

HCPro
Certified Coder
Boot Camp®
INPATIENT VERSION

Important Information For Open Registration
Certified Coder Boot Camp® – Inpatient Version Participants

2010 Version

Directions and Hotel Information

The hotel address, phone number, room rate and room rate cut-off date are posted on our web site at <http://www.hcprobootcamps.com/courses/dates/index.cfm?bcamp=ccbc>. Please call the hotel directly to make a room reservation. Be sure to identify yourself as a participant in Certified Coder Boot Camp® program. Please be sure to make your reservation before the cut-off date. After the cut-off date, contact the hotel to determine room availability and rates. For directions and further information about the hotel, please visit the hotel website directly.

Required Manuals

You will need a current** year ICD-9-CM manual (Volumes 1, 2 & 3). To order a 2010 manual from HCPro, please visit our website <http://www.hcmarketplace.com/prod-7640/2010-ICD9CM-Manual-Volumes-1-2-and-3.html>

** Please note: Each year the ICD-9-CM manual is updated as of October 1st any classes after this date will use the most current version.

As a part of this class you will be working numerous in-class exercises based on real-life inpatient medical records. In addition to learning to code these records, you will also learn how to determine the proper DRG assignment for each case. In order to work the DRG assignment portion of the exercises, you will need a current version of the DRG Expert for class.

The DRG Expert is published by Ingenix. If you would like to borrow a DRG Expert from HCPro for the class we will have a limited number of manuals available. Because of the limited number available, course participants who choose to borrow a manual may have to share with another course participant. The books are signed out for the week of class and must be returned to the instructor after class on Friday. If the manual is lost, damaged or stolen it is the responsibility of the student to reimburse HCPro for the manual. An alternative would be to order a copy of the manual from Ingenix. Ingenix will grant a 25% discount on the DRG Expert for all Boot Camp attendees. In order to receive the discount, you may order via phone at 1.800.INGENIX (464-3649) and mention Source Code **“HCP10”**. Or, you may order online at

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www.ingenixonline.com and enter Source Code “**HCP10**”. If you are attending this course with other people from your organization, two or three people may be able to share a single DRG Expert.

We recognize that most hospitals use a computer program to determine DRG assignment. However, we feel strongly that understanding the DRG system is an important skill for inpatient coders and that the best way to become proficient in DRG assignment is to work DRG assignment exercises using the hardcopy DRG Expert.

The format of this class is designed for the course participants to **manually** assign ICD-9-CM diagnosis and procedure codes as well as DRG assignment. The use of encoders or other coding software is not to be used as a substitution for having the coding manuals.

Optional Manuals/Handbooks

The Merck Manual of Diagnosis and Therapy describes common disease processes and the methods by which many diseases are commonly treated. You may find it helpful to have a copy of this manual for use as a reference during class. *The Merck Manual, Eighteenth Edition* may be purchased through Ingenix. The item number is 1392.

While not required for this class, you may find it helpful to bring a drug reference book to class. Any drug reference book would be fine for class. The AMA Press has extended a 20% discount to Boot Camp attendees to purchase the *2009 Lippincott's Nursing Drug Guide*. The item number is OP043109. Please contact AMA sales representative Rosa Karbowskiak via phone at 312-464-4622 or email Rosa.Karbowskiak@ama-assn.org.

You may also find it helpful to bring a medical dictionary to class. Any medical dictionary would be fine for class. We use *Dorland's Illustrated Medical Dictionary, 31st Edition*, which may also be purchased through Ingenix. The item number is 1700.

If you do not already have a solid understanding of medical terminology, we strongly recommend that you complete a medical terminology self study course prior to class. A good self-study program is *Medical Terminology for Health Professions, 6th Edition* by Ann Ehrlich and Carol L. Schroeder. The ISBN number is 1-418072524. The book is available on Amazon.com and may also be available from one of your local bookstores. Our course participants who do not have a strong background in medical terminology typically find this book extremely helpful.

What to Bring to Class

Please bring the following to all classes:

- Your 2010 ICD-9-CM (Volumes 1, 2 & 3) Manual (required)
- Your DRG Expert Manual (optional to borrow)
- The Merck Manual (optional)

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- A drug handbook (optional)
- A medical dictionary (optional)
- Note paper (we recommend “3 hole” paper so that you can insert your notes in the course workbook)

Course Materials

The course materials used in connection with the Certified Coder Boot Camp[®] – Inpatient Version have been custom designed by our firm specifically for use with this course. We have invested a tremendous amount of time, money and effort in developing, refining and maintaining these materials. As a course participant, you will receive a complete copy of our materials. However, we do not permit our materials to be used for any purpose other than in direct connection with your participation in this course or as a personal reference in your day-to-day work. Consequently, we require all of our course participants to sign a Nondisclosure Agreement if they want to take any of our materials out of the classroom. The Nondisclosure Agreement prohibits you from using the course materials except in direct connection with the course or as a personal reference in your day-to-day work. You will be asked to review and sign the Nondisclosure Agreement at the beginning of the first class.

If you would like to review the Nondisclosure Agreement prior to class, please contact our office. Course participants who do not sign the Nondisclosure Agreement will still be permitted to take the course, however, they will not be permitted to remove any of the course materials from the classroom.

Also, please be sure to leave room in your luggage to pack the course materials (1 large three-ring binder) for your return trip home.

Classroom Time

Other than short breaks and lunch, we will be in class from 8 a.m. to at least 5:00 p.m. each day, except Friday. Normally, Friday is a shorter day considering some students will be traveling to the class and need to catch flights, trains, etc. The release time on Friday is at the latest 3:00 p.m. Depending on the progression of the course throughout the week the release time on Friday can sometimes be earlier. It is suggested to participants to not make travel arrangements earlier than 5:00 p.m. for this reason. In order to focus all attention on the course and to not distract other participants as well as the instructor, cell phone use during class is strictly prohibited. We will take short breaks (10-15 minutes each) throughout the day that will give participants an opportunity to make calls, use the restroom, etc.

Dress

Business attire is not necessary. Please dress comfortably. Also, we find that the classrooms are sometimes on the cool side, even during the warmer months. You may be more comfortable if you bring a sweater or sweatshirt in case you get cold.

Lunch

We will take a short lunch break each day (around 45 minutes). Although we typically provide coffee in the morning and drinks and snacks in the afternoon, everyone is on their own for lunch. Note that many hotels do not have restaurants on-site. Please see the hotel information sheet for restaurant information. If you are flying to the course, we generally recommend renting a car.

Cancellation and Transfer Policy

For our cancellation and transfer policy, visit our website at <http://hcprobootcamps.com/cancellation/>

CCS Examination Information

There is no nationally recognized organization that offers a certification credential limited to inpatient coding. The American Health Information Management Association (AHIMA) offers the Certified Coding Specialist (CCS) credential for hospital coders. However, in addition to testing inpatient coding knowledge/skills, the CCS exam also covers outpatient hospital coding, health information management issues and regulatory guidelines. We recommend the CCS exam for individuals who complete the Certified Coder Boot Camp® – Inpatient Version and desire to pursue a professional coding credential. However, this course is limited to inpatient coding and does not cover the other topics tested on the CCS exam. Consequently, depending upon your background and experience, additional independent study and/or training may be required in the areas of outpatient hospital coding, health information management issues and regulatory guidelines. To download the CCS Candidate Handbook and Application please visit the AHIMA website at www.ahima.org/certification/ccs.ccspp.pdf.

Contact Information

If you have any questions, please contact:

Customer Service
(800) 780-0584 phone
(800) 738-1553 fax
bootcamps@hcpro.com

We Look Forward To Having You In Class!

ORDER FORM for Revised ICD-9-CMS Medicare Severity DRG Definitions Manual, Version 26.0

Upon receipt of a **signed** ORDER FORM together with your **payment** in the exact amount of purchase documentation orders will be shipped as soon as printing is completed. Checks must be made payable to 3M Health Information Systems ("3M") an operating unit of Minnesota Mining and Manufacturing Company. **This fee is not refundable.**

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