cm trunk lesions removed (CPT® 11300). A patient is also scheduled to have 28 skin tags removed (CPT® 11200 and 11201). The procedures will be performed in a provider's office setting with local anesthesia.

## Cosmetic Surgery Superbill 2021

INSTRUCTIONS: (1) Fill in top of form. (2) Circle or highlight Procedure Description. (3) Check Bilateral column. (4) Enter the quantity

MTF:				Patient Name:			
Provider's Name and Phone:				Visit Date: / /			
ICD-10 Code 1: Z41.1 Cosmetic Surgery Encounter ICD-10 Code 2:				Anesthesia:			
Location: <input type="checkbox"/> Provider's Office		<input type="checkbox"/> Operating Room Inpatient		<input type="checkbox"/> Monitored/General		<input type="checkbox"/> Moderate Sedation	
<input type="checkbox"/> Operating Room Outpatient		Will this procedure be combined with a medically necessary procedure?					
Procedure Description	Code	Bil	Qty	Procedure Description	Code	Bil	Qty
<b>SKIN TAG REMOVAL</b>				<b>BREAST / CHEST AUGMENTATION</b>			
Removal of skin tags, up to 15 lesions	11200		1	Mastectomy for Gynecomastia (Male)	19300		
Removal of skin tags, ea addl 1-10 lesions	11201 +		2	Mastopexy (Breast Lift)	19316		
<b>LESION REMOVAL</b>				Breast reduction			
Shaving of Epidermal or Dermal Lesions (single lesion)				Breast augmentation with implant			
Trunk, arms or legs				Removal of intact breast implant			
<= 0.5 cm lesion diameter	11300		3	Removal of ruptured breast implant, including contents	19330		
0.6 to 1.0 cm lesion diameter	11301			Immediate insertion of breast implant	19340		
1.1 to 2.0 cm lesion diameter	11302			Delayed insertion of breast implant	19342		
> 2.0 cm lesion diameter	11303			Nipple / areola reconstruction	19350		

CPT®/Procedure Glossary	
Code	Description
1 Primary CPT®/Procedure: 11300 <div style="border: 1px solid gray; padding: 2px; width: 100px; margin-left: 10px;">             Line 1           </div>	Shaving of epidermal or dermal lesion, single lesion, trunk, arms or legs, lesion diameter 0.5 cm or less
2 Procedure Location: <input checked="" type="radio"/> Provider's Office <input type="radio"/> OR/Outpatient (APV) <input type="radio"/> OR/Inpatient	Line 2
3 Will this procedure be combined with a medically necessary procedure? <input type="radio"/> Yes <input checked="" type="radio"/> No	Line 3
4 Will this procedure be performed by a dermatology resident? N/A	Lines 4 & 5
5 Will this procedure be bilateral? N/A	
6 Quantity: 3	Line 6
7 Add-on Code: N/A	Line 7
8 Anesthesia: <input type="radio"/> None <input type="radio"/> Topical <input checked="" type="radio"/> Local <input type="radio"/> Moderate Sedation <input type="radio"/> General/Monitored	Line 8
9 What pharmaceuticals will be provided by the MTF: N/A	Line 9
10* Will additional elective procedures be performed during the same visit? <input checked="" type="radio"/> Yes <input type="radio"/> No	Line 10
11 Will implants or other non-covered supplies be provided by the MTF? <input type="radio"/> Yes <input checked="" type="radio"/> No	Line 11



Cosmetic Surgery Estimator v17.0 - Effective July 2021 (1152x683) - Cosmetic Surgery Estimator

**Additional Procedures** Press F1 for Help

\* = Required Field

**CPT®/Procedure Glossary**

**Line 1** 1\* Additional CPT®/Procedure: [Dropdown]

**Line 2** 2 Will this procedure be performed by a dermatology resident? N/A

**Lines 3 & 4** 3 Will this procedure be performed by a resident? N/A  
4 Quantity/Number of Sessions: N/A

**Line 5** 5\* Anesthesia:  None  Topical  Local  Moderate Sedation

**Line 6** 6 What pharmaceuticals will be provided? [Dropdown]

**Add Procedure** Total Cost: \$0.00

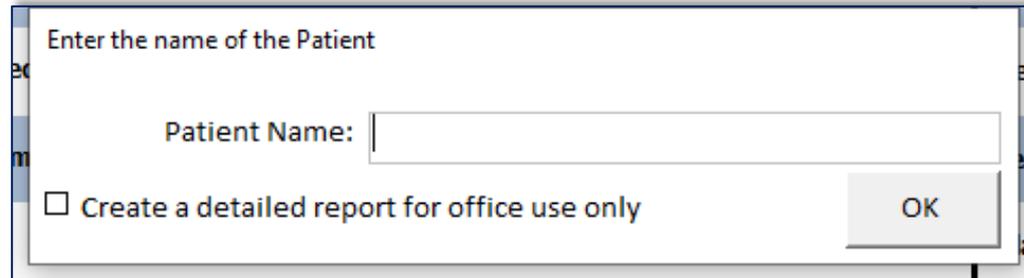
CPT Code	CPT Description	Qty	Pro Fee	Facility Fee	Bilat Fee	Anest. Fee	Pharm	Pharm Fee	Total Cost	Edit	Delete
11200	Removal of skin tags, multiple fibrocuteaneous tags, any area, up to and including 15 lesions	1	\$45.89	\$0.00	\$0.00	\$0.00		\$0.00	\$45.89	Edit	Delete
11201	Removal of skin tags, multiple fibrocuteaneous tags, any area, each additional 10 lesions, or part thereof	2	\$18.84	\$0.00	\$0.00	\$0.00		\$0.00	\$37.68	Edit	Delete

**Total Additional Procedures Cost: \$83.57**

**Clear List** **Return to Estimate**



- Once the estimate is generated, print a cost estimate and internal detail report (if applicable).



Enter the name of the Patient

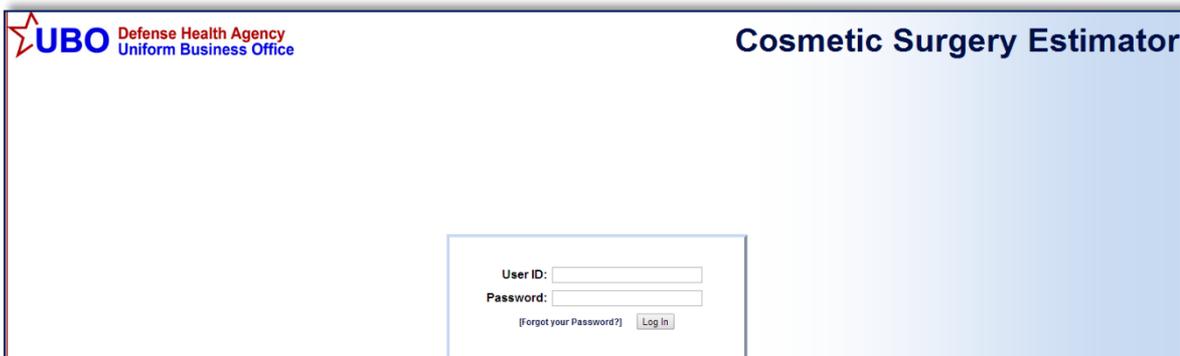
Patient Name:

Create a detailed report for office use only

OK

# CSE v17 Distribution & Effective Date

- The CSE v17 application and all associated materials will be available for download from the DHA UBO CSE Web site at: <https://www.ubocse.org>.
- Proposed effective date is July 1, 2021.
- Files will be password protected for controlled access.
- User ID and password will be distributed to UBO Service and NCR MD Program Managers who will disseminate information to MTF staff.



The screenshot shows the login interface for the 'Cosmetic Surgery Estimator'. In the top left corner, there is the UBO logo (a red star with 'UBO' inside) followed by the text 'Defense Health Agency' and 'Uniform Business Office'. In the top right corner, the title 'Cosmetic Surgery Estimator' is displayed. The main content area is a light blue gradient. At the bottom center, there is a white rectangular box containing the login fields: 'User ID:' followed by a text input field, 'Password:' followed by a password input field, a link for '[Forgot your Password?]', and a 'Log In' button.

- Items included in CSE v17 package:
  - CSE v17 Access database
  - CSE v17 User Guide
  - CSE v17 Superbill
  - CSE v17 Provider's Guide to the Superbill
  - CSE v17 Glossary
  - CSE v17 Patient Guide

- Updated “Elective Cosmetic Procedures” section of DHA UBO User Guide
  - Revised 2018
- Available at DHA UBO Web site: <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/Policy-and-Guidance>
- 2017 version of the Defense Health Agency Procedures Manual (DHA-PM 6015.01) is the most current version.
  - Upcoming Manual updates do not change cosmetic surgery policy.
  - Still reiterates and reinforces requirements in the 2005 HA Policy 05-020 memorandum.

- **Access Questions**

- 1) My CSE Login/Password is not working, how do I obtain a new one?
- 2) I keep getting an error message when I try to open the CSE, what do I do?
- 3) How do I obtain access to the CSE for my MTF?

- **Patient Questions**

- 1) Patient has complication from cosmetic surgery procedure performed in our facility and requests treatment of these areas. Pay vs not?

- Code Additions, Modifications, Deletions
- CSE v17 Rates
- Letter of Acknowledgment
- Provider Version
- APV Guidance Reminder
- CSE v17 Distribution and Effective Date

This in-service webinar has been approved by the American Academy of Professional Coders (AAPC) for 1.0 Continuing Education Unit (CEU) credit for DoD personnel (.mil address required). Granting of this approval in no way constitutes endorsement by the AAPC of the program, content or the program sponsor. There is no charge for this credit.

- **Live broadcast webinar (post-test not required)**
  - Login prior to the broadcast with your: 1) full name; 2) Service affiliation; and 3) Mail.Mil e-mail address.
  - View the entire broadcast.
  - After completion of either of the live broadcasts and after attendance records have been verified, a Certificate of Approval including an AAPC Index Number will be sent via e-mail to participants who logged in or e-mailed as required. This may take several business days.
- **Archived webinar (post-test required)**
  - View the entire archived webinar (free and available on demand at: <http://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Learning-Center/Archived-Webinars>).
  - Complete a post-test available within the archived webinar.
  - E-mail answers to [webmeeting@federaladvisory.com](mailto:webmeeting@federaladvisory.com). If you receive a passing score of at least 70%, we will e-mail MHS personnel with a .mil email address a Certificate of Approval including an AAPC Index Number.
- The original Certificate of Approval may not be altered except to add the participant's name and webinar date or the date the archived Webinar was viewed. Certificates should be maintained on file for at least six months beyond your renewal date in the event you are selected for CEU verification by AAPC.
- For additional information or questions regarding AAPC CEUs, please contact the AAPC.
- Other organizations, such as American Health Information Management Association (AHIMA), American College of health care Executives (ACHE), and American Association of health care Administrative Managers (AAHAM), may also grant credit for DHA UBO Webinars. Check with the organization directly for qualification and reporting guidance.

# Questions?