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## ***EDUCATIONAL PROGRAMS FOR HOME CARE AND HOSPICE AGENCIES***

*We have developed a series of educational programs especially for home health agency owners, managers and staff. Utilizing a web-conferencing tool we are able to deliver cost-effective sessions when it is convenient for you!*

*Your cost per session is \$250. Each session will last approximately 1 and 1/2 hours including an interactive question and answer session about issues specific to your agency. Up to ten sites may log in to each session and the number of participants per site is unlimited.*

*You may choose from one of the following sessions or we can create customized classes to your exact specifications.*

### **Six Steps to Project Planning**

Discover how to plan and implement systems for billing, financial reporting, internal controls, fraud prevention, compliance and operations. This method can be used throughout your agency.

### **Accounting Basics**

Understand revenue recognition for home health agencies and become familiar with the terminology and flow and transactions in the accounting system.

### **Accounting System Design for Home Health Agencies**

Learn how to design the accounting system for your agency's specific needs. Ensure that you have the financial information that is essential for good management decisions. Discuss which accounting method - cash or accrual - is best for your agency and learn that you can have it all!

### **Mining the Billing System**

Discover how mining the billing system will help you identify systemic operational and billing issues, monitor clinical and billing staff performance and facilitate cash flow projections and budgeting.

### **Medicare Cost Report - Getting it Right!**

Data provided in the annual cost report will determine future reimbursement rates for Home Health providers. This session will provide knowledge and tools to ensure that accurate data is submitted.

### **Mining the Medicare Cost Report**

Learn to use the accurate statistical data to develop agency benchmarks and discuss how to obtain useful data to assist in budgeting, goal setting and financial analysis.

### **Overview of Medicare Home Health PPS Billing**

Understand the Medicare Home Health benefit and the clinical components necessary for compliant billing under the Home Health Prospective Payment System.