An AASM Sleep Education Series Course

MANAGEMENT OF A SLEEP DISORDERS CENTER: ADMINISTRATIVE, LEGAL, & HEALTH POLICY PRACTICES COURSE

February 8-10, 2008 • Hilton Clearwater Beach Resort • Clearwater, Florida
The American Academy of Sleep Medicine’s Management of a Sleep Disorders Center: Administrative, Legal, & Health Policy Practices Course will be held February 8-10, 2008, at the Hilton Clearwater Beach Resort in Clearwater, Florida.

**TARGET AUDIENCE & TOPICS**
Sleep medicine physicians, behavioral sleep medicine practitioners, administrative staff, sleep technologists, and all other sleep-related professionals interested in the business practices, economic, legal, political, and social aspects of running a sleep disorders center. This may include those who are considering opening a sleep disorders center, have recently opened a sleep disorders center, are employed within a sleep disorders center, or those who seek an update on current information and trends.

**COURSE OBJECTIVES**
Upon completion of the course, participants will be able to:

- Discuss issues pertinent to the opening and operation of a free-standing or hospital-based sleep disorders center.
- Present new information and updates essential to the operation of a sleep disorders center; including reimbursement & coding, accreditation, legal issues, human resources, and financial analysis.
- Provide perspectives on the effective employment of allied healthcare staff including sleep technologists, nurses, nurse practitioners, and physician assistants within a sleep disorders center.
- Review legislative and regulatory issues both new and on the horizon that may affect the operations of a sleep disorders center.
CONTINUING 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.

The ACCME 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™* for physicians. Physicians will continue to receive a certificate indicating awarding of *AMA PRA Category 1 Credits™*.

The American Academy of Sleep Medicine will award 15.50 AMA PRA Category 1 Credits™ for this course. Each physician should claim only those credits that he/she actually spent in the educational activity.

COURSE CHAIRS

Anitra Graves, MD  Kelly Carden, MD

Woodstock, Georgia  Boston, Massachusetts
LOCATION & ROOM RESERVATIONS
The Management of a Sleep Disorders Center: Administrative, Legal, & Health Policy Practices course presented by the American Academy of Sleep Medicine will be held at the Hilton Clearwater Beach Resort, 400 Mandalay Avenue, Clearwater Beach, FL 33767. For further information regarding the hotel and its amenities, visit www.clearwaterbeachresort.com or call (727) 461-3222.

A block of guest rooms has been reserved at the Hilton Clearwater Beach Resort. Space is limited, so please make reservations well in advance. The room rate at the hotel is $199 per night plus tax and is only valid until Thursday, January 10, 2008, or until the room block sells out.

Reservations must be made by individual attendees directly with the hotel’s reservation department via phone at (800) 753-3954. To receive the special group rate, you must identify yourself as part of the winter courses group. Check-in time at the hotel is 4:00 PM on the day of arrival and check-out time is 11:00 AM on the day of departure.

MEALS
Breakfast and lunch will be served on Saturday, February 9 and breakfast will be served on Sunday, February 10 during the course. Meal functions are available for registered attendees only. Guests of attendees cannot be accommodated during meal functions due to capacity constraints. All other meals are the responsibility of the attendee.

TRANSPORTATION
Attendees may contact Corporate Travel to purchase airline tickets. Call toll-free (800) 526-4540 and ask for Lori or Julie to assist you.

The hotel is approximately 12 miles from the St. Petersburg/Clearwater International Airport and 20 miles from the Tampa International Airport.

CONFIRMATION
Confirmations will be sent via e-mail within one week of receipt of registration form and payment. All participants must pre-register for the course; 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 this course.

CANCELLATION POLICY
Written notification must be submitted to the AASM Meeting Department for registration cancellation. A $50 administrative fee will be withheld on cancellations postmarked prior to January 11, 2008. After this date, no refunds will be available. Refunds are not provided to no-shows. The AASM reserves the right to cancel the course and provide a full refund should conditions warrant. The refund will only include the cost of registration for the course.

RECORDING
The AASM strictly prohibits photographing and/or audio, video, or otherwise recording sessions and speakers at the course.

DRESS CODE
Dress code at the course is business casual.

INFORMATION OR QUESTIONS
For information or questions regarding the Management of a Sleep Disorders Center: Administrative, Legal and Health Policy Practices course, please contact:

Randi Prince, Meeting Coordinator
One Westbrook Corporate Center, Suite 920
Westchester, IL 60154
Phone: (708) 492-0930
Fax: (708) 273-9354
Email: rprince@aasmnet.org
Web site: www.aasmnet.org
REGISTRATION FORM

Management of a Sleep Disorders Center: Administrative, Legal, & Health Policy Practices Course, February 8-10, 2008

REGISTRATION INFORMATION Please type or print clearly

Last Name: ___________________________________________________________________________

First Name: ________________________________________ Degree: __________________________

Address 1: ____________________________________________________________________________

Address 2: ____________________________________________________________________________

City: ____________________________________ State: _______ Zip/Postal Code: ________________

Country: __________________________________ Phone: (_______) _________ – ________________

Fax: (________) _________ – __________ E-mail: ___________________________________________

(e-mail required to receive confirmation)

Special Needs/Accommodations: ___________________________________________________________

____________________________________________________________________________________

SPECIALTY:  

 Sleep   Neurophysiology   Psychiatry   Nursing

 Internal Medicine   Otolaryngology   Psychology   Other

 Pulmonology   Pediatrics   Neurology

Please Check One:

 Yes, I give my permission to include my contact information on an attendee list to be distributed to course attendees.

 No, I do not give my permission to include my contact information on an attendee list to be distributed to course attendees.

MEMBERSHIP CLASSIFICATION

Receive immediate membership savings by joining the AASM today! Please visit http://www.aasmnet.org/AboutMembership.aspx for more information regarding membership types.

 Regular Members – $200

 Student Members without journals – $40

 Student Members with journals – $115

 Affiliate Membership – $200

 Affiliate Industry Membership – $400

3 WAYS TO REGISTER

ONLINE (credit card only)  FAX (credit card only)  MAIL (check or credit card)

www.aasmnet.org  (708) 273-9354  Management Course

Attn: Meeting Department

One Westbrook Corporate Center, Suite 920

Westchester, IL 60154
Registration Form

Registration Disclaimer
Registration is limited. Please register early. Confirmation letters will be sent via email 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 this course.

Registration Category (please check one)

Members • To register as a member, the registrant must currently be an individual member of the American Academy of Sleep Medicine (AASM) or the American Association of Sleep Technologists (AAST). If the AASM is unable to confirm that the individual is a member of the AASM or AAST, the AASM will register the individual as a non-member for all sessions at the non-member prevailing fees.

Employees of Center Member • To register as an employee of center member (with a maximum of four registrants), the registrant must currently be employed at the 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 center member of the AASM, the AASM will register the individuals as a non-member for all sessions at the non-member prevailing fees.

Non-Members • If you are not an individual member of the AASM and would like to become a member, please complete the membership classification information on the previous page. For more information regarding AASM membership, call the AASM Membership Department at (708) 492-0930.

Advanced Registration (on or before January 11, 2008)
- AASM or AAST Individual Member $495
- Employee of an AASM Member Sleep Center or Sleep Lab $495
- Non-Member $650

Registration (after January 11, 2008)
- AASM or AAST Individual Member $550
- Employee of an AASM Member Sleep Center or Sleep Lab $550
- Non-Member $700

Method of Payment (please check one)
- Please make checks payable to the AASM (U.S. funds drawn on a U.S. bank)
- For payment by credit card (Visa/Master Card/American Express):

Card#: ____________________________
Exp. Date: _______ / _______ Validation Code*: ____________________________
Card Holders Name: ____________________________
Mailing Address: _______________________________________________________
________________________________________________________

Signature: ____________________________ Date: _______ / _______ / _______

*For a Visa or Master Card, 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.
## Program of Events

### Friday, February 8, 2008

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:00 PM – 1:00 PM</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>1:00 PM – 1:05 PM</td>
<td>Introduction</td>
<td>Kelly Carden, MD, MBA and Anitra Graves, MD</td>
</tr>
<tr>
<td>1:05 PM – 2:00 PM</td>
<td>Preparing to Open a Sleep Center</td>
<td>Kelly Carden, MD, MBA</td>
</tr>
<tr>
<td>2:00 PM – 3:00 PM</td>
<td>Organizing and Operating Your Sleep Center</td>
<td>Michael Decker, PhD</td>
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<tr>
<td>3:00 PM – 4:20 PM</td>
<td>Financial and Administrative Considerations</td>
<td>Paul Valentine, MBA</td>
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<tr>
<td>4:20 PM – 4:30 PM</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>4:30 PM – 5:00 PM</td>
<td>Panel Discussion</td>
<td></td>
</tr>
</tbody>
</table>

### Saturday, February 9, 2008

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM – 8:00 AM</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td>8:00 AM – 8:05 AM</td>
<td>Announcements</td>
<td></td>
</tr>
<tr>
<td>8:05 AM – 8:45 AM</td>
<td>A-STEP and Sleep Technologist Training</td>
<td>Lawrence Epstein, MD</td>
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<tr>
<td>8:45 AM – 9:45 AM</td>
<td>Optimizing Reimbursement: Revenue Cycle Management</td>
<td>Anitra Graves, MD</td>
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<tr>
<td>9:45 AM – 10:45 AM</td>
<td>Contract Negotiations for Hospital and Group Based Physicians</td>
<td>Gary Matthews, MS</td>
</tr>
<tr>
<td>10:45 AM – 11:00 AM</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>11:00 AM – 12:00 PM</td>
<td>Panel Discussion</td>
<td></td>
</tr>
<tr>
<td>12:00 PM – 1:00 PM</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>1:00 PM – 2:00 PM</td>
<td>Legal Issues Affecting a Sleep Center</td>
<td>David Szabo, Esq</td>
</tr>
<tr>
<td>2:00 PM – 3:20 PM</td>
<td>Sleep Center Personnel: Retention &amp; Recruitment Avoiding Legal Pitfalls</td>
<td>Gregory Moore, Esq</td>
</tr>
<tr>
<td>3:20 PM – 3:30 PM</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>3:30 PM – 4:30 PM</td>
<td>Employee Handbooks 101</td>
<td>Maria Danaher, Esq</td>
</tr>
<tr>
<td>4:30 PM – 5:30 PM</td>
<td>Panel Discussion</td>
<td></td>
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</table>

### Sunday, February 10, 2008

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM – 8:00 AM</td>
<td>Continental Breakfast</td>
<td></td>
</tr>
<tr>
<td>8:00 AM – 9:00 AM</td>
<td>Sleep Medicine Advocacy Efforts</td>
<td>Mary Susan Esther, MD</td>
</tr>
<tr>
<td>9:00 AM – 9:45 AM</td>
<td>Advanced Sleep Services I: CPAP Clinic &amp; Physician Extenders</td>
<td>Mary Susan Esther, MD</td>
</tr>
<tr>
<td>9:45 AM – 10:00 AM</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>10:00 AM – 10:45 AM</td>
<td>Advanced Sleep Services II: Clinical Trials</td>
<td>Michael Decker, PhD</td>
</tr>
<tr>
<td>10:45 AM – 11:45 AM</td>
<td>Advanced Sleep Services III: DME &amp; Marketing</td>
<td>D. Alan Lankford, PhD</td>
</tr>
<tr>
<td>11:45 AM – 12:00 PM</td>
<td>Open Forum Discussion</td>
<td></td>
</tr>
</tbody>
</table>