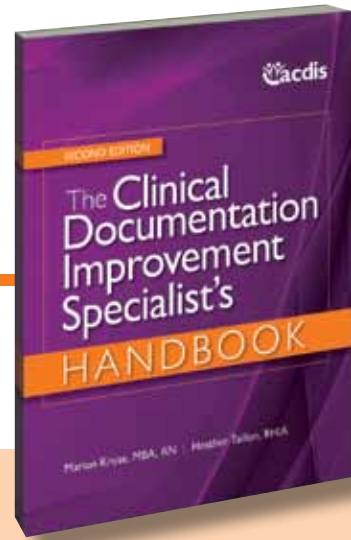
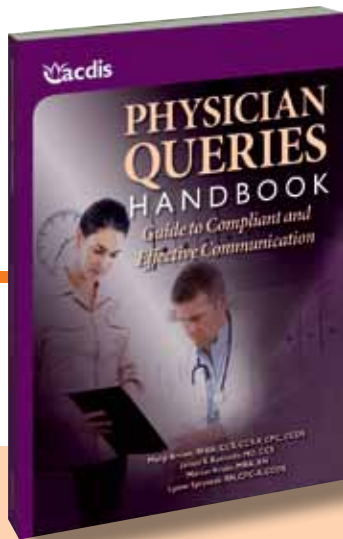
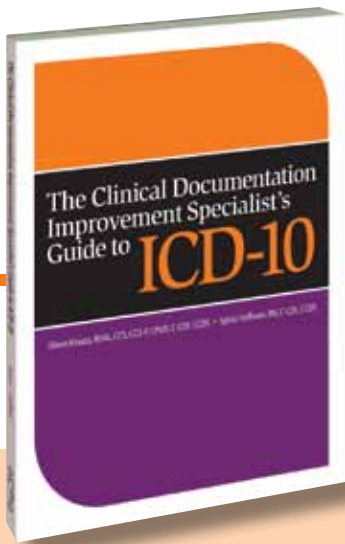


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CDI

2012

RESOURCE CATALOG



Association of Clinical Documentation Improvement Specialists (ACDIS)

Membership is only \$129 a year!

Membership in **ACDIS** offers great ideas and strategies for CDI specialists as well as managers of CDI departments, case managers, and physician advisors.

ACDIS has more than 2,700 members and is growing all the time. We are looking forward to a year of new ideas and initiatives developed to help you to run successful CDI programs and achieve professional growth.

ACDIS membership includes:

- **Leadership.** **ACDIS** is led by an advisory board made up of thought-leaders industry. The board provides direction for the Association as well as expertise for our members.
- **A quarterly association journal, *CDI Journal*.** Recent issues focused on strategies for preventing RAC denials, advice on querying, best practice on training new CDI staff, and articles written by physicians on malnutrition and sepsis.
- **Quarterly member conference calls and a members-only talk group.** These features allow **ACDIS** members to network, learn from their peers, and discuss CDI issues, best practices, and ideas.
- **Special reports and surveys.** **ACDIS** provides exclusive members-only reports on salaries, productivity, department organization, and more.
- **A growing library of forms and tools.** **ACDIS** members share tools that have worked at their organizations.
- **Members-only online learning courses.** Topics include present-on-admission, hospital-acquired conditions, and the MS-DRG system, and all courses come with continuing education credits.
- **A biweekly e-mail newsletter, *CDI Strategies*.** Each issue is loaded with helpful CDI tips and timely news items.
- **Special savings** on the registration for the annual national conference, to be held in San Diego in May 2012. Members also get discounts on selected CDI products from HCPro, including the new CDI Boot Camp!
- **Online job page.** Members can use to post up to four CDI-related job openings each year.
- **Access to CDI Week tools and downloads.** **ACDIS** members can download media kits, activities and tools for their CDI Week recognition programs online at the Association website.



Sign up your entire CDI team for ACDIS membership

Call our customer service department at 800/650-6787 and ask about discounted membership rates when you sign up a team of four or more for ACDIS membership.

Table of Contents

ACDIS Membership	inside front cover	2012 CDI Pocket Guide	page 6
Letter from the Director of ACDIS	page 3	ICD-10 for CDI Boot Camp™	page 7
The CCDS Exam Study Guide	page 4	Documentation Improvement Guide for E&M Management	page 7
The Clinical Documentation Specialists Handbook, 2nd Ed.	page 4	CDI Boot Camps	page 8
Physician Queries Handbook	page 5	ACDIS Promotional Items	page 9
Physician Documentation Pocket Guide	page 5	CCDS Certification	page 10
The Clinical Documentation Specialist's Guide to ICD-10	page 6	5th Annual ACDIS Conference	inside back cover

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\$50 off any order over \$100 with your catalog source code!



Dear healthcare professional:

You know that documentation drives everything in your organization, from publicly available quality of care scores to appropriate coding and reimbursement. Finding opportunities in the medical record that have been missed is where clinical documentation improvement (CDI) specialists shine.

CDI professionals hail from various backgrounds and disciplines, from registered nurses to health information management professionals to case managers. But it is a profession that has its own unique needs and knowledge requirements. That's what ACDIS is all about and why our association was created—to support those needs.

With our first catalog of CDI program resources, we at ACDIS are proud to bring you tools that can help you and your organization to excel.

A handwritten signature in black ink that reads "Brian J. Murphy". The signature is written in a cursive, flowing style.

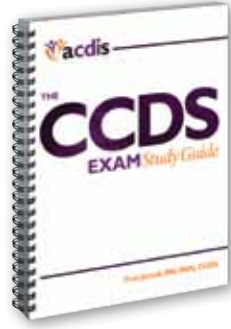
Brian Murphy, CPC
ACDIS Director
Danvers, MA

The CCDS Exam Study Guide

Price: \$79

Order Code: ACDESG

Author: Fran Jurcak, RN, MSN, CCDS



The CCDS Exam Study Guide is the only resource for comprehensive preparation for the clinical documentation improvement specialist professional certification examination.

This study guide prepares candidates for the **Certified Clinical Documentation Specialist (CCDS)** exam. It follows the content outline established by the advisory board that created the certification exam. Each chapter reviews clinical documentation improvement program principles and contains sample questions for self-testing.

Take a look at what's included:

- IPPS Payment System—MS-DRGs, CCs and MCCs; Case mix index implications
- ICD-9-CM Official Coding Guidelines and Coding Clinics
- The Query Process
- Identification of Clinical Indicators
- Program Metrics
- RAC Preparedness
- Appendices
- Determining the MS-DRG
- Glossary



The Clinical Documentation Improvement Specialist's Handbook, Second Edition

Price: \$149

Order Code: CDISH2

Authors: Marion Kruse, MBA, RN; Heather Taillon, RHIA, CCDS

Get the guidance you need to make your CDI program the best

The Clinical Documentation Improvement Specialist's Handbook, Second Edition, is an all-inclusive reference to help readers implement a comprehensive clinical documentation improvement (CDI) program with in-depth information on all the essential responsibilities of the CDI specialist. This edition helps CDI professionals incorporate the latest industry guidance and professional best practices to enhance their programs.

Co-authors **Heather Taillon, RHIA**, and **Marion Kruse, MBA, RN**, combine their CDI and coding expertise to explain the intricacies of CDI program development and outline the structure of a comprehensive, multi-disciplinary program.

In this edition you will learn how to:

- Adhere to the latest government and regulatory initiatives as they relate to documentation integrity
- Prepare for successful ICD-10 transition by analyzing your CDI program
- Step up physician buy-in with the improved education techniques
- Incorporate the latest physician query guidance from the American Health Information Management Association (AHIMA)

Take a look at what's included:

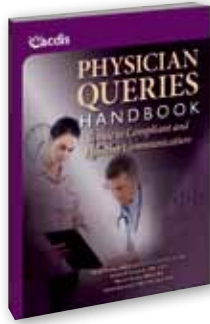
- Building the CDI program
- CDI and the healthcare system
- Application of coding guidelines
- Compliant physician queries
- Providing physician education
- Monitoring the CDI program
- Tools to help you interpret MAC initiatives and RAC focus areas to enhance your CDI program and help prevent audit takebacks
- New sample queries, forms, tools, and industry survey data
- Bonus online tools including sample query forms, job descriptions, evaluation forms and a pocket guide of common documentation standards

The Physician Queries Handbook: Guide to Effective and Compliant Communication

Price: \$149

Order Code: PQH

Authors: Margi Brown, RHIA, CCS, CCS-P, CPC, CCDS; James Kennedy, MD, CCS; Marion Kruse, MBA, RN; Lynne Spryszak, RN, CCDS, CPC-A



The key to getting the medical record clarified and the information required to code properly is learning how to draft an effective, non-leading query to the physician. The **Physician Queries Handbook** is the authoritative source for defining policies, procedures, and best practices for physician queries.

Coauthored by a physician and CDI professionals with nursing, coding, and HIM backgrounds, the **Physician Queries Handbook** provides practical, tips and best practices for querying physicians on a concurrent or retrospective basis. It also presents strategies on how to develop a query policy and procedure that takes into account the many different facility-specific topics that directors and managers must understand.

Turn words into actions:

Although *Coding Clinic*, AHIMA, and the *ICD-9-CM Official Guidelines for Coding and Reporting* provide guidance related to query policies and procedures, there are still a lot of gray areas for which hospitals must account, such as:

- Who should leave queries?
- What is a leading query?
- How long should staff expect to wait for a query response?
- How should hospitals deal with reluctant physicians?

Take a look at what's included:

- Regulatory environment of physician queries
- CDI program basics and the query process
- Query process infrastructure
- How to construct physician queries
- Performance monitoring
- Physician engagement techniques

Appendix

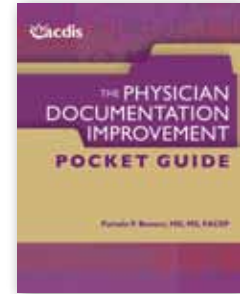
- ACDIS physician query benchmarking survey
- AHIMA physician query practice brief
- ICD-9-CM query rules
- Coding Clinic references
- Sample query forms

The Physician Documentation Improvement Pocket Guide

Price: \$99

Order Code: PDPG25

Author: Pamela P. Bensen, MD, MS, FACEP



Documentation improvement help your physicians need at their fingertips.

Sold in packages of 25!

The Physician Documentation Improvement Pocket Guide is a convenient tool you can give physicians to keep documentation improvement recommendations at their fingertips.

Start your training with the accompanying online instruction manual and help physicians understand common documentation gaps. Follow up that training by distributing the laminated tri-fold cards they can use for easy reference. This six-panel card folds to 4 x 6 inches and fits easily in a physician's pocket.

The pocket guides provide these “convenience factors”:

- Fold to a convenient size for physicians to carry in their pockets
- Are laminated for repeated long use and easy cleaning
- Provide a quick reference at the bedside or time of documentation
- Contain common severity of illness terms
- List documentation tips for quality measures
- Are available in both printed cards and PDA-friendly Web-based format

Get \$50 off of any order over \$100 with your catalog source code!*

Find the code by your mailing address on the back cover of the catalog. Enter it in online when you order, or provide it to customer service when you call.

The Clinical Documentation Improvement Specialist's Guide to ICD-10



Price: \$129

Order Code: SGICD10

Authors: Glenn Krauss, RHIA, CCS, CCS-P, CPUR, C-CDI, CCDS; Sylvia Hoffman, RN, C-CDI, CCDS

Take charge of ICD-10 documentation requirements

The implementation of ICD-10 for October 2013 brings with it new documentation requirements that will have a significant impact on the work of your CDI team. The higher degree of specificity of information needed to code accurately will have a direct correlation to reimbursement and compliance. CDI specialists need a firm understanding of the new code set, and the rules that govern it, to obtain the appropriate level of documentation from physicians and ensure readiness.

The Clinical Documentation Improvement Specialist's Guide to ICD-10 is the only book that addresses ICD-10 from the CDI point of view. Written by CDI experts, it explains the new documentation requirements and clinical indicators of commonly reported diagnoses and the codes associated with those conditions. You'll find the specific documentation requirements to appropriately code conditions such as heart failure, sepsis, and COPD.

Learn from your peers

The Clinical Documentation Improvement Specialist's Guide to ICD-10 includes case studies from two hospitals that have already begun ICD-10 training so you can use their timelines as a blue print to begin your organization's training and implementation.

See what's included:

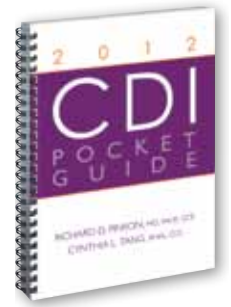
- Introduction to ICD-10
- New documentation and coding requirements in ICD-10
- Comparison of common diagnoses in ICD-9-CM v. ICD-10
- Anticipated impact on CDI departments: payment differences, query volume, and education
- Suggested preparation and training/implementation timelines
- Strategies for obtaining physician buy-in, and timelines to train physicians on the new requirements

2012 CDI Pocket Guide

Price: \$129

Order Code: CDIPG12

Authors: Richard D. Pinson, MD, FACP, CCS; and Cynthia L. Tang, RHIA, CCS



This 200+ page pocket manual helps CDI and coding professionals focus on the most common high-volume, high-yield opportunities to improve clinical documentation, coding, and DRG assignment. The **2012 CDI Pocket Guide** helps you take clinical findings and dig deeper; and look for additional details—such as medications and other conditions—to develop the most accurate picture of the patient's condition.

What's New? The 2012 CDI Pocket Guide has been updated with the fiscal year 2012 MS-DRGs, and now comes with an additional downloadable PDF copy. Added to this edition is an ICD-10 overview and preview of the expected ICD-10 changes that impact the CDI process.

Authors **Dr. Richard Pinson** and **Cynthia Tang** draw on more than fifty years' cumulative experience and provide the clinical coding authority to strengthen patient care quality and resource utilization, and improve compliance and reimbursement.

Benefits

- Time saving quick and easy reference to DRGs and diagnoses at your finger tips means you don't have to stop to do an internet search
- Durable, portable, designed to be carried on the floor
- Updated with latest coding guidelines and relative weights so you don't report inaccurate codes
- Clinical indicators help you identify documentation opportunities and formulate an appropriate query to the physician

Topics covered include:

- **Focus DRGs:** A list of more than 50 DRGs, which have a high likelihood of another principal diagnosis, CC/MCC, or procedure. Also includes quality and resource management indicators that provide tips for better patient care and resource management, as well as RAC alerts.
- **MCC/CC List:** Commonly missed MCCs, CCs, and the clinical indicators to help identify them in the record.
- **Coding Guidelines:** Guidance to select the correct principal diagnosis based on the definition of the principal diagnosis or sequencing of coequal or interrelated diagnoses according to the Official ICD-9-CM Guidelines for Coding and Reporting.
- **Key References:** Comprehensive clinical and coding information regarding 18 important diagnoses such as acute renal failure, pneumonia, and sepsis.
- **MS-DRG Table:** A complete list of the current MS-DRGs and their relative weights for quick reference.

\$50 off any order over \$100 with your catalog source code!*

ICD-10 for CDI Boot Camp

Price: \$995 Non-members
\$895 ACDIS members

Register today! Dates, locations and full agendas available at www.hcprobootcamps.com, call us at 800/750-0584 for more information.

Crafted especially for CDI specialists, the two-day ICD-10 for CDI Boot Camp includes an overview of the reasons why the change to ICD-10 is occurring as well as a review of ICD-10-CM and PCS coding conventions. The majority of the course is a review of frequently reported diagnoses in ICD-9 and the additional documentation specificity that CDI specialists will need to obtain under ICD-10. Each section contains a clinical scenario that will require students to put lessons learned into practice.

After taking this course, you will be able to:

- Demonstrate the reasons for the conversion to the ICD-10-CM/PCS system
- Apply general ICD-10-CM and ICD-10-PCS coding conventions
- Identify additional documentation required for accurate ICD-10-CM diagnosis code assignment
- Identify coding guidelines unique to ICD-10-CM and PCS
- Identify common situations that will require physician queries in ICD-10-CM
- Sequence adverse effects, poisonings, and underdosings
- Identify documentation requirements for accurate reporting of neoplasms and side effects of treatment
- Denote required documentation for accurate reporting of injuries
- Define how combination codes affect CC/MCC status and DRG assignment
- Apply information of additional documentation requirements and coding guidelines to clinical scenarios

The Documentation Improvement Guide for E/M Management

Price: \$99 for a Pack of 10
Order Code: DIGEMM

Author: Glenn Krauss, RHIA, CCS, CCS-P, CPUR, FCS, PCS, CCDS, C-CDI

When physicians want to know how CDI can benefit their practice of medicine

The handbooks are 40+-page pocket-sized manuals sold in packs of 10. CDI specialists can read and review the manual, and provide copies to physicians as a part of documentation improvement educational sessions or in response to physician questions and requests for additional information.

These handbooks cover:

- Physician E/M coding rules
- Tenets of appropriate/effective physician documentation
- History of Present Illness documentation and its effect on patient care, communication continuum, and both physician and facility coding/billing
- Documentation of Review of Systems, family/patient medical history, and physical examination
- Relevance of medical decision making process documentation and related coding implications
- Linking medical necessity to good physician documentation habits

Get \$50 off of any order over \$100 with your catalog source code!*

Find the code by your mailing address on the back cover of the catalog. Enter it in online when you order, or provide it to customer service when you call.

“ CDI is becoming a recognized benefit to a facility; not just in terms of the return on investment as seen through comprehensive capture of appropriate reimbursement but in terms of the effectiveness of utilization and improved quality of patient care as seen through facility and physician quality data. ”

—Steven Robinson, MS, PA-O, RN, CPUR senior director of CDI
Maxim Health Information Services (MHIS) in Cleveland

Clinical Documentation Improvement Boot Camp®

4 Day Boot Camp Registration Price: \$1,299 Non-members; \$1,149 ACDIS Members

Register today! Dates, locations and full agendas available at www.hcprobbootcamps.com, call us at 800/750-0584 for more information.

The leading education for CDI specialists, brought to you by ACDIS

Developed for new clinical documentation improvement (CDI) specialists or CDI specialists in need of formalized training, the **Clinical Documentation Improvement Boot Camp®** is a four-day educational experience that focuses on:

- Medical record review and physician query techniques
- MS-DRGs and reimbursement under the IPPS
- ICD-9-CM coding rules and regulations
- CDI program benchmarking and compliance initiatives

After taking this course, you will be able to:

- Implement a step-by-step process for thorough medical record review, including assessing undocumented diagnoses based on clinical indicators
- Understand the relationship between ICD-9-CM diagnosis and procedure coding, DRG assignment, and the documentation improvement process
- Build knowledge of ICD-9-CM coding and DRG assignment
- Recognize clinical indicators for problematic diagnoses such as congestive heart failure, sepsis, renal disease, and encephalopathy
- Develop effective verbal and written physician query techniques
- Teach physicians the value of improved documentation and how it affects their individual profiles and E/M payments

- Understand the impact of compliance initiatives, including the Recovery Audit Contractor program, on CDI programs
- Identify the key metrics for determining the progress of a CDI program, individual CDI specialists, and participating physicians

Here's a look at the agenda:

- Overview of Clinical Documentation Improvement (CDI)
- Inpatient Prospective Payment System and MS-DRGs
- Getting to Know DRG Expert, Official ICD-9-CM Coding Guidelines and Coding Clinic
- Focused Physiology/Pharmacology/Disease Processes Infectious Diseases (MDC 18)
- Diseases of the Respiratory System (MDC 4)
- Diseases of the Cardiovascular System (MDC 5)
- Diseases of the Digestive/Hepatobiliary System (MDCs 6, 7)
- Diseases of the Urinary System (MDC 11)
- Diseases of the Endocrine System and Nutritional Disorders (MDC 10)
- Diseases of the Neuro System (MDC 1)
- Diseases of the Skin (MDC 9)
- Other Diseases
- Developing Communication Skills: Physicians/Ancillary Staff
- Reviewing the Medical Record
- Constructing Physician Queries
- Measuring the Success of a CDI Program
- Professionalism, Ethics and Compliance: RAC program, OIG audits, CDI compliance

CDI Boot Camp® online

Can't take a week away from work to train?

Get the same training without the expense of travel! Take the **CDI Boot Camp®** online in two weeks from your home or office. Using a combination of online lecture, interactive course work, practical exercises, and instructor conference calls, this intensive two-week course provides a comprehensive introduction to clinical documentation improvement. Online classes are scheduled every month and the dates are available at the website. It's the same class at the same price as the open registration class.

Learn more at www.hcprobbootcamps.com about the **CDI Boot Camp®** online and additional Boot Camp education:

- **Physician Queries Boot Camp**
- **ICD-10 Boot Camp for CDI**

Hear it from our students:

“The class was well suited to those in a new or seasoned CDI program, I feel fortunate to have had the chance to participate.”

—Deann D'Onofrio, RN CDS,
Oakwood Hospital, Dearborn, MI

Need to train a group?

Bring the CDI Boot Camp™ to your organization. If you have a group to train, holding a Boot Camp at your organization is easy and cost-effective. Eliminate travel costs and enjoy a group discount while ensuring your staff is up to date on the latest regulations and guidelines. For more information call 800/750-0584 or e-mail info@hcpro.com.

Hear it from our students:

“Outstanding knowledge base! Many thanks to the instructor for incorporating humor into a packed 4 day course! Always remained professional and available for questions. I would absolutely recommend this course to others.”

—Linda Pomroy, RN, Documentation Specialist,
Boston Medical Center, Boston, MA

Association of Clinical Documentation Improvement Specialists (ACDIS) Promotional Items

Celebrate CDI Week all year long with these ACDIS promotional items for your team, colleagues and events (and yourself!)

Use them as:

- Rewards and incentives
- Welcome gifts for new CDI specialists
- Team-building tools

ACDIS V-Neck Tee Shirts \$24

With a super soft silk wash and a long easy-to-wear drape, this v-neck is sure to be a go-to tee. 100% ring spun combed silk wash cotton. 40-singles fine jersey knit for comfortable softness. Machine wash warm with like colors.

ACDIS Purple T-Shirt

ACDIS Purple T-Shirt–Medium	ATEEMED	\$24
ACDIS Purple T-Shirt–Large	ATEELG	\$24
ACDIS Purple T-Shirt–X Large	ATEEXL	\$24

CDI Week Pewter Gray T-Shirt

CDI Week Pewter Gray T-Shirt–Medium	CDITEEMED	\$24
CDI Week Pewter Gray T-Shirt–Large	CDITEELG	\$24
CDI Week Pewter Gray T-Shirt–X Large	CDITEEXL	\$24
CDI Week Pewter Gray T-Shirt–XX Large	CDITEEXXL	\$24

CDI Week Travel Mug CDIMUG \$20

14 Oz. capacity. Double-wall construction with stainless steel liner. Durable handle. Skid proof bottom. Fits most standard cup holders. 7"W x 2.75" Diameter
Color: Silver; Purple CDI Week logo

CDI Week Tote Bag CDITOTE \$25

Super durable material. Open front pocket and 12" handle drop height. Made from 100% natural cotton. 19.75"W x 13.25" H x 9" D
Color: Purple with orange CDI Week logo

CDI Week Mousepad CDIMOUSEPAD \$15

Large mouse pad is 9"W x 9" H x 0.13" D. Embossed with the CDI Week logo, this handsome black mouse pad has space for three photos of your own.

CDI Week Aluminum Bottle CDIBOTTLE \$12

Screw on plastic lid with food grade internal liner. Includes matching carabiner. BPA free. 10" H x 2.75" Diameter
Color: Silver; Purple CDI Week logo

Size Chart

	M	L	XL
Size	8/10	12/14	16/18
Bust	37-38	39-41	42-44





Subscribe to CDI Strategies: a free bi-weekly e-mail resource for CDI specialists and ACDIS members.

CDI Strategies offers biweekly news on the latest CDI-related news and regulatory updates, as well as tips for day-to-day program improvement and problem-solving. Sent right to your e-mail inbox, as well as archived online at the association website. This e-mail newsletter will help you stay on top of industry and association news!

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2

“ Each patient encounter is like a puzzle. As a CDI specialist, you get to help to put the pieces together in terms of their clinical record and the resolution of their healthcare difficulties—and that’s really rewarding. ”

—Janine Daniel, RN, BSN, CCDS, DRG resource reviewer at Community Memorial Healthcenter in South Hill, VA.

CELEBRATE Clinical Documentation Improvement Week during the third week of September each year.

Visit www.acdis.org to learn more.

- To recognize the unique skills and expertise of CDI specialists
- To increase public awareness of the CDI profession
- To positively affect the personal and organizational performance of CDI specialists
- To provide broader education on the importance of the quality connection of documentation of care

Are you ready to become a Certified Clinical Documentation Specialist (CCDS)?

Earn your CCDS credential

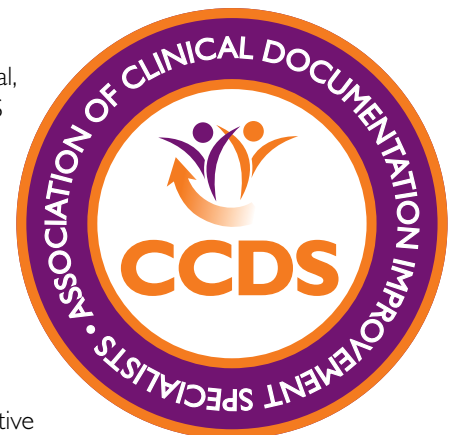
Exam Fee: \$295/ ACDIS Member Exam Fee: \$255

ACDIS is proud to sponsor the Certified Clinical Documentation Specialist (CCDS) credential, the certification designed by CDI specialists for CDI specialists. To learn more about the CCDS credential, visit the **ACDIS** Web site at www.acdis.org and click on the certification tab.

As of this printing, over 700 CCDS credential holders nationwide proudly wear their CCDS credential pins. They represent the finest in our profession, and play a key role in the integrity of the healthcare revenue cycle. Achievement of the CCDS demonstrates expertise, competency and distinction for CDI professionals. **ACDIS** would like to invite you to seek the CCDS credential as well.

CCDS holders possess knowledge of a wide range of specialized disciplines, including education in anatomy and physiology, pathophysiology, and pharmacology; knowledge of official medical coding guidelines, CMS, and private payer regulations related to the Inpatient Prospective Payment System; an ability to analyze and interpret medical record documentation and formulate appropriate physician queries; and an ability to benchmark and analyze clinical documentation program performance.

The CCDS exam can be taken at multiple secure testing centers around the nation. To learn more about the exam, visit www.acdis.org, and click on certification in the menu. Applicants may apply online or download and mail their application.



MAY 10-11

MANCHESTER GRAND HYATT • SAN DIEGO, CA

2012 ANNUAL CONFERENCE

www.cdiassoication.com



Who should attend?

- CDI specialists • CDI managers/directors
- Coding compliance specialists • DRG coordinators
- Coding managers/supervisors • Revenue cycle directors
- Case management directors/managers • HIM directors
- Physician champions/advisors to CDI • Inpatient coders
- Quality improvement professionals
- Coding compliance directors/managers

Standard Registration Fee: \$895 ACDIS Member Price, \$995 Non-Member Price

The 2012 **5th Annual ACDIS Conference** will be more exciting than ever, offering a diverse range of sessions on the latest trends and cutting-edge techniques to build, improve, and enhance CDI programs. This is a great way to network and share tools and ideas with other CDI programs across the nation. You will learn program improvement techniques, expand your knowledge, and return to your facility with a new level of proficiency for continued success.

Visit www.hcmarketplace.com and click on clinical documentation improvement and seminars in the menu to learn more about the agenda, faculty and hotel accommodations.

Sessions will focus on helping you:

- improve physician participation in CDI programs
- use data and reporting to improve your CDI program
- integrate HIM/coding staff into CDI programs
- strengthen physician queries
- prepare for regulatory changes that impact documentation
- take your CDI program to the next level

Take advantage of two different pre-conference events in San Diego!

Physician Advisor Workshop: May 8-9, 2012
Price: \$895 Non-Member, \$795 ACDIS Member

ICD-10 for CDI Boot Camp (2 days): May 8-9, 2012
Price: \$995 Non-Member, \$895 ACDIS Member

Combine a pre-conference with the 5th Annual ACDIS Conference and save 20%! Call for details.

Exhibitors are welcome!

With as many as 700 attendees and over 30 exhibitors expected, the ACDIS National Conference is the country's largest gathering of CDI and other healthcare professionals dedicated to improving clinical documentation. To learn more about exhibitor opportunities at the ACDIS conference, please contact Paul Mattioli at pmattioli@hcpro.com or call 800/639-7477.

Brought to you by  **acdis**

CDI 2012 RESOURCE CATALOG

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www.cdiassoication.com

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- Call toll-free at **800/650-6787** or e-mail customerservice@hcpro.com. Be sure to use your source code.
- Complete and return this order form by mail or fax it to **800/639-8511**.

ORDER FORM (Duplicate as needed.)

QTY	PRODUCT	PRICE	ORDER CODE	TOTAL
	ACDIS Membership	\$129 for a one-year membership	ACDIS	
	Fifth Annual ACDIS Conference San Diego, CA <i>If you will not be attending the conference yourself, please call customer service at 800/650-6787 to register your team members.</i>	\$995 Non-members \$895 ACDIS Members	ACDIS CONFERENCE	

CDI STRATEGIES

YES! I would like to receive "CDI Strategies", a FREE newsletter delivered via e-mail that offers biweekly news on the latest CDI-related news and regulatory updates, as well as tips for day-to-day program improvement and problem-solving

***SHIPPING AND HANDLING CHARGES: Books/Videos/CD-ROMs:** \$10 on orders under \$100; \$18 on orders over \$100; \$21.95 to AK, HI, or PR.
Monthly publications: \$24 per year; \$27 to AK, HI, or PR. **Handbooks:** \$5 per package; \$15 per package to AK, HI, or PR. **Expedited shipping** is always available.
 Call Customer Service at 800/650-6787 for information. ****TAX:** Please include applicable sales tax. States that tax products and shipping and handling: CA, CO, CT, FL, GA, IL, IN, KY, LA, MA, MD, ME, MI, MN, MO, NC, NJ, NM, NV, NY, OH, OK, PA, RI, SC, TN, TX, VA, VT, WA, WI, WV. State that taxes products only: AZ.

SUBTOTAL	\$
SHIPPING & HANDLING*	\$
SALES TAX**	\$
SOURCE CODE	(\$50.00)
GRAND TOTAL	\$

E-mail:

SELECT YOUR METHOD OF PAYMENT (Payment is due immediately upon receipt.)

Bill me Check enclosed (payable to HCP Pro, Inc.) Please bill my organization PO # Bill my credit card (check one): VISA MasterCard AmEx Discover

Signature

Account

Exp. Date

Required for authorization

Your credit card bill will reflect a charge from HCP Pro, Inc.

The HCP Pro Risk-Free Money-Back Guarantee: If for any reason any ACDIS product does not meet your needs, return it within 30 days and you will receive a prompt, polite, 100% refund, no questions asked. We guarantee it!

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