Legal Pitfalls of Records Retention

Webinar—Tuesday, September 20, 2016 • 1:00—2:00 pm CST

Proper management of a records retention schedule allows business operations to run efficiently and effectively. Let Joan Usher show you how with this 60-minute webinar designed specifically for administrative, financial, billing and support staff who maintain human resource records, medical records, and other business information. Joan will review the types of documents that should be maintained (e.g. administrative, operations, billing, employee/personnel, financial, and medical) and the length of required retention by document.

Legal Pitfalls of Record Retention takes things to the next level with methods and processes for proper storage & retention of medical records AND all of the records maintained in your home health agency or hospice. With so many regulations affecting different aspects of our businesses, ignorance is not an option. It’s imperative that your agency staff is prepared with a compliant record retention strategy. Make sure you are ready for the next audit or OIG investigation. Register today!

Objectives:
- Understand why establishing a retention schedule is necessary for an effective and legal record management program
- Review regulations governing retention process including SOX (Sarbanes-Oxley decision)
- Learn a 6-step process for creating an effective retention schedule
- Provide an overview of some of the MAJOR types of documents and the retention periods kept by most agencies

Faculty: Joan Usher, BS, RHIA, ACE, President, JLU Health Record Systems is a nationally recognized health information management expert. She has been a home health consultant for over 30 years. She is an AHIMA Approved ICD-10-CM trainer and she has educated more than 15,000 people nationwide on coding, OASIS and Health Information Management topics.

Registration Form

Webinar registration fees are for 1 phone connection. For additional sites, copy this registration form & send in with proper payment amount.

Company _________________________________________________________________________________
Participant Name ______________________________ Email Address ________________________________
Address __________________________________________________________________________________
City ___________________________________________ State ________________ Zip __________________
Phone _________________________________________ Fax _______________________________________

Registration Fees:
MAHC Members—$129.00 per connection
Non-Members—$258.00 per connection

TOTAL AMOUNT ENCLOSED ____________

Recordings will be available 1 day after the session and will be available to view online ONLY by paid attendees for 2 weeks after the session.

Convenience: This program will be a live online seminar offered by GoToWebinar.com. There is no limit to the number of attendees from your agency who may participate at your site using one phone line and a computer with internet access. No need to block off these dates and times either, you can train staff on your schedule until October 4, 2016. Confirmation: Prior to the session, a confirmation will be e-mailed to you. This confirmation will include a link to access the presentation handouts, the sign-in sheet, and evaluation, as well as a link enabling you to access the webinar. Cancellations: Refunds will NOT be issued for cancellations received after September 16, 2016 and non-paid registrations will be billed full conference price. Cancellations received prior to September 16, 2016 will receive a 90% refund. PLEASE NOTE: No CE’s will be available for this webinar series.