

Contains Time Sensitive Information – Please Read Immediately

HCPPro Accreditation Specialist Boot Camp

Important Information for Open Registration Accreditation Boot Camp Course Participants

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 <http://www.hcprobootcamps.com/courses/10039/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 HCPPro 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 an extensive binder containing the class materials utilized throughout the boot camp. These binders will be yours to keep, so plan accordingly in allowing enough room in your luggage on the return trip home. Binders may also be shipped from the hotel at your own expense.

Classroom Time

It is an understatement to say that this course is intense. Other than breaks, we will be in class from 8:30 a.m. to at least 5:00 p.m. on days one and two, and from 8:30 to 12:30 p.m. on Day 3. If the class gets behind, class may run later than 5:30 p.m. the first two days. Please plan on having several hours of homework each evening. 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 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. If you are flying to the course, we generally recommend renting a car.

What to Bring to Class

Please bring the following to all classes:

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- Highlighter
- Notepaper – We recommend 3 hole notepaper so it can be inserted into your workbook
- Sticky Notes/flags
- Pen/Pencil
- We recommend bringing a copy of the Comprehensive Accreditation Manual for Hospitals if you have one. It is not required, but may be useful for in-class exercises.

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.

Nondisclosure of Course Materials

You will receive a complete copy of our proprietary course materials at the beginning of class. Consequently, we require all of our course participants to sign a Nondisclosure Agreement. The Nondisclosure Agreement prohibits you from using the course materials except (i) in direct connection with the course and preparing for the CPC® exam or (ii) as a personal reference in your day-to-day work. 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.

Cancellation and Transfer Policy

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

We Look Forward To Having You In Class!