



Louisiana Hospital Association Management Corporation

ICD-9 CM CODING BASIC TRAINING BOOT CAMP

October 20, 21 and 22, 2009

LHA Conference Center
NEW LOCATION: 2334 Weymouth Drive
Baton Rouge, LA 70809

Program Description

This course will provide three days of **INTENSE** instruction in the use of ICD-9 CM Coding Principles. Using the Official Coding Guidelines to build a foundation is the focus of this workshop. This is NOT a course in the theory of coding with textbook examples. You will spend serious “seat time” coding and learning coding principals as they relate to quality reporting and reimbursement. These skills will prepare you for an entry level coding position. You will:

- Learn basic CMS inpatient/outpatient coding guidelines.
- Master the basic skill of using the coding books for entry level coding and the proper steps in finding the correct code.
- Learn about websites and other resources that will assist you in training.
- Learn data quality tips to reduce errors and develop skills that will increase productivity.
- Build a foundation to move into inpatient coding.
- Leave with the fundamental steps toward entry-level coding certification.
- Refresher for certification exam for experienced coders.

Objectives

This program was originally designed for entry level coders who had never seen and ICD-9 CM code book. However, over the years the satisfied participants have included: Documentation Improvement Specialists wanting to better understand coding rules, experienced coders who are preparing to write coding certification examinations and want to have a comprehensive review of the coding principals, CFO's who want a general understanding of coding principals and production as it relates to their bottom line, Case Managers who work with Medicaid certification and Medicare Medical Necessity, Access Management/Registration staff who do up front review for Medical Necessity and the ABN, Billing staff who work with edits and denials, and most recently staff in various roles in the revenue cycle and on RAC (Recovery Audit Contractors) Teams.

Who Should Attend

Providers who could benefit from this program: short term acute care hospitals, long term acute care hospitals, critical access hospitals, home health, hospice, skilled nursing (SNF), physician and surgeon practices.

Participants who could benefit from this program: all levels of provider staff and consultants, auditors, denial management, and revenue cycle staff.

NOTE: Attendance is limited to 40 participants so you need to register early!

Co-sponsored by the Louisiana Chapter of HFMA



Why Boot Camp?

- Learn basic CDC and CMS inpatient/outpatient coding guidelines.
- Master the basic skill of using the coding books for entry-level coding.
- Learn about websites and references to ‘defend your codes.’
- Learn data quality tips to reduce errors and develop skills that will increase productivity.
- Leave with fundamental steps toward entry-level coding certification, CCA from AHIMA.
- Review major coding guidelines in preparation for advanced coding certification.
- Learn key documentation tips and terms necessary to assist in documentation improvement.
- Learn how to serve as an ‘interpreter’ between the clinical documentation needs and quality and reimbursement financial needs, ‘speak the language’ and how to help physicians ‘think in ink.’

Program Goal

Participants will be prepared for entry level coding with the ability to accurately assign ICD-9 CM codes for outpatient lab and other diagnostics, eligible to peruse the Certified Coding Associate examination with AHIMA (www.ahima.org). This course format was developed to recognize the difficulty hospitals experience in having key staff away from production for extended periods of time. There are many boot camps in the market but none with the 20 year history of personal and facility successes. After completion of this course, you will be eligible to take the American Health Information Management Association (AHIMA) entry-level coding certification exam. The exam is NOT included in this course or assistant for experienced coders in review for certification. **To enhance the clarity of this course, we will provide you with a 2009 ICD-9 CM Coding book that will be used throughout the Boot Camp (a \$95 value).** All participants are asked to **wear comfortable clothes and bring a light jacket.** Above all, bring a sense of adventure and a desire to learn! **All Participants** – will receive, upon completion of workshop, a certificate documenting the completion of an entry-level ICD9-CM Coding Course clock hours.

Faculty

Jean Ann Hartzell-Minzey, RHIA, CPC, CHA, President and Senior Educator with Healthcare Education Strategies, Inc. an international educating and consulting firm. Over thirty years of experience in healthcare with a focus on coding and documentation improvement. As an education, she has developed training material and presented more than 3,700 technical workshops in HCPCS/CPT, ICD-9 CM and related reimbursement areas. She is a member of AHIMA, AAPC, MGMA, HFMA, NAQH, LAHIMA, MSHIMA. President of Minzey Enterprises, Business Consultants to Medicine and Business Development.

Registration Information

This seminar will be conducted at the **NEW Louisiana Hospital Association Conference Center**, 2334 Weymouth Drive, Baton Rouge. The fee of **\$475.00** for member hospitals/per person and **\$575.00** for non-member hospitals/per person includes seminar, printed materials, lunch and refreshment breaks. A corporate rate has been established at the **Holiday Inn-South, 9940 Airline Highway, (225) 924-7021**. Please call the hotel directly and ask for the room rate of the Louisiana Hospital Association for the appropriate dates. Registrations may be mailed or faxed directly to the Louisiana Hospital Association. Registrations that are mailed **must** include payment by check or credit card. Visa, MasterCard or American Express are accepted. You may also fax your registration form to **(225) 923-1004**, with a Visa, MasterCard or American Express number. Registrations by fax will be accepted if method of payment is indicated on registration form (check being mailed, etc.). All information is handled through a confidential fax and blotted out before it is forwarded to the registrar. **Registration forms must be received into the LHA office by 5:00 p.m. one week prior to the scheduled event date.** This applies to registrations that are received by mail or fax. An email confirmation will be forwarded to all registrants who list an accurate email address. Registrations may be confirmed by phone. It is recommended that a copy of your registration form be faxed to LHA prior to submitting it to your facility’s accounting department in order to reserve your seat in the class.

Cancellation/Refund Policy

We realize that problems can occur that may necessitate registration cancellations. Cancellations received in writing up to one week prior to a scheduled event will be charged a cancellation fee of \$40.00. This fee covers some of the administrative costs associated with processing refunds, and printing costs for handout materials.

Refunds

Cancellations received less than one week prior to the scheduled event or those who fail to attend are non-refundable. However, registrants who are unable to attend an LHA educational event are permitted to and encouraged to send a substitute at no extra charge. Any sleeping room arrangements made with the local hotel must be cancelled directly with the hotel to avoid charges that are part of the hotel’s cancellation policy.

Conference Center Directions

The Louisiana Hospital Association Conference Center located just across the street from the LHA Headquarters Building. The address is 2334 Weymouth Drive. From I-12, exit Airline Highway North, go to the 2nd red light-Old Hammond Highway and turn left. Turn left at the next light onto Drusilla Lane. At the 2nd street, Brookline Avenue, turn left. At the first block on the left is Weymouth Drive. Turn left onto Weymouth Drive and the new conference center is the second driveway on the left

LOUISIANA HOSPITAL ASSOCIATION
Management Corporation



CODING BOOT CAMP
Course Outline

Day 1: October 20, 2009

8:30 – 9:00 a.m.

Registration

9:00 – 9:15 a.m.

Welcome/ Introductions

9:15 – 10:30 a.m.

Guidelines for Coding Coding
Conventions Use of Index and
Tabulars

10:30 – 10:45 a.m. - Break

10:45 – 12:00 p.m.

Basic Medical Terminology

12:00 - 1:00 p.m.

Lunch (provided)

1:00 – 3:00 p.m.

The Disease Index

The Appendices

3:00 – 3:15 p.m. - Break

3:15 – 4:30 p.m.

Disease Index/ Appendices
continued)

4:30 p.m. – Adjourn

Day 2: October 21, 2009

8:00 a.m. – 8:30 a.m.

Registration

8:30 – 10:30 a.m.

The Disease Tabular Section

10:30 – 10:45 a.m. - Break

10:45 – 12:00 p.m.

V Codes

12:00 – 1:00 p.m.

Lunch (provided)

1:00 – 3:00 p.m.

E Codes

3:00 p.m. – 3:15 p.m.

Break

3:15 – 5:30 p.m.

Study Group (Optional)

Exercises and Scenarios

Question and Answer Period

Problem-Solving

Day 3: October 22, 2009

8:00 a.m. – 8:30 a.m.

Registration

8:30 – 10:30 a.m.

The Procedure Tabular Section

10:30 - 10:45 a.m. - Break

10:45 – 11:45 a.m.

Obstetrical Procedures

11:45 – 12:45 p.m.

Lunch (provided)

12:45 – 2:15 p.m.

Miscellaneous Diagnostic and
Therapeutic Procedures

2:15 – 2:30 p.m. - Break

2:30 – 3:00 p.m.

Discuss Certification

Exam Application Process

3:00 – 3:15 p.m.

Questions/ Evaluation

3:15 p.m. – Adjourn

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Registration Form

\$475.00 for member hospitals / per person \$575.00 for non-member hospitals / per person

***Confirmations will be sent to email address only**

Name _____ E-Mail Address: _____

Title _____

Name _____ E-Mail Address: _____

Title _____

Name _____ E-Mail Address: _____

Title _____

Healthcare Organization _____

Address _____

City / State / Zip _____

Telephone # _____ Fax # _____

Visa / MasterCard / American Express (circle one) # _____

Name on Card (please print) _____ Expiration Date: _____

Signature: _____ E-Mail Address: _____

Registrations that are mailed **must** include payment by check or credit card. Visa, MasterCard or American Express are accepted. You may also fax your registration form to (225) 923-1004, with a Visa, MasterCard or American Express number. Registrations by fax will be accepted if method of payment is indicated on registration form (check being mailed, etc.). All information is handled through a confidential fax and blotted out before it is forwarded to the registrar. **Registration forms must be received into the LHA office by 5:00 p.m. one week prior to the scheduled event date.** This applies to registrations that are received by mail or fax. An email confirmation will be forwarded to all registrants who list an accurate email address. Registrations may be confirmed by phone. It is recommended that a copy of your registration form be faxed to LHA prior to submitting it to your facility's accounting department in order to reserve your seat in the class.

Make check payable and mail to:

Louisiana Hospital Association – Management Corporation
9521 Brookline Avenue, Baton Rouge, Louisiana 70809-1431
Phone: (225) 928-0026 Fax: (225) 923-1004

Americans With Disabilities Act The Louisiana Hospital Association will make every effort to provide reasonable accommodations for physically challenged attendees who require special services. When registering, please attach a written description of needs to the application.

LHA Code # M0942016