



**Important Information for
Skilled Nursing Facility Billing Boot Camp**

2018 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/skilled-nursing-facility-billing-boot-camp>. The hotel's website gives detailed directions to the hotel as well as information about the location. Please call the hotel directly to make a room reservation, identifying 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 a spiral-bound workbook containing the class materials utilized throughout the boot camp. These workbooks will be yours to keep, so plan accordingly in allowing enough room in your luggage on the return trip home. The workbooks may also be shipped from the hotel at your own expense.

Classroom Time

This is an intensive course and other than breaks, we will be in class from 8:30am – 5:00pm on both days. 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.

What to Bring to Class

Please bring the following to all classes:

- Highlighter
- Notepaper
- Sticky notes/flags
- Pen/pencil

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.

Course Materials Copyright

All materials are copyrighted to HCPRO and cannot be duplicated without written consent.

Contains Time Sensitive Information – Please Read Immediately

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!