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Missouri Alliance for Home Care  
2420 Hyde Park, Suite A  
Jefferson City, MO 65109 - 4731



Missouri Alliance for Home Care presents...

# Keys to Successful Money Management

a three-part teleconference series for all  
Home Care & Hospice Providers

Featuring:

Melinda Gaboury, COS-C  
CEO, Healthcare Provider Solutions

&

Sharon Litwin, RN, BSHS, MHA, HCS-D  
Senior Managing Partner, 5 Star Consultants, LLC

## Improvement in Revenue Cycles through Back Office Efficiencies

March 6, 2014 • 1:00 pm - 2:30 pm CST

## Help! Our Patients Are Well Cared For BUT... We Are Losing Money!

March 12, 2014 • 1:00 pm - 2:30 pm CST

## 2014 Hospice Claims Updated Requirements

March 18, 2014 • 1:00 pm - 2:30 pm CST

### About this series:

This 3-part teleconference series will give you strategies and tips to maximize your reimbursement and help prevent giving your money back.

Melinda Gaboury and Sharon Litwin, experts in the homecare & hospice industries and nationally known speakers, will combine their knowledge so that participants can learn about front and back end strategies.

## Improvement in Revenue Cycle through Back Office Efficiencies

Thursday, March 6, 2014 • 1:00 pm - 2:30 pm CST

Back office functions start way before they meet the actual back office. The staff that receives the referral must gather information to pass along regarding demographics, insurance and diagnostics, while the intake staff verifies coverage. After the patient is discharged or an episode ends, the back office takes over the billing and collection functions. Performance goals should be established and measured on a regular basis.

### Objectives:

- Specify cost indicators that must be understood in making operational decisions regarding back office staff
- Explain billing department performance measures including key statistics that should be monitored such as average days in A/R and aging, weekly and monthly reporting required
- Review items to evaluate back office staff, automated back office vs. paper back office, checklist provided for internal review

## Help! Our Patients Are Well Cared For BUT... We Are Losing Money!

Wednesday, March 12, 2014 • 1:00 pm - 2:30 pm CST

Managing by your bank balance is not the best way to run your agency. Annual budgets, and timely monthly financial statements should be prepared and variances to budget analyzed. Understand payroll and time reports for field and office staff and address issues related to productivity. Monitor your coding and documentation to assure that what you are billing for will withstand an audit by many entities that are tasked to recover your hard-earned revenue.

### Objectives:

- Describe how to maximize reimbursement through accurate OASIS and coding
- Describe how to manage expenses through efficient productivity management
- Discuss accurate complaint documentation to avoid sanctions and denials

## 2014 Hospice Claims Updated Requirements

Tuesday, March 18, 2014 • 1:00 pm - 2:30 pm CST

April 1, 2014 is just around the corner and there are MASSIVE changes to the Medicare Hospice Billing Regulations. Is your software ready? Be among the elite group billers that are current on updated claims requirements for Hospice Medicare claims. It is critical that agencies are prepared for these changes in order for cash flow to not be effected. The 2014 Claims Requirements will be detailed including changes to GIP visits, Inpatient Facility Identification, Post-Mortem Visits, Drugs (Injectable & Non-Injectable) and Infusion Pumps. This session will prepare for questions that need to be addressed with software vendors and pharmacies. If you are part of the billing cycle in hospice this teleconference is a must.

### Objectives:

- List the 4 categories of additional claims data required by CR 8358
- Describe the 6 data elements that are newly required
- Identify next steps in preparation for implementation of these changes

**Continuing Education:** MO Alliance for Home Care is an approved provider of continuing nursing education by the Missouri Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

**Participants will earn a maximum of 1.5 nursing contact hours for each teleconference.**

The program planners & speakers have no conflict of interest in regards to these teleconferences.

## About our Speakers:

**Sharon Litwin** has been educating home health agencies for 10 years as the owner of 5 Star Consultants. Sharon has been an ACHC surveyor for the past 5 years and a CHAP surveyor for the previous 3 years. Prior to owning 5 Star Consultants, she was the executive director of Unity Health Services (part of Sisters of Mercy St. Louis) homecare, hospice, private duty, home infusion and DME for 7 years.

**Melinda Gaboury** is co-founder and Chief Executive Officer of Healthcare Provider Solutions, Inc., an organization out of Nashville, TN that provides financial, reimbursement, clinical and cost reporting services to the home health, hospice and rehabilitation therapy industries. With more than 22 year of experience in Medicare Home Health, she is a presenter at both state and national levels, and is interviewed frequently for national home health publications. Ms. Gaboury is also the author of "Home Health Pocket Guide to OASIS: A Reference Guide for Field Staff."

## Registration Form

Company Name \_\_\_\_\_

Participant Name \_\_\_\_\_

E-Mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Keys to Successful Money Mgmt

### Registration Fees:

**MAHC Members - \$159 per conference**

**Non-Members - \$318 per conference**

### Check each teleconference for which you are registering:

\_\_\_\_ March 6 ... Improvement in Revenue Cycle

\_\_\_\_ March 12 ... Help! Our Patients are Well Cared For BUT...

\_\_\_\_ March 18 ... 2014 Hospice Claims Updated Reimbursements

\_\_\_\_ X \$159.00 = \$\_\_\_\_\_ OR \_\_\_\_\_ X \$318.00 = \$\_\_\_\_\_  
Member cost per conference Non-Member cost per conference

Check box for free CD with each paid registration.

### Mail Registration & Payment to:

Missouri Alliance for HOME CARE

2420 Hyde Park, Suite A

Jefferson City, MO 65109

Phone: (573) 634-7772 Fax: (573) 634-4374



**Cancellations:** Refunds will NOT be issued for cancellations received less than 2 business days prior to the event and non-paid registrations will be billed full price. Cancellations received prior to 2 business days before to the event will receive a 90% refund.