

Contains Time Sensitive Information – Please Read Immediately



Important Information for

Clinical Documentation Improvement Boot Camp[®] - Online Version Course Participants

Welcome to the Clinical Documentation Improvement Boot Camp Online! Congratulations on your decision to further your education and work toward achieving your goal, be it learning the basics of becoming a successful CDI specialist or getting up to speed on the latest documentation and compliance initiatives in the field of CDI. These next two weeks promise to be hard work, but at the end you'll find you're astounded at how much you've learned. Please read this document in its entirety right away to ensure you have everything you need before the start of class.

Online Portal Registration

Although you have already received an order confirmation, you will need to register on our online portal before the start of the class. This only takes a few minutes. You will soon receive an e-mail from HCPro with instructions on how to complete your registration.

How this Class Works

The class is comprised of a combination of video-based lecture, exercises you'll do on your own, and a weekly office hour conference call with one of our instructors. Over the next two weeks, you'll meet our instructors via video and have a chance to talk to them during the weekly office hour calls. Complete biographies of the course instructors can be found in your course materials.

As you go through the two weeks of class, you'll watch lessons taught by our two instructors. One of those instructors will be available during office hour conference calls that take place the Friday of each of the first two weeks of class at 3 p.m. Eastern, 2 p.m. Central, 1 p.m. Mountain, and Noon Pacific. This is the time for you and other students from the class to ask questions about the material covered in the prior week. Dial-in information and a complete schedule of office hour calls will be available on the web

portal. We encourage you to make time for these calls; they are designed to simulate the interaction with your instructor and peers that you would experience in a “live” class.

You will receive your course materials by the Thursday prior to the start of class. In the front of the Book One materials, you’ll see the sessions that will be covered in the two weeks. In the event you have not received your materials on the Thursday before the start of class, please call HCPPro Customer Service at (800) 780-0584.

When it’s time for you to get started, keep in mind you’ll need space to open your course materials and your *DRG Expert*. Turn off your cell phone, close out of your email, and try to let others know you’ll be unavailable during the time you’ve set aside so that you can focus your energies on listening and watching the lessons.

How long will the online content remain accessible after class ends?

You will be able to access the online portal location for your class sessions and materials for eight weeks from the start date of the course. Your access to the site will expire six weeks after your class has ended. You will receive an email prior to your access expiration to remind you of the date.

Please keep in mind that the Clinical Documentation Improvement Boot Camp Online is for individual use only. Participants are not permitted to share usernames and passwords or copy the workbook materials.

Four easy steps

In brief, here are the four steps you’ll take each week:

1. **Click on the first lesson listed for the week.** After you’ve viewed each lecture, complete the practice exercises for that module. The practice exercises are designed to help you assess your mastery of the concepts presented in each module. Please note that the lessons have accompanying PowerPoint presentations that you will find in Book One. You may choose to make notes in your materials for later reference. The exercise answer keys are included within your materials to help you along the way in understanding if you have answered each question correctly. The answer keys will also be available for download within each week’s ‘View Resources’ section of the online portal.

2. **After you complete the practice exercises, watch the next video.** You will repeat this process for each module. Please be sure to watch the video lectures and complete the practice exercises in the order you see them listed on the web portal and in the materials. Many of the lessons and practice exercises build on information covered in the previous sessions.

3. **Complete each week's videos and practice exercises before the Friday office hour calls.** Keep in mind that with our online boot camp, as with any class, you'll get out of the course what you put into it. To truly master the concepts covered in the course, it's crucial to complete all the exercises on your own before checking your answers.

4. **On Friday, call in to our office hour session to ask your questions.** Questions should pertain to the material covered during class the previous week or to a situation that you'd like to discuss from "real life". Following the instructor call, a recording of the office hour session will be posted within that week's 'View Resources' section of the online portal for you to refer back to, or for you to reference if you are unable to dial-in.

Please note we will upload one week's worth of videos at a time. They will be uploaded each Monday.

Logging out: Each time you step away from the course for longer than a few minutes, be sure to log out of the portal. HCPro tracks the time you spend in each lesson to comply with the requirements of CE credit organizations.

Continuing Education

After the conclusion of our week 2 office hour call, you'll receive an e-mail asking you to complete an online evaluation of the course. **Completion of this evaluation is required in order to receive your continuing education certificate.** Once you've submitted your evaluation, a certificate will be emailed to you within 2 weeks. **Please note**, a link to the online survey evaluation will also be posted within the week 2 'View Resources' section of the online portal for you to download.

DRG Expert

You will need a current year *DRG Expert* manual for the class, published by Ingenix. If you have not already purchased DRG Expert, Ingenix has extended a **25% discount** on *DRG Expert* to CDI Boot Camp attendees, as well as the following DRG resources (*note: these are not required for class*):

- *DRG Expert eBook*
- *DRG Desk Reference*
- *DRG Desk Reference eBook*
- *DRG Documentation Deck*

To order any of these products and to receive your discount, call 1.800.INGENIX (464.3649) and mention **Source Code HCP10**. Or, visit the Ingenix Website at <http://www.shopingenix.com/Product/31903/> and use **Source Code HCP10** at check out.

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. We strongly encourage each student to have their own copy of the *DRG Expert* so that they can add notes and/or highlight specific diagnoses and procedures.

Technical Requirements and Assistance

You will need a computer equipped with a Broadband Internet connection, a sound card, and speakers or headphones. You will need Macromedia Flash player Version 8.0 or higher, an Internet Browser (Internet Explorer version 7.0 or higher, Firefox version 3.0 or higher), and a recommended screen resolution of 1024 x 768. The use of AOL or wireless Internet connections is not recommended.

We advise that you take some time prior to the start of the course to visit the web portal test page to ensure that you will be able to view the course. To check your system, go to <http://conferencewebcasting.com/stream-test/>. If you have problems with either video or sound on the main page, please contact your IT department for assistance.

Other Materials

You'll be referencing your course books and DRG Expert[®] as you view the course content. Please keep in mind that you will ideally want to view the course in a location that will allow you ample space to conveniently access all your reference materials. Make sure you have the following available as you watch the videos, review the course material, and complete assignments.

- A computer with speakers
- A current year *DRG Expert*[®]
- Highlighter
- Note paper or sticky notes
- A calculator (to compute case mix index)

The following other materials are optional, but may be helpful (note: These are **NOT** required):

- ***The Merck Manual of Diagnosis and Therapy*** describes common disease processes and the methods by which many diseases are commonly treated. This may also be ordered through Ingenix. The item number is 1392. You can find it here: <http://www.shopingenix.com/SearchResults/?SearchTerm=1392>.
- **A Drug Reference Book.** Any drug reference book can be used for class; however, the AMA Press offers a 20% to boot camp attendees who purchase the **2011 Lippincott's Nursing Drug Guide**. To order, contact Rosa Karbowskiak at 312/464-0622 or email Rosa.Karbowskiak@ama-assn.org and reference item number OP043109. You can find it here: https://catalog.ama-assn.org/Catalog/product/product_detail.jsp?productId=prod1640089.

- **A Medical Dictionary.** While you may use any medical dictionary, we use *Dorland's Illustrated Medical Dictionary, 31st Edition* which also may be purchased through Ingenix. The item number is 1700. You can find it here: <http://www.shopingenix.com/SearchResults/?SearchTerm=1700>.
- *The ICD-9-CM Manual*, Volumes 1-3.

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 view the prerequisites required to take the exam, or to download an application form, visit the ACDIS website at www.cdiassociation.com/certification.cfm.

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

Phone: (800) 780-0584

Fax: (800) 738-1553 fax

E-mail: bootcamps@hcpro.com

We Look Forward To Having You In Class!