

Contains Time Sensitive Information – Please Read Immediately

+HCP
**Clinical
Documentation
Improvement
Boot Camp®**

**Important Information for Open Registration
Clinical Documentation Improvement Boot Camp® Participants**

2012 Version

Please forward this document on to any other CDI Boot Camp attendees in your facility to ensure that they are prepared for class.

Manuals Needed for Class

A current year **DRG Expert**, published by Ingenix, is required for class and must be separately purchased by students. You may purchase **DRG Expert** on the HCPMarketplace website at <http://www.hcmarketplace.com/prod-10010/2012-DRG-Expert.html>. Or, visit the Ingenix Website at <http://www.shopingenix.com>.

You may wish to consider an ICD-9-CM Manual (vol. 1-3), **but it is not mandatory** for class.

- **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.

Directions and 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

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

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. 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.

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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:

- Highlighter
- Notepaper – We recommend 3 hole notepaper so it can be inserted into your workbook
- Sticky Notes/flags
- Pen/Pencil

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 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/>

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.cfm.

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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!