Managing the Admissions Process in Skilled Nursing Facilities
2019/2020 Medicare and Medicaid Changes

DATE & LOCATION
February 26, 2019
9:00 am – 3:30 pm
Handelman Conference Center
7090 Samuel Morse Dr, STE 400
Columbia, Maryland

Registration & Breakfast begin at 8:30 am. Doors open at 8:15 am

TARGET AUDIENCE
- Business Office Staff
- NH Administrators
- Admissions Coordinators
- Social Workers

CEU — 5.25
- Administrators
- Social Workers

FEES
- LifeSpan Members — $165
- Nonmembers — $265

PRESENTER
Marianne L. Krebs, LNHA is a licensed nursing home administrator in the State of Maryland, and has 30 years experience in the processes of Medicaid and Medicare billing and reimbursement. Her experience and expertise are in the operations and management of long term care, and in the analysis of accounts receivable and collections. Since June 2007, Marianne operates her own consulting business, MLKrebs Consulting. Prior to that, she was a consulting manager with the Health Care Consulting division of RSM McGladrey Inc. (formerly American Express Tax and Business), and has held similar positions in the industry.

PROGRAM & OBJECTIVES
This course will provide you with a comprehensive review of the regulatory requirements for admissions for nursing facilities under Medicare, Maryland Medicaid, Managed Care Organizations and Private Pay, and will include generic admissions policies and procedures which are vital in establishing an effective admissions process in the nursing facility.

1. Possess skills through understanding the admissions process from the very beginning: inquiry from various sources, verifying insurance coverage, establishing medical necessity for nursing facility services, and the facility’s responsibilities of accepting the admission.

2. Understand the importance of communication skills for a “successful” admission.

3. Gain knowledge of the expectations of the “admissions budget” through marketing and existing admissions practices; and, how to improve of such practices.

AGENDA
8:30 am Registration & Breakfast

9:00 am - 10:30 am
- Development of the Admissions Process for Nursing Homes
- Admissions Process Policies and Procedures
- Managing the Admissions Process by Primary Payer

10:30 am - 10:45 am Break

10:45 am - 12:00 pm
- Establishing practices to verify insurance coverage and payment before admission
- New 2019 / 2020 Medicare Case Mix and admission
- Steps required for effective internal communications of each admission
- Receiving required information before and after admission according to Third Party Payers: Medicare, Maryland Medicaid, Managed Care Organizations; MSP, Pre-Authorization for Skilled Nursing/Rehabilitation Services (and rates), Maryland Medicaid Medical Eligibility 3871B, and more
- Making Contact: Discharge Coordinator from Hospital, Business Office from discharging hospital, nursing facility, assisted living facility, or other institution
- Obtain information from resident’s representatives

12:00 pm - 12:45 pm Lunch

12:45 pm - 2:00 pm
- Establishing Admissions processes for long-term and short-term (less than 30 days stay) care in the nursing facility
- Review of admissions under the new payment models for Medicare Part A (PDPM, VBPM)

2:00 pm - 2:15 pm Break

2:15 pm - 3:30 pm
- Review of generic admissions policy and checklists
- Importance of “The Tour of the Facility” before admission

3:30 pm Adjourn

TOPICS
- Development of the Admissions Process for Nursing Homes
- Admissions Process Policies and Procedures
- Managing the Admissions Process by Primary Payer
- Steps required for effective internal communications of each admission
- Review of 2019 / 2020 Medicare Case Mix changes and how to manage
- Receiving required information before and after admission according to Third Party Payers: Medicare, Maryland Medicaid, Managed Care Organizations
- Establishing Admissions processes for long-term and short-term (less than 30 days stay) care
- Tracking Census Days and maintaining budget for patient days revenue
- Updates and Changes under Maryland Medicaid, Medicare and Managed Care

IN THE EVENT OF INCLEMENT WEATHER, CALL 410-381-1176 FOR SEMINAR STATUS
Continuing Education Credits
This program is approved for 5.25 continuing education hours. This program has been submitted to the National Continuing Education Review Service (NCERS) of the National Association of Boards of Examiners of Long Term Care Administrators. This course is approved for Category I continuing education credit for Social Workers license in Maryland.

Registration Policies
1. Please mail or fax your registration early. Space is filled on a first served basis. Policy and deadlines for registration are the same by fax as by mail.
2. Please enclose a check or complete the credit card registration below. Faxed registrations must include credit card or purchase order information.
3. Registrations and payment must be received no later than five days prior to the workshop.
4. We reserve the right to cancel this program due to insufficient registration.

Cancellation Policy
Refunds, minus a $25 processing fee per registrant, will be honored if requested in writing five (5) business days prior to the date of the seminar. In the event of emergency, attendees may send substitutions in their places without prior notification.

Inclement Weather Policy
If Howard County Public Schools are closed or opening late due to inclement weather, all seminars are CANCELLED. Registrants will be contacted regarding rescheduling arrangements.

Registration Form
Managing Admissions Process in Skilled Nursing Facilities
February 26, 2019

PLEASE PRINT. Copy this form for multiple registrants. Please register and return by February 20, 2019

Name ____________________________________________ Title ______________________________

Email (Work) REQUIRED ____________________________

NH Administrator License # __________________________ NAB CE Registry ID# ________________

Facility Name _____________________________________

Facility Address __________________________________

City __________________________ State __________ Zip __________

Work Phone __________________ Fax __________________

Fee: LifeSpan Members $165 Non-members $265 Total Amount Due $____________

Please mail with check payable to: THE BEACON INSTITUTE, 7090 Samuel Morse Drive, STE #400, Columbia, MD 21046
Or fax with credit card information to 410.381.6061

Name on Card ______________________________ Account No. __________________________

CVV2 Security Code ______ Expiration Date ______ Signature________________________________

Credit Card Billing Address _________________________________

Card Holder Email Address _______________________________

QUESTION? Please call Annmarie Gordon at 410.381.2401, x240 or agordon@lifespan-network.org www.LifeSpan-Network.org