



# On-the-Job Supervision and Competency Verification Form

Effective Date: 7-1-2021

## Directions:

1. This form is for all applicants who are seeking Certified Denial Recovery Specialist (CDRS) certification.
2. If there are multiple individuals providing supervision for certification purposes, a separate form must be completed by each supervisor, documenting the specific supervision conducted with the applicant.
3. The applicant completes part 1 of this form, the supervisor completes parts 2 – 5.
4. The employer identified FCB Point of Contact will collect completed forms and any required supporting documentation, review for completeness, and scan/email all documents to the assigned FCB certification specialist.

**Direct Supervision Requirement:** On-the-Job supervision refers to face-to-face (physical or virtual) contact between a qualified supervisor and a Denial Recovery Specialist during which the Specialist apprises the supervisor of the status of their assigned work, the work is discussed, the supervisor provides oversight and guidance and evaluates the Specialists performance. Supervision must occur in minimum of 15-minute increments.

The total number of hours of required on-the-job supervision varies, based on the Specialists level of formal education (see chart below). Additionally, all certification applicants must complete at least 5 hours of documented supervision in each performance domain. All remaining supervision hours may be provided in any of the credentials performance domains.

Formal Education Level	Minimum Hours of Supervision
High School Diploma or General Equivalency Degree	70 hours of supervision. A minimum of 5 hours of supervision must be provided in each performance domain.
A.A. or Vocational Degree	45 hours of supervision. A minimum of 5 hours of supervision must be provided in each performance domain.
Bachelor’s Degree or higher	25 hours of supervision. A minimum of 5 hours of supervision must be provided in each performance domain.

## CDRS Performance Domains:

1. Medical Billing Foundations
2. Hospital and Clinical Billing Cycle
3. Denied Claims Resolution
4. Information Systems
5. Professional Responsibilities

**On-the-Job Competency Requirement:** In addition to completing the direct supervision requirements, the supervisor must also be able to state that he or she DOES NOT have any concerns about the applicant’s ability to competently perform Denial Recovery Specialist duties under standard supervision. If the supervisor states, “Yes, I do have concerns ...” the supervision hours documented on the form will NOT be eligible for certification purposes.

**Definition of a Qualified Supervisor:** For certification purposes, a qualified supervisor is the applicant’s immediate supervisor or any other agency supervisor, trainer, mentor, quality assurance staff or other agency management/leadership staff assigned by the employer to provide supervision to employees seeking certification. Supervision provided by a relative, any person sharing the same household, or any person in a romantic, domestic, or familial relationship with the applicant is not acceptable toward fulfillment of certification requirements.

**DO NOT SUBMIT THIS COVER PAGE WITH YOUR APPLICATION.**



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## Part 1: Applicant Information. Enter your name exactly the same as is associated with your FCB account.

Name: \_\_\_\_\_  
 Employer: \_\_\_\_\_  
 Position Title: \_\_\_\_\_

## Part 2: Supervisor's Contact Information

_____	_____
Last Name	First Name
_____	_____
Title	Employer
_____	_____
Email Address	Business Phone

## Part 3: Direct Supervision Hours

1. I provided direct supervision to the applicant.  Yes\*  No

\*How many TOTAL HOURS of supervision did you provide and document for certification purposes?

2. Please break down the total number of hours of supervision provided by performance domains.

Medical Billing Foundations	<input style="width: 100px; height: 20px;" type="text"/>
Hospital and Clinical Billing Cycle	<input style="width: 100px; height: 20px;" type="text"/>
Denied Claims Resolution	<input style="width: 100px; height: 20px;" type="text"/>
Information System	<input style="width: 100px; height: 20px;" type="text"/>
Professional Responsibilities	<input style="width: 100px; height: 20px;" type="text"/>

## Part 4: On-the-Job Competency Demonstration

As a qualified supervisor, **do you have any concerns** about the applicant's ability to competently perform Denial Recovery Specialist under standard supervision?  Yes\*  No

\* It is anticipated that, especially in the early months of employment, not all direct supervision activities will result in a competent demonstration of on-the-job skills. This event should be viewed as a learning and teaching opportunity and additional supervision should be provided until competency is demonstrated consistently. Only supervision of competent job performance is eligible for certification purposes.

## Part 5: Attestation

I have read and understand the on-the-job supervision and competency requirements for Denial Recovery Specialist certification.  Yes  No

I consent to an audit of agency records if requested to verify my attestation.  Yes  No

By my signature, I attest that the above material is true to the best of my knowledge.

\_\_\_\_\_  
 Signature (FCB accepts both manual and electronic signatures) \_\_\_\_\_  
 Date