

# **HCP**ro **Boot Camps™**

## **Important Information for Open Registration Medicare Boot Camp® - Medicare Boot Camp - Audit, Appeals and Denials Version**

### **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/medicare-boot-camp-appeals-denials-management>. 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 HCP Pro 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 a workbook and handouts containing the class materials utilized throughout the boot camp. These materials will be yours to keep, so plan accordingly in allowing enough room in your luggage on the return trip home. Your meeting materials may also be shipped from the hotel at your own expense.

#### **Classroom Time**

Other than breaks, we will be in class from 8:00 a.m. to 5:00 p.m. each day. There will be about an hour lunch break each day. Cell phone use during class is strictly prohibited.

The class is based on “immersion learning” techniques which means, among other things, that the class builds on itself. Consequently, it is important that you not miss any of the class. If you do, you may come back to find yourself lost. Also, having people walking in and out of class can be distracting to the other course participants and to the instructor.

#### **Lunch**

We typically provide coffee in the morning and drinks and snacks in the afternoon, everyone is on their own for lunch. Note that some hotels may not have restaurants on-site. If you are flying to the course, we generally recommend renting a car.

*Contains Time Sensitive Information – Please Read Immediately*

**What to Bring to Class**

Please bring the following to all classes:

- Pens/pencils/highlighters

**Dress**

Business attire is not necessary. Please dress comfortably. Also, we find that the classrooms are sometimes 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.

**Copyright Protection of Course Materials**

You will receive a complete copy of our course materials at the beginning of class. The materials used in connection with this course were custom designed by our company specifically for use in connection with this course. We have invested a tremendous amount of time, money and effort in developing, refining and maintaining these materials and they are protected by copyright laws. Course materials may not be duplicated. You may use the materials (i) in direct connection with the course or (ii) as a personal reference in your day-to-day work. No claim is asserted to any U.S. Government, American Medical Association or American Hospital Association works included in the course materials workbook.

**Cancellation and Transfer Policy**

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

**Contact Information**

If you have any questions 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!***