



Home Health Care Boot Camp Training Agenda

December 9, 2019 - Day 1

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| 8:00 am to 8:30 am | Registration |
| 8:30 am to 9:30 am | Introduction Boot Camp Rules Manual and handouts overview |
| 9:30 am to 12:30 pm | Welcome to Home Health Care Section 1 Let's Get Started Section 2 Home Care 101 <ul style="list-style-type: none">➤ History➤ Definition➤ Eligibility for Medicare➤ Homebound criteria➤ Skilled services➤ Reasonable and Necessary Section 3 Compliance with the Rules <ul style="list-style-type: none">➤ Accrediting Organization Standards➤ Conditions of Participation (CoPs) Section 4 Getting Started <ul style="list-style-type: none">➤ Policy Manuals➤ Agency Materials |
| 12:30 to 1:00 pm | Lunch |

1:00 pm to 5:00 pm

Section 5

Agency Operational Office Requirements

- Getting Ready
- Committees
- Requirements to submit survey readiness

Section 6

Personnel Files

- Requirements
- Common survey deficiencies

Section 7

Admitting Patients

- Obtaining Patients for survey
- Admission Packet/Patient Information Booklet
- Admission Process and creating the patient chart

Section 8

Software Presentation

Alora

8:30 am to 12:30 pm

Section 9
What I Learned Day 1 of Boot Camp

Section 10
OASIS

- Defined
- Why, How, When
- Specifics

Section 11
Completing Required Documents

- Timelines
- What is the POC/485
- Compliance
- Development
- Interim orders
- Face to Face (F2F)
- Advanced Beneficiary Notice (ABN)
- Home Health Change of Care Notice (HHCCN)
- Notice of Medicare Non-Coverage (NOMNC)

12:30 pm to 1:00 pm

Lunch

1:00 pm to 5:00 pm

Section 12
Documentation of Care

Section 13
Accreditation Commission for Health Care (ACHC)

- Medicare Home Health
- Skilled Private Duty

Section 14
Group Breakout Session - Creating a Plan of Care

8:30 am to 12:30 pm

Section 15

What I Learned Day 2 of Boot Camp

Section 16

Infection Control/HIPAA/Ethics

Section 17

The Power of People

- Taking Ownership
- Hiring Protocol
- Interview Process

Section 18

Business Beginnings

- Being the Boss
- Change
- Functions of Management/Leadership

12:30 pm to 1:00 pm

Lunch

1:00 pm to 5:00 pm

Section 19

Business Development/Market Development

- Integrating Marketing and Branding
- Set Up Your Book of Business
- Identifying Key Referral Sources

Section 20

Group Breakout Session – Marketing Call

8:30 am to 12:30 pm

Section 21

What I Learned Day 3 of Boot Camp

Section 22

Congratulations You Are Accredited! What's Next?

Section 23

Getting Paid Correctly

Imark Billing - Lynn Labarta

Section 24

Provider Enrollment Services – Roz Bull

12:30 pm to 1:00 pm

Lunch

1:00 pm to 5:00 pm

Section 25

Business Opportunities

- Revolutionizing the Franchising World
- The Franchise Industry's Only All-inclusive Home Care Opportunity

Section 26

Insurance Presentation

Providers Insurance - Kevin Byrne

Section 27

Accounting Overview

Walters & Associates CPAs - Doug Walters

Section 28

Web Services

Ujat – Michael Kapustin

Personal Account Manager available for questions

Final Questions and Answers