

# 2014



**MCHC**  
Managing Medicine

## **Healthcare Management Boot Camp**

August 25-29, 2014 / Jacksonville, Florida



Coding / Auditing / Billing / Compliance / Practice Management

32 AAPC Approved CEUs for Core A, CPCO, CPMA and CPPM

**Course Brochure**

Register early and save at [www.CoderClass.com](http://www.CoderClass.com)

855-226-3348

## About the Instructor



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**Joseph Newsome, CPC, CPC-H, CPCO, CPMA, CPPM, CPC-I, CEMC, CHCS, CHAS**  
**President / Senior Instructor**

Joseph, of St. Augustine, Florida, is a well-known member of the coding and compliance community, with over 12 years of progressive and diverse responsibility in academic institutions, including operations management, administration and compliance. He is a frequent speaker and author for nationally recognized professional organizations and publications with an emphasis on Evaluation and Management, Auditing and Compliance.

Prior to joining MCHC, Joseph managed a large medical management corporation in Southern California, where he was responsible for the implementation and maintenance of the coding and billing operations / compliance program. He also served on the Advisory Board for United Education Institute and co-founded the Inland Empire Coders Association.

### Joseph's Credentials:

CPC	Certified Professional Coder
CPC-H	Certified Professional Coder– Hospital
CPCO	Certified Professional Compliance Officer
CPMA	Certified Professional Medical Auditor
CPPM	Certified Professional Practice Manager
CPC-I	Certified Professional Coder– Instructor
CEMC	Certified Evaluation & Management Coder



"This program/publication/subscription/etc. has prior approval of the American Academy of Professional Coders for 32.0 Continuing Education Units. Granting of this approval in no way constitutes endorsement by the Academy of the program, content or the program sponsor."

## Location / Who Should Attend



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### **Location:**

MCHC– Corporate Office  
9770 Baymeadows Road, Suite 135  
Jacksonville, Florida 32256

The office is located in the Deerwood Executive Village in between Baymeadows Road and Old Baymeadows Road behind Wells Fargo. Please note that some GPS devices will not take you to the correct location. If you are lost, please contact the office at 855-226-3348.

Soda, coffee, water and light snacks are provided.

### **Hotels in the area:**

Embassy Suites  
9300 Baymeadows Road  
Jacksonville, Florida 32256  
(904) 731-3555

Comfort Suites  
8277 Western Way Circle  
Jacksonville, Florida 32256  
(904) 737-4477

Hawthorn Suites by Wyndham  
8737 Baymeadows Road  
Jacksonville, Florida 32256  
(904) 733-9299

Residence Inn  
8365 Dix Eillis Trail  
Jacksonville, Florida 32256  
(904) 733-8088

### **Who Should Attend:**

Practice Managers  
HIM / RHIT Professionals  
Providers  
Utilization Management  
Auditors

Compliance Officers  
Coders / Billers  
Quality Improvement Professionals  
Human Resource Managers

## Day 1 Agenda



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The Healthcare Management Boot Camp is the most comprehensive training course for health care employees aimed at bridging the gaps between coding, billing, auditing, compliance and practice management. This is an intense five days that will include lectures, projects, course work, and most importantly, participation from the attendees.

### **Day 1: 8:00am - 4:00pm**

- 8:00am Clinical Documentation Improvement
- Communicating the documentation process to physicians
  - Reducing exposure to audits
  - Review claim-supporting documentation
- 10:00am Break
- 10:15pm ICD-9-CM
- Official Guidelines for Coding & Reporting
  - Importance of Correct Reporting & Potential effects on Reimbursement
  - Effects of Improper / Incorrect reporting
- 12:00pm Lunch
- 1:00pm Continue ICD-9-CM
- 2:30pm Break
- 2:45pm ICD-10-CM
- Official Guidelines for Coding & Reporting
  - Discuss differences between ICD-9 and ICD-10
  - Potential Implementation Issues
- 4:00pm Dismiss

## Day 2 Agenda



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### Day 2: 8:00am - 4:00pm

- 8:00am Evaluation & Management Services
- Coding Guidelines
  - Proper assignment / Documentation
  - Using Prolonged Services & Non Face-to-Face Services
  - Potential Audit Triggers
- 10:00am Break
- 10:15am Modifiers
- 12:00pm Lunch
- 1:00pm Revenue Cycle Management
- Billing Principles
  - Payment Policies / Payment Plans
  - Patient Demographics / Statements
  - Denials / Collections / Remittance Advice
  - Patient & Payer Refunds
  - Reporting
  - Accounts Receivable
- 2:30pm Break
- 2:45pm Accounting
- Budgeting
  - Chart of Accounts
  - Accounts Payable / Receivable
  - Purchasing
  - Managing / Monitoring Payroll
- 4:00pm Dismiss

## Day 3 Agenda



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### Day 3: 8:00am - 4:00pm

- 8:00am      Quality in Healthcare
- Benchmarking
  - Quality Improvement
  - PQRS (Physician Quality Reporting System)
  - Evaluation
- 10:00am      Break
- 10:15am      Business Relationships
- Vendors
  - Payers
  - Providers
- 12:00pm      Lunch
- 1:00pm      Workflow & Process
- Patient to Payment Workflow
    - Demographics
    - Documentation
    - Coding & Billing
    - Payment Adjudication
  - Communication
  - Efficiencies
  - Scheduling
- 2:30pm      Marketing
- Federal Register Regulations
  - Patient / Customer Services
  - Utilizing Patient Surveys
  - Developing & Distributing Materials
- 4:00pm      Dismiss

## Day 4 Agenda



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### **Day 4: 8:00am - 4:00pm**

#### Compliance

- |         |  |
|---------|--|
| 8:00am  | Fraud & Abuse <ul style="list-style-type: none"><li>• Effective Components of a Compliance Program</li><li>• Definition of Fraud &amp; Abuse</li><li>• Upcoding vs. downcoding</li><li>• Medical Necessity</li></ul> |
| 10:00am | Break  |
| 10:15am | False Claims Act<br>Corporate Integrity Agreements   |
| 12:00pm | Lunch  |
| 1:00pm  | Malpractice<br>Start Law / Anti-kickback<br>Record Retention   |
| 2:30pm  | Break  |
| 2:45pm  | CLIA<br>OSHA<br>ABN  |
| 4:00pm  | Dismiss  |

## Day 5 Agenda



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Day 5: 8:00am - 3:00pm

8:00am      OIG Workplan

- Using as a To Do Lists
- Evaluating your practice
- Coding & Billing
- Unbundling
- Incident-to Services

10:00am     HIPAA

- Privacy
- Security
- Business Associates

12:00pm     Lunch

1:00pm      Internal / External Auditing

- Evaluation & Management Services
- Ancillary Services / Surgical Procedures
- Types of Audits
  - Prospective
  - Retrospective
  - Communicating Audit Results

2:00pm      Human Resources

- Labor Laws
- GSA List Verification
- Credentialing (Providers and other clinical staff)
- Compensation & Benefit Packages
- Employee Evaluations
- Interviewing, Hiring and Background Process
- Termination Process

4:00pm      Dismiss



# Registration Form



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Healthcare Management Boot Camp  
Jacksonville, Florida

August 25-29, 2014

Attendee Name: \_\_\_\_\_

Title: \_\_\_\_\_ Credentials: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Company: \_\_\_\_\_

\_\_\_\_\_ Early Registration \$795.00 (must register before June 30, 2014)

\_\_\_\_\_ Standard Registration \$1,295.00

Payment Method: \_\_\_ Visa \_\_\_ MasterCard \_\_\_ Company Check # \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Zip: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp: \_\_\_ / \_\_\_ CVV: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Mail to: MCHC  
9770 Baymeadows Road #135  
Jacksonville, Florida 32256

FAX: 888-730-7448

Email: [admin@coderclass.com](mailto:admin@coderclass.com)