Michigan Training Camp

CERTIFIED HEALTHCARE AUDITOR (CHA)

Michigan Training Camp / October 15-19, 2012

INFORMATION PACKET

Join Us at the

Eagle Crest Resort Conference Center

to train and earn certification as a professional health care compliance auditor!

Planning, Sampling, Auditing, Reporting, Root Cause Analysis & Corrective Actions

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Sponsored by

The American Institute of Healthcare Compliance, Inc.
445 W. Liberty Street, Suites #100 & #212, Medina, Ohio 44256
501(c)(3) non-profit organization

Click Here to Contact Us

Payers, the Office of Inspector General (OIG), Medicare & Medicaid Recovery Audit Contractors (RACs), Centers for Medicare/Medicaid (CMS), Zone Program Integrity Contractors (ZPICs) and the Healthcare Enforcement Action Team (HEAT) and others are looking for non-compliance! Is your organization discovering and correcting problems before an external force arrives to inspect your operations for compliance?

CHA training provides a technical approach using international auditing standards to train compliance officers, risk managers and chart auditors on the appropriate methods of conducting compliance audits.

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Purpose

To prepare the experienced health care administrator to audit business systems, processes, documentation and records to government standards using professional statistical and auditing techniques for the purpose of generating meaningful reports for process improvement.

Prerequisite

Experienced health care administrator with responsibilities in areas of compliance which require auditing skills to determine nonconformances. Those taking the Certification Exam must have health care experience as an executive, manager, supervisor, risk manager, compliance officer, HIPAA compliance officer, HIM professional (RHIT or RHIA) or a professional coder with auditing responsibility.

Overview of Continuing Education Units for Training Camp

(CEUs are earned by attending lectures on October 15, 16, 17, & 18)

24 CEUs

This program is approved for **24continuing education units (CEUs)** by the American Institute of Healthcare Compliance (AIHC) for certified professionals toward renewing CHA, CMC, CMCO, CIBS, COBS credentials. Certification is not required to earn CEUs. All lectures during training camp must be attended to earn 24 CEUs.

24 CEUs

This program has been approved for **24 continuing education units (CEUs)** for use in fulfilling the continuing education requirements of the **American Health Information Management Association (AHIMA).** ***Granting prior approval from AHIMA does not constitute endorsement of the program content or its program sponsor. Note: 24 CEUs are earned by successfully completing the course work only. There is no approval or CEUs awarded for certification.***

Presenting our CHA Professional Team

The Certified Healthcare Auditor (CHA) program is developed by a team of audit professionals. The background and expertise of this team range from certified quality engineers, certified quality auditors with experience in statistical analysis, registered health information administrators (RHIA), mastered-degreed educators, certified coders, experienced root cause analysis professionals, nurses and input from the attorneys, physicians, teachers and auditors on the AIHC Board of Directors.

Course Books

Text/Materials Supplied Through the Program (included in tuition)

- ***Responding to a Recovery Audit Contractor Evaluation*** **published by AHIMA**
- ***The International Auditing Pocket Guide*** **published by American Society for Quality**
- ***Auditing & Monitoring Practices for Effective Compliance*** **published by HCCA**
- ***Math Fundamentals 4 Chart*** *(data analysis & Probability)* **by BarCharts, Inc.**
- ***Managerial Skills*** **by BarCharts, Inc.**
- ***Excel 2010*** **by BarCharts, Inc.**
- ***Introduction to Root Cause Analysis*** **(Electronic book posted on your CHA training camp web page) published by AIHC** *is also included in your tuition and can be found on the CHA course page after registration.*

Certified Healthcare Auditor (CHA Training Camp Tuition

All Inclusive Training Camp Package
$2,350

$2,350 for *all* 4 days of training, lunch is provided daily from 10/15 - 10/18 study session (includes mock exam) and certification exam on the 5th day

FINAL DEADLINE TO REGISTER:
October 1, 2012

Training Camp Agenda

Lectures are from 8:30 am - 5:00 pm Monday - Thursday
(lunch provided from 11:30 - 12:30)
Certification Exam 7:00 am on Friday, 10/19/12

Prior to Camp

While waiting for camp, we strongly recommend preparing by completing Web-Based-Training programs to review the basics of Medicare compliance prior to camp.

Day 1 (10/15/12)

Business System Auditing:
- Developing a Compliance Audit Team;
- Four phases of Internal Auditing;
- Conducting planning meetings appropriately;
- Department of Justice expectations
- Federal Sentencing Guidelines
- Medicaid Program Provider Self-Audits

Leading the Audit Team:
- Military Leadership Models Applied to Health Care;
- Advice from military leaders - medical and military structure is very similar - learn how to use your understanding of rank & politics to make convincing arguments to institute change;
- Skills needed by health care auditors & team leaders;
- Be, Know & Do Concepts - Values, Attributes, Judgment; and
- Managerial Skills.

Introduction to CMS, RACs, ZPICs, CERT & OIG Compliance
- Reasons for conducting Internal Audits;
- Medical Necessity - Medicare guidelines;
- OIG Compliance;
- Recovery Audit Contractors and the Medicare & Medicaid Recovery Audit Programs;
- Medicaid Integrity Contractors;
- Civil False Claims Act, ARRA, FERA, HEAT; and
- New government tactics to detect and fight healthcare fraud.

Day 2 (10/16/12)

When to Protect the Audit Process & Comparative Analysis:
- Understanding the importance of Attorney-Client Privilege;
- Calculating error rates and analyzing findings;
- Comparative analysis of baseline audit to follow up audit.

Benchmarks & Self Disclosure:
- Self Disclosure & OIG Guidelines;
- Corporate Integrity Agreements & Negotiations;
- External and internal benchmarks;
- Financial Relationships with Physicians: Auditing and Monitoring Anti-Kickback Statute and Stark Law Compliance.

Calculations & Analyzing Data:
- Critical Thinking Skills;
- Basic Math Review (percent, base & percentage PBR formulas);
- Mean, Median, Mode;
- Billing Adjustments, Developing a Voluntary Disclosure & Refund.

Day 3 (10/17/12)

Statistical Analysis/Cause & Effect:
- Measures of Dispersion/Range, Standard Deviation, Coefficient of Variation;
- Statistical analysis of data;
- Graphs, Charts & Illustrations of Statistical Data
- Illustrating Cause & Effect/Fishbone Diagrams
- 20 Principle of Auditing (American Society for Quality)
- Audit Process Inputs (Purpose and Scope)
- Desk Audit and Audit Strategies (focus on Flowcharting tips)

Determining the Sample Size:
- 20 Auditing Principles / Auditing Pocket Guide
- RAT STATS;
- Audit Sampling: Terms, Statistical Vs Nonstatistical Sampling Methods;
- c=0 Sampling Plan
- Identifying Requirements and Planning
- Techniques to Improve Effectiveness / PDCA technique

Day 4 (10/18/12)

After the Audit – Effective Corrective Action

- Tracing a Problem to Its Origins
- Joint Commission's Definition of Root Cause
- Sentinel Event Alerts
- Veteran's Administration Approach to Patient Safety
- Root Cause Analysis (RAC) Versus Healthcare Failure Mode & Effects Analysis (HFMEA)
- RCA Tracing a Problem to its Origin

How to Conduct RCA Using Veterans Administration Methods

- Veterans Administration National Center for Patient Safety - RCA Methodology
- Principles of Root Cause Analysis
- Process Steps of RCA

Study Session & Mock Exam (3:00 - 5:00)

Day 5 (10/19/12) - Healthcare Auditor Certification Exam
7:00 am - 10:00 am
100 Questions, timed and proctored. Exam is hardcopy (paper) but can be taken at a later date online. Online exams must be scheduled in advance and are also proctored. You have 3 exam attempts to pass included in your tuition.

Maintaining your Certified Healthcare Auditor (CHA) Credential

Once you are certified, you need to maintain your credentials through earning eight (8) continuing education units annually.

CHA: Eight (8) CEUs must be earned in the following areas:

- Statistics
- Quality Improvement
- Coding & Billing Compliance
- Auditing

- 1 hour of training = 1 CEU credit which can be loaded into our online CEU tracker throughout the year!
- A certificate of completion of the class, course or seminar is required to be submitted as proof of attendance.
- If you attend a course, proof of graduation with a passing rate of C is required.
- AHIMA, MGMA, AAPC, ACMCS, CMS web-based-training and of course, AIHC free online CEUs are all approved if completed according to CEU requirements above.

Renewal Process

Renewal Fee is $75.00 for both AIHC members only and AIHC Credentialed Professionals and can be paid by money order, business check, personal check or credit card.

Credentialed Professionals - Your renewal fee INCLUDES an annual membership to AIHC. You do not have to pay a membership fee other than your annual renewal as long as you maintain your current certification.

Dual Certifications: Pay the annual renewal fee once, due with the first credential renewal within the calendar year. Input your CEUs for your additional certification at or prior to the due date, but no further monies are due.

Renewal of certification may take 6 weeks to process. Do not call AIHC regarding renewal until at least 6 weeks have passed since you submitted your application and payment. There are two ways to renew - **RENEW ONLINE or Mail in your renewal application with CEUs.**

Training Camp Location

Arrive by 8:15 am each day for check-in
Program begins at 8:30 am each day
Lunch 11:30 – 12:30 provided

October 15th - 19th / 2012

Marriott Ann Arbor Ypsilanti at Eagle Crest Conference Center

1275 S Huron Street · Ypsilanti, Michigan 48197 USA

Special Event Room Rates
$129 King or $129 Double

Reservations by Phone Call: 877-757-7133 or 800-228-9290
(Identify yourself as attending the AIHC function to obtain special room rates)

To ensure room availability and special rate, rooms must be booked by September 24, 2012.

Travel Information Link

Click Here for Link to Hotel
Use this 7 digit promotional group code: CHACHAA

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REGISTRATION FORM – Deadline to Register: October 1, 2012

Name/credentials (one form per person - contact us for corporate group rates)	**Registration Date**
Address [ ] home [ ] work	**Phone Contact Information** **(work)** **(cell)**
Employer Name, Address	
Email Address (required for all registrations to receive an Email confirmation)	
❑ **Certification Package** $2,350 *training camp package*	

CREDIT CARD PAYMENTS MAY BE FAXED TO 330-952-0716 OR CALL TOLL FREE TO REGISTER BY PHONE 866-571-5635

❑ Amount approved on Credit Card $_____

Card #:_____ (Sec. Code) _____ Expiration Date:_____

Name as it appears on the card (please print clearly):_____

Billing address of card:_____

Authorized Signature & Date:_____

❑ Amount of Check Enclosed $_____

Fax both the registration form and membership application to AIHC 330-952-0716 or mail to AIHC 445 W. Liberty Street, Suite 212, Medina Ohio 44256

How did you hear about us?
□ Mailing □ Email □ Co-worker □ AIHC web site □ AHIMA web site
□ Facebook □ Other_____

CHA Training Camp / Eagle Crest Resort Event

MEMBERSHIP APPLICATION FOR THE AMERICAN INSTITUTE OF HEALTHCARE COMPLIANCE, INC.

(required for non-members)

Job/Position (title & brief description):

Are you certified by any organization? Please indicate certification and company name:

Are you a licensed clinical professional? Please check all appropriate boxes:

- ❑ MD/DO
- ❑ Chiropractor
- ❑ Doctor of Podiatric Medicine
- ❑ Physical Therapist
- ❑ Occupational Therapist
- ❑ Speech-Language Pathologist
- ❑ Kinesiotherapist
- ❑ Physician Assistant
- ❑ Nurse Practitioner/Midwife
- ❑ Registered Nurse
- ❑ Licensed Practical Nurse
- ❑ Medical Assistant
- ❑ Other: (specify) _____

OIG exclusion - *Have you ever been . . . .*

1) Notified that you were under investigation for; investigated for; charged with; or convicted of any offense relating to Medicaid or Medicare fraud?

2) Have you ever been on the OIG exclusion list?

Membership Requirement (Restriction)

AIHC membership is open to the public, health care workers and administrators as well as certified healthcare auditors, collectors and compliance officers. To uphold to a higher standard, AIHC follows the guidelines recommended by the Office of the Inspector General (OIG) regarding retention of excluded individuals.

For many years the Congress of the United States has worked diligently to protect the health and welfare of the nation's elderly and poor by implementing legislation to prevent certain individuals and businesses from participating in Federally-funded health care programs. The OIG, under this Congressional mandate, established a program to exclude individuals and entities affected by these various legal authorities, contained in sections 1128 and 1156 of the Social Security Act, and maintains a list of all currently excluded parties called the List of Excluded Individuals/Entities. (See OIG website at www.hhs.gov/oig)

No individual whose name appears on the OIG Excluded Individuals Entities List may hold membership in AIHC; and any member whose name is added to this list will have his/her membership status revoked without refund.

"My signature below indicates I have read this restriction to membership and attest that I am not currently on the OIG exclusion list at the date this application has been submitted for membership to the American Institute of Healthcare Compliance."

_____ _____

Signature Date