Comprehensive Evaluation & Management Coding

November 1–2, 2010

Register online at www.aasmnet.org
Comprehensive Evaluation & Management Coding

Date: November 1–2, 2010  
Location: AASM National Office ● Darien, IL (Chicago suburb)  
Course Faculty: Judy Coy, RN; American Academy of Sleep Medicine  
CME Credits: 10.00  
Advanced Registration Deadline: October 1, 2010

Advanced Registration Deadline/Fees:  
On or before October 4, 2010  
$450 (member); $600 (nonmember)  
Regular Registration Fees:  
After October 4, 2010  
$500 (member); $650 (nonmember)

New interactive course focused on the evaluation and management services provided by sleep medicine physicians... essential for all sleep center managers!

Course Description
This course addresses four critical areas related to the practice of sleep medicine: evaluation and management services coding, medical record auditing, documentation guidelines review and compliance plan development. Attendees of this course will receive a course book of all the slides and will be provided with take-home tools/materials as indicated in the course objectives.

Judy Coy, RN, is the American Academy of Sleep Medicine’s Director of Coding, Compliance and Accreditation. Her past health care management experience includes working for the American Medical Association (AMA) CPT Coding Department, the Medicare Benefit Safeguards Department (Fraud and Abuse) for Illinois and Michigan, and consulting with Ernst and Young’s Litigation Advisory Services. Judy also directed the Physician Coding and Compliance Department for Advocate Health Care, a large Chicago integrated health care system. In 2008 and 2009, she edited an AMA publication entitled, CPT Handbook for Office-Based Coding; AMA and CMS Perspectives.

During the time Judy was employed by the AMA, she provided 45 “Train the Trainer” workshops throughout the United States in 1991 on the new CPT Evaluation and Management (E/M) Codes prior to their adoption in 1992.

Target Audience
This course is intended for sleep medicine professionals seeking an in-depth review of the procedures for coding evaluation and management services.

Important Dates

October 4, 2010  
Advanced Registration Deadline to Receive Reduced Registration Fees

October 4, 2010  
Deadline to Reserve Hotel Rooms at Discounted Rate of $78/Night

October 11, 2010  
Cancellation Deadline

November 1–2, 2010  
Comprehensive Evaluation and Management Coding

Register online at www.aasmnet.org/sleepedseries.aspx.
Overall Course Objectives

Upon completion of the course, attendees will be able to:

- Document and bill for evaluation and management services;
- Review a step-by-step process for physicians and their associates to use to conduct an audit of their sleep medicine facility;
- Review Centers for Medicare and Medicaid’s (CMS) 1995 and 1997 documentation guidelines and provide a list of the most common errors found in the documentation of sleep medicine services;
- Discuss the Office of Inspector General’s (OIG) Compliance Program for Individual and Small Group Physician Practices as well as the OIG Compliance Program for Third-Party Medical Billing Companies; and
- Develop a compliance plan for a sleep medicine practice using a take-home tool.

Objectives Specific to:

Evaluation and Management Coding (6 hours)
- Discuss the three key components of an evaluation and management (E/M) service: history, examination and decision-making;
- Explain how to determine a level of service;
- Illustrate these components using sleep medicine clinical examples; and
- Indicate how to code sleep medicine case studies using a take-home tool which illustrates all the components of an E/M service.

Medical Record Auditing of a Sleep Medicine Practice (1 hour)
- Identify the governmental entities who may perform a medical record review related to physicians’ Medicare claims;
- Indicate the intent of these entities’ reviews/audits;
- Discuss how a physician can perform a self-audit of his/her practice; and
- State the five levels of appeal available to providers.

Documentation of Services Provided by Sleep Medicine Physicians (1 hour)
- Discuss general, as well as specific, documentation guidelines related to services provided by sleep medicine physicians;
- Provide examples of documentation requirements found in Medicare Policies; and
- Relate documentation back to auditing of physician services.

Developing a Compliance Plan for a Sleep Medicine Facility (2 hours)
- Discuss the seven fundamental elements to an effective compliance program;
- Compare the two Office of Inspector General compliance guidance documents related to physicians (OIG Compliance Program for Individual and Small Group Physician Practices and OIG Compliance Program for Third-Party Medical Billing Companies), stressing the need to follow both if billing is outsourced; and
- Review the take-home tool the attendee will use to develop an individualized sleep medicine facility.

Preliminary Schedule and Topics

MONDAY, NOVEMBER 1, 2010

12:00pm - 1:00pm  Registration
1:00pm - 5:15pm  Evaluation and Management Coding

TUESDAY, NOVEMBER 2, 2010

7:00am - 8:00am  Continental Breakfast*
8:00am - 10:00am  Evaluation and Management Coding, Continued
10:00am - 10:15am  Break
10:15am - 11:15am  Medical Record Auditing of a Sleep Medicine Practice
11:15am - 12:15pm  Documentation of Services Provided by Sleep Medicine Physicians
12:15pm - 1:15pm  Lunch*
1:15pm - 3:15pm  Developing a Compliance Plan for a Sleep Medicine Facility

* These meals are provided; attendees are responsible for all other meals.

Questions? Contact the AASM meeting department by e-mail to education@aasmnet.org or by phone to 630-737-9700
How to Register

There are 3 ways to register for AASM Sleep Education Series courses:

1. **Online.** [www.aasmnet.org/sleepedseries.aspx](http://www.aasmnet.org/sleepedseries.aspx) (credit card only)
2. **Fax.** 630-737-9789 (credit card only)
3. **Mail.** American Academy of Sleep Medicine Attn: Meeting Department 2510 North Frontage Road Darien, IL 60561 (check or credit card)

Confirmation and Registration Disclaimer

Registration is limited. Please register early. Confirmation letters will be sent via e-mail within one week of receipt of registration form and payment. All attendees must pre-register; on-site registration will not be accepted. The AASM will not be held liable if an individual purchases an airline ticket before receiving confirmation of registration for a course.

Cancellation Policy

Written notification must be submitted to the AASM meeting department for registration cancellation. A $50.00 administrative fee will be withheld on cancellations postmarked prior to the cancellation deadline. After this date, no refunds will be available. Refunds are not provided to no-shows. The AASM reserves the right to cancel any of these courses and provide a full refund should conditions warrant. The refund will only include the cost of registration for the event.

Registration Categories

Members

To register as a member, the registrant must currently be an individual member of the American Academy of Sleep Medicine (AASM). If the AASM is unable to confirm that the individual is a member, the individual will be registered as a nonmember at the nonmember prevailing fees.

Employees of Center Member

To register as an employee of an AASM center member (with a maximum of four registrants), the registrant must currently be employed at a sleep center or sleep lab that is currently a member of the AASM. If the AASM is unable to confirm that the center or lab is a member of the AASM, the individual will be registered as a nonmember at the nonmember prevailing fees.

Nonmembers

Want to register for the member price, but you’re not a member? If you are not an individual member of the AASM and would like to become a member, join the AASM to receive instant savings including reduced course registration fees, a subscription to the journals *SLEEP* and *Journal of Clinical Sleep Medicine*, and much more. Visit the AASM website at [www.aasmnet.org](http://www.aasmnet.org) for more information about membership including a complete listing of benefits and a description of all membership categories. Membership is on a calendar-year basis (January 1–December 31). Beginning on October 1, 2010, individuals may apply for membership for the 2011 membership-year and receive the remainder of the 2010 membership-year for free.

Continuing Medical Education

The American Academy of Sleep Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

These courses have been planned and implemented in accordance with the Essential Areas and Their Elements of the ACCME by the American Academy of Sleep Medicine.

The AMA Council on Medical Education mandates that accredited providers only offer AMA PRA Category 1 Credits™ to physicians. The AASM will issue non-physicians a letter of attendance for activities designated for AMA PRA Category 1 Credits™.

The American Academy of Sleep Medicine will award up to 20.50 AMA PRA Category 1 Credits™ for the Interpreting Sleep Studies and Intensive Scoring Workshop courses, 11.25 AMA PRA Category 1 Credits™ for the Pharmacology and Sleep Medicine course, 10.00 AMA PRA Category 1 Credits™ for the Comprehensive Evaluation and Management Coding course, 8.00 AMA PRA Category 1 Credits™ for the Workshops in Sleep Medicine: Portable Monitoring course and 8.00 AMA PRA Category 1 Credits™ for the Workshops in Sleep Medicine: Sleep Apnea Examination course. Physicians should only claim credit commensurate with the extent of their participation in the activity.
Registration Form

Registration Information (Please print or type clearly)

Last Name: ___________________________ First Name: ___________________________ Degree(s): ___________________________

Address: ________________________________________________________________

City: ___________________________ State: _______ Zip/Postal Code: ___________ Country: ___________

Phone: ___________________________ Fax: ___________________________ E-mail: ___________________________

Special Needs/Accommodations: ____________________________________________

Specialty (Check all that apply)

☐ Sleep Medicine ☐ Internal Medicine ☐ Pulmonary Medicine ☐ Neurophysiology
☐ Otolaryngology ☐ Pediatrics ☐ Psychiatry ☐ Psychology
☐ Neurology ☐ Nursing ☐ Other ____________________________________________

Attendee List Permission (Check one)
I give my permission to include my contact information on an attendee list to be distributed to course attendees. ☐ Yes ☐ No

Membership Dues for Nonmembers
(Check one. Membership dues are based on the date that the registration is received by the AASM national office)

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<td>Through 9/30/10</td>
<td>On or after 10/1/10</td>
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Regular Members ☐ $125 ☐ $200
Student Members ☐ $20 ☐ $40
Affiliate Members ☐ $125 ☐ $200
Affiliate Industry Members ☐ $250 ☐ $400

Registration Fees
(Check the appropriate registration fee(s). Registration fees are based on the date that the registration is received at the AASM national office.)

Interpreting Sleep Studies
Option #1: Interpreting Sleep Studies course ONLY

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<td>Nonmember ☐ $650</td>
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Option #2: Interpreting Sleep Studies course AND Intensive Scoring Review Workshop

| AASM Member ☐ $645 | ☐ $725 |
| Employee of an AASM Member Center/Lab* ☐ $645 | ☐ $725 |
| Nonmember ☐ $875  | ☐ $1000 |

Questions? Contact the AASM meeting department by e-mail to education@aasmnet.org or by phone to 630-737-9700

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### Pharmacology and Sleep Medicine

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### Comprehensive Evaluation and Management Coding

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### Workshops in Sleep Medicine

#### Option #1: One Workshop (Either Portable Monitoring OR Sleep Apnea Examination)

- Check one:
  - Portable Monitoring Workshop
  - Sleep Apnea Examination Workshop

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#### Option #2: Save when you Register for Both Workshops (Portable Monitoring AND Sleep Apnea Examination)

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*If registering as an employee of an AASM center/lab member, please provide the name of your facility and your accreditation/membership number.

Name: __________________________

Accreditation/Membership Number: __________________________

### Method of Payment

- Check made payable to the AASM (U.S. funds drawn on a U.S. bank)

#### Credit Card:

- VISA
- MasterCard
- American Express

Card#: __________________________ Exp. Date: _________ / _________

Validation Code**: __________________________ Cardholders Name: __________________________

Billing Address: __________________________

__________________________

Signature: __________________________ Date: __________________________

**For a VISA or MasterCard, the validation code is the last 3 numbers in the signature box. For an American Express, the validation code is the 4 numbers above the credit card number.
Location & Room Reservations
All courses will all be held at the AASM national office, 2510 North Frontage Road, Darien, Illinois 60561. The AASM has reserved a block of guest rooms at the Aloft Bolingbrook, 500 Janes Ave., Bolingbrook, Illinois 60440, at a special group rate (see details below for each course). Space is limited, so please make reservations well in advance; the group rate will no longer be available if all rooms in the block sell out. Reservations must be made by individual attendees directly with the hotel’s reservation department by calling (877) 462-5638. To receive the special group rate, you must identify yourself as part of the AASM course group. Check-in time is 3:00pm and check-out time is 12:00pm.

Interpreting Sleep Studies ● October 22-24, 2010
Rate: $99/night
Cut-off Date: September 24, 2010

Pharmacology and Sleep Medicine ● October 30-31, 2010
Rate: $99/night
Cut-off Date: October 1, 2010

Comprehensive Evaluation and Management Coding ● November 1-2, 2010
Rate: $78/night
Cut-off Date: October 4, 2010

Workshops in Sleep Medicine: Portable Monitoring and Sleep Apnea Examination ● November 6-7, 2010
Rate: $99/night
Cut-off Date: October 8, 2010

Transportation
Save on your airfare by booking with our official travel agent: Corporate Travel Solutions/American Express. Call toll-free (800) 526-4540, Monday–Friday from 8:00am–5:00pm Central, or e-mail res@ctsinc.com and reference the AASM. Airfare savings are subject to availability; we suggest you make your arrangements as soon as you receive your registration confirmation.

The airports nearest to the AASM national office are O’Hare International Airport and Midway International Airport. O’Hare is approximately 23 miles from the office. Midway is approximately 18 miles from the office. Because you will be traveling to a suburb, we recommend that you do not pick-up a taxi outside of the baggage claim exit as these taxis will charge at 1.5 times the metered rate to take you to the hotel. Rather, contact American Taxi via phone at 630-920-9480 after you pick-up your baggage at the airport. An automated system will guide you through the reservation process and provide you with a cab number and a pick-up location. Taxi service to and from the airport is approximately $40.00 each way. Please anticipate 30-40 minutes for travel time to and from either airport.

Questions?
For information or questions regarding the courses, please contact:

Randi Prince, Meeting Planner
2510 North Frontage Road
Darien, IL 60561
Phone: 630-737-9700
Fax: 630-737-9789
E-mail: education@aasmnet.org
Website: www.aasmnet.org

Meals
Meals provided by the AASM are available for registered attendees only. Guests of attendees cannot be accommodated during meal functions.

Recording
Photographing and/or recording, of any kind, of sessions and speakers at the course is strictly prohibited.