



**Policy Manual**

<b>Policy Title:</b>	NASBA Program Attendance Monitoring	<b>Adopted Date:</b>	11-02-11
<b>Policy Category:</b>	Education	<b>Review Date:</b>	
<b>Policy Number:</b>		<b>Amended Date:</b>	

**Purpose:** To establish Tennessee Chapter (Chapter) guidelines and limitations for monitoring the actual attendance of sessions by program participants where CPE credit is being requested, and ensure compliance to certification requirements of the National Association of State Boards of Accountancy (NASBA).

**Policy:** It is the responsibility of the individual program attendee to monitor their unscheduled breaks during an educational presentation. The Chapter will require all attendees requesting CPE credit certify their attendance and eligibility for hours awarded by submitting to the Chapter a signed CPE Attendance Record. Attendance records for programs will contain the following statement: "I certify that I have attended the sessions circled above, and should be given credit for these hours on the records of the Tennessee Chapter of HFMA". Attendees not completing the required CPE Attendance Record will not be awarded educational hours.

**Procedure:** Attachment A is a sample of the CPE Attendance Record to be used with all of the Chapter's educational events.



**Policy Manual**

**Attachment A**

**For CPA's Only**  
**Tennessee Chapter Healthcare Financial Management Association**  
**CPE Attendance Record**  
**“Achieving New Heights – 2011 Fall Institute” Gatlinburg, TN, October 12-14, 2011**

<b>Wednesday, October 12, 2011</b>			Mgmt Advisory	Specialized Knowledge
8:00 AM	9:00 AM	Opening General Session: National HFMA Update		1.0 hrs
9:15 AM	10:15 AM	General Session: Tennessee Chapter Update		1.0 hrs
9:15 AM	10:15 AM	Executive Session 1: Health Care Strategy & Physician Employment Trends		1.0 hrs
10:45 AM	12:00 PM	Breakout Session 1: A 360 Degree Look at Patient Access	1.5 hrs	
10:45 AM	12:00 PM	Breakout Session 2: Organizational Objectives through Adoption of ICD-10		1.5 hrs
10:45 AM	12:00 PM	Executive Session 1 continued: Health Care Strategy & Physician Employment Trends		1.5 hrs
1:00 PM	2:30 PM	Breakout Session 3: Registration Accuracy as a Revenue Cycle KPI	1.5 hrs	
1:00 PM	2:30 PM	Breakout Session 4: 5010 Readiness		1.5 hrs
1:00 PM	2:30 PM	Executive Session 2: Healthcare Reform and Its Influence on Hospital Credit Quality	1.5 hrs	
3:00 PM	4:30 PM	Breakout Session 5: ACO & Their Role in the Future of Healthcare		1.5 hrs
3:00 PM	4:30 PM	Breakout Session 6: The Cost of Payment Card Data Theft and Your Business		1.5 hrs
3:00 PM	4:30 PM	Executive Session 2 continued: Healthcare Reform and Its Influence on Hospital Credit Quality	1.5 hrs	
<b>Thursday, October 13, 2011</b>			Mgmt Advisory	Specialized Knowledge
8:30 AM	10:00 AM	Keynote Address: Miracle on the Hudson		1.5 hrs
10:30 AM	12:00 PM	Breakout Session 7: Contract Management, After the Negotiations	1.5 hrs	
10:30 AM	12:00 PM	Breakout Session 8: Form 2552-10 Medicare Cost Report Update		1.5 hrs
1:30 PM	3:00 PM	Breakout Session 9: Legal Challenges to PPACA and the “Individual Mandate”		1.5 hrs
1:30 PM	3:00 PM	Breakout Session 10: Addressing Overpayments and Refunds		1.5 hrs
3:30 PM	5:00 PM	Breakout Session 11: MSHA’s Supply Chain Management		1.5 hrs
3:30 PM	5:00 PM	Breakout Session 12: All that Glitters . . .	1.5 hrs	
<b>Friday, October 14, 2011</b>			Mgmt Advisory	Specialized Knowledge
8:30 AM	10:00 AM	General Session: Will you be ready in 718 Days? ICD 10 Panel Discussion		1.5 hrs
10:30 AM	12:00 PM	General Session: Be the Best You Can Be – Focus and Enjoy the Process		1.5 hrs

**CIRCLE THE HOURS OF THE SESSION ATTENDED ABOVE AND SUM THE HOURS BELOW**

Total Hours \_\_\_\_\_ Mgmt Advisory Total \_\_\_\_\_ Specialized Knowledge Total \_\_\_\_\_

I certify that I have attended the sessions circled above and should be given credit for these hours on the records of the Tennessee Chapter HFMA.

\_\_\_\_\_  
Attendee’s Name (PLEASE PRINT)

\_\_\_\_\_  
Attendee’s Signature

\_\_\_\_\_  
Email Address (PLEASE PRINT)

\_\_\_\_\_  
Telephone Number

**PLEASE TURN THIS FORM INTO THE REGISTRATION DESK AT THE END OF THE CONFERENCE**