

Let's Talk About Documentation

A 90-Minute Lunch & Learn Audio-Conference

Elizabeth E. Hogue, Esq.

Health Care Attorney & Consultant, Washington, D.C.

Thursday, August 23, 2012

******1:00 p.m. to 2:30 p.m. Eastern Time******

Audio-Conference Description

There is a lot of truth in the old adage: "If it was not documented, it is not true." Complete, accurate documentation remains one of the "never ending" stories of home care. While documentation is an old story, it is still a crucial issue for all home care providers. The purpose of this program is to focus on a number of issues that remain crucial for home care, including why complete, accurate documentation is the cornerstone of care, how to correct and amend documentation, and how to document in preparation for audits of all types, including RACs and ZPICs. The emphasis will be on information that is appropriate for both managers and field staff so that the audio conference may be used as an inservice program for all staff.

This program is presented by the Home Care Association of Colorado in partnership with Community Health Care Services Foundation, Inc. (CHC). New York State providers will benefit from this presentation, while understanding that New York State laws and regulations may differ from the information included in this presentation. CHC customers outside of New York State and Colorado are advised to adhere to all pertinent state and local laws.

Objectives:

- Identify two reasons why complete, accurate documentation is crucial for home care providers.
- Describe acceptable ways to correct/amend documentation.

About the Speaker:

Elizabeth E. Hogue is an attorney in private practice with extensive experience in health care. Prior to becoming an attorney, she was employed as a personnel manager by a Blue Cross-Blue Shield Plan. She studied at the University of Maryland School of Law, concentrating in health law, and gained considerable clinical experience, course work and employment experience in this area. Following her admission to the Bar, she developed an active practice in health law. She represents clients all over the country. Her clients are professional associations, managed care providers, and institutional health care providers, including hospitals, long-term care facilities, home health agencies, durable medical equipment companies, and hospices. She has also represented a number of individual providers and case managers concerning health-related issues.

This is how it works:

Complete the Registration Form for your agency and return to CHC. Registered locations will be sent an email confirmation on **Monday, August 20**, with dial-in information and a web link to download handout materials and/or resources. On the day of the conference, simply join the call by dialing the toll-free number and giving your agency name and conference ID number. Gather your staff and listen via speakerphone to the presentation, follow along with the handouts and participate in live, interactive Q&A.

PLEASE NOTE: Registration fees are based on each dial-in connection; multiple call-ins from your agency will be charged. We are unable to accommodate more than one agency per call-in.

REGISTER TODAY! Save time and travel costs and include all staff members who will benefit from this program!

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THREE SIMPLE WAYS TO REGISTER

BE SURE TO INCLUDE ALL INFORMATION REQUESTED BELOW:

1. **Register Secure On-line** at: www.chcfoundation.org
2. **Fax** this completed form below to 518.463.1606
3. **Mail** completed form to CHC at: 99 Troy Road, Suite 200, East Greenbush, NY 12061

Please register by Thursday, August 16, to ensure that you receive e-mailed confirmation details.

Please type or print legibly all information below.

Agency: _____

Contact Person: _____

Address: _____

City/State/Zip Code: _____

Phone: () _____

Fax: () _____

E-mail (mandatory field): _____

Number of Participants Expected to Attend from your Agency: _____

Registration Fees

This fee includes one dial-in connection. Additional fees will be charged if there are multiple dial-ins. Cancellations received five days prior to the event will receive a refund, less a \$50 administrative fee. No refunds will be made after that date. There are no refunds for no-shows.

HCP Chapter Member – \$159 per line

HCP Member – \$169 per line

Non-Member – \$269 per line

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PAYMENT METHOD

Check (payable to CHC) VISA MasterCard Discover

Cardholder's name (print) _____

Card Number _____ / _____ / _____ / _____ 3-4 Digit Security Code _____ Exp. Date _____

Cardholder Signature _____

CHC, 99 Troy Road, Suite 200, East Greenbush, NY 12061 www.chcfoundation.org

CHC is a non-profit affiliate organization of the New York State Association of Health Care Providers, Inc. (HCP)