

## **Start Up Program: Hospice** *From Vision to Reality*

*6 Month Subscription: Available 24 hours a day, 7 days a week*

The Hospice Start-Up Program On-Demand was designed to introduce hospice business as a stand-alone service or addition to existing services. This track will help you understand CMS requirements for location, finance, operations, local, state and federal regulations, and personnel, as well as how to create effective billing, budget and other financial systems and processes. Administrative and clinical needs will be defined, with considerations for creating an action plan and timeline. A start-up hospice administrator needs to understand compliance and get answers to the: Who, Why, What, Where, How and When regarding hospice agency start up.

### **AGENDA TOPICS:**

- Introduction: So You Want to Start a Hospice?
- Professional and Core Services, Policies and Procedures, Organization Administration
- Processes: Hiring, Orientation, Supervision and Training
- The Hospice Interdisciplinary Team
- Medicare Hospice COPs: Admission/Recertification/Revocation/Transfer/Discharge
- Hospice Levels of Care
- Accounting and Billing
- Quality Assessment Performance Improvement (QAPI)
- Business Resources: Information Technology and Trade Associations
- Government Agencies and Contractors, HIPAA and Fraud and Abuse
- Marketing and Community Liaisons

### **Who Should Attend?**

- Anyone wanting to purchase a Licensed or Medicare-Certified Hospice
- A State licensed Medicare-Certified HHA considering adding Hospice services
- Newly employed management staff for a Hospice
- Recent Medicare-Certified Hospice Agencies
- Agencies waiting for certification
- Anyone wanting to start a Hospice Agency

## **FACULTY**

**Cindy Hatton, RN, MSN, CEO**  
Hospice of the East Bay

**Virginia Bruski, RN, MN, BSN,**  
Vice President of Quality, Education and Compliance  
Hospice of the East Bay

Register

ON-LINE at [www.cahsah.org/educational\\_events/ondemand.asp](http://www.cahsah.org/educational_events/ondemand.asp)  
 FAX registration to: (916) 641-5881  
 PHONE in registration to: (916) 641-5795 ext. 113  
 MAIL registration to: CAHSAH@  
 3780 Rosin Court, Suite 190, Sacramento, CA 95834

Online  
Access &  
Instructions

Submission of the signed course syllabus is required prior to the start of your online access. Once CAHSAH has received your signed agreement an email confirmation will be sent containing access instructions (i.e., username, password, and link). If you do not receive a confirmation email within 48 hours of submitting your signed course syllabus, please contact the CAHSAH registrar at 916-641-5795 ext. 113 or [registrar@cahsah.org](mailto:registrar@cahsah.org). Program materials will be shipped to the address provided during registration. The course can be accessed 24 hours a day, seven days a week from any device that has internet connection.

Subscriptions  
&  
Extensions

**You have a total of SIX (6) months to view each program.** This program is designed to be completed within the designated subscription length. However, we understand that circumstances arise that may prevent timely completion. If additional time is required to complete your program, extensions can be purchased in two week increments for \$100 each. Extensions must be requested in writing to the CAHSAH registrar prior to your original program expiration date. There cannot be any lapse in enrollment between original subscription and extensions. No exceptions will be made to this policy.

Continuing  
Education  
Units

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 # CEP2463) and by the California Board of Behavioral Sciences (Provider # PCE588) for up to twelve (12) contact hours of continuing education. A request for Certificate of Completion along with an evaluation form must be sent to CAHSAH once program has been completed. Please allow 1-2 weeks for your certificate to arrive.

Cancellation  
Policy

**No cancellations or refunds will be issued once user login information has been sent.** Unfortunately, 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.

Rate Schedule	Members	Non-Members	Total
START-UP CONFERENCE: HOSPICE ON-DEMAND	\$545	\$740	\$ _____
<b>Total Due</b>			<b>\$ _____</b>

Register **two or more** people online and receive  
**\$50 OFF** each registrant.  
*Applies to online registrations only.*

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

**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 this important training program!

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Attendee Name & Title RN# (optional)

\_\_\_\_\_  
Company Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Email Address (for confirmation & receipts)

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

**PAYMENT TYPE:**

Check (payable to CAHSAH)     Visa     MC     AmEx

\_\_\_\_\_  
Credit Card Number Exp. Date

\_\_\_\_\_  
CC Billing Address City/State Zip

\_\_\_\_\_  
Cardholder Name (print clearly)