

Advanced Certification for Experienced Healthcare Professionals!
**National Certified Healthcare Auditor
Certification Training Program 2011**

Sponsored by



**American Institute of Healthcare
Compliance**

24 CEUs

This program has been approved for 24 continuing education units for use in fulfilling the continuing education requirements of the **American Health Information Management Association (AHIMA)**.

CHA training is for:

Compliance Officers, Providers, Healthcare Auditors, Nurse Auditors, Certified Coders, RHIT, RHIA professionals, Auditor Consultants, VA or Government Contractors.

**Text Books & Training Materials
(included in cost of tuition)**

1. Internal Auditing Pocket Guide by ASQ
2. Responding to a Recovery Audit Contractor (RAC) Evaluation by Donna D. Wilson, RHIA, CCS
3. Monitoring & Auditing Practices for Effective Compliance by HCCA
4. Math Basics SparkChart
5. Managerial Skills SparkChart
6. Certification Exam Prep Session

Training Cost

\$2,100 for complete training

(Includes AIHC annual membership fees and meals during boot camp sessions)

Enrollment Deadline: February 14, 2011 5pm

\$250 Certification Exam

For those wanting to become certified, the certification exam can be taken on March 25th or on a future date on-line from your office or home!



Part I

Distance Learning (home study)

Reading assignments and research projects to complete and bring to Boot Camp/ Classroom

Part II

**Boot Camp/Classroom (Greensboro)
Boot Camp Includes Training, All Texts,
Tutors and Meals!**

Monday: March 21, 2011- check in 8am-9am

High Intensity Training:

March 21: 9am-5pm

March 22: 9am-5pm

March 23: 9am-5pm

March 24: 9am-4pm & 4:30pm-6pm *mock exam & review*

March 25: 8am - 12 noon Certification Exam (optional)

National Certification Exam

**Earn Your Certified Healthcare Auditor (CHA) Credential
Get Recognized for your Expertise!**

The certification exam fee is separate from the course tuition. Attendees can register for the CHA exam when registering for this training program, or may opt to register during boot camp week!

Why is the certification exam paid separately? Not everyone attending the boot camp has the desire to become certified. Therefore, to take and pay for the certification exam is an option for this boot camp program.

\$450 Discount to AIHC Members = \$1680

\$300 Discount to ACMCS, AAPC & AHIMA = \$1800

Discount Registration Deadline: Friday, December 17, 2010

Learning Objective Summary:

This program is designed to train health care professionals responsible to conduct risk or compliance audits. Focus of this course is to understand government expectations when performing internal audits, leadership skills required to responsibly manage an audit team, how to analyze audit data, prepare audit reports and understand international (ASQ) and OIG auditing standards. At the conclusion of the training program, students should be prepared to pass the Certified Healthcare Auditor Certification Exam. This course is NOT specifically focused on chart auditing – it is designed to train professionals to audit health care business systems.



Course Outline Part I **(Home study before boot camp):**

***Monitoring & Auditing Practices for Effective Compliance* Text Reading Assignment for Part I is Emailed by the boot camp lead instructor upon registration.**

Auditing for Quality Improvement (compliance review)

- ◆ Understanding fraud and abuse
- ◆ CMS compliance - auditing for fraud and abusive patterns
- ◆ Web-based homework assignment

Fundamentals of Business System auditing

- ◆ PERT, planning prior to conducting an audit
- ◆ Auditing process of health care business systems
- ◆ Communications and Managing Audit Teams

Understanding Compliance Auditing

- ◆ Corporate Integrity Agreement Negotiations
- ◆ Preparing for Independent Review Organizations
- ◆ Voluntary Disclosure, Refunds
- ◆ Attorney-Client Privilege
- ◆ Retrospective versus Contemporaneous Reviews
- ◆ The Medical Record as a legal document
- ◆ HIPPA and patient privacy responsibility of the auditor
- ◆ Red Flag Compliance Audits

Standard, benchmarks, Goals & Objectives

- ◆ Importance of setting your own facilities' benchmarks and how to measure progress against benchmarks
- ◆ Mastering the Web to keep auditors informed

Reading & Homework

Read Part I document Emailed to you with your syllabus. Perform all the lesson exercises, the WBT(web-based training) module and reading assignments from your text book for Part I.



Course Outline Part II (Boot Camp Training):

Nightly reading will be assigned – so keep your schedule clear in the evenings to ready the *Internal Quality Auditing Text*. *The Internal Auditing Pocket Guide* will be reviewed during boot camp class time.

Day 1 March 21: 9am-5pm

Review Part I

- ◆ Math overview, formulas and math basics; How to determine the sample type & size for the audit; Appropriate data collection methods; Producing colorful illustrations of findings (charts, graphs) to report audit findings.

Day 2 March 22: 9am-5pm

Statistics and Gap Analysis & Leadership

- ◆ Understand and perform statistical analysis of data; Conduct a gap analysis and analyze results for reporting purposes
- ◆ Managing Time, Leading an Audit Team, Making Decisions

Day 3 March 23: 9am-5pm

The Audit Process & HIPAA

- ◆ Reviewing a mock audit; Calculating statistical analysis of mock audit findings
- ◆ Comparative analysis of baseline audit to follow up audit
- ◆ HIPAA Privacy – compliance during audits

Auditing Standards and ASQ

- ◆ Understand accepted national and international standards in measuring quality and in auditing.
- ◆ The American Society for Quality text will be used to provide background in auditing standards, statistics required for best outcomes measurements and a historical perspective of ASQ.
- ◆ Project management, managing and auditing team and internet research projects to enhance knowledge of national and international standards in auditing.

Day 4 March 24: 9am- 4pm (Pizza Party & Study Session, Mock Exam 4:30-6pm)

Auditing Standards and ASQ Continued

- ◆ Project management, managing and auditing team and internet research projects to enhance knowledge of national and international standards in auditing.

Implementation of the Auditing Team & Organizational Change

- ◆ Students learn more regarding how to train, teach and be instrumental leaders in the organization to implement the auditing team. Organizational behavior, effects of change on physicians, administration and staff are learned through reading assignments and internet research projects.

Day 5 March 25: Certification Exam

8:00 sign in for exam, book inspection, overview of exam rules

Breaks (one 10 minute break allowed) is added back into your exam time, plan until 12:00 noon for this exam.

Certification Examination: The examination is offered the last day of boot camp. Taking the exam is optional, some students prefer to take the training only, others require certification to maintain current positions with employers or desire promotion.



Earning CEUs: You must successfully complete both Part I and Part II to earn 24 AHIMA CEUs. This program has been approved for 24 continuing education units for use in fulfilling the continuing education requirements of the American Health Information Management Association (AHIMA). Breakdown of Core Content Hrs Approved: Technology: 6, Performance Improvement: 12, External Forces: 6

Course Application: Skills acquired through this training and certification are: Professional Auditing – audit team preparation and performance of: chart audits, compliance audits and risk assessments. Learn monitoring fraud and abusive practices, understanding how the government and insurance conducts audits and calculates extrapolations and determining appropriate sample size statistically when conducting an audit, what constitutes a baseline versus monitoring audit.

*Details About
This Course & Certification*



Tuition includes: Monitoring & Auditing Practices for Effective Compliance; Internal Quality Auditing text; Internal Auditing Pocket Guide; Laminated Math-statistics and Managerial Charts, course materials and a private certified tutor!

- Critical areas of audit compliance as mandated by CMS and the OIG;
- To research Internet resources to keep abreast of audit compliance changes;
- How to lead an auditing team, assess leadership skills and improve communication;
- Basic math review, introduction to statistical analysis and sampling methods, comparative analysis and formulas to use to adequately report findings;
- Essentials of HIPAA patient privacy and the auditing process;
- National standards for auditing as established by the American Society for Quality (ASQ);
- How to perform a gap analysis; and
- Understanding the legal aspects related to conducting internal audits.

Certification Examination

The examination is offered the last day of boot camp. Taking the exam is optional, some student prefer to take the training only, others require certification to maintain current positions with employers or desire promotion. Obtaining your CHA credential is a wise career decision! You may opt to take the exam at a later date. About the Exam:

1. 100 questions
2. Time: 3 hours are provided to take the exam
3. Open book – you may use your notes, text books during the exam
4. Multiple Choice: all questions are multiple choice
5. Board Approved: this examination has been approved by the Certification Board of Examiners of the American Institute of Healthcare Compliance.
6. Proctored – professional AIHC proctors will be on site to administer the exam. You may opt to take the certification exam remote through our secure web site examination process at a later date.

CHA Boot Camp Instructors

Visit www.aihc-assn.org to more information about our staff!

Joanne Byron,
LPN, BSNH, CHA, CMC, CPC, CPC-I, MCMC, PCS

Robert Pattison,
CHA, CQA, CQE, CQM, MCMC



DEADLINE FOR ENROLLMENT

Due to lead time to order texts and complete Part I, all registrations must be received by **Monday, February 14, 2011**. *Discounts may have earlier deadlines.* You can enroll anytime through Monday, February 14, 2011, but the discount offer you receive may not apply. Discounts apply **ONLY** to tuition and do not apply to the certification exam price.



Maintaining Your Credentials:

8 CEUs must be earned each year

8 CEUs- *courses, reading articles, attending seminars, taking CEU credit from AIHC or other approved organizations (see below) in: statistics, quality improvement, coding & billing compliance, and/or health care auditing.* One (1) hour of training = 1 CEU credit. Approved providers for CEUs are listed below. A certification of completion of the class, course or seminar is required to be submitted as proof of attendance. If you attend a course, proof of graduation with a passing grade of C or higher is required.

- ⇒ AHIMA (American Health Information Management Association)
- ⇒ ACMCS (American College of Medical Coding Specialists)
- ⇒ AIHC (American Institute of Healthcare Compliance) (*free CEUs from our web site www.aihc-assn.org*)
- ⇒ ASQ (American Society for Quality)
- ⇒ Cross Country Seminars
- ⇒ HCCS (Health Care Consulting Services, Inc.)
- ⇒ HFMA (Healthcare Finance Management Association)
- ⇒ MGMA (Medical Group Management Association)
- ⇒ College courses (curriculum or adult education, classroom, distance learning or E-learning)
- ⇒ Professional Articles in any of the areas listed below (write a one-paragraph synopsis of what you learned attached to a copy of the article) *1 CEU per article.*

AIHC National Training Location!
Residence Inn Greensboro Airport
7616 Thorndike Road
Greensboro, NC 27409
Phone: 1-336-632-4666



[Click Here](#)

Shuttle to/from airport

All symposium functions will be held at the Residence Inn. Room reservations must be made by each party attending – click on the Residence Inn logo to link to reserve your room specifically for this function at the prices quoted below!

- \$99 + tax for King Studio Suite
- \$109 + tax for One Bedroom Suite
- \$139 + tax for Two Bedroom Suite

Inform Hotel that you are attending this conference to get the special rates!



Greensboro's Beautiful Skyline

Greensboro has several parks for all kinds of outdoor activity!



2010 National Certified Healthcare Auditor Certification Training Enrollment Form March 21-25 Boot Camp

*Call 1-866-571-5635 with any questions about registration, the course or certification exam.
Discount Registration Deadline: Friday, December 17, 2010 – 5 PM EST*

<input type="checkbox"/> \$2,100 Standard Tuition <input type="checkbox"/> \$1,800 \$300 discount to AAPC, ACMCS, AHIMA <input type="checkbox"/> \$1,680 \$450 discount to AIHC Member # _____ <i>Exam Fee (optional – discounts do not apply)</i> <input type="checkbox"/> \$250 CHA Certification Exam <div style="background-color: yellow; text-align: center; padding: 2px;">FILL OUT MEMBERSHIP APPLICATION AND SUBMIT WITH COURSE REGISTRATION – SEE BELOW</div> Enrollment Date: _____	<p style="text-align: center;"><u>Amount Due</u></p> Boot Camp, Texts, Learning Materials, AIHC Membership and Cert Exam Standard Tuition & Exam: \$2,350 AAPC, ACMCS, AHIMA Tuition & Exam : \$2,050 AIHC Tuition & Exam : \$1930 <i>(AIHC members who are currently credentialed through the organization)</i> Amount Due: _____	
Print Name, Position, Current Credentials & Check Highest Level of Education <input type="checkbox"/> High School <input type="checkbox"/> Diploma Program <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PHD/MD/DO/DPM other:		
Why are you taking this course? _____ _____		
Employer	Address for Shipping Text Books	
Email Address (required)		
Work Phone/Ext.	Fax	Home/Cell Phone
Charge My Credit Card: [] VISA [] MasterCard [] Discover [] American Express Card #: _____ Sec code: _____ Exp. Date: _____ <u>Name as it appears on the card:</u> _____ Authorized Signature & Date: _____		
CHECK #: _____ AMOUNT ENCLOSED \$ _____ Please make checks payable to: AIHC; Mail to American Institute of Healthcare Compliance 445 W. Liberty Street, Suite 212, Medina OH 44256 If you have any questions, or to register by telephone with a credit card, please call 1-866-571-5635 Fax: 330-952-0716 Please visit our website at www.aihc-assn.org for more information about our company. Inquiries should be made to info@aihc-assn.org		

You must successfully complete both Part I and Part II to earn 24 AHIMA CEUs

AIHC Membership Application (Required at Time of Enrollment)

How did you hear about us? Mailing Email Co-worker AIHC website AHIMA website
 Other _____

Job/Position (title & brief description):

Are you certified by any organization? Please indicate certification and company name:

Are you a licensed clinical professional? Please check all appropriate boxes:

- | | |
|---|---|
| <input type="checkbox"/> MD/DO | <input type="checkbox"/> Physician Assistant |
| <input type="checkbox"/> Chiropractor | <input type="checkbox"/> Nurse Practitioner/Midwife |
| <input type="checkbox"/> Doctor of Podiatric Medicine | <input type="checkbox"/> Registered Nurse |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Licensed Practical Nurse |
| <input type="checkbox"/> Occupational Therapist | <input type="checkbox"/> Medical Assistant |
| <input type="checkbox"/> Speech-Language Pathologist | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Kinesiotherapist | |

OIG exclusion

Have you ever been-

1) Notified that you were under investigation for; investigated for; charged with; or convicted of any offense relating to Medicaid or Medicare fraud?

2) Have you ever been on the OIG exclusion list?

Membership Requirement (Restriction)

AIHC membership is open to the public, health care workers and administrators as well as certified healthcare auditors, collectors and compliance officers. To uphold to a higher standard, AIHC follows the guidelines recommended by the Office of the Inspector General (OIG) regarding retention of excluded individuals. For many years the Congress of the United States has worked diligently to protect the health and welfare of the nation's elderly and poor by implementing legislation to prevent certain individuals and businesses from participating in Federally-funded health care programs. The OIG, under this Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections [1128](#) and [1156](#) of the [Social Security Act](#), and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities. (See OIG website at www.hhs.gov/oig) No individual whose name appears on the OIG Excluded Individuals Entities List may hold membership in AHIC; and any member whose name is added to this list will have his/her membership status revoked without refund.

“My signature below indicates I have read this restriction to membership and attest that I am not currently on the OIG exclusion list at the date this application has been submitted for membership to the American Institute of Healthcare Compliance.”

Signature

Date