

Contains Time Sensitive Information – Please Read Immediately



Important Information for Medicare Boot Camp® - Critical Access Hospital Course Participants 2024 Version

Directions and Hotel Information

The hotel address, phone number, URL, room rate and room rate cut-off date are posted on our website at <https://hcmarketplace.com/medicare-boot-camp-critical-access-hospital-vrsn-1>. The hotel websites give detailed directions to the hotel as well as information about the location. Please call the hotel directly to make a room reservation. Be sure to identify yourself as an HCPro Boot Camp participant and make your reservation before the cut-off date. After the cut-off date, contact the hotel to determine room availability and rates.

Course Materials

When you arrive at class, you will receive a large workbook with handouts containing the class materials that will be used throughout the boot camp. The materials will be yours to keep, so please reserve enough space for them in your luggage for your trip home.

Classroom Time

It is an understatement to say that this course is intense. Other than breaks, we will be in class from 8:00am to 5:00pm each day. If the class gets behind, it may be necessary to run the class later than 5:00pm.

Lunch

We will take about a 60-minute break for lunch each day. Although we typically provide coffee in the morning and drinks and snacks in the afternoon, everyone is on their own for lunch. Many hotels do not have restaurants on-site. If you are flying to the course, we generally recommend renting a car.

What to Bring to Class

Please bring the following to all classes:

- Highlighter, pen, pencil
- Notebook for making your own notes
- Sticky notes/flags

Use of Laptop Computers or Electronic Devices

Our instructors demonstrate where to find many resources on the CMS website. If you have access to a laptop or tablet, you may bring it to class to follow along, but you may wish to consider the power and wireless needs of your device. Many conference rooms do not have plugins situated conveniently on the tables, so you may wish to ensure you have sufficient battery power. HCPro does not purchase group wireless access for the conference rooms, but many hotels provide free wireless access. You may wish to confirm your connectivity options prior to arriving at the hotel. Please be courteous in your use of electronic devices. Use of electronic devices should not disrupt the class or disturb other participants. HCPro is not responsible for lost, stolen or damaged devices. Maintaining the security and safety of your device is your responsibility. Cell phone use during class is strictly prohibited.

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Dress

Business attire is not necessary. Please dress comfortably. Classrooms are sometimes on the cool side, even during the warmer months, so we suggest you bring a sweater or sweatshirt in case you get cold.

Copyright Protection of Course Materials

You will receive a complete printed and electronic copy of our course materials at the beginning of class. The materials used in connection with this course were custom designed by our company specifically for use in connection with this course. We have invested a tremendous amount of time, money and effort in developing, refining and maintaining these materials and they are protected by copyright laws. Course materials may not be duplicated. You may use the materials (i) in direct connection with the course or (ii) as a personal reference in your day-to-day work. No claim is asserted to any U.S. Government, American Medical Association or American Hospital Association works included in the course materials workbook.

Cancellation and Transfer Policy

For our cancellation and transfer policy, visit our website: <http://hcmarketplace.com/cancellations>

Contact Information

If you have any question about the Boot Camp program, please contact:

Customer Service

Phone: (800) 650-6787

Fax: (800) 785-9212

<http://hcmarketplace.com/product-type/boot-camps>

We Look Forward to Having You in Class!