

2011

Summer Classes

+HCP Pro
**Evaluation and
Management
Boot Camp™**
PROFESSIONAL VERSION

Assign, verify, and audit
E/M codes.
Become an expert.

Atlanta, GA

May 23-24

Richmond, VA

May 26-27

Portland, OR

June 20-21

Las Vegas, NV

June 23-24

Minneapolis, MN

July 18-19

Chicago, IL

July 21-22

REGISTER TODAY

VISIT www.hcprobootcamps.com or CALL 800/780-0584.

Master E/M coding in two days and minimize audit risk.

The ***Evaluation and Management Boot Camp™—Professional Version*** moves beyond the basics. It provides detailed information on the fundamentals and intricacies of E/M coding. You'll dive into the many gray areas of E/M and learn to identify conflicting information between CMS and local carriers. You will also learn audit strategies and tips for effective audits.

This two-day training course is for coding, billing and auditing professionals, and practice managers. You'll be able to interpret documentation relative to national carrier guidelines, understand how to apply rules accurately, and ensure appropriate E/M category and level assignment. You will learn how to:

- Select the correct E/M codes based on the documentation provided
- Explain the documentation requirements for all E/M levels
- Append appropriate modifiers to E/M codes
- Apply "teaching physician" rules correctly
- Identify key areas to conduct a successful E/M audit
- Interpret national and local carrier guidelines
- Prepare for the CEMC exam

EVALUATION AND MANAGEMENT BOOT CAMP™ — SEE THE HCPRO DIFFERENCE FOR YOURSELF.

This isn't just any course. Check out all the benefits of this HCPRO Boot Camp:

- **Custom-Designed Course Materials**—Materials are developed by instructors specifically for this intensive learning format
- **Hands-On Learning**—You will complete a set of exercises/case studies after appropriate modules to ensure that you understand the concepts and know how to apply them to real-world situations
- **Small Class Size**—Class size is limited to ensure individual attention
- **Nationally Recognized Educators**—HCPRO is the nation's premier organization offering boot camp training courses to healthcare coding professionals

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COURSE AGENDA

Module 1: Introduction to CPT E/M Categories

- New vs. established patients
- Office or other outpatient services
- Consultations
 - Office or other outpatient consultations
 - Inpatient consultations
 - Updated Medicare guidance
- Hospital inpatient services
 - Initial hospital care
 - Subsequent hospital care
 - Hospital discharge day management
 - Observation or inpatient services (admission and discharge on same date)
- Hospital observation services
 - Initial observation care
 - Observation care discharge services
- Time-based codes
 - Critical care services
 - Bundled services
 - Time calculation
 - Separately reportable procedures
 - Prolonged services
- Age-based codes
 - Preventive medicine services
 - Inpatient neonatal and pediatric
 - ~ Critical care services
 - ~ Initial and continuing intensive care services
- Newborn care services
- Emergency department services
- Nursing facility services
- Exercises/case studies

Module 2: E/M Associated Modifiers

- Modifier –24 (unrelated evaluation and management service by the same physician during a postoperative period)
- Modifier –25 (significant, separately identifiable evaluation and management service by the same physician on the same day of the procedure or other service)
- Modifier –32 (mandated services)
- Modifier –57 (decision for surgery)
- Modifier –Q6 (locum tenens)

Module 3: Non Physician Practitioner (NPP) E/M Services

- Incident-to
- Split/shared visits
- 99211 reporting
- Exercises/case studies

Module 4: Assigning E/M Levels Based on Key Components and Time

- History
 - Chief complaint
 - History of present illness
 - 1995 v. 1997 (difference)
 - Review of systems
 - Past personal/family/social history
- Examination
 - 1995 (organ system and body areas)
 - 1997 (exam types by “counting bullets”)
- Medical decision making
 - Number of presenting problems
 - Data ordered/reviewed
 - Table of risk
- Counseling and coordination of care
- Exercises/case studies

COURSE AGENDA

Module 5: Teaching Physician of Residents and Students

- Physician at teaching hospital (PATH) rules
- Attestation documentation requirements
- Time-based codes
- Primary exception documentation requirements
- –GC modifier usage (resident/teaching physician service)
- –GE modifier usage (resident primary care exception)
- Exercises/case studies

Module 6: Audit Strategies

- Current comprehensive error rate testing (CERT)
- Recovery audit contractor (RAC) – focus areas
- Data mining
- E/M bell curve (CMS benchmarking)

Module 7: Practice CEMC Exam

- Tips for taking the CEMC exam

Module 8: Medical Terminology and Anatomy

- Medical terminology and anatomy quiz
- Common prefixes, suffixes, and word roots

NOTE: Course content is subject to change based on new coding guidelines and course enhancements.

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COMMON QUESTIONS

Are continuing education credits provided?

Visit us at www.hcprobootcamps.com for complete information about continuing education credits. The HCPro *Evaluation and Management Boot Camp™—Professional Version* offers continuing education credits from the following organizations: American Academy of Professional Coders (AAPC), American Health Information Management Association (AHIMA), American Nurses Credentialing Center (ANCC), Accreditation Council for Continuing Medical Education (ACCME)

Are there any prerequisites?

Because of the fast-paced nature of the course, it is highly recommended that course participants have at least one year of experience working in a billing-related, administrative, or clinical position. However, the course starts with fundamentals and does not assume that participants have any particular background or experience. This course is taught on a basic to intermediate level.

Who should attend?

- Coders
- Billers
- Auditors
- Medical practice managers/staff
- Physicians, NPs, PAs, and other clinicians
- Compliance officers

What is the cancellation policy?

Visit www.hcprobootcamps.com or call 800/780-0584 for details.

Are there any required coding manuals?

You need to provide your own copy of the current version of the AMA's *CPT Professional Edition*. You may order the manual from HCPro. Please call our customer service team at 800/650-6787 and mention source code located by your name on the mailing panel.

REGULATORY EXPERT



Shannon E. McCall, RHIA, CCS, CCS-P, CPC, CPC-I, CEMC, CCDS, is the Director of HIM and Coding for HCPPro, Inc. She is the developer and lead instructor of the **Certified Coder Boot Camp®** both live and online, the **Certified Coder Boot Camp®—Inpatient Version** and the **Evaluation & Management Boot Camp™—Professional Services Version**.

As the manager of all HCPPro's coding boot camps, McCall most recently developed the HCPPro **ICD-10 Basics Boot Camp®**, which is available live and online. She is an AHIMA-certified ICD-10 trainer.

As a lead regulatory specialist for HCPPro's Revenue Cycle Institute, McCall works with hospitals, medical practices, and other healthcare providers on a wide range of coding-related custom education sessions. She has extensive experience with coding for both physician and hospital services.

Additional instructors are listed on the web site, www.hcprobootcamps.com.

BOOTCAMP GRADUATES ARE SAYING . . .

“Excellent! Excellent! Excellent! Excellent! Excellent! Excellent!”

—Helena Rush, Director HIM, RMCHCS, Gallup, NM

“Shannon is wonderful. [This is the] second class I have taken from her. She does such a great job and [is] so personable and knowledgeable that I left with a huge amount of knowledge and answers to many questions.”

—Laura Hill, Supervisor/Investigator, AZ Medicaid, Phoenix, AZ

“Shannon is a knowledgeable instructor. She is upbeat and teaches in such a way that the material is easily learned. It is always a pleasure to know that she will be conducting a class.”

—Lidia de Azevedo, CPC, Sanibel, FL

“Very well designed course with high-yield information.”

—Tania Shamoun, MD, William Beaumont Hospital, Royal Oak, MI

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DATES AND LOCATIONS

Location

Class Dates

East Point (Atlanta) GA

Hilton Garden Inn, Atlanta Airport North, 3437 Bobby Brown Parkway, East Point, GA 30344
404/477-6000 Room Rate \$99

May 23–24

Room Rate Cut-Off Date: May 6

Glen Allen (Richmond), VA

Homewood Suites - Richmond West End Innsbrook, 4100 Innslake Drive, Glen Allen, VA 23060
804/217-8000 Room Rate \$109

May 26–27

Room Rate Cut-Off Date: May 11

Beaverton (Portland), OR

Homewood Suites by Hilton Portland/Beaverton, 15525 NW Gateway Court, Beaverton, OR 97006
503/614-0900 Room Rate \$129

June 20–21

Room Rate Cut-Off Date: May 29

Las Vegas, NV

Hilton Garden Inn Las Vegas Strip South, 7830 S. Las Vegas Boulevard, Las Vegas, NV 89123
702/453-7830 Room Rate \$89

June 23–24

Room Rate Cut-Off Date: May 27

Bloomington (Minneapolis), MN

Homewood Suites - Mall of America, 2261 Killebrew Drive, Bloomington, MN 55425
952/854-0900 Room Rate \$119

July 18–19

Room Rate Cut-off Date: June 17

Schaumburg (Chicago), IL

Hyatt Place Schaumburg, 1851 McConnor Parkway, Schaumburg, IL 60173
847/330-1060 Room Rate \$103

July 21–22

Room Rate Cut-off Date: June 29

Class times are 8:00 a.m.–5:00 p.m. daily.

**FOR MORE DATES AND LOCATIONS
VISIT www.hcprobootcamps.com**

HOTEL RESERVATIONS

We have negotiated a special rate for a limited number of rooms at each course location. Rooms are available on a first-come, first-serve basis and may sell out. For the special discounted room rate, reservations must be made by the date mentioned above. Be sure to identify yourself as a participant of the HCPro *Evaluation and Management Boot Camp*TM—Professional Version program.

**SPECIAL ROOM RATES AVAILABLE!
LIMITED AVAILABILITY—REGISTER EARLY!**

COURSE FEE

The registration fee is \$999 and includes all HCPro, Inc., course materials. For information regarding administrative policies, such as cancellations, transfers, refunds, or comments, call 800/780-0584 or visit www.hcprobootcamps.com.

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ADDITIONAL ACCESS TO FACULTY

NEED TO TRAIN A GROUP?

Bring the **Evaluation/Management 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 E/M codes and guidelines. Call 800/780-0584 to learn more.

Additional Boot Camps offered by HCPro:

- » *Certified Coder Boot Camp® Live and Online*
- » *Certified Coder Boot Camp®—Inpatient Version*
- » *Clinical Documentation Improvement Boot Camp Live and Online*
- » *The HCPro ICD-10 Basics Boot Camp™ Live and Online*
- » *Medicare Boot Camp®—Critical Access Hospital Version*
- » *Medicare Boot Camp®—Hospital Version*

For a complete course listing and more information, including a current class schedule, visit www.hcprobootcamps.com, or contact us at 800/780-0584.

Additional Services Available:

HCPro's Revenue Cycle Institute specializes in education and training, regulatory monitoring and surveillance, and electronic research tools customized to your organization's unique needs. Areas covered include:

- RAC education and training
- Coding training for inpatient, outpatient, and physician services
- ICD-10 training
- Patient status and observation services training
- Regulatory surveillance services, including on-call research and analysis
- Electronic regulatory research databases and tools
- Medicare Membership program

Visit us at www.revenuecycleinstitute.com or call 877/233-8734 for more information.

REGISTER 30 DAYS IN ADVANCE AND SAVE \$100!

CALL 800/780-0584 to receive your discount!

COURSE REGISTRATION FORM

**REGISTER 30 DAYS
IN ADVANCE AND
SAVE \$100!**

Please mail or fax the
completed form to:

HPro, Inc.
PO Box 3049
Peabody, MA 01961-3049
Phone: 800/780-0584
Fax: 800/738-1553

HPro
Boot Camps™

REGISTRATION RATES: \$999

Course Location _____

Course Dates _____

Name _____ Nickname _____

Organization _____

Title _____

Address _____

City _____

State _____

ZIP _____

Phone _____

Fax _____

E-mail Address _____

PAYMENT TYPE

- A check for my course fee is enclosed (made payable to HPro, Inc.)
 Charge my course fee to (circle one): Visa MasterCard American Express Discover

Name on Card _____

Signature _____

Cardholder Street Address _____

ZIP _____

Card Number _____

Exp. Date _____

Upon receipt of this form and your course fee, we will send confirmation of your registration, including hotel information and information about any manuals/texts required for class (this information is also available on our web site at www.hcprobootcamps.com).