

Reimbursement Training Seminar

with Jeanie Lane

Medicare Billing - Can We Do It Correctly?
Yes, We Can!

Wednesday, October 26, 2005

at the Hilton Garden Inn in Oshkosh

8:30 am - 4:45 pm

Objectives:

Attendees will learn important and detailed information about the following topics:

- Order intake and qualification process
- CMN documentation and requirements
- Reviews/Appeals/Fair Hearings
- Audits (pre and post payment)
- Medicare supplier requirements and the NSC

Each attendee will receive a 125-page manual including examples of forms; such as an Insurance Verification Form, Patient History/Assessment, Financial Hardship, CMN cover letters for both initial requests and requests for additional CMN information, Complaint Log, and File Audits that your customer service and billing staff can begin using immediately for consistent and efficient data collection. This manual should be used as a reference tool for experienced employees and a training tool for new employees.

Jeanie Lane

Jeanie Lane has been involved in the HME industry for over 25 years. She is an expert in reimbursement and accounts receivable management. Her consulting includes training on reimbursement from Medicare, Medicaid and private pay insurance.

In her consulting practice, Jeanie works with individual companies to develop and review billing and collection procedures. Training employees in customer service, billing and review procedures dedicated her to improving office processes and cash flow. Jeanie also educates salespeople on coverage issues and the criteria for proper payment of equipment.

Prior to joining the MED Group, Jeanie was the supervisor of the Home Medical Equipment (HME) and Review department at Travelers Medicare in Jackson, Mississippi. She also worked for an HME company and was responsible for supervising and training employees. In addition, she was responsible for Medicare, Medicaid and private pay insurance billing in several states.

WAMES Reimbursement Training Seminar

Medicare - Can We Do It Correctly? Yes, We Can!

REGISTRATION FORM

• Wednesday, October 26th, 2005 at the Hilton Garden in Oshkosh: 8:30 am - 4:45 pm

Attendee Names

1. Name _____ Email _____
2. Name _____ Email _____
3. Name _____ Email _____
4. Name _____ Email _____
5. Name _____ Email _____
6. Name _____ Email _____
7. Name _____ Email _____
8. Name _____ Email _____
9. Name _____ Email _____
10. Name _____ Email _____
Company _____
Address _____
City, State, Zip _____
Telephone/Fax _____

Registration Fees:

\$150.00 MEMBER rate for the first person

x 1 person = _____

\$95.00 each for additional persons from MEMBER company

x _____ people = _____

\$225.00 NON-member rate for the first person

x 1 person = _____

\$165.00 each for additional persons from NON-member company

x _____ people = _____

Rates includes lunch

TOTAL _____



Make check payable to WAMES and mail to: PO Box 389, Wild Rose, WI, 54984 or use Mastercard or Visa below and **fax** to WAMES at 715-366-4501 with credit card information. _____ VISA _____ MasterCard

card number _____ exp date _____

amount \$ _____ signature _____

Questions? Contact Ann Barrett at 715/366-7500 or abarrett@uniontel.net or fax to 715-366-4501

Who Should Attend?

Employees dealing with customer service, billing, compliance and collection should attend.
Information will benefit employees of these departments as well as managers.

WAMES Reimbursement Training Seminar Agenda

Important information on the National Supplier Clearinghouse

NSC (National Supplier Clearinghouse)

8:30 am - 9:30 am

- A. Role of NSC
- B. Medicare Supplier Standards
- C. Notifying NSC of changes in supplier status
- D. Audit Compliance Department (On-Site Audits)
- E. Explanation of National Provider Index (NPI) numbers

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Order intake with suggested forms:

9:30 am - 10:30 am

- A. Patient Demographics
- B. Assignment of Benefits
- C. Insurance Verification
- D. Detailed Explanation of Advanced Beneficiary Notice (ABN)
- E. Financial Hardship
- F. Proof of delivery

Break: 10:30 am - 10:45 am

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Lunch: 11:45 am - 12:30 pm

12:30 pm - 2:30 pm

CMN documentation and requirements:

- A. Compliance regulations for CMNs and physician orders
- B. Use of cover letters with samples provided
- C. Methods of obtaining complete and correct CMN's
- D. Receive maximum reimbursement by knowing the answers to CMN questions
- E. NEW proposed National Policy change for Mobility Assistance Equipment (MAE)

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Break: 2:30 pm - 2:45 pm

The Appeals Process:

2:45 pm - 3:45 pm

- A. Reducing denials and the need for appeals
- B. Expedite reviews
- C. Timelines for the hearing process
- D. Updates and purposed changes of the Appeals Processes

Pre and Post Payment Audits:

3:45 pm - 4:45 pm

- A. Helpful hints to avoid unnecessary audits
 - B. Minimum Medicare requirements
 - C. Necessary documents in a patient file
 - D. Self-audits
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The Wisconsin Association of Medical Equipment Services presents.....

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