

Important Information for Clinical Documentation Improvement Boot Camp Participants

The following contains information about what you'll need to bring to class. Please read thoroughly.

WHAT TO BRING TO CLASS

Required Manuals

- A current year **DRG Expert**, published by Ingenix, is the only book required for class.

Ingenix has extended a **25% discount** on *DRG Expert* to CDI Boot Camp attendees, as well as the following DRG resources (*note: these are not required for class*):

- *DRG Expert eBook*
- *DRG Desk Reference*
- *DRG Desk Reference eBook*
- *DRG Documentation Deck*

To order any of these products and to receive your discount, call 1.800.INGENIX (464.3649) and mention **Source Code HCP10**. Or, visit the Ingenix Website at <http://www.shopingenix.com/Product/31903/> and use **Source Code HCP10** at check out.

NOTE: Only **DRG Expert** is mandatory for class. Each year, **DRG Expert** is updated as of October 1st. Any classes after this date will use the current version.

Optional Manuals/Handbooks (NOTE: These are NOT required)

- **The Merck Manual of Diagnosis and Therapy** describes common disease processes and the methods by which many diseases are commonly treated. This may also be ordered through Ingenix. The item number is 1392.
- **A Drug Reference Book.** Any drug reference book can be used for class; however, the AMA Press offers a 20% to boot camp attendees who purchase the **2009 Lippincott's Nursing Drug Guide**. To order, contact Rosa Karbowski at 312/464-0622 or email Rosa.Karbowski@ama-assn.org and reference item number OP043109.
- **A Medical Dictionary.** While you may use any medical dictionary, we use **Dorland's Illustrated Medical Dictionary, 31st Edition** which also may be purchased through Ingenix. The item number is 1700.
- **The ICD-9-CM Manual**, vols. 1-3.

Note Paper. We recommend "3-hole" paper so that you can insert your notes into the course workbook.

Calculator. We will use this to calculate case mix index (CMI).

HOTEL INFORMATION

The hotel address, phone number, special room rate, and room rate cut-off date are posted on our Website <http://www.hcprobootcamps.com/courses/10040/location-dates>. Call the hotel directory to make your room reservation, and be sure to identify yourself as a participant in the Clinical Documentation Improvement Boot Camp®. After the cut-off date, contact the hotel directly for rates and room availability. For hotel directions, visit the hotel's website.

COURSE MATERIALS/NONDISCLOSURE AGREEMENT

Course materials for the boot camp have been custom designed specifically for use with the course. Time, money, and effort have been invested in developing, refining and maintaining these materials. We do not permit our materials to be used for any purpose other than in direct connection with your participation in the course or as a personal reference in your day-to-day work.

Consequently, we require all attendees to sign a Nondisclosure Agreement if they want to take any of our materials out of the classroom. If you want to review the Nondisclosure Agreement prior to class, contact our customer service center. Participants who do not sign the 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.

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 Thursday. Normally, Thursday is a shorter day considering some students will be traveling to the class and need to catch flights, trains, etc. The release time on Thursday is at the latest 3:00 p.m. Depending on the progression of the course throughout the week the release time on Thursday 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

Dress comfortably, and bring a sweater or sweatshirt in case you get cold in class.

LUNCH

Lunch is approximately 1 hour on your own each day. Typically coffee is provided each morning and drinks/snacks in the afternoon. NOTE: Some hotels do not have restaurants. Check with the front desk for local restaurant listings.

CAR RENTAL

If you are flying to the course, we generally recommend renting a car.

CANCELLATION AND TRANSFER POLICY

- Cancellations received by HCPro, Inc. 30 days or more prior to the boot camp are eligible for a credit or refund, less \$250 cancellation fee. The credit will be valid for up to 6 months from date of cancellation.
- Cancellations made 30 to 10 days prior to the boot camp date(s) are not eligible for refunds but are eligible for payment transfer (credit) to another HCPro, Inc. boot camp or seminar, less a \$250 cancellation fee. The credit will be valid for up to 6 months from date of cancellation.
- Participant(s) who cancel less than 10 days prior to the boot camp date(s) will be considered as "no shows" and will not be eligible for refunds/credits.

This policy is subject to change.

CCDS EXAMINATION INFORMATION

The Association of Clinical Documentation Improvement Specialists (ACDIS) offers a certification for CDI specialists, the ***Certified Clinical Documentation Specialist (CCDS)***. We recommend the CCDS exam for individuals who complete this boot camp and desire to pursue certification. However, the course may not cover all the content areas tested on the exam.

Consequently, depending on your background and experience, additional independent study and/or training may be required to pass the CCDS examination. To download the ***CCDS Candidate Handbook and Application*** and view the prerequisites, visit the ACDIS website at www.cdiassociation.com/certification.

CONTACT INFORMATION

You can reach a Customer Service Center representative by:

Phone: 800/780-0584

Fax: 800/738-1553

Email bootcamps@hcpro.com