

PAC TRAINING EVENTS – NEW SCHEDULE

Fee-for-Service Billing and Management

ADAA is offering a series of training events to assist community providers adopt or expand fee-for-service (FFS) billing practices and management oversight.

CEUs will be awarded.

Please bring a hand-held battery operated calculator.

Billing Process: 9:00 am – 10:30 am

Presentation will focus on process for billing MCOs (including verifying eligibility, applying for authorizations, documenting services, preparing invoices and following – up on collections).

Target Audience: Directors, Billing Managers, Administrative Directors

Requirements Analysis & System Selection: 10:30 am – 12:00 pm

Session will address how to complete an analysis of organization's needs for Practice Management System (scheduling, billing, authorization tracking and collections management).

Target Audience: Directors, Financial Managers, Billing Managers, Program Managers

Financial Management: 1:00 pm – 4:00 pm

Presentation will concentrate on the development of individualized fiscal plans to assist with forecasting and monitoring FFS revenue and other revenues. Planning approaches for projecting clients, services and revenue as well as reporting systems for management and monitoring purposes will be included.

Target Audience: Directors, Financial Managers, Program Managers

Performance Management: times vary by date and location

Approaches for incorporating FFS billing and collection activities into organization's performance management system will be addressed. Developing and monitoring individual and team performance targets will be discussed as well as strategies to achieve targets.

Target Audience: Directors, Clinical Directors/Supervisors, Program Managers

Please email, fax or mail your registration form(s) by the dates specified.

Email: oetas@dhmh.state.md.us

Fax: 410-402-8604

Mail: ADAA/OETAS Office

55 Wade Avenue, Catonsville, MD 21228

Call Mildred Brooke at 410-715-0011 for more information or the
OETAS Office at 410-402-8585

Fee-for-Service Billing and Management

Registration Form

Please complete and submit a form for each attendee.

Name and Title: _____

Organization: _____

Address: _____

Email Address: _____ Phone: _____

Please indicate which of the following training events the registrant will attend:

CENTRAL REGION:

April 1, 2010 at Spring Grove Hospital, DIX Building

(If you require special accommodations on this date only, please contact us at 410-402-8585.)

Billing Process: 9:00 am – 10:30 am Will attend: _____

System Selection: 10:30 am – 12:00 pm Will attend: _____

Financial Management: 1:00 pm – 4:00 pm Will attend: _____

Please email, fax or mail your registration form(s) by **March 29, 2010**

BALTIMORE CITY:

April 8, 2010 at Spring Grove Hospital, RICE Auditorium

Billing Process: 9:00 am – 10:30 am Will attend: _____

System Selection: 10:30 am – 12:00 pm Will attend: _____

Financial Management: 1:00 pm – 4:00 pm Will attend: _____

Please email, fax or mail your registration form(s) by **April 2, 2010**

EASTERN SHORE:

April 15, 2010 at the Talbot County Department of Social Services

Billing Process: 9:00 am – 10:30 am Will attend: _____

System Selection: 10:30 am – 12:00 pm Will attend: _____

Financial Management: 1:00 pm – 4:00 pm Will attend: _____

Please email, fax or mail your registration form(s) by **April 8, 2010**

SOUTHERN REGION:

April 22, 2010 at the Charles County Health Department

Billing Process: 9:00 am – 10:30 am Will attend: _____

System Selection: 10:30 am – 12:00 pm Will attend: _____

Financial Management: 1:00 pm – 4:00 pm Will attend: _____

Please email, fax or mail your registration form(s) by **April 15, 2010**

WESTERN REGION:

April 29, 2010 at the Western Maryland Hospital Center

Billing Process: 9:00 am – 10:30 am Will attend: _____

System Selection: 10:30 am – 12:00 pm Will attend: _____

Financial Management: 1:00 pm – 4:00 pm Will attend: _____

Please email, fax or mail your registration form(s) by **April 22, 2010**

Please register for the Performance Management training closest to your region.

May 6, 2010 at Spring Grove Hospital, RICE Auditorium

Performance Management: 9:00 am – 12:00 pm Will attend: _____

May 11, 2010 at the Charles County Health Department

Performance Management: 9:30 am – 12:30 pm Will attend: _____

May 13, 2010 at Frederick County Health Department

Performance Management: 10:00 am – 1:00 pm Will attend: _____

Please email, fax or mail your registration form(s) by **April 29, 2010** if attending any of the Performance Management trainings

Confirmation and directions will be sent to the e-mail address provided on this registration form.

Please contact the OETAS Office at 410-402-8585 if you do not receive confirmation.