

*Contains Time Sensitive Information – Please Read Immediately*



**Important Information for Open Registration  
Evaluation & Management Boot Camp™ - Professional Version Course  
Participants**

**2012 Version**

**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/10041/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 HCPro 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 utilized 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**

You will need a current\*\* year CPT Professional edition manual. To order a 2012 manual from HCPro, please visit our website <http://www.hcmarketplace.com/prod-9554/2012-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.

**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. each day. There will be about a 45 minute lunch break each day. Cell phone use during class is strictly prohibited.

**Lunch**

We will take about a 45 minute break for lunch each day. 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. If you are flying to the course, we generally recommend renting a car.

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**What to Bring to Class**

Please bring the following to all classes:

- Your current CPT Professional edition manual (required)
- Highlighter
- A notebook for making your own notes
- 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 course materials at the beginning of class. Almost all of the materials used in connection with this course were custom designed by our firm specifically for use in connection with this course. We have invested a tremendous amount of time, money and effort in developing, refining and maintaining these materials. 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. 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 to receive an advance copy. 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.

The non-disclosure agreement does not apply to any governmental publications (such as CMS regulations and manuals) included in the course materials notebook. It only applies to materials created by our firm.

**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](mailto:bootcamps@hcpro.com)

***We Look Forward To Having You In Class!***