

PROGRAM TITLE: HEALTHCARE FINANCIAL MANAGEMENT EDUCATION SERIES

PROGRAM DATES, TIME AND PLACE: Classes will be held from 6:00 pm to 9:00 pm at the Raritan Bay Medical Center, Perth Amboy, NJ. Directions – located at 530 New Brunswick Avenue at the corner of Route 35 North (Convery Boulevard.), minutes from both the Garden State Parkway and the New Jersey Turnpike, just north of the Raritan River in Middlesex County.

Note: The classes will be held on Wednesday evenings this year.

MODULE 1- Sept. 23, 2009

MODULE 2- Sept. 30, 2009

MODULE 3- Oct. 7, 2009

MODULE 4- Oct. 21, 2009

MODULE 5- Oct 28, 2009

MODULE 6- Nov. 4, 2009

MODULE 7- Nov. 11, 2009

MODULE 8- Nov. 18, 2009

Registration: 5:30 p.m., includes buffet, refreshments, and dessert

BONUS!! You can get a *FACILITY REGISTRATION*. This allows you the flexibility to provide education to multiple staff members with a single registration. *You can educate up to 8 staff members (one staff member per scheduled session) based on one Facility Registration. Identify the person that can best benefit from each specific module and send them.*

Target Audience

This course is for individuals who are either new to the healthcare industry or who are experienced healthcare professionals interested in obtaining an understanding of hospital, physician practice and long-term care facility financial operations. The course is appropriate for people in budget, reimbursement and financial analysis staff positions, patient accounting and revenue cycle roles, non-financial hospital professionals who need to understand financial issues including nursing staff, medical records professionals, patient access services professionals, hospital clinical administrators and staff employees of insurers.

Course Objectives

The course is designed to assist individuals to understand all aspects of services related to hospital, physician practice and long-term care facility financial operations. The course will introduce concepts and methods related to revenue generation activities from patient registration through documentation and billing to collections. The course will examine payment for services rendered in accordance with regulatory, contractual and operational policies, practices and protocols, and their impact on the financial condition of an institution. Participants will be awarded a NJHFMA Financial Management Certificate upon successful completion of course examination and class participation in at least 6 of 8 Modules (Note: For those taking advantage of the Facility Registration, certificates are not available to those participating in less than 6 modules.)

Highlights of the Course

The course consists of the following eight modules:

1. History of Government and Third Party Payments

SPEAKER: JOHN REISS (Saul Ewing LLP)

DATE: September 23, 2009

- The Early Days: Barter, Development of BC/BS and its Payment Methodologies
- Post World War II: Growth in Demand, Changes in the Markets
- Medicare/Medicaid: Statute and Regulation from Cost Reimbursement to Prospective Payments; expanded coverage from the beginnings to Medicare Advantage Plans and Part D
- Other Government Payers: DoD, VA, TriCare (previously Champus), Indian Health Service, Public Health Service, State Programs

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- Private Payers; Insurers, TPAs, Taft/Hartley Funds: Set Terms by Contract
- HMOs: From Risk Contracting to Limited Networks
- Other Factors that Affect Activities Related to Payment: Fraud and Abuse, Stark II, EMTALA, HIPAA

2. Admitting, Case Management & Other Operational Issues

SPEAKER: Lori Pendleton, Raritan Bay Medical Center

DATE: September 30, 2009

- Scheduling / Admitting / EMTALA
 - Pre-authorizations
 - Insurance Eligibility / Verification – online vs. paper
 - POS Cash Collections / Contractual Arrangements
 - HIPAA – PHI / TCS / UB04 & 1500 Data Elements
 - Order Entry – match between order, service, charge, and results
 - Documentation for Medical Justification
 - Case Management / Utilization / PRO
 - Discharge Planning – SNF, Home Health, LTC, TCU, Rehab
 - HIM – Medical Chart / MPI / Coding / Audits / CMI
 - Consistency of Professional / Technical Charges
 - Legislation S-2824 / HCAPP
- Healthcare Terminology - Alphabet Soup

3. Payment Methodologies & Differences between Private and Public Payers

SPEAKER: RAY LEFTON (Princeton Health Care System)

DATE: October 7, 2009

- Basic principles of Medicare Reimbursement
- Why is the Cost Report still important?
- Basic principles of Medicaid Reimbursement
- Medicaid rebasing overview
- Basic principles of Private Payer payment methodology
- Overview of managed care company payment trends
- Comparison of payment methodologies for Hospitals, Physician Practices, LTC, HHA, Acute Rehab, and Behavioral Health

4. Payment Collection & Denials

SPEAKER: JOHN HAILPERIN (Raritan Bay Medical Center)

DATE: October 21, 2009

- Definition of a Denial
- How to Identify Denials and Root Causes
- Denial Management Practices
 - Tracking Systems and Reporting Systems
 - Appeal Infrastructure
 - Staffing and Performance Incentives
 - Role of Physician Advisors
 - Clinical and Financial Interface Issues
 - Education and Communication techniques-Staff and Physicians
 - Contracting to Prevent Denials
- Legislation and Regulatory Requirements
- Medicare and Medicaid
 - Transfer issues
 - Documentation issues
- Physician Practice Denials

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5. Revenue Cycle Management – Coding, Billing & Collections

SPEAKERS: LAUREEN RIMMER & VINNY FARINA (Besler Consulting) DATE: October 28, 2009
Coding and Medical Records/Health Information Management

- The Chargemaster
- Medicare OPPS
- Medicare Secondary Payer (MSP)
- Management and Operational Issues

6. Budget Preparation and Performance Measurement

SPEAKERS: SCOTT BESLER (Besler Consulting) DATE: November 4, 2009

- Theory of Budgeting
- The Budget Cycle
- Types of Budgets – Zero Based, Historical, etc
- Performance Measurement and Variance Analysis
- ARRA
- Cost Accounting

7. Overview of Financial Statements

SPEAKER: MIKE MONAHAN (Perot Systems) DATE: November 11, 2009

- Hospital Departmental Profit and Loss
- Financial Statement Interpretation
- Financial Ratios and Operating Indicators
- Identifying Operational Issues from the Financial Statements

8. Overview of Legal Issues Facing All Healthcare Providers

SPEAKER: JOHN REISS (Saul Ewing LLP) DATE: November 18, 2009

- The Legal Regimens of the Public and Private Sectors
- Details of the Public Sector Payers: Federal and State
- Details of Prohibitions Related to the Programs
- Details for the Private Sector: Provider and Participant Contracts, including vendor agreements
- Particular Contract Terms
- State Law Constraints on Private Payers
- Differences in Provider Knowledge and Negotiating Freedom between Public and Private Payers

CONTINUING PROFESSIONAL EDUCATION CREDITS

Participants will be granted continuing professional education (CPE) credits for courses related to fields of finance, tax, management advisory services, business law and accounting. Participants will receive a letter attesting to their attendance. Based upon our understanding of the New Jersey State Board of Accountancy's continuing professional education requirements, Sponsor 185, **each module will qualify for three (3) CPE credits for each participant who stays for the entire module. You will earn twenty-four (24) CPE credits for completing the entire course.**

AMERICAN COLLEGE OF HEALTHCARE EXECUTIVES CATEGORY II CONTINUING EDU. CREDIT

The New Jersey Chapter of the Healthcare Financial Management Association is authorized to award 3 hours of pre-approved Category II (non-ACHE) continuing education credit for each module of this program toward advancement, or recertification in the American College of Healthcare Executives. Participants in this program wishing to have the continuing education hours applied toward Category II credit should indicate their attendance when submitting application to the American College of Healthcare Executives for advancement or recertification

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To register, please visit our web site at www.hfmanj.org, where online payment submission is also available. If you prefer to register by mail/fax, please complete the following:

REGISTRATION FORM

Please register the following participant(s):
 NAME _____
 TITLE _____
 MEMBER _____ NON-MEMBER _____

Mail Check to: **Ms. Laura Hess**
HFMA-NJ Chapter
PO Box 6422
Bridgewater, NJ 08807
Phone 888-NJC-HFMA
Fax 908-722-8775

NAME _____
 TITLE _____
 MEMBER _____ NON-MEMBER _____

Make Check Payable to: **HFMA-NJ Chapter**

NAME _____
 TITLE _____
 MEMBER _____ NON-MEMBER _____

To Pay by Credit Card (AmEx, Visa, and MC):

Credit Card #: _____
 Exp. Date: _____

Name on Card*: _____
**Sign/Enter your name, which will be taken as your signature authorizing the charge.*

COMPANY _____
 PHONE NUMBER _____
 E-MAIL ADDRESS _____

FEES:

Facility Registration.....	\$700.00
Member Registration	\$620.00
Non-Member Registration.....	\$670.00
Certified Member Registration (CHFP, FHFMA Only).....	\$465.00

Fees include all instructional costs and study materials, and are non-refundable unless cancellations are received 48 hours prior to the start of the first class. **There will be a maximum of 45 participants.** Space limitations in this program are strictly enforced. Participants should register via mail or fax, using the registration form provided, as soon as possible. Enrollment will be accepted on a first received basis. All registrations will be confirmed via e-mail or telephone.

