

Contains Time Sensitive Information – Please Read Immediately

+HCP_{ro}
**Certified Coder
Boot Camp®**
INPATIENT VERSION

**Important Information for Open Registration
Certified Coder Boot Camp® – Inpatient Version Course Participants**

2012 Version

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Directions and Hotel Information

The hotel address, phone number, URL, room rate and room rate cut-off date are posted on our web site at www.hcprobbootcamps.com/courses/10029/location-dates. The hotel websites give detailed directions to the hotel as well as information about the location. Please call the hotel directly to make a room reservation. Be sure to identify yourself as an HCP_{ro} Boot Camp participant. 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.

Course Materials

When you arrive at class, you will receive a workbook containing the class materials used throughout the boot camp. These workbooks will be yours to keep, so plan accordingly in allowing enough room in your luggage on the return trip home. Workbooks may also be shipped from the hotel at your own expense.

Manuals Needed for Class

ICD-9-CM Manual (Volumes 1, 2 & 3)

You will need a 2012 ICD-9-CM manual (Volumes 1, 2 & 3). To order a manual from HCP_{ro}, please visit our website: <http://www.hcmarketplace.com/prod-9512/2012-ICD9CM-Manual-Volumes-1-2-and-3.html>

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Please note: Each year the ICD-9-CM manual is updated as of October 1. Any classes held after October 1, 2011 will use the 2012 version of the manual.

DRG Expert

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 assign the DRGs, you will need a current version of the *DRG Expert* for class. 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.

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 DRGs. Encoders or other coding software will not be used in class.

To purchase a copy of the 2012 *DRG Expert* from HCPro, click here:

<http://www.hcmarketplace.com/prod-10010/2012-DRG-Expert.html>

Optional Manuals/Handbooks

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 *2010 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.

Classroom Time

It is an understatement to say that this course is intense. Other than breaks, we will be in class from 8:00 a.m. to 5:00 p.m. Monday-Thursday, and from 8:00 a.m. to 3:00 p.m. on Friday. There will be about a 45-minute lunch break each day. If the class gets behind, class may run later than 5:00 p.m. If you live more than 45 minutes away from the class location, you may want to reserve a hotel room in order to provide enough time for homework at the end of each day. Cell phone use during class is strictly prohibited.

Lunch

We will take about a 45 minute break for lunch each day. We typically provide coffee in the morning and drinks and a light snack in the afternoon, but everyone is on their own for lunch. Note that many hotels do not have restaurants on-site. If you are flying to the course, we generally recommend renting a car.

What to Bring to Class

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Please bring the following to all classes:

- Your 2012 ICD-9-CM (Volumes 1, 2 & 3) Manual (required)
- Your *DRG Expert* manual (optional to borrow)
- Highlighter
- A notebook for making your own notes
- Sticky Notes/flags
- Pen/Pencil

The following are optional, but may be helpful for class:

- The Merck Manual
- A drug handbook
- A medical dictionary

Getting Ready for Class

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.

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.

Course materials copyright

All materials are copyrighted to HCPro and cannot be duplicated without written consent.

Cancellation and Transfer Policy

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

Contact Information

If you have any question about the Boot Camp program, please contact:

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

We Look Forward To Having You In Class!