

# Hospice Administrator Certificate Program (HACP) ON-DEMAND

*See Reverse for Registration Form*

## Subscription Length

This on-demand program comes with a three (3) month subscription to the course content.

On-demand course content can be accessed 24 hours a day, seven days a week from any device that has internet connection.

## On-Demand Access

After course registration and payment has been submitted and received by CAHSAH, you will receive a confirmation email containing a Course Syllabus.

You will be asked to review and sign the Course Syllabus and return to CAHSAH. Submission of your signed Course Syllabus is required before you can begin the on-demand course.

Once CAHSAH has received your signed Course Syllabus, you will receive email instructions for logging into your course (your username, password, and link to the on-demand portal).

The course manual will be shipped to you in 2 business days.

## Overview

The goal of the Hospice Administrator Certificate Program (HACP) is to provide a supportive learning environment to you, as a hospice administrator. You will be able to advance your skills and knowledge base to position your organization to prosper in emerging end-of-life care services and incorporate the complexities of quality, compliance, financial and strategic performance.

The three-day core curriculum is designed to prepare you for the challenges of administration and to thrive into the future:

**LEGAL:** Focuses on legal/compliance management to help you integrate quality, compliance and financial strategies appropriately and successfully.

**FINANCE:** Focuses on financial management principals and information.

**STRATEGY:** Focuses on vision driven leadership and performance management strategies to position your organization for success.

### Learning Objectives:

- Identify key health care trends that will influence positioning strategies for your hospice organization.
- Integrate data management and analysis methods into your quality assessment and performance improvement program.
- Implement key financial management strategies to prepare and interpret financial documents and to understand the impact of current changes in health care.
- Understand the importance of various accounting methods to improve hospice performance and position for success.
- Understand leadership responsibilities in promoting a quality driven organization.
- Integrate corporate compliance issues with clinical, financial and legal integrity of the organization

## This Program Is Designed For

- Senior Managers or Assistant Administrators
- Senior Administrators
- Directors of Training
- Directors of Operation Management
- Directors of Business Development
- Directors of Social Services
- Directors of Clinical Services
- DON's, DOO's, or DPCS
- CEO's, COO's, or CFO's
- Human Resources or Office Managers
- Any other upper-level management
- More experienced managers will gain insights and a refreshed understanding of home care.

*It is recommended to have at least one year or more of home care administrative or upper-level management experience in a Medicare-certified hospice agency.*

## Certificate of Completion & CEU Credits

Continuing Education Hours will be provided to participants who view the program in its entirety. Provider approved by the California Board of Registered Nursing (Provider # CEP17394) for up to eighteen (18) contact hours of continuing education. No partial credits can be given.



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## Ways to Register

**ONLINE** at [www.cahsah.org/educational\\_events/HACPweb.php](http://www.cahsah.org/educational_events/HACPweb.php)

**FAX** registration form to: (916) 641-5881

**PHONE** in registration to: (916) 641-5795 ext. 113

**MAIL** registration to: CAHSAH, 3780 Rosin Ct, Suite 190, Sacramento, CA 95834

## Cancellation Policy

No cancellations or refunds will be issued once user login information has been sent. Due to the online format of this program we are unable to offer exceptions to this policy. It is recommended that each registrant review the course content prior to submitting payment to ensure the content meets individual educational needs.

### STEP 1: FILL IN ATTENDEE INFORMATION (ALL FIELDS REQUIRED)

Company Name

Company Phone Number

Fax

Company Mailing Address

City

State

Zip

Attendee Name

Email

Cell Phone

*Is your organization not a CAHSAH® member? Contact Membership at (916) 641-5795 ext. 114 to find out how you can join and receive member-benefit discounted registration rates for all CAHSAH education programs.*

### STEP 2: REGISTRATION FEES

	CAHSAH Members	Non Members	# of Attendees
<b>ON-DEMAND Hospice Administrator Certificate Program</b>	\$845	\$1,145	x _____

*PLEASE NOTE: Registration fees are per person for a single log-in. Log-in information cannot be shared.*

**Register two or more people online and receive \$50 off each registration fee.**  
*Applies to online registrations only.*

### STEP 3: FILL IN PAYMENT INFORMATION

*PRE-PAYMENT REQUIRED. Registration will not be processed without payment.*

#### PAYMENT TYPE

\_\_ Check # \_\_\_\_\_ (Make check payable to CAHSAH)

\_\_ Charge      

Credit Card Number

CC Exp. Date

CC Billing Zip