



**Important Information for
Essential Leadership and Management Skills
in CDI Boot Camp® Participants**

2021 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 <https://hcmarketplace.com/management-in-cdi>. 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 HCPPro 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 8:00am to at least 5:00pm daily. 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.

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 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>

COVID Safety

Simplify Compliance places the highest priority on the safety of our guests. We will follow safety guidelines and advisements for meetings as outlined by the CDC and the WHO, as well as state and local mandates. In preparation for attendance at our events, we want to share the following measures to promote health and wellbeing.

- At this time, all hotel guests are required to wear a mask while in public areas of the hotel and anywhere that social distancing measures cannot be met.
- Meeting rooms will be set to comply with CDC, WHO, and applicable locally recommended social distancing guidelines.
- Food service will follow the safety guidelines implemented by the hotel.

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!