

Quick Reference & Order Guide

Texas HCSSA Administrator Education

INITIAL - PHASE ONE EDUCATION [8 Hours]

TAHC Education Online - Online Education for Texas HCSSA Providers WWW.TAHCEDUCATIONONLINE.ORG
A collaboration of the Texas Association for Home Care & Hospice and Home Care Information Network

The following regulatory information is an excerpt from the Texas Licensing Standards for Home and Community Support Services Agencies Handbook. This excerpt should only be used as a quick reference while choosing appropriate educational training.

§97.259 (c) Initial Education in Administration of Agencies

REQUIREMENT

(c) Prior to designation, a first-time administrator or alternate administrator must complete eight clock hours of educational training in the administration of an agency. The initial eight clock hours must be completed during the 12 months immediately preceding the date of designation to the position. The initial eight clock hours must include:

[1] information on the licensing standards for an agency; and

[2] information on the state and federal laws applicable to an agency, including:

- (A) the Texas Health and Safety Code, Chapter 142, Home and Community Support Services, and Chapter 250, Nurse Aide Registry and Criminal History Checks of Employees and Applicants for Employment in Certain Facilities Serving the Elderly or Persons with Disabilities;
- (B) the Texas Human Resources Code, Chapter 102, Rights of the Elderly;
- (C) the Americans with Disabilities Act;
- (D) the Civil Rights Act of 1991;
- (E) the Rehabilitation Act of 1993;
- (F) the Family and Medical Leave Act of 1993; and
- (G) the Occupational Safety and Health Administration requirements.

TAHC Education Online : Initial - Phase One Education Curriculum

- Covers all nine required topics
- One fee for entire curriculum
- Unlimited [24/7] access for one month

TAHC&H and HCIN have produced specific courses and assembled them into this curriculum to address the dual requirements of §97.259 (c) : the requirement for a minimum of 8 clock hours of educational training prior to designation and the focus on the required topics listed above.

SOLUTION

| Program Num | The Initial Phase One Curriculum includes these Courses | Faculty | Admin | Nursing |
|-------------|---|---------------|-------------|-------------|
| | | | Clock Hrs | Contact Hrs |
| 811 | Employment Issues and the Law | Dombi | 1.00 | 1.00 |
| 396 | Agency Responsibilities in Budgeting /Financial Issues | Dusek | 1.00 | 1.00 |
| 671 | QAPI - Basic Texas Requirements | Hollers | 1.00 | 1.00 |
| 672 | Survey Strategies and Plans of Correction | Hollers | 1.00 | 1.00 |
| 673 | Strategic Planning and Managing Change | Westrick | 1.50 | 1.50 |
| 812 | HCSSA Regulations: Basic | Wilson/Hammon | 3.25 | 3.25 |
| 674 | Ethics in the Workplace | Cooley | 0.60 | 0.60 |
| Total: | | | 9.35 | 9.35 |

Ordering Instructions

- 1) Complete the information required on Page 1 of the order form.
- 2) Complete the appropriate area(s) on Page 2 of the order form for the training you need.
- 3) Fax order form to HCIN at 414-921-4423

SAVE MONEY - ORDER ALL 24 HOURS OF INITIAL TRAINING NOW!

Meet your entire initial [first year] training requirement and save dollars...
just order the Initial - Phase One & Phase Two [24 Hours] together!

Your order and course selections will be confirmed by email and sent to the email address you supplied.

Quick Reference & Order Guide Texas HCSSA Administrator Education

INITIAL - PHASE TWO EDUCATION [16 Hours]

TAHC Education Online - Online Education for Texas HCSSA Providers WWW.TAHCEDUCATIONONLINE.ORG
A collaboration of the Texas Association for Home Care & Hospice and Home Care Information Network

The following regulatory information is an excerpt from the Texas Licensing Standards for Home and Community Support Services Agencies Handbook. This excerpt should only be used as a quick reference while choosing appropriate educational training.

§97.259 (d) Initial Education in Administration of Agencies

REQUIREMENT

(d) A first-time administrator and alternate administrator must complete an additional 16 clock hours of educational training before the end of the first 12 months after designation to the position. Any of the additional 16 clock hours may be completed prior to designation if completed during the 12 months immediately preceding the date of designation to the position. **The additional 16 clock hours must include the following subjects and may include other topics related to the duties of an administrator:**

- [1] information regarding fraud and abuse detection and prevention;
- [2] legal issues regarding advance directives;
- [3] client rights, including the right to confidentiality;
- [4] agency responsibilities;
- [5] complaint investigation and resolution;
- [6] emergency preparedness planning and implementation;
- [7] abuse, neglect, and exploitation;
- [8] infection control;
- [9] nutrition (for agencies licensed to provide inpatient hospice services); and
- [10] the Outcome and Assessment Information Set (OASIS)
(for agencies licensed to provide licensed and certified home health services).

Compliance Tips

- make sure you choose courses that address the regulation's (up to) ten required educational topics first. When required topics are satisfied, you may...
- then select any additional courses from topics related to the duties of an administrator to complete your 16 hours...
- and don't forget to complete your training prior to the 1st anniversary of your designation.

TAHC Education Online : Initial - Phase Two Education Courses

- Courses addressing required topics and other topics related to the duties of an administrator
- Choose just what you need
- Courses priced per Admin Clock Hour
- Unlimited [24/7] access for one year

Choose from over 50 courses produced and assembled by TAHC & HCIN that address the dual requirements of §97.259 (d) : the requirement for a minimum of 16 clock hours of educational training following designation and the focus on the required topics listed above and other topics related to the duties of an administrator. Review the course lists then choose the courses you need. You may purchase and receive courses immediately or purchase and bank hours. Redeem banked hours for the courses of your choice at any time. You will also save 10% when you order courses or banked hours totaling 16 hours or more.

SOLUTION

Ordering Instructions

Subscribe to as few or as many courses as you need. Choose and receive your courses now or purchase and bank hours which you can redeem at any time for the courses you need.

- [1] Complete the information required on Page 1 of the order form.
- [2] Complete the appropriate area(s) on Page 2 of the order form for the training you need - indicate if you are choosing your courses now or are purchasing now and banking your purchased hours. Note that member pricing is available to TAHC&H members so please indicate your membership status.

To Choose & Receive Courses Now:

- Print appropriate course lists, place an "X" next to the courses you require,
- Write your name at the top of each submitted course list,
- Fax order form and completed course list(s) to HCIN at 414-921-4423.

To Purchase Now and Bank Hours:

- Just fax order form to HCIN at 414-921-4423.
- Later, print appropriate course lists, place an "X" next to the courses you require,
- Write your name, phone and email address at the top of each submitted course list,
- Fax course list(s) to HCIN at 414-921-4423

Your order and course selections will be confirmed by email and sent to the email address you supplied.

Quick Reference & Order Guide

Texas HCSSA Administrator Education

ANNUAL CONTINUING EDUCATION [12 Hours]

TAHC Education Online - Online Education for Texas HCSSA Providers WWW.TAHCEDUCATIONONLINE.ORG
A collaboration of the Texas Association for Home Care & Hospice and Home Care Information Network

The following regulatory information is an excerpt from the Texas Licensing Standards for Home and Community Support Services Agencies Handbook. This excerpt should only be used as a quick reference while choosing appropriate educational training.

§97.260 (a) Continuing Education in Administration of Agencies

REQUIREMENT

(a) In addition to the qualifications and conditions described in §97.244 of this division (relating to Administrator Qualifications and Conditions and Supervising Nurse Qualifications), an administrator and alternate administrator must complete 12 clock hours of continuing education within each 12-month period beginning with the date of designation. The 12 clock hours of continuing education must include at least two of the following topics and may include other topics related to the duties of an administrator:

- [1] any one of the educational training subjects listed in §97.259(d) of this division (relating to Initial Educational Training in Administration of Agencies);
- [2] development and interpretation of agency policies;
- [3] basic principles of management in a licensed health-related setting;
- [4] ethics;
- [5] quality improvement;
- [6] risk assessment and management;
- [7] financial management;
- [8] skills for working with clients, families, and other professional service providers;
- [9] community resources; or
- [10] marketing.

Compliance Tips

- make sure you choose courses that address the regulation's 2 required educational topics first; when required topics are satisfied, you may...
- then select any additional courses from any course list [A, B and C] to complete your 12 hours...
- and don't forget to complete your training prior to the annual anniversary of your designation.

TAHC Education Online - Continuing Education Courses

SOLUTION

- Course addressing required topics and other topics related to the duties of an administrator
- Choose just what you need
- Courses priced per Admin Clock Hour
- Unlimited [24/7] access for one year

Choose from over 80 available web-based courses produced and assembled by TAHC & HCIN that address the dual requirements of §97.260 (a) : the requirement for a minimum of 12 clock hours of educational training annually with focus on the required topics listed above and other topics related to the duties of an administrator. You can satisfy your annual 12 Hour continuing education requirement by choosing courses from the Continuing Education Course List C and courses from Course Lists A & B, which address the educational training subjects listed in §97.259(d). Review the course lists then choose the courses you need. You may purchase and receive courses immediately or purchase and bank hours. Redeem banked hours for the courses of your choice at any time. You will also save 10% when you order courses or banked hours totaling 12 hours or more.

Ordering Instructions

Subscribe to as few or as many courses as you need. Choose and receive your courses now or purchase and bank hours which you can redeem at any time for the courses you need.

[1] Complete the information required on Page 1 of the order form.

[2] Complete the appropriate area(s) on Page 2 of the order form for the training you need - indicate if you are choosing your courses now or are purchasing now and banking your purchased hours. Note that member pricing is available to TAHC&H members so please indicate your membership status.

To Choose & Receive Courses Now:

- Print appropriate course lists, place an "X" next to the courses you require,
- Write your name at the top of each submitted course list,
- Fax order form and completed course list(s) to HCIN at 414-921-4423.

To Purchase Now and Bank Hours:

- Just fax order form to HCIN at 414-921-4423.
- Later, print appropriate course lists, place an "X" next to the courses you require,
- Write your name, phone and email address at the top of each submitted course list,
- Fax course list(s) to HCIN at 414-921-4423

Your order and course selections will be confirmed by email and sent to the email address you supplied.

Texas HCSSA Administrator Education

A Service of the Texas Association for Home Care & Hospice and the Home Care Information Network

FAX ORDER FORM

Pg 1

Secure Fax: 414-921-4423

- ORDER INSTRUCTIONS:**
- [1] Tell us WHO is to receive training. Only ONE registration per order form.
 - Complete another order guide for each additional registration.
 - [2] Tell us HOW payment for this registration will be made. Course fees are per person.
 - [3] Tell us WHAT training options you require.
 - Indicate your choices from the training options listed on Page 2 of this order form.
- When ordering Initial - Phase One Core Curriculum or Phase One Individual Courses, fax Pages 1 & 2 of this form.
 - When ordering Initial - Phase Two, Initial - Complete Training Solution and Continuing Education courses:
 - To receive courses immediately, fax your course selections [from Course Lists] along with this order form.
 - To select courses later, choose "Bank My Hours".

Please print your order information clearly.

Individual Registration for Administrator or Alternate Education - register only one [1] person per form.

Personal Info

First Name: _____ Last Name: _____
Personal Address: _____
City: _____ St: _____ Zip: _____
Personal Phone: _____ Is this your: Home Cell [Check One]
Personal E-mail: _____

Agency Info

Agency Name: _____
Agency Address: _____
City: _____ St: _____ Zip: _____
Agency Phone: _____ Fax: _____
Your E-mail @ Agency: _____

PAYMENT

| | | | | |
|---|--------------------|---|----------------|----------------------|
| <input type="checkbox"/> Visa | Card Number | <input type="text"/> | Total Charges: | <input type="text"/> |
| <input type="checkbox"/> MasterCard | Expires | MO <input type="text"/> <input type="text"/> YR <input type="text"/> <input type="text"/> | \$ | <input type="text"/> |
| <input type="checkbox"/> American Express | Name on Card: | <input type="text"/> | | |
| <input type="checkbox"/> Check Enclosed | Cardholders Email: | <input type="text"/> | | |

Make Checks Payable to: Home Care Information Network - **Mail to:** HCIN, 114 S Ankeny Blvd, Su B, Ankeny, IA 50023

Only credit card orders are accepted for immediate activation. Credit Card charges appear on credit card statement as Stony Hill Management / PayPal.
Credit card holders will receive a sales receipt by email. Credit card orders will not be processed without cardholder email.

If you need to make other payment arrangements, please contact us at 515-964-4260 or 877-881-5653. Orders submitted by fax or mail are processed on the business day they are received. Following credit card verification, we will send an acknowledgement e-mail containing the registrants personal access code for the online courses to the e-mail address(es) listed in agency and personal info. This is our primary method of acknowledging your order - please make sure the e-mail address(es) entered are accurate and clearly legible. The acknowledgment e-mail will be sent from vieweraccess@homecareinformation.net - please make certain that your spam filter does not block this communication by adding this email address to your safe-senders list. If you do not receive your acknowledgement e-mail within 24 hours check your junk or spam mailbox first, then contact us by phone 515-964-4260 or 877-881-5653 or email at info@homecareinformation.net.

www.tahceducationonline.org

A Service of the Texas Association for Home Care & Hospice and the Home Care Information

Initial Training Options

Member Rates apply to Texas Association for Home Care & Hospice [TAHC&H] Members

INITIAL - PHASE ONE Satisfy 8 Hr Pre-Designation Training Requirement - choose Core Curriculum or Individual Courses from Course List A

Core Curriculum

- ◆ Curriculum includes 7 courses, address all 9 required topics & provide 9.35 Administrator Clock Hrs
- ◆ Discounted fee for curriculum saves money
- ◆ Unlimited [24/7] access for 1 month

- Member Rate \$300
- Non-Member Rate \$400

- ◆ When successfully completed, this curriculum satisfies the 8 Hr Pre-Designation Training Requirement [See Course Crosswalk]

-OR-

Individual Courses

- ◆ Select individual courses from Course List A
- ◆ Choose from 7 available courses to address required topics [See Course Crosswalk]
- ◆ Unlimited [24/7] access for 1 month

| | Rate per Clock Hr | | Total Hours | Total Purchase |
|---------------------------------------|-------------------|---|----------------------------------|---------------------------|
| <input type="checkbox"/> Member : | \$35 | x | <input type="text" value="Hrs"/> | = \$ <input type="text"/> |
| <input type="checkbox"/> Non-Member : | \$45 | x | <input type="text" value="Hrs"/> | = \$ <input type="text"/> |

INITIAL - PHASE TWO Satisfy first year 16 Hr Post-Designation Training Requirement - choose courses from Course List B & C

| | Rate per Clock Hr | | Total Hours | Total Purchase |
|---------------------------------------|-------------------|---|----------------------------------|---------------------------|
| <input type="checkbox"/> Member : | \$35 | x | <input type="text" value="Hrs"/> | = \$ <input type="text"/> |
| <input type="checkbox"/> Non-Member : | \$45 | x | <input type="text" value="Hrs"/> | = \$ <input type="text"/> |

Order all 16 hours NOW and SAVE an additional 10%!

Less 10% Discount: \$

Requires Order for 16 Hrs

Total: \$

- Bank my hours, I'll select courses later.

SAVE →

BEST SAVINGS on all ▶ 24 Hours ◀ Initial - Complete First Year Training Solution

- ◆ Satisfy BOTH 8 Hr Pre-Designation AND the first year 16 Hr Post-Designation Requirement for One Low Fee. You receive:
 - ◆ Phase One Curriculum - Immediate access for 1 month from home or work
 - ◆ Your choice [16 Hrs] of Phase Two courses from Course List B & C
 - ◆ Access Phase Two course selections 24/7 for 12 months

- Member Rate \$710 **Save \$150**
- Non-Member Rate \$970 **Save \$150**

Annual Continuing Education Training Options

CONTINUING EDUCATION Satisfy annual Continuing Education Training Requirement - choose courses from Course List A, B or C

| | Rate per Clock Hr | | Total Hours | Total Purchase |
|---------------------------------------|-------------------|---|----------------------------------|---------------------------|
| <input type="checkbox"/> Member : | \$35 | x | <input type="text" value="Hrs"/> | = \$ <input type="text"/> |
| <input type="checkbox"/> Non-Member : | \$45 | x | <input type="text" value="Hrs"/> | = \$ <input type="text"/> |

Requires Order for 12 Hrs Less 10% Discount: \$

Total: \$

- Bank my hours, I'll select courses later.

Order all 12 hours NOW and SAVE an additional 10%!

Prices Effective 01/01/10



Mark your selected courses with an "X"

| <input checked="" type="checkbox"/> | Num | Individual Courses in Initial Phase One Curriculum | Faculty | Admin | Nursing |
|-------------------------------------|-----|--|---------------|-----------|-------------|
| | | | | Clock Hrs | Contact Hrs |
| <input type="checkbox"/> | 811 | Employment Issues and the Law | Dombi | 1.00 | 1.00 |
| <input type="checkbox"/> | 396 | Agency Responsibilities in Budgeting /Financial Issues | Dusek | 1.00 | 1.00 |
| <input type="checkbox"/> | 671 | QAPI - Basic Texas Requirements | Hollers | 1.00 | 1.00 |
| <input type="checkbox"/> | 672 | Survey Strategies and Plans of Correction | Hollers | 1.00 | 1.00 |
| <input type="checkbox"/> | 673 | Strategic Planning and Managing Change | Westrick | 1.50 | 1.50 |
| <input type="checkbox"/> | 812 | HCSSA Regulations: Basic [3 Parts] | Wilson/Hammon | 3.25 | 3.25 |
| <input type="checkbox"/> | 674 | Ethics in the Workplace | Cooley | 0.60 | 0.60 |

First Name:

Phone:

Last Name:

Email:

Total
Admin
Clock Hours
of Selected
Courses on
THIS PAGE:

TAHC EDUCATION ONLINE

HCSSA Administrator Education - Course List B

First Name:

Phone:

Last Name:

Email:

Mark your selected courses with an "X"

| <input checked="" type="checkbox"/> | Num | Courses Addressing Initial - Phase Two Required Topics | Faculty | Admin Clock Hrs | Nursing Contact Hrs | Topics Addressed |
|-------------------------------------|----------------|---|-----------------------|-----------------|---------------------|------------------|
| <input type="checkbox"/> | 390 | Sailing Through Treacherous Waters: Fraud And Abuse | Selman-Holman | 1.00 | 1.00 | [1] |
| <input type="checkbox"/> | 466 | Staying Safe: Design a Blueprint for Compliance & Avoiding Fraud | Dombi | 1.20 | N/A | [1] |
| <input type="checkbox"/> | 468 | Administrator Training ; Initial Training Requirements | Hammon | 0.75 | 0.75 | [2,3,5,7,8] |
| <input type="checkbox"/> | 398 | Recruiting, Maintaining and Motivating Today's Employee | Cooley | 1.60 | 1.60 | [4] |
| <input type="checkbox"/> | 402 | Growing your Home Care Business | Salmons | 1.00 | N/A | [4] |
| <input type="checkbox"/> | 407 | Medicare Regulations | Vasek/Hammon | 2.00 | 2.00 | [4] |
| <input type="checkbox"/> | 486 | Lost in Translation: Converting Licensure Rules Into Compliance Success | Hammon | 1.50 | 1.50 | [4] |
| <input type="checkbox"/> | 490 | Risk Management 101: Protecting Yourself and the Patient | Norman | 1.30 | N/A | [4] |
| <input type="checkbox"/> | 759 | Features of the Medicare Hospice Benefit | H.Wilson | 1.30 | 1.30 | [4] |
| <input type="checkbox"/> | 488 | Emergency Preparedness : Are You Really Prepared? | Dionne-Vahalik | 1.50 | 1.50 | [6] |
| <input type="checkbox"/> | 489 | A Practical Guide for Implementing Emergency Preparedness | Jones | 1.00 | 1.00 | [6] |
| <input checked="" type="checkbox"/> | 717 | Home Care Preparedness for Pandemic Flu | Citarrella | 1.40 | 1.40 | [6] |
| <input type="checkbox"/> | 395 | Infection Control and OSHA | K.Wilson | 1.00 | 1.00 | [8] |
| <input type="checkbox"/> | 772 | Nutrition at End of Life | Martin | 0.50 | 0.50 | [9] |
| <input checked="" type="checkbox"/> | 682 | New Keys to OASIS Success: Patient Assessment Strategies | Tulloch | 1.30 | 1.30 | [10] |
| <input checked="" type="checkbox"/> | 708 | New Keys to OASIS Success: Handwiring for Best Practices | Tulloch | 1.25 | 1.25 | [10] |
| <input checked="" type="checkbox"/> | 708 | New Keys to OASIS Success: Care Mix Diagnoses | Tulloch | 1.75 | 1.75 | [10] |
| <input checked="" type="checkbox"/> | 710 | New Keys to OASIS Success: Wound Updates | Tulloch | 1.45 | 1.45 | [10] |
| <input type="checkbox"/> | 715 | Home Care Practice : Comprehensive Assessment, OASIS and Outcomes | Will/Krafft | 1.30 | 1.30 | [10] |

Initial - Phase Two Required Topics : Pick Courses from the list above to first satisfy the Required Topics below, as applicable.* / **

| Key | Subject | Key | Subject | Key | Subject | Key | Subject | Key | Subject |
|-----|--------------------|-----|-------------------------|-----|------------------------|-----|---------------------------------|------|-------------|
| [1] | Fraud and Abuse | [3] | Client Rights | [5] | Complaints | [7] | Abuse, Neglect and Exploitation | [9] | Nutrition * |
| [2] | Advance Directives | [4] | Agency Responsibilities | [6] | Emergency Preparedness | [8] | Infection Control | [10] | OASIS ** |

* for agencies licensed to provide inpatient hospice services

** for agencies licensed to provide licensed and certified home health services



Total Admin Clock Hours of Selected Courses on THIS PAGE:



Mark your selected courses with an "X"

| <input checked="" type="checkbox"/> | Num | Topics Related to the Duties of an Administrator | Faculty | Admin Clock Hrs | Nursing Contact Hrs |
|-------------------------------------|-----|---|---------------|-----------------|---------------------|
| <input type="checkbox"/> | 485 | Special Delivery: Delivering Pediatrics in Your Agency | Smith/Kovar | 1.50 | 1.50 |
| <input type="checkbox"/> | 711 | Home Care Practice: Key Concepts In Home Health Care | Will/Krafft | 1.20 | 1.20 |
| <input type="checkbox"/> | 712 | Home Care Practice: Medicare Conditions of Participation | Will/Krafft | 1.30 | 1.50 |
| <input type="checkbox"/> | 713 | Home Care Practice: Identifying & Delivering Skilled Care in a Home Setting | Will/Krafft | 1.00 | 1.00 |
| <input type="checkbox"/> | 714 | Home Care Practice: Documentation, A Critical Element of Quality Care | Will/Krafft | 0.80 | 0.80 |
| <input type="checkbox"/> | 716 | Home Care Practice: Successful Strategies for a Team Approach | Will/Krafft | 0.70 | N/A |
| <input type="checkbox"/> | 719 | Wage & Hour Law: Introduction to Wage and Hour | Gilliland | 1.80 | N/A |
| <input type="checkbox"/> | 720 | Wage & Hour Law: The Companionship Services Exemption | Gilliland | 0.60 | N/A |
| <input type="checkbox"/> | 721 | Wage & Hour Law: White Collar Exemptions | Gilliland | 1.30 | N/A |
| <input type="checkbox"/> | 722 | Wage & Hour Law: How Wage and Hour Laws Affect Personnel Policies | Gilliland | 1.25 | N/A |
| <input type="checkbox"/> | 723 | Wage & Hour Law: Per-Visit Pay for Registered Nurses | Gilliland | 0.60 | N/A |
| <input type="checkbox"/> | 724 | Wage & Hour Law: What Time Counts as Hours Worked | Gilliland | 0.90 | N/A |
| <input type="checkbox"/> | 725 | Wage & Hour Law: Calculating an Employees Regular Rate | Gilliland | 1.00 | N/A |
| <input type="checkbox"/> | 727 | Top Techniques for Finding and Keeping Nurses in Home Health | Tweed | 0.80 | N/A |
| <input type="checkbox"/> | 733 | Strategic Planning: Advanced Strategic Planning | Tweed | 1.10 | N/A |
| <input type="checkbox"/> | 734 | Strategic Planning: Assessing Current Reality | Tweed | 0.60 | N/A |
| <input type="checkbox"/> | 735 | Strategic Planning: Creating Competitive Advantage | Tweed | 0.90 | N/A |
| <input type="checkbox"/> | 736 | Strategic Planning: Goal Setting and Action Planning | Tweed | 0.80 | N/A |
| <input type="checkbox"/> | 737 | Strategic Planning: On a Clear Day You Can See Tomorrow | Tweed | 1.40 | N/A |
| <input type="checkbox"/> | 738 | Private Duty Business Development: Opportunities in Private Duty | Tweed | 1.00 | N/A |
| <input type="checkbox"/> | 739 | Private Duty Business Development: Strategic Planning in Private Duty | Tweed | 1.10 | N/A |
| <input type="checkbox"/> | 742 | 22 Tips to Find and Keep Non-Medical Caregivers | Tweed | 1.10 | N/A |
| <input type="checkbox"/> | 748 | Home Health Coding Basics - How to Use the ICD-9-CM Manual | Selman-Holman | 2.10 | 2.10 |
| <input type="checkbox"/> | 777 | Home Health Coding: OASIS-Specific Requirements for Diagnoses and PPS | Selman-Holman | 1.10 | 1.10 |
| <input type="checkbox"/> | 776 | 2009 ICD-9-CM Code Update: What You Need to Know | Tulloch | 1.60 | 1.60 |

Total Admin Clock Hours of Selected Courses on THIS PAGE:

First Name: Phone:

Last Name: Email:



Mark your selected courses with an "X"

| <input checked="" type="checkbox"/> | Num | Topics Related to the Duties of an Administrator | Faculty | Admin Clock Hrs | Nursing Contact Hrs |
|-------------------------------------|-----|---|----------|-----------------|---------------------|
| <input type="checkbox"/> | 680 | Leadership and Ethics | Westrick | 0.50 | 0.50 |
| <input type="checkbox"/> | 746 | Basic Sales Skills: Marketing & Sales Tactics to Generate Legendary Results | Ferris | 2.00 | N/A |
| <input type="checkbox"/> | 747 | Advanced Sales Skills: Essential Tactics to Generate Legendary Results | Ferris | 2.60 | N/A |
| <input type="checkbox"/> | 748 | Sales Management Skills: How to Lead a Sales Team to Legendary Results | Ferris | 1.10 | N/A |
| <input type="checkbox"/> | 728 | Home Health Medicare Basic PPS Billing | Gaboury | 1.70 | N/A |
| <input type="checkbox"/> | 729 | Medicare Secondary Payer Billing | Gaboury | 1.00 | N/A |
| <input type="checkbox"/> | 730 | Evaluating Medicare Adjustments | Gaboury | 1.20 | N/A |
| <input type="checkbox"/> | 731 | Case Management: Strategies and Tools for Success | Litwin | 1.25 | 1.25 |
| <input type="checkbox"/> | 732 | Are You Managing SMART? Know How Your Agency is Doing at All Times | Litwin | 1.10 | 1.10 |
| <input type="checkbox"/> | 750 | Fraud and Abuse: An Overview for Clinicians | Markette | 1.20 | 1.20 |
| <input type="checkbox"/> | 726 | Ethical and Legal Practices in Home Care | Tisher | 1.10 | N/A |
| <input type="checkbox"/> | 740 | Marketing Private Duty Home Care | Tweed | 1.35 | N/A |
| <input type="checkbox"/> | 741 | Sitting with The Customer: Selling Private Duty Home Care Services | Tweed | 1.35 | N/A |

First Name:

Phone:

Last Name:

Email:

Total Admin Clock Hours of Selected Courses on THIS PAGE: