

# Reference Guide for the Certified Transplant Financial Coordinator (CTFC) Exam

## Mission and Vision

- Job function of Transplant Financial Coordinator
- Authorization process for Transplant Financial Coordinator
- PAC's Policy proposal in 1992
- TFC professionalism marked by TFCA
- Key Roles of TFCA

## Introduction to UNOS

- Transplant Governing Body
- Unos By-Law
- What organization does UNOS Support
- Job functions of the OPTN
- UNOS Ad Hoc committee meetings

## Foreign National Information

- rules for non-U.S. citizen/non-U.S. residents on the UNOS guidelines
- Foreign entity agreements
- UNOS Policy on importing deceased organs
- Individual insurance coverage
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## Transplant Financial Authorization Process

- Essential tasks of a Transplant Financial Coordinator (TFC)
- Multidisciplinary meeting

## General

- Definition of HIPAA and when it was established
- Federal government that administers Medicare
- CPT publisher
- HCPCS codes rules
- Primary function of HLA
- Rules of lifetime reserve days
- Rules of Medicare days
- ICD-10 Definition
- Coverage for immunosuppressive medications
- Transplant center Medicare Reimbursement Rules
- Part D coverage gap rules
- Medicare Cost report organ acquisition
- Medicare Part D eligibility
- Coverage for Mobilization drugs (Neupagen, Neulasta, Zarxio) for Medicare patients
- HSA plan rules with Medicare
- Medicare Part D deductible coverage for Part D total out of pocket costs (TROOP)
- Qualifications of HSA plan
- Solid organ transplant immunosuppressant
- Coordination of benefit rules

- HIPAA
- COBRA rules
- COBRA cost
- COBRA notification
- Coordination of Benefits with COBRA
- Center of Excellence
- Definition of deductible, out of pocket, copayment, coinsurance.
- Regional payors that administer government fee for service
- Qualifications of Medicare Part D extra help
- Medicare cost report rules for total usable organs
- Medicare secondary payor rule for Medicare cost report

### **Healthcare Reform Act**

- Consumer protections of the ACA
- ACA Marketplace categories
- Catastrophic Plan rules
- Benefits of catastrophic marketplace plans
- ACA plan premiums for pre-existing conditions
- Incarceration eligibility
- Definition of Affordable Care Act (ACA)
- Laws of ACA
- Marketplace website

### **Kidney**

- Definition of Graft
- Role of kidney
- ESRD qualifications for Medicare
- Length of ESRD Medicare
- ESRD Medicare Coordination of Benefits
- Medicare living donor complications coverage
- Which insurance to bill for kidney living donor charges
- What charges are allowed for living kidney donor on Medicare Cost report
- Eligibility to go on kidney transplant waitlist
- ESRD coverage rules for Medicare B-ID after 36 months
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### **Heart/LVAD**

- Definition of bridge to decision
- Device that assists heart to pump blood
- Definition of Ejection Fraction
- Definition of Destination Therapy
- Eligibility for Destination Therapy

### **Lung**

- Definition of pulmonary function tests

- Diagnosis covered under black lung

### **Liver**

- Importance of common indicators for liver transplant
- Definition of ESLD
- Definition of MELD
- Definition of PELD
- Labs to calculate MELD score

### **Bone Marrow**

- Three main groups of blood cancers
- Largest organization for bone marrow
- Three sources for Stem Cell Transplant
- Sources for allogeneic transplant
- Charges for National Marrow Donor Program (NMDP)
- Definition of Autologous and what type of transplant that is
- Definition of cells of the marrow and lymph nodes
- Definition of blood cancers
- Administration of Plerixafor (Mozobil)
- BMT graft of donor PBSC or marrow
- Peripheral blood stem cells
- Types of graft vs host disease

### **Intestinal**

- Multi-visceral transplant organ involvement
- Common indications for small bowel transplant
- Parts of the small intestine
- Definition of the ileum
- Organ for nutrients in the digestive system
- Different transplant procedures of multi-visceral

- [American Board for Transplant Certification \(ABTC®\)](#)
- [Transplant Financial Coordinators Association \(TFCA\)](#)