

CEUs

ADMINISTRATOR:

These educational offerings have been reviewed by the National Continuing Education Review Service (NCERS) of the National Association of Long Term Care Administrator Boards (NAB) and approved as indicated below.

Managing the Admissions Process in Long-Term Care Facilities: 6.00 clock hours and 6.00 participant hours

Medicare PPS and Part B Billing for Skilled Nursing Facilities: 12.00 clock hours and 12.00 participant hours

Maryland Medicaid Eligibility and Billing for Long-Term Care Facilities: 8.00 clock hours and 8.00 participant hours

Patient Accounting for Long-Term Care Facilities: 6.50 clock hours and 6.50 participant hours

SOCIAL WORK:

HFAM is an approved sponsor by the Board of Social Work Examiners. These courses are approved for Social Work Category I Education units as indicated below.

Managing the Admissions Process in Long-Term Care Facilities: 6.00 hours

Medicare PPS and Part B Billing for Skilled Nursing Facilities – 12.00 hours

Maryland Medicaid Eligibility and Billing for Long-Term Care Facilities: 8.00 hours

Attend three or more of these programs and receive a Certificate of Completion of the education series “Quality Practices for Proper Payment”.

Target Audience

- Administrators
- AITs
- Business Office Managers
- Billing and business office staff
- Admissions Department staff
- Nurses involved in admission or billing process



The HFAM Service Corporation was created in 1984 by the HFAM Board of Directors to provide quality services and products to members at a lower cost than they could otherwise receive. All HFAM/MCAL members in good standing are automatically eligible to use any of the programs.

For more information, contact Veronica Damesyn-Sharpe at (410) 798-4925 or VDamesyn@HFAM.org.



Quality Practices for Proper Payment

A Four-Part Series

• Managing the Admissions Process in Long-Term Care Facilities

March 22, 2011, 8:30 am-4:00 pm
HFAM Meeting Room
7135 Minstrel Way, Suite 104
Columbia, MD 21045
(410) 290-5132 • (301) 490-8413

• Medicare PPS and Part B Billing for Skilled Nursing Facilities

May 23 and 24, 2011
8:30 am-4:00 pm both days
Doubletree Hotel Annapolis
210 Holiday Court
Annapolis, MD 21401
(410)224-3150

• Maryland Medicaid Eligibility and Billing for Long-Term Care Facilities

July 21, 2011, 8:30 am-5:30 pm
Doubletree Hotel Annapolis

• Patient Accounting for Long-Term Care Facilities

September 13, 2011
8:30 am-4:30 pm
HFAM Meeting Room

Sponsored by HFAM SERVICE CORPORATION

This training series is designed to educate nursing facility personnel regarding the various duties, responsibilities and requirements under state and federal regulations for Maryland Medical Assistance and Medicare Parts A and B. In addition, the programs in this series will provide the most current and efficient best practices for accurate and effective billing to enable positive cash flow. This series provides a thorough review of the quality practices needed to process accurate claims, from the admissions process and proper patient accounting principles, to problem resolution after claims are submitted.

Sessions

MANAGING THE ADMISSIONS PROCESS IN LONG-TERM CARE FACILITIES

Tuesday, March 22, 2011

8:30 am-4:00 pm

Registration begins at 8:00 am
HFAM Meeting Room

This course will provide a comprehensive review of the regulatory requirements for the long-term care admissions process under Maryland regulations as well as provide the tools needed to develop an efficient interdisciplinary team with practices for successful admissions that secure payment for the facility.

MEDICARE PPS AND PART B BILLING FOR SKILLED NURSING FACILITIES

Monday and Tuesday

May 23 and 24, 2011

8:30 am to 4:00 pm both days

Registration begins at 8:00 am
on Day One

Doubletree Hotel Annapolis

This two-day comprehensive course will provide you with an understanding of coverage and reimbursement under Medicare Part A in a skilled nursing facility including reimbursement through MDS 3.0 and RUGs IV, denial notices, demand billing, consolidated billing and medical determination of coverage. In addition, the process, procedures, and requirements for Medicare Part B outpatient therapy claims will be covered along with billing Medicare Part B for immunizations.

MARYLAND MEDICAID ELIGIBILITY AND BILLING FOR LONG-TERM CARE FACILITIES

Thursday, July 21, 2011

8:30 am-5:30 pm

Registration begins at 8:00 am
Doubletree Hotel Annapolis

This course will provide you with practical knowledge of establishing Maryland Medical Assistance for long-term care services including financial and medical eligibility requirements, preparation of required Maryland Medicaid documents, as well as accurate billing for Medicaid approved services.

PATIENT ACCOUNTING FOR LONG-TERM CARE FACILITIES

Tuesday, September 13, 2011

8:30 am-4:30 pm

Registration begins at 8:00 am
HFAM Meeting Room

This course will provide you with practical knowledge of establishing accurate patient accounting practices for nursing facility operations for various primary and secondary payer sources including patient banking system requirements will be discussed.

Please visit HFAM's Events Calendar on our website at www.HFAM.org to see a full description of each program.

Presenter

Marianne L. Krebs, LNHA

MLKrebs Consulting LLC

Marianne is a licensed nursing home administrator in the state of Maryland, and has 30 years experience in Medicaid and Medicare billing and reimbursement. Her expertise is in the operations and management of long-term care, and in the analysis of accounts receivable and collections.

Since June 2007, Marianne operates her own consulting business, MLKrebs Consulting. Prior to that time, she was a consulting manager with the Health Care Consulting division of RSM McGladrey Inc. (formerly American Express Tax and Business), and has held similar positions with Reznick, Fedder and Silverman, and Sacks, McGibney Trotta and Koppelman, LLP.

Marianne has provided many seminars to nursing home trade associations in the Mid-Atlantic and Midwest regions. She also provides facility specific training programs on Medicare, the admissions process, patient accounting, and Medicaid.

Registration Policies

Register early. Space is limited. Registration policies are the same for online, faxed or mailed registrations. Once registered, you are responsible for payment of the registration fee unless the cancellation policies below are followed. **If the registrant does not receive an email registration confirmation, they should not assume they are registered.**

Cancellation Policies

Refunds will be honored if requested in writing one week prior to date of program or if program is full. Same day refunds will be issued if HFAM is notified of a State Survey being conducted at your facility. Registrants who are unable to attend are encouraged to send a substitute. Substitutes are allowed without prior notification.

Three ways to register!

Online: <http://www.hfam.org/category/events/upcoming>

Fax: 410-290-6930

Mail: HFAM
7135 Minstrel Way, Suite 104
Columbia, MD 21045

Questions? Call:
(410) 290-5132 / (301) 490-8413 / 877-LTC-HFAM

Registration

QUALITY PRACTICES FOR PROPER PAYMENT

FEES:

HFAM Members: \$125.00 per day (\$200 for the two-day course)

Non-Members: \$175.00 per day (\$300 for the two-day course)

Registering for:

- March 22: Managing the Admissions Process in Long-Term Care Facilities
- May 23-24: Medicare PPS and Part B Billing for Skilled Nursing Facilities
- July 21: Maryland Medicaid Eligibility and Billing for Long-Term Care Facilities
- September 13: Patient Accounting for Long-Term Care Facilities

Register for two or more programs from this series and receive a coupon for \$10 off of a future HFAM education program.

Please complete form in its entirety. Form may be duplicated for multiple registrants. Class size is limited; register early.

Name _____

Position _____

Email _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Fax _____



Check or money order enclosed in the amount of _____

Please charge my credit card for the amount of _____

Credit card number _____

Security code _____ Exp. date _____

Name on card _____

Address on card _____

Signature _____