



Important Information for Clinical Documentation Integrity Open Registration Boot Camp® Participants 2021Version

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://hcmarketplace.com/clinical-doc-improvement-boot-camp-1>. 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 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. The books weight approximately 8 – 10 pounds. Books may also be shipped from the hotel at your own expense.

Manuals Needed for Class

A current year ICD-10 DRG Expert, published by Ingenix, is HIGHLY RECOMMENDED for this class. If you do not have access to a DRG Expert from 2020 or 2021 you may want to obtain one. You may purchase DRG Expert on the HCMarketplace website at <https://hcmarketplace.com/2021-drg-expert> or, visit the Ingenix Website at <http://www.shopingenix.com>.

Classroom Time

Other than short breaks and lunch, we will be in class from 8:00am to at least 5:00pm 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 (up to 10 minutes each) throughout the day that will give participants an opportunity to make calls, use the restroom, etc., in addition to an hour lunch break for lunch on your own.

Lunch

We will take about a 45-minute break for lunch each day. We typically provide coffee in the morning and drinks and a light snack 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, or investigating availability of hotel shuttle or ride share.

What to Bring to Class

Please bring the following to all classes:

- Highlighter
- Notepaper
- Sticky Notes/flags
- Pen/Pencil
- DRG Expert (*recommended but not required*)
- Layered clothing (e.g., light sweater, light jacket, etc.)

Contains Time Sensitive Information – Please Read Immediately

Dress

Business attire is not necessary. Please dress comfortably. Sometimes classrooms are 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.

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 desire to pursue certification. However, the course may not cover all the content areas tested on the exam. Additionally, the certification requires experience performing the duties of a CDI specialist so attending this class may not qualify you to sit for the exam if you are new to the field of CDI.

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.

Cancellation and Transfer Policy

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

COVID Safety

In order to keep all of our class attendees and instructors safe, we will be following local, state, federal and hotel location safety regulations. Additionally, all of the following will be required for class:

- Attendees will be required to wear masks while moving around the event space and in all public areas of the hotel. You will be able to remove your mask once seated.
 - Based on guidance from health authorities, neck gaiters, open-chin triangle bandanas and anything containing valves, mesh material or holes of any kind are not considered appropriate face coverings.
- Meeting rooms will be setup to follow social distancing guidelines.
- Food service will follow the safety guidelines implemented by the hotel.
- Health and safety signage reminders will be placed at various points within the meeting room.

To view all the safety measures that the host hotel has implemented, please see the information listed on their website.

Simplify Compliance will continue to monitor the COVID-19 environment, the recommended guidelines, and communicate adjustments to the onsite policies and procedures as we approach the live event date.

Contact Information

If you have any question about the Boot Camp program, please contact:

Customer Service
(800) 650-6787 phone
(800) 785-9212 fax
<http://hcmarketplace.com/product-type/boot-camps>

We look forward to having you in class!