

**2011**

*Summer/Fall Classes*

+HCP Pro  
**Medicare  
Boot Camp®**

*CRITICAL ACCESS HOSPITAL VERSION*

More rules apply to  
**Critical Access Hospitals**  
than you'd think.  
**Master the ones that matter.**

**Minneapolis, MN**

*June 27-29*

**Nashville, TN**

*September 26-28*

**Cincinnati, OH**

*October 3-5*

**St. Louis, MO**

*November 7-9*

**REGISTER 30 DAYS IN  
ADVANCE AND SAVE \$200!**  
CALL 800/780-0584 to receive your discount!

# INTEGRITY

## Medicare billing and compliance training designed just for Critical Access Hospitals.

**Medicare Boot Camp®—Critical Access Hospital Version**, is a three-day intensive course on Medicare coverage, coding, billing, and payment for critical access hospitals. It gives you the knowledge and tools to find the answers to your most pressing Medicare questions for this unique setting.

This one-of-a-kind class will show you which rules apply to your setting so you can submit claims successfully and get paid appropriately. It will help you understand your organization's risk in light of increased scrutiny by RAC and other government auditors.

After you complete the **Medicare Boot Camp®—Critical Access Hospital Version**, you'll have the knowledge and confidence to:

- Find the answers to your specific Medicare questions relating to critical access hospitals
- Submit accurate claims to Medicare
- Ensure appropriate reimbursement
- Avoid compliance pitfalls
- Identify risk for RAC and other government audits

**Medicare Boot Camp®—Critical Access Hospital Version**  
See the HCPro difference for yourself.

**This course is the only place to find comprehensive billing and reimbursement training just for Critical Access Hospitals. Check out all the benefits:**

**Focus on the Actual Rules**—Learn how to find and apply CMS rules and guidelines to ensure that your organization bills Medicare appropriately.

**Hands-On Learning**—You'll work on a set of exercises/case studies after each module to ensure that you understand the concepts and know how to apply them to real-world situations.

**Small Class Size**—We guarantee a low participant-to-teacher ratio.

**Highly Rated, Well-Established Program**—Participants consistently give the course an overall rating of 4.75 or higher (on a 5.0 scale). We currently conduct more than 30 **Medicare Boot Camps®** each year.

**REGISTER TODAY**  
VISIT [www.hcprobootcamps.com](http://www.hcprobootcamps.com) or CALL 800/780-0584.

# REGULATORY EXPERTS



**Kimberly Anderwood Hoy, JD, CPC**, is the director of Medicare and compliance for HCPro, Inc. She is a lead regulatory specialist for HCPro's Revenue Cycle Institute and is the lead instructor for **HCPro's Medicare Boot Camp®—Hospital Version** and **Medicare Boot Camp®—Critical Access Hospital Version**. She has served as a compliance officer and in-house legal counsel for hospitals. As a hospital compliance officer, she regularly provided research and guidance on coding, billing, and reimbursement issues for a wide range of hospital services.



**Debbie Mackaman, RHIA, CHCO**, is an instructor for **HCPro's Medicare Boot Camp®—Hospital Version** and the **Medicare Boot Camp®—Critical Access Hospital Version**. She is a former hospital compliance officer and HIM director and has more than 18 years of experience in the healthcare industry, including both inpatient and outpatient Prospective Payment Systems (IPPS, OPPS) and Critical Access Hospital (CAH) coding and reimbursement issues.



**Judith L. Kares, JD**, is an instructor for **HCPro's Medicare Boot Camp®—Hospital Version** and the **Medicare Boot Camp®—Critical Access Hospital Version**. She spent a number of years in private law practice, representing hospitals and other health care clients, and then as in-house legal counsel prior to beginning her current legal consulting practice. She is also an adjunct faculty member at the University of Phoenix, where she teaches courses in business and health care law and ethics.

Biographical information for HCPro's other instructors is available on our website. To find out which instructor is scheduled to teach a particular class, please contact us at 800/780-0584 or visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com).

Faculty Subject to change. Faculty disclosure statement: HCPro, Inc., has confirmed that none of the faculty/presenters, planners or contributors have any relevant financial relationships to disclose related to the content of this educational activity.

For complete information on continuing education that is available for this program, please visit our website at [www.hcprobootcamps.com](http://www.hcprobootcamps.com).

## BOOT CAMP GRADUATES ARE SAYING...

***"Worth every penny and then some. Needed this course last year when I was given Medicare accounts. Needed straight answers and facts. Thank you."***

Mindy Smith, Business Office Biller, Tehachapi Hospital, Tehachapi, CA

***"This course has allowed me to understand the Medicare web site and how to navigate it. As a coder, this boot camp has explained insurance and billing processes and the HIM coder's role in revenue cycle."***

Sunita Manhoo, Certified Coder, Governor Juan F. Luis Hospital, St. Croix, VI

***"Great course—very informative! I appreciate having a course specific to CAH."***

Lucy Johnson, McCamey County Hospital, McCamey, TX

***"I learned a lot more than I expected to. Lots of really good information."***

Michelle Joiner, Haskell Memorial Hospital, Haskell, TX

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# COURSE AGENDA

## Day One

### Medicare Basics: Understanding Medicare and Finding Resources on the Web

- Researching Medicare issues and finding Medicare resources on the Web
- Understand statutes, regulations, manuals, transmittals, and other Medicare rules and guidelines
- Differentiate between the different types of Medicare coverage
- The role of Medicare contractors
  - Overview of the RAC program

### Critical Access Hospital (CAH): Overview

- How to qualify for CAH designation
- Understand the limitations on number of beds and length of stay
- Understand distinct part units for psychiatric and rehabilitation services

### Billing Fundamentals: UB-04 Claim Form, Claims Processing and the Medicare Appeals Process

- Identify key UB-04 fields applicable to CAHs, including proper use of condition codes, revenue codes, HCPCS codes, and diagnosis codes
- Billing repetitive, non-repetitive, and recurring services, including claims frequency
- Billing for reference laboratory services
- Separation of claims for outpatient and inpatient services on the day of admission
- Understand the Medicare claims flow and processing systems, including the outpatient code editor (OCE) and the Medicare code editor (MCE) for inpatients
- Understand the Medicare appeals process
  - Limitations and interest on recoupments
  - Appeal levels and timeframes

## Day Two

### Coding Fundamentals: ICD-9-CM Coding Guidelines, NCCI, MUEs, Modifiers and Other Coding Basics

- Understand the composition and application of NCCI edits, including Column 1/Column 2, Mutually Exclusive, and Medically Unlikely Edits (MUEs)
- Understand the proper use of modifiers, including -59 and -91
- Identify special considerations and practical issues for CAHs related to NCCI edits
- Application of coding guidelines for outpatient and inpatient services
- Understand the Medicare severity diagnosis related groups (MS-DRGs), including present on admission indicators and hospital acquired conditions as applicable to CAHs

## Day Two (Continued)

### Medical Necessity and Non-Coverage: Understand When Medicare is Not Paying the Bill

- Overview of limitations of liability and when advanced notice is required
- Understand the outpatient advanced beneficiary notice (ABN) form and instructions
- How to bill for non-covered outpatient services
- Application of limitation on liability to inpatient services, including hospital-issued notices of non-coverage (HINNs)
- How to bill conditions arising during or from a non-covered stay

### Understanding Medicare Revenue: Overview of the Cost-Based Reimbursement System

- Understand the basics of the cost-based reimbursement system
- Understand the differences between Method I and Method II billing
- Determine how to qualify for the CRNA pass-through exemption
- Understand how to calculate the patient's responsibility, including deductible, coinsurance, and life time reserve days for outpatient and inpatient services

## Day Three

### Coverage, Coding and Billing for Outpatient Services

- Understand issues related to provider-based departments:
  - Coverage of hospital outpatient services under the hospital incident-to provisions
  - Special consideration for physician supervision of hospital therapeutic and diagnostic services in CAHs
  - Proper E/M coding, including clinic, emergency department, critical care and trauma activation
  - Proper application of modifier- 25
- Understand coverage of drugs, including self administered drugs (SADs) and correct reporting of units
- Identify issues related to surgical and radiology procedures
  - Modifiers for terminated/discontinued surgical and radiology procedures
  - Proper reporting of bilateral procedures
  - Special consideration for CAHs when implanting devices and diagnostic radiopharmaceuticals received at reduced or no cost
- Identify issues related to laboratory

# 2011 DATES AND LOCATIONS

Courses are available across the country! **Medicare Boot Camps**® fill quickly, and class sizes are limited to guarantee individual instruction. Upcoming dates and locations include:

Location	Class Dates
<b>Bloomington (Minneapolis), MN</b> Homewood Suites, Mall of America 2261 Killebrew Drive, Bloomington, MN 55425 952/854-0900 Discount Room Rate: \$119 night	<b>June 27–29</b> Cut-off date: June 21, 2011
<b>Brentwood (Nashville), TN</b> Homewood Suites by Hilton - Nashville/Brentwood 5107 Peter Taylor Park, Brentwood, TN 37027 615/377-3332 Discount Room Rate: \$114 night	<b>September 26–28</b> Cut-off date: September 5, 2011
<b>Cincinnati, OH</b> Hyatt Place/Cincinnati Northeast 5070 Natorp Boulevard, Cincinnati, OH 45040 513/754-0003 Discount Room Rate: \$109 night	<b>October 3–5</b> Cut-off date: September 7, 2011
<b>St. Louis, MO</b> Residence Inn St. Louis Galleria 8011 Galleria Parkway, St. Louis, MO 63117 314-862-1900 Discount Room Rate: \$134 night	<b>November 7–9</b> Cut-off date: October 17, 2011

**Class times are: 8:00 a.m. to 5:00 p.m. Monday–Wednesday.**  
For more dates and locations, visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com).

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

### **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-served basis and may sell out before the cutoff date. Make your hotel reservations immediately to guarantee the hotel rate and availability, and be sure to identify yourself as a participant of **HCPro's Medicare Boot Camp**®—*Critical Access Hospital Version*.

### **COURSE FEE**

The registration fee for the three-day **HCPro's Medicare Boot Camp**®—*Critical Access Hospital Version* is \$1,199, which includes all three days of comprehensive training and course workbook.

For information regarding administrative policies, such as cancellation, transfers, refunds, or comments, call 800/780-0584 or visit [www.hcprobootcamps.com](http://www.hcprobootcamps.com).

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or CALL 800/780-0584.

- National coverage determinations for laboratory services
- Blood, blood products, and blood processing and storage
- Understand the coverage and proper billing of observation services

## Coverage and Billing for Inpatient Admissions

- Understand when inpatient services begin and the related coverage rules
- Identify the requirements for utilization review
- Understand patient status changes from inpatient to outpatient, including proper use of condition code 44
- Identify when payment can be made under Part B for services furnished to inpatients
- Determine conditions arising during or from a non-covered stay
- Identify special considerations for inpatient-only procedures performed in CAHs

## Coverage and Billing for Swing Bed Admissions

- Identify coverage rules and level of care requirements for swing bed services
- Understand the reimbursement methodology and the patient's coinsurance responsibility
- Understand how swing beds are excluded from SNF consolidated billing rules

(Agenda subject to change without notice.)

## Who should attend

- Billers
- Case managers
- CDI professionals
- Chargemaster staff
- Clinical department staff
- Coders
- Compliance officers and auditors
- Finance and reimbursement staff
- Fiscal intermediary staff
- Legal department staff
- Medical records/health information staff
- Provider-based clinic staff
- RAC coordinators
- Registration staff
- Revenue managers

## COMMON QUESTIONS

### Are continuing education credits provided?

Visit us at [www.hcprobootcamps.com](http://www.hcprobootcamps.com) for complete information about continuing education credits.

The **Medicare Coder Boot Camp**®—Critical Access Hospital Version offers continuing education credits from the following organizations:

- American Academy of Professional Coders (AAPC)
- Healthcare Compliance Certification Board (HCCB)
- American Nurses Credentialing Center (ANCC)
- Accreditation Council for Continuing Medical Education (ACCME)

### Are there any prerequisites?

Familiarity with the ICD-9-CM and CPT coding systems is helpful but not required. This course is taught on a basic to intermediate level. Due to the fast-paced nature of the course, it is recommended—but not required—that course participants have at least one year of experience working in a hospital. However, the course starts with Medicare fundamentals and does not assume that participants have any particular background or experience.

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# ADDITIONAL SERVICES AVAILABLE

## HCPro | Revenue Cycle Institute

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:

- Regulatory surveillance services, including on-call research and analysis
- Medicare Membership program
- RAC education and training
- Coding and billing training
- Observation services training
- Electronic regulatory research databases and tools



Visit us at [www.revenuecycleinstitute.com](http://www.revenuecycleinstitute.com) or call 877/233-8734 for more information.

## NEED TO TRAIN A GROUP?

Bring the **Medicare Boot Camp®—Critical Access Hospital Version** 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. Courses can be customized to meet the specific needs of your facility. Call 800/780-0584 to learn more.

### Additional Boot Camps offered by HCPro:

- **Certified Coder Boot Camp®—Live and Online Versions**
- **Certified Coder Boot Camp®—Inpatient Version**
- **Clinical Documentation Improvement Boot Camp™—Live and Online Versions**
- **Evaluation & Management Boot Camp™—Professional Version**
- **HCPro ICD-10 Basics Boot Camp®—Live and Online Versions**
- **Medicare Boot Camp®—Hospital Version**

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

# COURSE REGISTRATION FORM

Please mail or fax the completed form to:

HPro, Inc.  
P.O. BOX 3049  
Peabody, MA 01961-3049  
Phone: 800/780-0584  
Fax: 800/738-1553

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to receive the discount.

**REGISTRATION RATE:**  \$1,199

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

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Signature

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Card Number

Exp. Date

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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](http://www.hcprobootcamps.com)).