



Important Information For Open Registration Evaluation and Management Boot Camp® – Professional Version Participants

2010 Version

Directions and Hotel Information

The hotel address, phone number, room rate and room rate cut-off date are posted on our web site at <http://www.hcprobootcamps.com/courses/10041/location-dates>. Please call the hotel directly to make a room reservation. Be sure to identify yourself as a participant in Evaluation and Management Boot Camp® program. 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. For directions and further information about the hotel, please visit the hotel website directly.

Required Manuals

You will need a current** year CPT Professional edition manual. To order a 2010 manual from HCPro, please visit our website <http://www.hcmarketplace.com/prod-7645/2010-CPT-Professional-Edition.html>

** Please note: Each year the CPT manual is updated around early-mid November any classes around this time frame will use the most current version.

What to Bring to Class

Please bring the following to all classes:

- Your current CPT Professional edition manual (required)
- Highlighter (optional but recommended)
- Note paper (we recommend “3 hole” paper so that you can insert your notes in the course workbook)

Course Materials

The course materials used in connection with the Evaluation and Management Boot Camp® – Professional Version have been custom designed by our firm specifically for use with

this course. We have invested a tremendous amount of time, money and effort in developing, refining and maintaining these materials. As a course participant, you will receive a complete copy of our materials. However, we do not permit our materials to be used for any purpose other than in direct connection with your participation in this course or as a personal reference in your day-to-day work. Consequently, we require all of our course participants to sign a Nondisclosure Agreement if they want to take any of our materials out of the classroom. The Nondisclosure Agreement prohibits you from using the course materials except in direct connection with the course or as a personal reference in your day-to-day work. You will be asked to review and sign the Nondisclosure Agreement at the beginning of the first class.

If you would like to review the Nondisclosure Agreement prior to class, please contact our office. 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.

Also, please be sure to leave room in your luggage to pack the course materials (three-ring binder) for your return trip home.

Classroom Time

Other than short breaks and lunch, we will be in class from 8 a.m -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.

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.

Lunch

We will take a short lunch break each day (around 45 minutes). Although 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. Please see the hotel information sheet for restaurant information. If you are flying to the course, we generally recommend renting a car.

Cancellation and Transfer Policy

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

Contact Information

If you have any questions, please contact:

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

We Look Forward To Having You In Class!