

Contains Time Sensitive Information – Please Read Immediately

H3Pro
**Clinical
Documentation
Improvement
Boot Camp[®]**

**Important Information for
Clinical Documentation Improvement for Quality
Boot Camp[®] Participants**

2019 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://hcmarketplace.com/cdi-for-quality-boot-camp>. 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 H3Pro 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. The books weight approximately 5-8 pounds, so please plan accordingly.

Manuals Needed for Class

There are no additional manuals required for this class.

Classroom Time

Other than short breaks and lunch, we will be in class from 8:00 a.m. to at least 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.

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
- Layered clothing e.g., light sweater, light jacket, etc.

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 complete this boot camp and 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 of 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>

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!