Important Information for
Certified Coder Boot Camp® – Inpatient Version Course Participants

2018 Version

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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/certified-coder-boot-camp-1. 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, and 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 workbooks containing the class materials used throughout the boot camp. These workbooks will be yours to keep.

Required Manuals
As part of your course registration fee, HCPro will provide all attendees with the required coding manuals:

- 2018 ICD-10-CM Expert for Hospitals
- 2018 ICD-10-PCS Expert

These manuals will be distributed on the first day of class by the instructor. There will be no discounts or refunds for students desiring to bring their own coding manuals to class. Please be sure to save room in your luggage to transport these manuals home with you.

DRG Expert
As a part of this class you will be working numerous in-class exercises based on real-life inpatient medical records. In addition to learning to code these records, you will also learn how to determine the proper DRG assignment for each case. In order to assign the DRGs, you will need a current version of the DRG Expert for class. If you would like to borrow a DRG Expert from HCPro for the class, we will have a limited number of manuals available. Because of the limited number
available, course participants who choose to borrow a manual may have to share with another course participant. The books are signed out for the week of class and must be returned to the instructor after class on the last day. If the manual is lost, damaged, or stolen, it is the responsibility of the facility/student to reimburse HCPRO for the manual.

We recognize that most hospitals use a computer program to determine DRG assignment. However, we feel strongly that understanding the DRG system is an important skill for inpatient coders and that the best way to become proficient in DRG assignment is to work DRG assignment exercises using the hardcopy DRG Expert. The format of this class is designed for the course participants to manually assign ICD-9-CM diagnosis and procedure codes as well as DRGs. Encoders or other coding software will not be used in class.

To purchase a copy of the 2018 DRG Expert from HCPRO, click here:


**Classroom Time**
It is an understatement to say that this course is intense. Other than breaks, we will be in class from 8:00am to 5:00pm Monday-Thursday, and from 8:00am to 3:00pm on Friday. There will be about a 45-minute lunch break each day. Cell phone use during class is strictly prohibited.

**What to Bring to Class**
Please bring the following to all classes:
- Your ICD-10-CM & PCS manuals (provided as part of registration fee)
- DRG Expert (optional to borrow or bring your own)
- Highlighter
- A notebook for making your own notes
- Sticky Notes/flags
- Pen/pencil

If you do not already have a solid understanding of medical terminology, we strongly recommend that you complete a medical terminology self study course prior to class. A good self-study program is Medical Terminology for Health Professions, 7th Edition by Ann Ehrlich and Carol L. Schroeder. The ISBN number is 1111543283. The book is available on Amazon.com and may also be available from one of your local bookstores. Our course participants who do not have a strong background in medical terminology typically find this book extremely helpful.

**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!