A comprehensive training workshop to implement a compliant and successful Medicare program
This workshop offers comprehensive training needed to successfully implement or manage a Medicare program that achieves compliance with both Medicare and PPS/MDS requirements, accurate revenue, and timely payments.

Polaris Group, with over 25 years of hands-on experience, provides more than just regulations and theory. Polaris Group’s LTC Training Institute – Medicare and PPS for SNFs workshop covers numerous topics including a full day on PPS/MDS/RUGs management, plus eligibility requirements, skilled coverage, Part B programming, Medical Reviews, Part A and Part B billing, compliance, QA oversight, proper notices, and appeals. Polaris Group provides comparative utilization statistics from over 1250 facilities using our KIT (Key Indicator Trend) database.

Attendees will receive a comprehensive training manual that can be used as a resource in your facility as well as forms and procedures on CD which allows customization to fit your operational needs.

Who should attend?
- Administrators, Owners and Executive Directors
- Director of Nursing and other Nurse Managers
- MDS Coordinators
- Business office staff
- Therapy staff members
- Reimbursement/Finance Directors and staff
- Quality Assurance Managers and staff
- Consultants and Legal Personnel

Register online at www.polaris-group.com or call 800-275-6252 Ext. 233
This workshop is comprehensive, and some knowledge of Medicare/MDS/PPS rules is helpful to benefit from all aspects of the workshop. This workshop is taught on an intermediate level, but we can respond to questions at all levels.

Why THIS training is one of the best investments you can make this year:

- **Intensive learning format** – After reviewing the regulations, we then provide interpretation of those rules and provide detailed, step-by-step methods for implementation including needed procedures and forms that ensure compliance and optimal revenue.

- **Small class size** – With a smaller group, more interactive activities are provided with all questions answered to ensure optimal learning experience.

- **Program manual and CD** – Each attendee receives a comprehensive program training manual which includes all training materials, small group activities, and sample procedures and forms which can be implemented in your facility.

- **Create your own personal “to do” list** – For each covered area, we will work together to identify areas for improvement needed in your SNF. You can then create a priority “to do” list to take back to your facility.

- **Polaris Group experience** – Polaris Group has been an established expert in Medicare compliance and best practices for over 25 years.

REGISTER 30 DAYS IN ADVANCE and SAVE $100! Call 800-275-6252 Ext. 233 to receive your discount!
Module 1 - Overview of Medicare Program
- Review each type of Medicare program
- Covered services and co-pays
- General eligibility requirements for Medicare
- Certified Distinct Parts (CDP)

Module 2 - SNF Part A Eligibility and Coverage Requirements
- Part A eligibility and coverage requirements
- Benefit periods/spell of illness
- Overview of 5 steps for success
  - Inquiry & Admission Process
    - Part A eligibility
    - Prior stay information
    - Pre-admission process
    - Medicare as secondary payer requirements (MSP)
  - Certification and Re-Certification
    - Medical predictability
    - Certification and recertification rules
    - Delayed certifications
    - Certification tracking log
  - Continued Stay Requirements & Documentation
    - Review skilled coverage qualifiers for skilled nursing
    - Skilled coverage criteria for rehabilitation
    - Strategies for documenting skilled services
    - Ideas for improving skilled nursing documentation
    - Case studies
  - Expedited Review/Advanced Beneficiary Notices - Part A
    - SNF ABN notices
    - Generic notice Part A
    - Tracking systems
  - Quality Assurance
    - QA tracking forms/audit tools

Module 3 - Part B Therapy Programming
- Strategies to improve Part B therapy utilization
- Methods to obtain referrals for Part B therapy
- Nurse documentation supporting need for Part B services
- Certification requirements
- ABN and generic notices - Part B
- Therapy caps/exception/threshold process
- Manual medical review process

Module 4 - Part A Medical Review Process - Denials and Appeals
- Medical Review (MR) Process
- Additional Development Request (ADR)
- Responding to requests from your MAC
- Common reasons for denials
- Medicare appeals process
- Checklists and QA tracking

Module 5 - RUG Categories and Qualifiers
- Overview of RUG rate methodology
- Understanding CMI and rates
- Review of each RUG category in detail
- Review MDS coding strategies
- Three therapy delivery methods
  - Individual
  - Concurrent
  - Group
- ADL scoring
  - ADL data gathering

Module 6 - Medicare MDS Management
- Medicare MDS and ARD management
- Review of Assessment Indicators
- Medicare entry and discharge dates
- Therapy start/end dates
- Review of COT, EOT, EOT-R, and SOT rules
  - Best practices ARD management
  - Combination MDS/impact on ARD choice
  - ARD resource tools
  - Multiple scenarios
  - Tracking tools
  - Review Significant Change in Status Assessment (SCSA) impact
- Short Stay Designation
  - Multiple scenarios and case studies
- Impact of late and missing MDS on billing
- Best practices for daily/weekly PPS meetings
- RUG distribution, ADL splits, and length of stay national trends
- Ideas for appropriate lengths of stay

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Module 7 - SNF Medicare Billing:
Overview Part A and Part B
- Beginning steps to Medicare billings
  - MAC/FI Jurisdictions
  - Software requirements
  - Who do I contact?
  - Examples of Provider Submitter forms
- SNF Medicare Billing - Part A
  - Access Common Working File (CWF)
  - Overview of accurate Part A UB-04 form
    - UB-04 form locators
    - Revenue code form
    - Assessment Indicators and claim
  - Sample Part A UB-04s
  - Use of validation reports
  - Specialty claims
    - Leave of absence (LOA)
    - No pay/benefits exhaust
    - Medicare Secondary Payer (MSP)
    - Managed care
  - Challenges-closing books at end of month
    - Business office calendar
  - Consolidated billing
    - Exclusions/inclusions
    - CMS consolidated billing website
    - Physician fee screen
- SNF Medicare Billing – Part B
  - Billing outpatient therapy in SNF
  - Multiple Procedure Payment Reduction (MPPR)
  - Part B UB-04 components
  - Completing UB-04
  - Therapy caps/exceptions/thresholds and G Codes
Module 7 - SNF Medicare Billing:
Overview Part A and Part B (Continued)
- Part B ancillary billing
  - Covered supplies
  - Vaccines
- Medicare Payment/Remittance Advice
- Co-Insurance Billing
  - Supplemental vs. secondary insurance
  - Crossover claims
  - Paper claim submission process
Module 8 - Diagnosis Coding
- Overview of ICD-9-CM resources
- How to find an ICD-9-CM code
- ICD-9-CM coding on claim on Part A and B claims
  - Proper sequencing
  - Use of V codes
- Care team communication with billing
- Strategies to prepare for ICD-10-CM
Module 9 - Medicare Compliance
- Overview of a compliance program
- Implementing an effective QA prior to billing
  - Triple check procedures and forms
- Other auditors – RAC, CERT, ZPIC
- What could trigger a review?
- Current CMS initiatives/OIG work plan
Continuing Education Credits:

20 Continuing Education Credits (CECs) for both administrators and nurses

Registration:

Register today online at www.polaris-group.com or download registration form to register by mail or fax.

Registration deadline: 7 days before the scheduled date for training program.

Early bird discount $100 off per person

Marty Pachciarz, RN, RAC-CT, Managing Director of Clinical Services

Marty Pachciarz, Managing Director of Clinical Services for Polaris Group for the past 15 years, worked as a DON early in her career, then as a consultant, educator, and author focused on Survey Compliance, Risk Management, Quality Improvement, and MDS/PPS/Medicare Reimbursement. With 41 years experience in long term care, Marty has worked at the State and Federal level to address quality standards and managed statewide improvement projects.

Kristy Brown, ALA, RAC-CT

Financial Health Care Consultant

Kristy Brown, Health Care Consultant for the Polaris Group has over 25 years of experience in the Long Term Care industry. She has worked in the health care finance field at multiple corporate levels as well as owning her own Long Term Care facility. She held the positions of Director of Operations, Regional Financial Consultant, Nursing Home Administrator, and Assisted Living Director.
Hotel Information:
All hotel information is provided on our website. Polaris Group has secured a limited number of rooms at a discounted rate. Please make your own hotel reservations early by using the links provided on our website.

Las Vegas, NV
March 12, 13 and 14th

Houston, TX
April 9, 10 and 11th

Denver, CO
July 16, 17 and 18th

San Diego, CA
August 6, 7 and 8th

Ft. Lauderdale, FL
October 8, 9 and 10th

Phoenix, AZ
November 5, 6 and 7th

All class times are 8:30 am to 5:00 pm.
Coffee or soda provided. Meals are on your own.

$100 discount if registered 30 days in advance
Only $829 per person

Course Fee is $929
This fee includes three days of training, training manual and CD.

Refund/Cancellation Policy: All refund requests required in writing. Please refer to our website for complete refund policy information.

Register online at www.polaris-group.com or call 800-275-6252 Ext. 233
Workshop Location ________________________________

Workshop Dates ________________________________

Name ________________________________________

Organization __________________________________

Title _________________________________________

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City _________________________________________

State __________________ ZIP ________________

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Email Address ________________________________

☐ A check for my workshop fee is enclosed (made payable to Polaris Group)
☐ Charge my workshop fee to my credit card: ☐ VISA ☐ MC ☐ AMEX
   Card Number: ________________________________
   Exp. Date: _________ Three or Four Digit Security Code: __________

Name (as appears on card) __________________________

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Upon receipt of this form and your workshop fee, we will send confirmation of your registration including hotel information and information about any manuals/texts required for the class. (this information is available at www.polaris-group.com)