Who Should Attend

- Chargemaster/APC Coordinators, especially those new to their positions
- Coding Staff
- Billing Staff
- Case Managers
- Reimbursement Specialists
- Business Office Managers
- Others interested in learning the basics to conducting a chargemaster review with continual updates and maintenance

Program Description

Many hospital clinical staff, billers and health information coders are now intimately involved in the facility’s chargemaster. Staff with little or no background in billing, coding or reimbursement are being asked to assume the role of “chargemaster coordinator.” Trying to “learn it all at once” is often overwhelming and can be costly to the facility. Whether a seasoned chargemaster coordinator or an entry-level director, this seminar provides attendees with the “basics” to the chargemaster and tools needed to keep this vital document up-to-date.

A Valued Voice
# Registration Form

(Photocopies may be used)

**Chargemaster 101: The Basics**  
March 15, 2006 (9am to 4pm)

Mail or fax your completed registration form with payment to:  
Sherry Rabuck, WHA  
P.O. Box 259038, Madison, WI 53725-9038  
Fax: 608-274-8554 or register online at [www.wha.org](http://www.wha.org)  
**Cost: $225 per person**

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**Payment Information**

- [ ] Check  
  Total Enclosed: $__________  
  _Make checks payable to: Wisconsin Hospital Association_

- [ ] Visa  
  [ ] MasterCard

**Name on card**

**Billing Address (for name on card)**

**City/State/Zip (for name on card)**

**16 Digit Number**

**Expiration Date**  

Amount $_____

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Agenda

8:30 am  Registration and Continental Breakfast

9 am  Chargemaster Basics
  - Data Elements
    - Revenue codes
    - CPT/HCPCS codes
    - Descriptions
    - Accommodating specific payer requirements
  - Required Resources
    - Internet resources
    - Recommended billing and coding resources
    - CMS reporting guidelines
    - Fiscal intermediary bulletins and websites

Noon  Lunch (provided)

1 pm  Conducting a Chargemaster Review
  - Where to begin
  - Identifying the key players
  - Required documents

Chargemaster Committee
  - Functioning committee helps guarantee success
  - Timeliness of meetings
  - Department input
  - Inclusion of the UB-92 claim forms

Methods for Maintaining Your Chargemaster
  - Quarterly update versus annual review
  - Continual auditing and monitoring strategies

4 pm  Adjourn

About the Presenter

Glenda J. Schuler, RHIT, CPC, CPC-H

Glenda Schuler has extensive background in coding and hospital CPT-4 coding, and has over 30 years of experience with the healthcare industry in all areas of medical records as well as utilization review and patient business services. She has working knowledge of third party reimbursement, electronic submission of claims, and billing and collection issues.

As a healthcare consultant, her areas of expertise include hospital CPT coding, Ambulatory Payment Classifications as well as chargemaster reviews. She has developed and conducted coding and reimbursement seminars and has been a featured speaker nationwide on the topic of Medicare Ambulatory Payment Classification (APC) groups and their impact on hospital operations. She was selected to speak at the national AAPC Conference 2002 in Washington, DC, the 2005 AAPC Conference in Salt Lake City, and again for the 2006 AAPC Conference in St Louis. She spoke at the national AHIMA Convention in September 2002 as well as the 2003 AHIMA Convention. Glenda is an active member of the American Health Information Management Association (AHIMA) and the American Academy of Professional Coders (AAPC).
Additional Program Information

Continuing Education Credits
This workshop is approved for five (5) continuing education hours by the American Health Information Management Association (AHIMA).

Special Needs
If you have any special needs with which we can help you, please let us know.

Directions
Directions will be sent with confirmations.

Sleeping Accommodations
A block of rooms has been reserved March 14 at Holiday Inn Madison West. Call 608-826-0500 to reserve a room ($89 single/double).

Inclement Weather
In the event of inclement or questionable weather conditions, call 608-274-1820 for meeting information.

Cancellation Policy
Cancellations received in writing up to five business days prior to an event will be given a full refund. Cancellations received less than five business days prior to program will receive a voucher for registration in another WHA program, valid for one year from issue date and equal to the amount paid for program registration, less a $25 processing fee. No-shows will be billed in full, without credit for future programs. Substitutions are accepted.

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Questions?
About registration: call Sherry Rabuck at 608-274-1820 or email srabuck@wha.org
About content: call Jennifer Frank at 608-274-1820 or email jfrank@wha.org