

**CITY OF RAPID CITY
TRAVEL REQUEST**

Person requesting travel Denise Rossum Department EMS 0890

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

ABC3 and Billing Boot Camp

List all other City employees, if any, making the trip for the same purpose: _____

Place of meeting or destination: Temecula, CA

Date of meeting 3/27/07-3/28/07

Date trip to begin 3/26/07 Date trip will end 3/29/07

Method of transportation requested Air

Estimated transportation cost	\$	<u>560.00</u>
Meals		<u>97.00</u>
Lodging <u>3</u> days \$130		<u>390.00</u>
Other costs - description <u>Registratin</u>		<u>450.00</u>
<u>Rental Car/Gas</u>		<u>164.00</u>
Total estimated cost of trip	\$	<u>1661.00</u>

Signed _____ Date Garry Shepherd Date 2-23-07
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ _____

Approved: _____ Date _____
Mayor

When the cost of the trip will exceed \$1,500, per event, Council approval is required.

Approved by Common Council on _____ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

RCDF&ES General Applications for Course Attendance
& Request for Travel / Expenses

Name: Denise Rossum Signature: Denise Rossum Today's Date: 3/22/07

Full Course / Event Name: ABC 3 + Billing Boot Camp

Event Dates: Mar 27, 28 2007 Travel Dates: Date Leaving 3/26/07 Time Leaving 1100am

Date Returning 3/29/07 Time in RC 600pm

Event Location: Rapid City Temecula CAL

Reasons for Requesting Course: Approved: B/C or Division Chief

Required For Promotion Education Chief

Required For Apprenticeship Denied: B/C or Division Chief

Required For Current Position Education Chief

Other _____ Reason For Denial _____

B/C or Div. Chief Conditions for Approval _____

B/C or Div. Chief Signature _____ Ed. Chief Sig. _____

Other Department Employees that are going with me are: _____

I am Requesting:

On Duty Time: _____ Overtime Pay for _____ Hours
Dates & Times _____ Dates & Times _____

Registration / Tuition (Attach Conference/Course Information)

There is no Registration / Tuition

Registration / Tuition Cost \$ 450⁰⁰

I will pay and be reimbursed later.

I will have them bill the Department

It will need to be paid before I go

I need to take a check with me

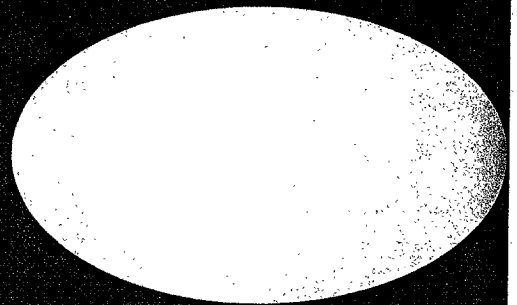
Registration / Tuition will be paid by: _____

abc3

The Ambulance
Billing, Coding &
Compliance Clinic

A conference dedicated to improving the bottom line
of America's ambulance services — *with integrity!*TM

Page, Wolfberg & Wirth, LLC created ABC3 to address a need within the ambulance industry — the need for sound and legally compliant information about the critical issues of billing and compliance that also improves your bottom line.



**Pre-Conference
Workshop**

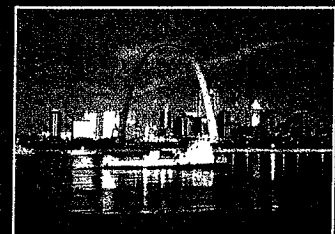
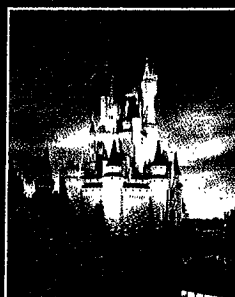
Billing Boot Camp

DON'T MISS! An intensive, interactive full day workshop dedicated to training new billing personnel and as a refresher for seasoned billers.

March 27-28, 2007
Temecula, CA

April 26-27, 2007
Orlando, FL

May 23-24, 2007
St. Louis, MO



7:30 – 8:30 a.m. **Registration**

8:30 – 8:45 a.m. **Welcome and Introductions**

8:45 – 9:30 a.m. **Reimbursement Update**

Always a crowd pleaser, we will kick off the conference by bringing you up-to-date on all the current reimbursement news and changes. This session will review the latest in Medicare rules, policies and regulations, condition code changes, new CMS regulations and interpretations and other "cutting edge" information that you can put to use right away. We'll cover breaking news and other new information, updated right up until the conference date.

9:30 – 10:30 a.m. **The 2006 Coding Clinic — Real Answers to Real Claims**



By popular demand, this session will focus entirely on actual claim examples and supporting documentation. We will review individual claims, both emergency and nonemergency, at all levels of service and provide specific - and sometimes surprising - coding recommendations based on the supporting documentation. This session will also include specific examples on how to effectively use the new condition codes. The Coding Clinic was rated as one of the most popular sessions at our prior ABC3 clinics.

10:30 – 11:00 a.m. **Break – Vendor Area**

11:00 – 11:45 a.m. **In the Trenches Collection Strategies — What You Should (and Shouldn't) Do**

This session will provide detailed strategies regarding collections on "self-pay" accounts. We'll review sample billing and collection letters, and a sample "Hardship Determination Waiver" process that you can use when patients claim that they cannot afford to pay your bill. Learn strategies for taking patients to collections and for instituting small claims court actions and legal proceedings when necessary. You'll also learn when to request or accept "letters of protection" from a patient's attorney and strategies for dealing with patients who are represented by attorneys, including how to cope with settlement offers that are much less than what was billed. Learn about "liens and lawsuits" and how they affect your collections, as well as bankruptcy issues.

11:45 – 12:15 p.m. **Morning Q&A Lightning Round**

This is the first of two expanded opportunities for participants to ask questions of all of the program presenters. Bring your toughest questions for the experts to answer!

12:15 – 1:15 p.m. **Lunch – Provided**



Temecula, CA
March 28, 2007

Orlando, FL
April 27, 2007

St. Louis, MO
May 24, 2007

1:15 – 2:15 p.m.

Proper Documentation Skills — How to Get Your Crews to Fall in Line!



One of the most common questions we receive at our conferences is, "How do I get my field personnel to document more thoroughly and completely?" Well, we have heard your plea! Learn how to implement specific strategies to improve your crew field documentation skills. We will review proven documentation QA strategies that you can put to use right away. Effective documentation training strategies will be presented, to help you improve your in-house training efforts. We will also present novel and effective ideas for personnel incentive programs based on documentation accuracy and completeness consistent with your organization's compliance obligations.

2:15 – 3:00 p.m.

Dealing With Facilities — Payment, Documentation, Compliance and More!

Knowing when to bill a facility — such as a skilled nursing facility or hospital — and when to bill Medicare for a patient transport is a critically important compliance issue. Learn — in detail — the applicable billing rules under PPS and Medicare DRGs to allow you to make prompt and accurate billing decisions. Strategies for obtaining necessary documentation from these facilities — for both emergencies and non-emergencies — to support your prompt and proper billing decisions, as well as ways to educate facilities and physicians about your documentation needs will be presented. We will discuss the importance of working with facilities to ensure prompt and timely payment of ambulance bills, as well as what billing personnel need to understand about discounting fees to facilities.

3:00 – 3:30 p.m.

Break – Vendor Area

3:30 – 4:15 p.m.

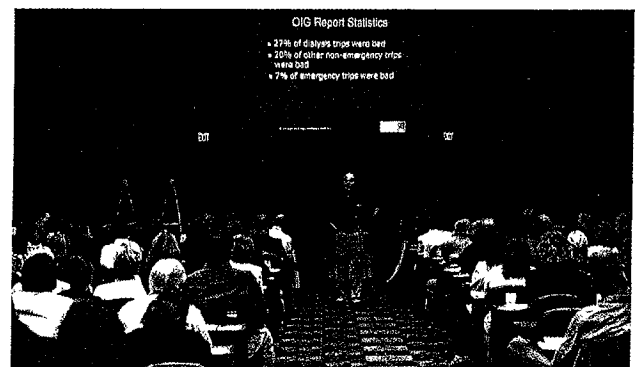
Accounts Receivable Management – How Well *Should* You Be Doing?

The performance of your billing office — or your billing vendor — is critical to the overall success and cash flow of your organization. However, many ambulance services have no idea how to judge the performance of their billing operation, whether it is in-house or outsourced. This session will define critical concepts of payer mix, collection percentages and other important performance indicators to allow you to accurately assess your overall billing performance.

4:15 – 5:00 p.m.

Afternoon Q&A Lightning Round

This is the second expanded opportunity for participants to ask questions of the program presenters. Bring your toughest questions for the experts to answer!



* Final agenda, speakers and program materials subject to change. No audio or video recording of any kind permitted.

**For New and Seasoned
Billing Personnel**

Billing Boot Camp

Pre-Conference Workshop

Temecula, CA
March 27, 2007

Orlando, FL
April 26, 2007

St. Louis, MO
May 23, 2007

7:30 – 8:30 a.m.

Registration

8:30 – 8:45 a.m.

Welcome and Introductions

8:45 – 10:15 a.m.

The Fundamentals of Ambulance Billing and Reimbursement



This session will review fundamentally important issues in ambulance reimbursement, including a review of key terminology, a survey of the major types of payers that pay for ambulance services, a review of fee-for-service and managed care payment systems as they apply to ambulance services, the major rules and regulations that are applicable to the various payers including Medicaid and commercial insurers, and critical issues such as "assignment," "balance billing," "contractual allowances," and copayment waiver and collections. Also learn about filing appeals and pursuing denied claims.

10:15 – 10:45 a.m.

Break –Vendor Area

10:45 – 11:45 a.m.

Everything You Ever Wanted To Know About Origins, Destinations, Mileage & More

We will review the specific coverage rules regarding origins and destinations for ambulance transports. We will review the "closest appropriate facility" rule, and take a close look at when certain exceptions may apply. We will address the problem of how to bill and be paid for "excess mileage," and will review the "locality rule" and discuss its impact on this issue. You'll also learn strategies for determining proper billing in emergency department "bypass" or "divert" situations, and how to distinguish between clinics, physicians offices, diagnostic or therapeutic centers, and other types of destinations.

11:45 – 12:00 p.m.

Morning Q & A

12:00 – 1:00 p.m.

Lunch – Provided

1:00 – 2:30 p.m.

Solving the Mysteries of Medicare



Medicare represents the single largest payer for most ambulance services. Representing anywhere from 40% to 60% of total ambulance service revenues, the impact of Medicare cannot be understated. Therefore, a firm understanding of Medicare basics is absolutely vital. This session will review important concepts such as the major components of Medicare for ambulance services. Also learn about provider enrollment, coverage eligibility requirements, Medicare's ambulance vehicle and crew requirements, and claim submission deadlines. You will learn about the rules regarding "mandatory assignment," "mandatory claim submission," and beneficiary signatures, including when and under what circumstances others may sign for the beneficiary. This session will also review all of the ambulance service procedure codes and corresponding definitions for each level of service, and provide examples for each. We will also explain the basics of the "Medicare Secondary Payor" program.

2:30 – 3:00 p.m.

Break – Vendor Area

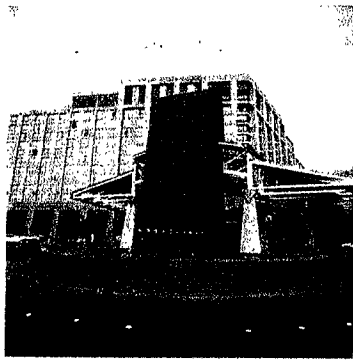
3:00–4:30 p.m.

Mastering Medical Necessity

We will take a detailed look at the medical necessity requirements for both emergency and non-emergency transports—justify ambulance transport. You will also learn all of the requirements for physician certification statements for both repetitive and non-repetitive patients. The special challenge of dialysis patients will also be covered. We will use specific documentation examples throughout this insightful session.

4:30 – 5:00 p.m.

Afternoon Q & A



**Pechanga Resort
and Casino
Temecula, CA**

www.pechanga.com/home.asp

March 27-28, 2007

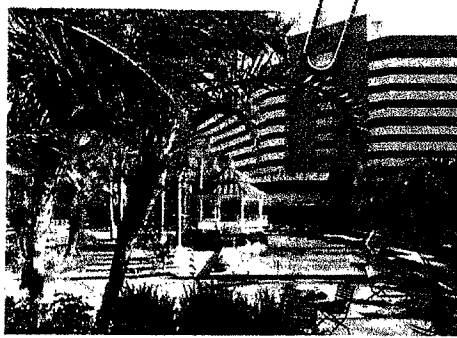
Due to the overwhelming popularity of this property among the attendees of our Spring 2006 conference, we are returning to **Pechanga Resort & Casino** for a second year! Come and discover for yourself why Pechanga Resort & Casino received rave reviews from our previous attendees!

As one of the country's newest resort/casino destinations, Pechanga Resort & Casino, a four-diamond property, offers the pinnacle of hotel luxury, gaming excitement, entertainment, meeting facilities and dining in Southern California. Guests staying at Pechanga Resort & Casino will find all the comforts and amenities they expect from a top-rated hotel—spacious rooms and suites, full-service spa, pool and sundeck.

Tucked away in sunny Southern California, **Temecula Valley** is an alluring "boutique destination" that offers 20+ award-winning wineries, several championship golf courses and a taste of the old west in its historic Old Town district.

Travel Information: By air — Ontario (airport code "ONT") or San Diego airport ("SAN"). Pechanga is located approximately 50 miles from either airport.

Room Rate: \$119.00/night plus taxes. Room rate guarantee deadline—**February 21st**. To make a reservation, call 1-888-732-4264.



**Hilton Walt Disney
World Resort
Orlando, FL**

www.hiltonorlandoresort.com

April 26-27, 2007

The **Hilton Walt Disney World Resort** is a four-star, four-diamond resort. Guests can take a dip in one of two swimming pools, enjoy a round of golf on five different championship courses, and savor a variety of cuisine at one of seven onsite restaurants and lounges.

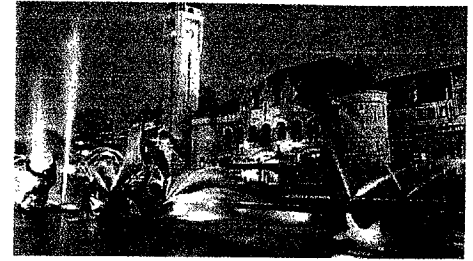
The Hilton is steps away from Downtown Disney - home of the Disney Marketplace, Pleasure Island and Disney's West Side. Complimentary transportation to Walt Disney World Theme Parks is provided to all Hilton guests.

Take advantage of the exclusive "**Extra Magic Hours**" benefit. Each day one of the theme parks is open an hour early or stays open up to three extra hours in the evening, providing Hilton guests the opportunity to enjoy exclusive access to some of the most popular attractions at an easy, relaxed pace.

Travel Information: By air—Orlando International Airport ("MCO"). The Hilton is approximately 15 miles from the airport.

Room Rate: \$179.00/night plus taxes and fees. Room rate guarantee deadline—**March 20th**. To make a reservation, call 1-800-782-4414.

Orlando photo courtesy of Orlando/Orange County Convention and Visitors Bureau.



**Hyatt Regency
Union Station
St. Louis, MO**

www.stlouis.hyatt.com

May 23-24, 2007

Surround yourself with elegant luxury at the AAA Four Diamond **Hyatt Regency St. Louis**. This stately St. Louis Union Station hotel reflects the graciousness of its historic landmark location with towering ceilings, period furnishings and impeccable service.

Once one of the largest railroad passenger terminals in the US, **Union Station** now houses the Hyatt Regency Hotel, Hard Rock Cafe, and dozens of shops, restaurants and entertainment. From the food court to the full service restaurants, The Budweiser Store to sports apparel & memorabilia, the comedy club to the lake & paddleboats...you never need to leave the hotel! You can also view the historic trains on display, peruse the Memories Museum, and take in the stunning opulence of the building with a free guided tour.

Travel Information: By air—St. Louis Lambert International Airport ("STL"). The Hyatt Regency is approximately 16 miles from the airport.

Room Rate: \$159/night plus taxes. Room rate guarantee deadline—**April 22nd**. To make a reservation, call 1-800-233-1234.

When making your room reservations, don't forget to mention "Page, Wolfberg & Wirth - ABC3 Meeting" to receive your discounted conference room rate. Room blocks are limited and are expected to sell out quickly. Therefore, it is strongly advised to make your reservations early!

**Cocktail Reception Following Billing Boot Camp
7:00—9:00 p.m.**

All Billing Boot Camp and ABC3 Attendees are invited to be our guest for hors d'oeuvres, cocktails, and an opportunity to mingle with PWW staff and other ambulance/EMS colleagues in an informal setting!