

Healthcare Professional Training Made Accessible

Welcome to HomeTown Health University!

Since 2005, HomeTown Health University has offered online healthcare training, combined with live training sessions, to help thousands of healthcare professionals reach their education goals and maintain their healthcare certifications.

HTHU courses are available 24/7/365 across a variety of platforms to ensure ease of access regardless of work schedule, time constraints or preferred device. HomeTown Health University is dedicated to offering current, relevant, industry-specific training across a variety of scopes and topics which ensure educational success for all learners.

Discover the many accredited, healthcare focused courses available on HomeTown Health's online healthcare university at www.hthu.net. HTHU is currently serving over 10,000 students throughout hospitals, physician offices, long term care facilities, and in partnership with associations, technical colleges and health science school programs.

To accommodate various learning styles, HTHU provides both voiced and self-paced courses. All courses offered on HTHU are written by best practice professionals in their field. Curriculum is reviewed regularly to ensure students that all education is timely and relevant to current healthcare requirements. On behalf of the HomeTown Health University team, we look forward to working with you. Happy learning!

Warmly,

Jennie Price

Director of Business Development



My HTHU.net Login

User Name: _____

Registered Email : _____

Course Catalog



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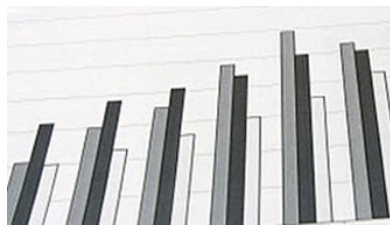
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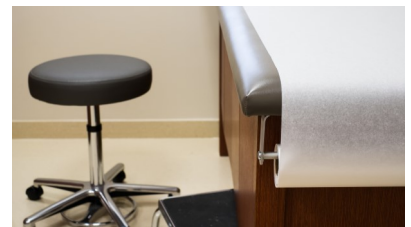
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School of Revenue Cycle Management

In this rapidly changing healthcare environment, each employee in the Business Office is required to continuously educate themselves and adapt best practices. Students, including business office leaders and staff, are offered a wide menu of curriculum choices in critical areas related to managing revenue for the organization.

	Course Title	Course Length	CEU
On-Demand Training	Medicare Reimbursement Webinars (archived for 12 months)	60 mins	
	Rural Health Clinic Billing Webinars - NEW!	60 mins	
	MOON: Medicare Outpatient Observation Notice Webinar - NEW!	60 mins	
	CAH Quarterly Reimbursement & Billing Training Series	60 mins	
Business Office Certifications	Certified Healthcare Hospitality Specialist (CHHS)	4.5 hours	0.5
	Patient Access Certification (PAC)	8 hours	0.8
	Patient Access Specialist Certification (PAS)	12 hours	1.2
	Billing Prerequisite	6 hours	0.6
	Billing Certification (BC)	6 hours	0.6
	PFS/Billing Specialist Certification (BSC)	11 hours	1.1
	Financial Counselor Certification (FCC)	5 hours	0.5
	Managed Care Professional Certification (MCPC) - NEW!	6 hours	0.6
Annual Recertification	Patient Access Recertification	90 mins	0.2
	Billing Specialist Recertification	90 mins	0.2
	Financial Counselor Recertification	90 mins	0.2
	Certified Healthcare Hospitality Specialist Recertification	90 mins	0.2
Computer Skills	Computer Application Certification	12 hours	1.2
	Intro to Microsoft Office & Word	2 hours	0.2
	Intro to Microsoft Excel	75 mins	0.1
	Learning More about Excel (Intermediate)	75 mins	0.1
	Medicare Bad Debt Spreadsheet, Excel	30 mins	0.1
	Working in Excel – Part I	2 hours	0.2
	Working in Excel – Part II	2 hours	0.2
	Working in Excel – Part III	2 hours	0.2
	Outlook Basics	2 hours	0.2
	PowerPoint Basics	2 hours	0.2
	Microsoft Access Basics	2 hours	0.2
	Microsoft Access Advanced	2 hours	0.2
	Billing	Azalea Pediatric Wellness Check - Georgia Medicaid Health Check Visit Billing	35 mins
Billing & Coding for IV Drug Administration		60 mins	0.1
1500 Claim Form 02/12 Version		60 mins	0.1
Coding for the Non-coder		60 mins	0.1
Denial Management		55 mins	0.1
Evaluation and Management (E/M) Services for Hospital Billing		60 mins	0.1
Evaluation and Management (E/M) Services for Healthcare Professionals		60 mins	0.1
Everything you need to know about Medicare Appeals		40 mins	0.1
HAC & POA Indicators for IPPS Hospitals		70 mins	0.1
Healthcare Billing Compliance by Draffin & Tucker		75 mins	0.1
Insurance Follow Up		75 mins	0.1
Introduction to Hospital Billing		60 mins	0.1
Medicare Consolidated Billing		60 mins	0.1
Introduction to Modifiers		70 mins	0.1
Observation Billing Guidelines		45 mins	0.1
Part A to Part B Rebilling: Instructions according to CR #8185		2 hours	
RAC & Other Audits		30 mins	0.1
Remittance Advice, Cash Posting & Credit Balances		70 mins	0.1

	Course Title	Course Length	CEU
Billing (Continued)	Skilled Nursing Billing & Coding	60 mins	0.1
	Understanding and Utilizing the UB-04	65 mins	0.1
	What Are My Services? How Do I Bill For Them?	75 mins	0.1
Hospital Office Education	3 Day Window Rule	30 mins	0.1
	ABN – Advance Beneficiary Notice	60 mins	0.1
	Addressing Patient Centered Care in Your Business Office	30 mins	0.1
	Advanced Customer Service - The AIDET Model	35 mins	0.1
	Charge Description Master 101	180 mins	0.3
	Developing & Maintaining a Clinical Documentation Improvement (CDI) Program for Small Hospitals	75 mins	0.1
	Code of Conduct in Healthcare	35 mins	0.1
	Customer Service and You	50 mins	0.1
	Dealing with the Difficult	60 mins	0.1
	Health Insurance Basics	60 mins	0.1
	ICD-10 for the Business Office	30 mins	0.1
	Improving Performance in Healthcare	30 mins	0.1
	Introduction to Managed Care	75 mins	0.1
	Introduction to Utilization Review	15 mins	
	Is Your Hospital Prepared for Medicare Bad Debt Audit?	2 hours	
	Keys to Successful Collections	50 mins	0.1
	Medical Terminology	80 mins	0.1
	Medical Terminology II	60 mins	0.1
	MSP – Medicare Secondary Payer	55 mins	0.1
	Next Generation Patient Access Services	60 mins	0.1
	Patient Access Services 101	50 mins	0.1
	Patient Flow, Teamwork & Quality Patient Care	30 mins	0.1
	Professional Conduct in Healthcare	65 mins	0.1
	Registration Quality	30 mins	0.1
	Swing Bed Admission & Billing Guidelines	35 mins	0.1
	Teamwork: A Practical Guide	2 hours	0.2
	Telephone Etiquette	35 mins	
	Top Claims Submissions Errors - NEW!	60 mins	0.1
	What does HCAHPS mean for Patient Access?	20 mins	
	Your Role in the Revenue Cycle	45 mins	0.1
Financial Counseling	Financial Counseling Overview	47 mins	0.1
	Collections	32 mins	0.1
	Insurance Requirements	60 mins	0.1
	Financial Assistance Policy (FAP) for Non-Profit Hospitals - NEW!	60 mins	0.1
	Funding Sources	69 mins	0.1
	ICTF: Indigent Care Trust Fund	51 mins	0.1
	Legal Remedies	57 mins	0.1
Health Insurance Exchange	Health Insurance Exchange Educational Webinar	100 mins	
	Introduction to the Health Insurance Marketplace	60 mins	0.1

(Course list continued on Page 6)



PFS/Business Office Certifications

Facility Compliance	Cultural Diversity in Healthcare	2 hrs 30 mins	0.2
	2017 HIPAA Privacy & Security Certificate - NEW!	100 mins	0.2
	HIPAA Privacy	30 mins	0.1
	HIPAA Security	35 mins	0.1
	HIPAA: Release of Information - NEW!	45 mins	0.1
	EMTALA Law	60 mins	0.1
	OSHA Anti-Retaliation Training: Effective Part of a Compliance Program - NEW!	60 mins	
	Everything You Need to Know about Medicare Appeals	45 mins	0.1
	ABCs of Regulatory Agencies & Surveying Bodies - NEW!	60 mins	0.1
	Management & Leadership	Managing Medicare Bad Debts	60 mins
Business Office Policy & Procedure		60 mins	0.1
Communications: Manager Relationships - NEW!		30 mins	0.1
Communications: Nurse-Patient Relationships - NEW!		33 mins	0.1
Communications: Peer Relationships - NEW!		21 mins	
Hospital Human Resource Virtual Conference		4 hours	0.4
Ten Essential Management Skills Certification		5 hours	0.5
Business Skills: Managing Change as a Manager		30 mins	
Performance Management – Dealing with the Difficult Employee		45 mins	0.1
Performance Management – Avoiding Common Communication Pitfalls		45 mins	0.1

PFS/Business Office Certifications

HTHU Business Office Certifications have been proven to decrease errors, increase knowledge base, increase clean claims and increase revenue for facilities that utilize them for staff training. Includes both in-person and web-based assistance from HTHU, and resources such as a career advancement guide for incorporating education into job performance, annual evaluations or job advancement. *For more information on the contents of each certification, visit www.hthu.net.*

- **CHHS:** Certified Healthcare Hospitality Specialist & *CHHS Recertification*
- **PAC:** Patient Access Certification
- **PAS:** Patient Access Specialist Certification & *PAS Recertification*
- *Billing Prerequisite*
- **BC:** Billing Certification
- **BSC:** Billing Specialist Certification & *BSC Recertification*
- **FCC:** Financial Counselor Certification & *FCC Recertification*
- **MCPC:** Managed Care Professional Certification - **NEW!**
- Ten Essential Management Skills Certification
- Computer Application Certification

Certification Pathways

Patient Access Certification Path



Patient Access to Billing Specialist Path



Billing Certification Path



This HTHU School is a product of requests for technology curriculum and updates on the changing industry. The goal is to provide industry pertinent education to healthcare IT personnel and other healthcare staff who benefit from more in-depth education related to the role of IT within their facility, as well as other topical areas.

	Course Title	Course Length	CEUs
Computer/ Broadband	An Introduction to Computers	20 mins	
	Introduction to Computing	45 mins	0.1
	Introduction to Networking	55 mins	0.1
	Introduction to Broadband	40 mins	0.1
HIPAA & Security	HIPAA 5010 Transition Overview	20 mins	
	HIPAA Privacy	30 mins	0.1
	HIPAA Security	45 mins	0.1
	2017 HIPAA Privacy and Security Certificate - NEW!	30 mins	0.1
	Security Strategies for IT - <i>presented by Envision</i>	60 mins	
	Effectively Evaluating “Cloud” Services - <i>presented by Envision</i>	60 mins	
Computer Skills	Computer Application Certification	840 mins	1.2
	Microsoft Access Basics	2 hours	0.2
	Microsoft Access Advanced	2 hours	0.2
	Intro to Microsoft Office & Word	2 hours	0.2
	Intro to Excel	75 mins	0.1
	Learning More about Excel (Intermediate)	75 mins	0.1
	Medicare Bad Debt Spreadsheet, Excel	30 mins	0.1
	Outlook Basics	2 hours	0.2
	PowerPoint Basics	2 hours	0.2
	Working in Excel – Part I	2 hours	0.2
	Working in Excel – Part II	2 hours	0.2
	Working in Excel – Part III	2 hours	0.2
	Rural Medical Home Network Webinar Series <i>from HealthHIE Georgia with GAHIN updates *Georgia Specific</i>	Privacy, Cyber, EHR Law presented by Morris, Manning & Martin - NEW!	60 mins
What Your Firewalls Can Tell You <i>presented by Envision</i> - NEW!		20 mins	
InfoSec threats and protection of PHI in 2017, EHR Incentive Program News*		55 mins	
MU Measures, EHR Program Updates, GaHIN News, MACRA Minute*		55 mins	
EHR Post Payment Audits & EHR Program Updates*		60 mins	
Interoperability Panel, EHR Incentive Program Update, MACRA/MIPS Minute *		55 mins	
Firewalls, GaHIN Connections, OPSS Final Rule, & EHR Incentive Program*		55 mins	
Transforming Healthcare – Care Coordination Story, Guidance, & Support*		65 mins	
EHR Incentive Program News and Community Care Model Webinar *		60 mins	
GaHIN Client Portal Access Training Webinar *		30 mins	
Meaningful Use Reporting Approaches, EHR Incentive Program Updates*		70 mins	
HIE and Community Connections (lab/radiology) & MIPS Update *		45 mins	
Telehealth Transformation Series - NEW! <i>with Global Partnership for Telehealth</i>		Telemedicine - Transforming Healthcare - NEW!	40 mins
	Telehealth Drivers of Growth - NEW!	35 mins	0.1
	Leading, Promoting, Marketing your Telehealth Program/ Demand Analysis - NEW!	40 mins	0.1
	Telehealth Technology/ Purchasing and Equipment Selection - NEW!	40 mins	0.1
	Telehealth Coordination of Care / Quality Assurance and Transitions - NEW!	50 mins	0.1
	Telehealth Presentation & Clinical Considerations - NEW!	40 mins	0.1
	Telehealth Specialties & Ongoing Program Development - NEW!	40 mins	0.1
Ongoing Evaluation and Monitoring/Setting Goals for Improvement - NEW!	40 mins	0.1	



Annual Education Programs

With the ever-evolving landscape of rules and regulations in healthcare, Annual Education is an integral tool to educate and empower employees and supervisors. Annual Education benefits both your employees and managers by providing them essential knowledge on major compliance areas required by agencies such as OSHA, DNV, and The Joint Commission.

Annual Education is also an essential part of protecting your facility and employees by providing them with the education to shape their job performance and ensure their compliance with all regulations and policies within your facility. Along those same lines, it empowers your staff leaders to hold their employees accountable for their behaviors in the workplace. Developed to match industry regulations and best practice performance guidelines, HTHU Annual Education provides not only the education required for your facility but also provides tracking and reporting of staff completion for your facility's records. The HTHU Annual Education base program is divided into Clinical and Non-Clinical portions for employees, both ending with annual education evaluations.

CLINICAL ANNUAL ED

SESSION I

- 1) Corporate Compliance
- 2) Employee Injury
- 3) EOC: Creating a Safe Environment of Care
- 4) EOC: Personnel Safety & Hazard Recognition
- 5) EOC: Fire & Life Safety Management
- 6) EOC: Hazardous Material and Waste Management Update
- 7) EOC: Security Management
- 8) Active Threats: Quick Response Guidelines

SESSION II

- 9) What is HCAHPS?
- 10) Advanced Customer Service: The AIDET Model
- 11) Telephone Etiquette
- 12) Patient Rights
- 13) Age Specific Care
- 14) Diversity and Discrimination
- 15) Establishing Effective Teamwork

SESSION III

- 16) Annual National Patient Safety Goals
- 17) A Culture of Safety (Patient Safety)
- 18) Alarm Fatigue
- 19) Fall Prevention Education & Best Practice
- 20) Infection Control: The Basics

SESSION IV

- 21) 2017 HIPAA Update
- 22) EMTALA Law
- 23) Drug Free Workplace
- 24) Workplace Violence: Prevention & Management
- 25) Sexual Harassment
- 26) Recognizing & Reporting Child Abuse/Neglect

NON-CLINICAL ANNUAL ED

SESSION I

- 1) Corporate Compliance
- 2) Employee Injury
- 3) EOC: Creating a Safe Environment of Care
- 4) EOC: Personnel Safety & Hazard Recognition
- 5) EOC: Fire & Life Safety Management
- 6) EOC: Hazardous Material and Waste Management Update
- 7) EOC: Security Management

SESSION II

- 8) What is HCAHPS?
- 9) Advanced Customer Service: The AIDET Model
- 10) Telephone Etiquette
- 11) Diversity and Discrimination
- 12) Establishing Effective Teamwork

SESSION III

- 13) Patient Rights
- 14) A Culture of Safety (Patient Safety)
- 15) Fall Prevention Education & Best Practice
- 16) Infection Control: The Basics

SESSION IV

- 17) 2017 HIPAA Update
- 18) EMTALA: A Guide for Nonclinical Employees
- 19) Drug Free Workplace
- 20) Sexual Harassment
- 21) Workplace Violence: Prevention & Management
- 22) Active Threats: Quick Response Guidelines

ANNUAL ED – LONG TERM CARE FACILITY

New this year, HTHU has developed an Annual Education program for Long Term Care facility staff, such as nursing homes and assisted living facilities to match industry regulations and best practice performance guidelines. In a highly litigious environment, Annual Education is also an essential part of protecting your facility and employees by providing them with the education to shape their job performance and ensure their compliance with all regulations and policies within your facility. The program helps fulfill your facility’s commitment to providing education, monitoring, and oversight to ensure all employees, volunteers and medical staff members comply with the laws, standards and requirements governing its operations and includes training to guide your employee actions and decisions.

SESSION I: Long Term Care /Compliance

- 1) Resident Rights: The Art of Caring
- 2) 2017 HIPAA Compliance
- 3) Advanced Customer Service: AIDET
- 4) Telephone Etiquette
- 5) Diversity & Discrimination

SESSION II: Protecting Our Patients & Patient Care

- 6) Preventing Elder Abuse: Helping Keep Residents Safe
- 7) Preventing Falls in Long Term Care: Keeping Residents Safe

SESSION III: Infection Control/PPE - Protecting Yourself

- 8) Infection Control: The Basics
- 9) Infection Control: Personal Protective Equipment
- 10) Preventing Healthcare-Associated Infections in LTC
- 11) Preventing Blood-borne Infections in Long-Term Care:
Preventing Transmission, Protecting Yourself
- 12) Body Mechanics - Ergonomics
- 13) Lifting Safely to Prevent Injury

ANNUAL ED SESSION IV: Environment of Care (OSHA) & Emergency Management

- 14) Environment of Care- Emergency Management
- 15) Active Threats: Quick Response Guidelines

ANNUAL ED SESSION V (Clinical/Nursing Only)

- 16) Resident Assessment: Physical, Cognitive and Sensory Functioning
- 17) A Comprehensive Geriatric Assessment

Other Course options include:

- EOC: Personnel Safety and Hazard Recognition*
- EOC: Fire & Life Safety Management*
- EOC: Hazardous Materials and Waste Management*
- EOC: Medical Equipment Management*
- EOC: Security Management*
- EOC: Utility Systems Management*
- or course options from the School of Long Term Care.*

Annual Education Services & Customization

NEW HIRE ORIENTATION

One customization available as a part of the HTHU Annual Education program is the inclusion of an online New Hire Orientation program for staff who join your facility outside of your regular scheduled Annual Education training calendar. New Hire Orientation programs are developed under the direction of the facility’s Human Resources and Education team. HTHU offers its online courses as baseline content and facilities can customize this content as much or as little as desired. The hospitals can also internally develop any courses or content for inclusion in its New Hire Orientation program. New hires will be directed to a hospital dashboard on www.hthu.net with instructions and courses for completion.

FACILITY SPECIFIC TRAINING

HTHU can work with facilities to add in custom facility-specific content, such as a “Welcome from the CEO,” specific policies and procedures, as well as “how to” instruction on other in-house practices. We can also bring current facility education programs offered in your facility online, or add additional quarterly education pieces as necessary.

MANAGER REPORTS & TRAINING

Managers are given special tools within HTHU to assist them in management and monitoring of their staff. The most widely used function in the Management Menu is the “Reports” function. All staff activity is traced within the LMS system. Managers can verify group activity or individual activity in the reports segment. Or, HTHU can provide reports to your team to show user completion and progress. A Manager Toolkit is also provided as a reference for facilities that includes oversight and management of user lists, detailed course and student reporting (including quiz scores, evaluations and completion status), and manager-led user edits for course extensions, quiz resets and user account updates.



School of Clinical/Staff Compliance

The School of Clinical/Staff Compliance is designed to train healthcare management and staff in aspects of healthcare requirements to meet compliance with the constantly changing regulations. Students are offered a wide menu of curriculum choices which are important components of ongoing education for healthcare facilities.

	Course Title	Course Length	CEU
Clinical Practice Basics	2017 Joint Commission National Patient Safety Goals for Hospitals - NEW!	40 mins	0.1
	A Comprehensive Geriatric Assessment	50 mins	0.1
	Administering Medications - NEW!	110 mins	0.2
	Blood/Blood Products Administration	20 mins	
	Blood Products Administration-Complications	20 mins	
	IV Push Medications	10 mins	
Facility Compliance	HIPAA Privacy	30 mins	0.1
	HIPAA Security	45 mins	0.1
	2017 HIPAA Certification - NEW!	30 mins	0.1
	EMTALA Law	60 mins	0.1
Healthcare Competency	A Culture of Safety (Patient Safety)	25 mins	
	Active Threats: Quick Response Guidelines	35 mins	0.1
	Adult Sedation I	18 mins	
	Adult Sedation II	20 mins	
	Adult Sedation III	19 mins	
	Age Specific Care	25 mins	
	Awareness & Reporting of Patient Abuse	20 mins	
	Body Mechanics – Back Injury Avoidance	20 mins	
	Body Mechanics – Ergonomics	10 mins	
	Continuum of Care/Discharge Planning	30 mins	
	Communications: Manager Relationships - NEW!	30 mins	0.1
	Communications: Nurse-Patient Relationships - NEW!	33 mins	0.1
	Communications: Peer Relationships - NEW!	21 mins	
	Creating Effective Workplace Relationships	20 mins	
	Critical Thinking Skills	15 mins	
	Defensible Documentation	60 mins	
	Diversity and Discrimination	15 mins	
	Documentation of Medical Records	30 mins	
	Domestic Violence	25 mins	
	Drug Free Workplace	40 mins	0.1
	Elder Abuse	35 mins	0.1
	Electrical Safety	20 mins	
	Emergency Response to a Terrorist Threat	35 mins	0.1
	Environment of Care – Emergency Management	42 mins	0.1
	Environment of Care – Personnel Safety and Hazard Recognition	20 mins	
	Environment of Care – Fire & Life Safety Management	15 mins	
	Environment of Care – Hazardous Materials and Waste Management	20 mins	
	Environment of Care – Medical Equipment Management	15 mins	
	Environment of Care – Security Management	15 mins	
	Environment of Care – Utility Systems Management	10 mins	

	Course Title	Course Length	CEU
Healthcare Competency (continued)	Ethical Business Practices	20 mins	
	HAIs: Prevention of Catheter-Associated Urinary Tract Infection	16 minutes	
	HAIs: Prevention of Intravascular Catheter-Related Infection	20 minutes	
	HAIs: Prevention of Surgical Site Infection	14 minutes	
	HCAHPS Hospital Certification	3 hours 15 mins	0.3
	HCAHPS Physician Certification	3 hours	0.3
	HIV/AIDS Protective Measures	25 mins	
	Infection Control – Personal Protective Equipment	20 mins	
	Infection Control – The Basics	30 mins	0.1
	Infection Control Plan	45 mins	0.1
	Lifting Safely to Prevent Injury	30 mins	0.1
	Meeting the Needs of the Dying Patient – From Curing to Caring	30 mins	
	Nutrition Therapy	10 mins	
	Pain Management – Treating Pain	30 mins	
	Pain Management – Understanding and Evaluating Pain	15 mins	
	Patient Rights	15 mins	
	Performance Based Interviewing – The Basics	20 mins	
	Performance Based Interviewing – The Interview	20 mins	
	Preventing Falls: Keeping Patients Safe	20 mins	
	Preventing Medication Errors Part 1: General Recommendations for System-wide Change	20 mins	
	Preventing Medication Errors Part 2: Sources of Errors and Basic Safety Practices	20 mins	
	Preventing Medication Errors Part 3: What Nurses Can Do	20 mins	
	Quality/Continuous Process Improvement	30 mins	
	Radiation Safety Review for Healthcare Workers (Acute Care only)	20 mins	
	Rapid Physical Assessment	35 mins	0.1
	Recognizing & Reporting Child Abuse & Neglect	35 mins	0.1
	Restraint and Seclusion – General Information	25 mins	
	Using Restraints	30 mins	0.1
	Risk Management	30 mins	0.1
	Sexual Harassment	20 mins	
	Skilled Nursing Billing & Coding - NEW!	60 mins	0.1
	Spiritual Care	15 mins	
	Value Based Purchasing	20 mins	
	Workplace Violence – Prevention & Management	20 mins	
Quality Transformation Series - NEW!	Quality and HCAHPS - Transforming Healthcare - NEW!	30 mins	
	QI Activities & Measurement - NEW!	30 mins	
	Transparency & Public Data Reporting Improvement - NEW!	30 mins	
	ACOs and Shared Savings Models - NEW!	60 mins	0.1
	Timely and Effective Care, Complications, & Readmissions in the CAH - NEW!	60 mins	0.1
	Improving Transitions of Care - NEW!	30 mins	
	Medication Errors & Outcomes - NEW!	60 mins	0.1
Improving the Collection and Utilization of Data to Drive Quality Improvement: Getting your Physicians on Board - NEW!	45 mins		
Setting Goals for Improvement & Quality Assurance Planning - NEW!	30 mins		



School of Physician Office Education

PFS/Physician Office Certifications

Designed to hardwire revenue cycle skills for your medical office staff and to meet the challenges of today's ever-changing environment. Both certifications include customer service courses to highlight best practices when working with your patients, and instill the skills and competencies that are essential for physician practice operations.

PFS/Medical Office Certifications	Certified Physician Office Patient Access Specialist (POAS)	10 hours	1.0 CEU
	Certified Physician Office Billing Specialist (POBS)	12 hours	1.2 CEU

Physician Office Courses

	Course Title	Course Length	Credit	
On Demand	Monthly Medicare Reimbursement Update (archived for one year)	60 mins		
Training	Rural Health Clinics - New Bill Requirements Webinar - NEW!	60 mins		
	CMS EHR Incentive Program Attestation Support Webinar	60 mins		
	Attestation Support Session Webinar for Eligible Professionals	90 mins		
	ABN – Advance Beneficiary Notice	60 mins	0.1 CEU	
Practice Management	Billing for Physicians & Midlevels	60 mins	0.1 CEU	
	1500 Claim Form 02/12 Version	60 mins	0.1 CEU	
	Customer Service and You	50 mins	0.1 CEU	
	Dealing with the Difficult	60 mins	0.1 CEU	
	Defensible Documentation	60 mins		
	Evaluation and Management (E/M) Services for Healthcare Professionals	60 mins	0.1 CEU	
	Health Insurance Basics	60 mins	0.1 CEU	
	ICD-10 for the Business Office	30 mins	0.1 CEU	
	Introduction to Modifiers	70 mins	0.1 CEU	
	Keys to Successful Collections	30 mins	0.1 CEU	
	Medical Terminology	80 mins	0.1 CEU	
	Medical Terminology II	60 mins	0.1 CEU	
	MSP – Medicare Secondary Payer	55 mins	0.1 CEU	
	Professional Conduct in Healthcare	60 mins	0.1 CEU	
	Scheduling, Referrals and Precerts	30 mins	0.1 CEU	
	Registration Quality	30 mins	0.1 CEU	
	Remittance Advice, Cash Posting & Credit Balances	70 mins	0.1 CEU	
	Telephone Etiquette	35 mins	0.1 CEU	
	Your Role in the Revenue Cycle	60 mins	0.1 CEU	
	Facility Compliance	HIPAA Privacy	30 mins	0.1 CEU
		HIPAA Security	45 mins	0.1 CEU
		2017 HIPAA Privacy and Security Certificate	100 mins	0.2 CEU
		EMTALA Law	60 mins	0.1 CEU
HCAHPS Physician Certification		2 hrs 15 mins	0.2 CEU	
A Comprehensive Geriatric Assessment		50 mins	0.1 CEU	
A Culture of Safety (Patient Safety)		30 mins		
Age Specific Care		25 mins		
Awareness & Reporting of Patient Abuse		20 mins		
Blood/Blood Products Administration		20 mins		
Blood Products Administration-Complications		20 mins		
Body Mechanics – Back Injury Avoidance		20 mins		
Body Mechanics – Ergonomics		10 mins		
Continuum of Care/Discharge Planning		30 mins		
Creating Effective Workplace Relationships		20 mins		
Critical Thinking Skills		15 mins		

	Course Title	Course Length	Credit
Facility Compliance (continued)	Diversity and Discrimination	15 mins	
	Documentation of Medical Records	30 mins	
	Domestic Violence	25 mins	
	Drug Free Workplace	40 mins	0.1 CEU
	Elder Abuse	35 mins	0.1 CEU
	Electrical Safety	20 mins	
	Emergency Response to a Terrorist Threat	35 mins	0.1 CEU
	Environment of Care – Emergency Management	42 mins	0.1 CEU
	Environment of Care – Personnel Safety and Hazard Recognition	20 mins	
	Environment of Care – Fire & Life Safety Management	15 mins	
	Environment of Care – Hazardous Materials and Waste Management	20 mins	
	Environment of Care – Medical Equipment Management	15 mins	
	Environment of Care – Security Management	15 mins	
	Environment of Care – Utility Systems Management	10 mins	
	Ethical Business Practices	20 mins	
	HIV/AIDS Protective Measures	25 mins	
	Infection Control – Personal Protective Equipment	20 mins	
	Infection Control – The Basics	30 mins	0.1 CEU
	Infection Control Plan	45 mins	0.1 CEU
	Lifting Safely to Prevent Injury	30 mins	0.1 CEU
	Meeting the Needs of the Dying Patient – From Curing to Caring	30 mins	
	Nutrition Therapy	10 mins	
	Pain Management – Treating Pain	30 mins	
	Patient Rights	15 mins	
	Performance Based Interviewing – The Basics	20 mins	
	Performance Based Interviewing – The Interview	20 mins	
	Preventing Falls: Keeping Patients Safe	20 mins	
	Quality/Continuous Process Improvement	30 mins	
	Rapid Physical Assessment	35 mins	0.1 CEU
	Recognizing & Reporting Child Abuse & Neglect	35 mins	0.1 CEU
	Restraint and Seclusion – General Information	25 mins	
	Using Restraints	30 mins	0.1 CEU
	Risk Management	30 mins	0.1 CEU
Sexual Harassment	20 mins		
Spiritual Care	15 mins		
Workplace Violence – Prevention & Management	20 mins		
Computer Skills	Computer Application Certification (Microsoft Office)	720 mins	1.2 CEU
	Intro to Microsoft Office & Word 2007	2 hours	0.2 CEU
	Intro to Excel 2007	75 mins	0.1 CEU
	Learning More about Excel 2007 (Intermediate)	75 mins	0.1 CEU
	Medicare Bad Debt Spreadsheet, Excel 2007	30 mins	0.1 CEU
	Working in Excel – Part I	2 hours	0.2 CEU
	Working in Excel – Part II	2 hours	0.2 CEU
	Working in Excel – Part III	2 hours	0.2 CEU
	Outlook 2007 Basics	2 hours	0.2 CEU
	PowerPoint Basics	2 hours	0.2 CEU
	Access 2007 Basics	2 hours	0.2 CEU
	Access 2007 Advanced	2 hours	0.2 CEU
	Management & Leadership	Ten Essential Management Skills Certification	5 hours
Performance Management – Dealing with the Difficult Employee		45 mins	0.1 CEU
Performance Management – Avoiding Common Communication Pitfalls		45 mins	0.1 CEU



School of Coding & Documentation

A range of education and training is required for healthcare providers to maintain efficient and accurate documentation and coding. HomeTown Health recognizes these needs and developed a selection of affordable training programs to help hospitals and physician offices running smoothly and effectively post ICD-10.

Coding & Documentation Basics & Webinar Updates

Course Title	Duration	IACET CEU
Billing & Coding for IV Drug Administration	60 mins	0.1
Developing & Maintaining a CDI Program for Small Hospitals	75 mins	0.1
Coding for the Non-Coder	60 mins	0.1
Documentation of Medical Records	30 mins	
Evaluation & Management Services for Healthcare Professionals	50 mins	0.1
Developing & Maintaining a CDI Program for Small Hospitals	75 mins	0.1
2016 Medicare & Coding Update by PPS - NEW!	3 hours	
Conquering Colonoscopy CPT/ICD-10-CM Coding - NEW!	50 mins	
EMS Coding Compliance in ICD-10 and Beyond - NEW!	70 mins	
Preparing for the End of the Code Freeze: Oct. 1, 2016 - NEW!	45 mins	
Unraveling Diabetes Coding in ICD-10-CM - NEW!	45 mins	
Physician E/M and CPT Reporting in the ED Setting - NEW!	45 mins	
Hitting the Mark on Compliant OB Coding in ICD-10 - NEW!	45 mins	
Coding for Injections & Infusions - NEW!	45 mins	

ICD-10 Foundation Courses

This is a set of courses designed to provide a baseline of education for coding and ICD-10. The foundation courses include Medical Terminology, Anatomy and Physiology: critical education refreshers for the increased specificity that is required. It also includes courses in Clinical Documentation Improvement and ICD-10 basics, history and fundamentals.

	Course Title	Duration	IACET
Medical Terminology	Medical Terminology: Part 1 – The Basics	40 mins	0.1
	Medical Terminology: Part 2 – Body Structure & Directional Terminology	40 mins	0.1
Anatomy & Physiology	Musculoskeletal System and Connective Tissue	40 mins	0.1
	Skin and Subcutaneous Tissue	40 mins	0.1
	The Digestive System	60 mins	0.1
	The Genitourinary System	70 mins	0.1
	Pregnancy, Childbirth, and the Puerperium	40 mins	0.1
	Blood, Blood forming organs and the Immune System	50 mins	0.1
	The Circulatory System	120 mins	0.2
	The Respiratory System	50 mins	0.1
	The Nervous System	90 mins	0.2
	The Eye and Adnexa	60 mins	0.1
	The Ear and Mastoid Process	60 mins	0.1
The Endocrine System	90 mins	0.2	
Clinical Documentation Improvement	Clinical Documentation and ICD-10	45 mins	0.1
	Documentation of Common Diagnoses in ICD-10 Session 1	50 mins	0.1
	Documentation of Common Diagnoses in ICD-10 Session 2	35 mins	0.1
	CDI-Medical Necessity Queries and E&M	35 mins	0.1
ICD-10 Basics/History	ICD-10 Basics, Conventions & General Coding Guidelines	110 mins	0.3
ICD-10 Fundamentals	ICD-10 Assessing Impact and Learning Fundamentals	320 mins	0.5
Business Office Education	ICD-10 for the Business Office	30 mins	0.1
	ICD-10 Introduction and Project Planning	45 mins	0.1
	ICD-10 Documentation Tips and Vendor Readiness	60 mins	0.1

ICD-10 Education for Physicians

Physician Survival Series

A series of 12 courses provide education for both coding staff and clinicians regarding the ICD-10-CM changes. The series begins with an introduction and documentation tips to start incorporating into practice, and then progresses through each of the 21 ICD-10-CM chapters. What makes this webinar series unique is that a comparative approach is taken, specifically pointing out what is new with ICD-10-CM compared to ICD-9-CM. This approach highlights what is new with code descriptions, coding guidelines, and where physician documentation must be improved. Courses provide examples of the “way it was” with ICD-9-CM and then explains the “way it is now” with ICD-10-CM.

The first half of the series includes hot topics such as preparing an impact assessment, budgeting, properly utilizing the GEMs, and performing documentation reviews. Guest speakers join from Azalea Health and Healthcare Coding & Consulting Services. The last 6 webinars offer practice scenarios for coders to practice utilizing ICD-10-CM. Although the original audience was physician practices, the content covers all of ICD-10-CM and is very comprehensive regardless of setting.

Course Title	Duration
ICD-10 Physicians Webinar: ICD-10 Introduction and Project Planning	45 mins
ICD-10 Physicians Webinar: ICD-10 Documentation Tips and Vendor Readiness	60 mins
ICD-10 Physicians Webinar: Infectious Diseases; Neoplasms (Chapters 1 & 2) and Budgeting for ICD-10	60 mins
ICD-10 Physicians Webinar: Diseases of the Blood; Endocrine and Metabolic Diseases (Chapters 3 & 4) and Utilizing the GEMs	60 mins
ICD-10 Physicians Webinar: Mental and Behavioral Disorders; Diseases of the Nervous System (Chapters 5 & 6) and Implementation Review	70 mins
ICD-10 Physicians Webinar: Diseases of Eye and Adnexa and External Ear (Chapters 7 & 8) and Performing Documentation Reviews	60 mins
ICD-10 Physicians Webinar: Diseases of Circulatory System (Chapter 9) and ICD-10 Delay	60 mins
ICD-10 Physicians Webinar: Diseases of Respiratory System and Digestive System (Chapters 10 & 11)	60 mins
ICD-10 Physicians Webinar: Diseases of Skin and Subcutaneous Tissue and Musculoskeletal System and Connective Tissue (Chapters 12 & 13)	70 mins
ICD-10 Physicians Webinar: Diseases of Genitourinary System; Symptoms/Signs/Findings Not Classified Elsewhere (Chapters 14 & 18)	60 mins
ICD-10 Physicians Webinar: Pregnancy, Childbirth, and Puerperium; Conditions Originating in Perinatal Period; Congenital Malformations and Chromosomal Abnormalities (Chapters 15, 16, & 17)	70 mins
ICD-10 Physicians Webinar: Injury/Poisoning; External Causes of Morbidity; Health Status & Contact with Health Services (Chapters 19, 20, & 21)	60 mins

Physician Clinical Documentation Improvement (CDI) Series

Clinical Documentation Improvement education is offered through a 6-part webinar education series for Physicians and physician office staff members. The series is provided by Annie Lee Sallee, MBA, RHIT, CPC, CPMA, AHIMA-Approved ICD-10-CM/PCS Trainer and Revenue Cycle Education Specialist and certified professional coder, Dr. James S. Dunnick, MD, FACC, CHCQM, CPC. Webinars are recorded and made available on HTHU.net/physicianICD10/.

Course Title	Duration
Part I CDI Series: ICD-10-CM Chapters 1-4: Infectious & Parasitic Diseases, Neoplasms, Diseases of Blood & Immune Mechanism, Endocrine, Nutritional & Metabolic Diseases	60 mins
Part II CDI Series: ICD-10-CM Chapters 5-8: Mental & Behavioral Disorders, & Diseases of Nervous System, Eye & Adnexa, & Ear	60 mins
Part III CDI Series: ICD-10-CM Chapters 9-11: Diseases of Circulatory System, Respiratory System, & Digestive System	60 mins
Part IV CDI Series: ICD-10-CM Chapters 12-14 & 18: Diseases of Skin & Subcutaneous Tissue, Musculoskeletal System & Connective Tissue, Genitourinary System, & Symptoms, Signs & Abnormal Clinical or Laboratory Findings, NOS	60 mins
Part V CDI Series: ICD-10-CM Chapters 15-17: Pregnancy, Childbirth, & the Puerperium, Certain Conditions Originating in the Perinatal Period, & Congenital Malformations, Deformations, & Chromosomal Abnormalities	60 mins
Part VI CDI Series: ICD-10-CM Chapters 19-21: Injury, Poisoning, & Certain Other Consequences of External Causes, External Causes of Morbidity, & Factors Influencing Health Status & Contact with Health Services	60 mins



The School of Long Term Care is designed to meet the needs of Long Term Care facilities and educate team members on areas of best practice, regulatory and industry compliance issues. In addition, the education can be utilized by hospital staff with Swing Beds, or those providing care to a high level of senior or aging patients.

Course Title	Duration	ICAET CEU
Food Safety and You	35 mins	0.1
Meeting Mobility, Sexual and Nutritional Needs	40 mins	0.1
Meeting Oxygenation, Fluid and Electrolyte Needs	50 mins	0.1
Preventing Blood-borne Infections in LTC: Bloodborne Viruses	30 mins	0.1
Preventing Blood-borne Infections in LTC: Preventing Transmission, Protecting Yourself	30 mins	0.1
Preventing Elder Abuse: Helping Keep Residents Safe	25 mins	
Preventing Blood-borne Infections in LTC: Engineering Controls and Workplace Practice	30 mins	0.1
Preventing Falls in LTC: Keeping Residents Safe	15 mins	
Preventing Healthcare-Associated Infections in LTC	40 mins	0.1
Resident Assessment: Physical, Cognitive and Sensory Functioning	40 mins	0.1
Residents Rights: The Art of Caring	25 mins	
Risk Management: Protecting Patients, Protecting Your Practice	30 mins	0.1

Skilled Nursing & Swing Bed Webinar Series

Skilled Nursing Billing and Coding	1 hour	0.1
The Rules of Engagement for SNF/Swing Bed	3 hours	0.3
Therapy in SNF is NOT your Grandma's Version	1 hour	0.1
Call to Action: Skilled Nursing PBJ: Federal Mandate	1 hour	0.1
Back to the Future	1 hour	0.1
Bridge Over Troubled Water - NEW!	1 hour	0.1
Back to the Future	1 hour	0.1
Minding Your Qs and Ps (Dealing with Real Life QAPI) - NEW!	1 hour	0.1
The MDS Item Set if Changing Again - NEW!	1 hour	0.1

Coming Soon to the School of Long Term Care

New course topics include *CAH Swing Bed Basics*, *PPS Swing Bed Basics*, *Providing Skilled Therapy*, *Swing Bed Management*, *Little Known MDS Facts*, *SNF QRP*, *5-Star Basics*, *Skilled Nursing Billing*, *CAH Billing*, *SNF PPS Assessments*, *MDS and RUGs*, *Medical Necessity Documentation*, *5 Medicare Basics*, *Know your ROPs*, *SNF Value Based Purchasing*, *Standardized Patient Assessments*, *API*, *Reducing Antipsychotics*, *SNF Dementia Care*, and more. Check the online catalog for new releases!

Long Term Care Facility Annual Education Programs

HTHU has developed an Annual Education program for Long Term Care facility staff to match industry regulations and best practice performance guidelines. For more information see page 9.



Various live meetings and webinars offered by HomeTown Health are accredited by the National Association of Long Term Care Administrator Boards. For additional information, contact NAB at 1444 I St., NW, Suite 700, Washington, DC 20005-2210, (202)712-9040, or www.nabweb.org. For more information on credits, please see the online course catalog or contact Jennie Price at jennie.price@hometownhealthonline.com.

Rev Up Your Revenue Cycle ©

Most hospitals are seeing numerous reductions to reimbursement. The HomeTown Health “Rev Up” program is designed to help you pursue a positive bottom line and meet the inherent challenges in the healthcare Revenue Cycle environment. Together, online training courses, Best Practice Standards, benchmarks, policy templates and recorded webinars take a hospital team step-by-step through each area of the Revenue Cycle, including:

- *Scheduling & Registration*
- *Financial Counseling*
- *Case Management & Charge Capture*
- *Documentation & Coding*
- *Billing & Collections*
- *Denials & Appeals*
- *Managed Care Contract Management*

The Hospital “RISAH” Accreditation

For facilities that wish to take the REV UP training a step further, there is the option to include additional monitoring and assistance from the REV UP Team in order to earn the “Revenue Integrity Standards and Accreditation in Healthcare” (RISAH) Level One Accreditation for your facility. For more information, visit: www.hthu.net/rev-up

Above & Beyond: The Patient Experience ©

In this new health care environment, Patient Experience can affect a hospital’s bottom line due to increased competition for patients and Medicare reimbursement impacted by value based purchasing. Hospitals can simply not afford to provide less than excellent patient experience. Above & Beyond teaches skills to help all employees to shape the patient experience and to shape a customized, consistent culture within the entire hospital. This program is a combination of:

- *hospital & staff assessments,*
- *live training,*
- *management tools in each area of HCAHPS, and*
- *hospital-wide staff HCAHPS certifications.*

These tools work together to help to shift the culture from “good customer service” to providing a custom Patient Experience that is unique to your staff and community.

For more information, visit www.hthu.net/aboveandbeyond.

Managed Care Standards & Training ©

Despite the rapidly changing health care environment under managed care and the need for alterations in relationships among patients, physicians, and hospital organizations, there is little educational information on how different aspects of managed care influence provider reimbursement and revenue integrity. Healthcare professionals need education to understand the benefits, challenges, and responsibilities of working in a managed care environment if they are to adopt new approaches to maintaining and improving quality of care for their patients; and, they need standards to guide them effectively under the new and evolving managed care rules within the revenue cycle. This program provides education and standards developed to guide hospitals through the new and evolving managed care environment, learning about managed care contract compliance and its effect on the revenue cycle and your financial success. It can include educational Managed Care Webinars and supplemental online courses in areas such as:

- *The History of Managed Care in the United States*
- *Managed Care Contract Compliance Oversight and Terminology*
- *Understanding Medicaid Managed Care*
- *The Management of Managed Care*
- *Defining and Accounting for Contractual Allowances*
- *Utilizing Managed Care Claims Data Effectively for Improved Revenue*

For more information, visit: www.hthu.net/managedcare

Swing Bed Compliance & Efficiency ©

One of the challenges that small or rural hospitals face today is a shrinking inpatient census. The need for post-acute services is increasing as CMS restructures to episodic payment and quality outcomes. While providing more resources at the local level, swing beds can strengthen relationships with tertiary facilities, and can improve occupancy and productivity in addition to increasing facility revenue. However, swing bed programs will do more harm than good if hospital leadership do not understand very specific skilled nursing regulations. Comprehensive education and training will address rural swing bed issues and provide the necessary tools for compliance, efficiency and quality, as well as support population health, wellness, and other services, in sessions including:

- *Medicare*
- *Working with your Administration*
- *Skilled Therapy and Ancillary Services*
- *Financials*
- *Compliance & Efficiency*
- *The Future and Moving Forward*

For more information on these programs, please contact Jennie Price at jennie.price@hometownhealthonline.com.



Hospital Board Governance Program

HTHU's Board Member Training Certification Program was created to train hospital board members and members of the C-suite in the critical areas needed to govern and lead in today's ever-changing hospital environment.

A key to a hospital's future success lies greatly in the governance by its board and trustees. It has become a role that demands active participation by members who understand the hospital environment and are committed to the community served. The role is full of challenges, with members facing legal, ethical, and regulatory decisions in a highly evolving industry. Ongoing changes make it critical that hospital boards are provided with ongoing education to provide direction and oversight for the hospital.



On-Demand Online Courses

Our Hospital Board Governance courses cover four main subject areas: Board Appointments and Accountability, Financial Responsibility, Relationships, and Compliance. Board members and executives are offered an menu of curriculum choices that cover the critical components of governance for the hospital. Included in the accredited courses are "Experts Answer Your FAQ" sessions: recorded interviews with business partner experts answering your frequently asked questions. *If the certification program option is selected, a facility's board can also work towards earning the Hospital Board Governance (HBG) Certification upon completion as a group.*

	Course Title	Presenter
Month One	Board Duties and Activities	HomeTown Health LLC
	Experts Answer your FAQs: Board Meetings	Morris, Manning, & Martin, LLP
Month Two	The Payor Mix	HomeTown Health LLC
	Experts Answer your FAQs: Audit Opinions	Morris, Manning, & Martin, LLP
Month Three	Statement of Finances of Closure	HomeTown Health LLC
Month Four	Experts Answer your FAQs: Compliance	Morris, Manning, & Martin, LLP
	OIG Compliance Update	Morris, Manning, & Martin, LLP
Month Five	Liability for Hospital Directors and Officers	HomeTown Health LLC
	Experts Answer your FAQs: Board Accountability	Morris, Manning, & Martin, LLP
Month Six	Hospital Financial Benchmarks to Survive	HomeTown Health LLC
Month Seven	Stark Reality: Dollars & Sense	Morris, Manning & Martin, LLP
	Physician Recruitment Strategies	Pinnacle Health Group
Month Eight	Regulatory Update	Morris, Manning & Martin, LLP
Month Nine	Legal Compliance Update: OIG, EMTALA, and M&A Transactions	Morris, Manning & Martin, LLP
Month Ten	Employment Liability & Legal Update	HomeTown Health LLC / Morris, Manning & Martin, LLP
Month Eleven	The Board's Role: Health Information Technology	HomeTown Health LLC
	Privacy Risk, Cyber Risk and EHR Law - NEW!	Morris, Manning & Martin, LLP
Month Twelve	ABCs of Regulatory Agencies & Surveying Bodies - NEW!	HomeTown Health LLC

Live Board Training

Participation in the Board Training program includes invitations to education provided at various HomeTown Health Annual Conferences. It also provides exclusive invitations to join other various events during the year. *Note that some live board training sessions can provide face-to-face education credit from the American College of Healthcare Executives (ACHE).* For more information on a subscription to the Hospital Board Governance Program, please visit www.hthu.net.

The School of Nursing Continuing Education was created to meet the continuing competency requirements of nurses. The courses can be purchased by individual licensees or through group subscription programs.

	Course Title	Length	CEUs
Nursing & Healthcare Compliance	2017 Joint Commission National Patient Safety Goals for Hospitals - NEW!	40 mins	0.1
	A Comprehensive Geriatric Assessment	50 mins	0.1
	Coding for the Non-Coder	60 mins	0.1
	Communications: Nurse-Patient Relationships - NEW!	33 mins	0.1
	Defensible Documentation	60 mins	
	Drug Free Workplace	40 mins	0.1
	Elder Abuse	35 mins	0.1
	Emergency Management	45 mins	0.1
	EMTALA	60 mins	0.1
	Health Insurance Basics	60 mins	0.1
	Infection Control Plan	45 mins	0.1
	Infection Control: The Basics	30 mins	0.1
	Lifting Safely to Prevent Injury	30 mins	0.1
	LTC Resident Assessment: Physical, Cognitive & Sensory Functions	40 mins	0.1
	LTC: Meeting Mobility, Sexual and Nutritional Needs	40 mins	0.1
	LTC: Meeting Oxygenation, Fluid & Electrolyte Needs	50 mins	0.1
	Patient Flow, Teamwork & Quality Patient Care	30 mins	0.1
	Preventing Bloodborne Infections in LTC: Engineering Controls	30 mins	0.1
	Preventing Healthcare Associated Infections in LTC	40 mins	0.1
	Rapid Physical Assessment	35 mins	0.1
	Recognizing & Reporting Child Abuse/Neglect	35 mins	0.1
	Teamwork: A Practical Guide	2 hours	0.2
	Using Restraints	30 mins	0.1
ICAHN Clinical Webinar Series	Mental Health Nursing	60 mins	1 contact hour
	Diabetic Foot Ulcers	60 mins	1 contact hour
	Core Practices for Infection Prevention	60 mins	1 contact hour
	Critical Thinking in Detecting & Managing Sepsis	60 mins	1 contact hour
	Psychotic Symptom De-escalation	60 mins	1 contact hour
	Wound Care - Dressing for Success	60 mins	1 contact hour
	Professionalism in Nursing	60 mins	1 contact hour
	Serving as a Clinical Coach	60 mins	1 contact hour
	Caring for the Poor: Advocating for Patients from the Culture of Poverty - NEW!	60 mins	1 contact hour
	The Patient "Hot Zone:" Environmental Infection Control - NEW!	60 mins	1 contact hour
	Sleep Apnea: A Post-Acute Perspective on CPAP and Bi-Level Modalities - NEW!	60 mins	1 contact hour
	Managing Stress and the Stressed Out - NEW!	60 mins	1 contact hour
	Professional Etiquette: It's Still Relevant for Nurses - NEW!	60 mins	1 contact hour
	Effective Mentoring: Communication and Emotional Intelligence - NEW!	60 mins	1 contact hour
	Effective Mentoring: Understanding and Valuing Team Member Differences - NEW!	60 mins	1 contact hour
	Effective Mentoring: Integrating New Employees to the Team - NEW!	60 mins	1 contact hour
	Managing Disruptive Patients and Families in Healthcare - NEW!	60 mins	1 contact hour
	2016 ACOG Practice Bulletin- Cervical Cancer Screening and Prevention - NEW!	60 mins	1 contact hour
	Safety Culture and Patient Engagement - NEW!	60 mins	1 contact hour
	Patient Expectations and Nursing Care - It is Possible to Bridge the Gap? - NEW!	120 mins	2 contact hours
Mental Health Nursing Webinar - NEW!	60 mins	1 contact hour	
Closing the Gap Between Culture and Professional Etiquette - NEW!	60 mins	1 contact hour	

Accreditation Note: HTHU provides accredited continuing education under IACET, an accepted continuing education provider by several state boards, including Georgia, Ohio, Massachusetts. *If your State Board of Nursing recognizes CEUs approved by other state Licensing Boards, HTHU can contact your state board upon request to ensure these CEUs are recognized on your behalf.* In addition, the Clinical Webinar Series courses are provided in collaboration with i-NET/Illinois Network of Education & Training (OH-350, 1/1/2017), an approved provider of continuing nursing education by the Ohio Nurses Association (OBN-001-91), an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.



Custom Student and Educator Program

Meeting the Needs of Facilities, Students and Teachers

HTHU's Custom Student & Educator Programs offer education to future healthcare workers and students in a variety of healthcare or health science education settings. Through online education hands-on training with our hospital and facility partners, students will build the knowledge necessary to pursue a career in this fast-paced and ever-changing industry.

Together with educators, we build a custom program that meets the needs of both students and instructors. **Students** are able to build a transcript and print certificates of completed IACET accredited education to contribute to their portfolio, while broadening their knowledge base. **Instructors** and teachers are provided supplemental courses that support their curriculum, with online administrator access to manage students, and monthly usage and grade reports.

The program also includes a custom dashboard for the school, and administrator training for instructors. For organizations with an existing Learning Management System in place, we can work with you to help author and upload new course material.

In addition, with a shared goal of building the future healthcare workforce, HomeTown Health University also offers some state-approved Healthcare Science **End of Pathway Assessments**, and can work to develop these programs with others.



HTHU can work with students and educators in a variety of settings, such as:

- High School Health Science Programs
- College and Career Academies
- County Boards of Education
- Charter Schools/Cohorts
- Technical or Vocational Colleges
- STEM Academies

A Variety of Healthcare Education Options

Clinical Roles: Nursing, Diagnostics, Allied Health, Patient Care, Therapeutic Services

- School of Clinical and Staff Compliance: Healthcare Competency
- School of Physician Office Education
- School of ICD10 Coding & Documentation: Anatomy & Physiology, Medical Terminology
- School of Long Term Care
- Certifications from the National School of Applied Telehealth

Health Information Technology, Biotechnology, STEM

- School of Health Information Technology
- Certifications from the National School of Applied Telehealth
- Computer Skills
- School of Clinical and Staff Compliance, Environment of Care

Financial Services, Healthcare Accounting, Health Information Management

- School of Revenue Cycle Management
- Certification paths in Patient Financial Services including Patient Access, Billing Certification, & Financial Counselor for the hospital/physician office
- School of ICD10 Coding & Documentation

Healthcare Management & Advocacy

- Leadership and Management Courses
- Performance Management
- Board Training Program courses

For more information about a custom program for your organization, and for other resources available for students and educators, visit www.hthu.net.

HTHU's Healthcare Solutions Free Training Center is a great place to find solutions to many of your healthcare needs on www.hthu.net. The solutions you will learn more about in the free training center can help improve payer reimbursement, cut operating costs, improve bottom line results, improve long term financial viability, and aid in a number of other common challenges for providers. Many of the courses are provided by Business Partners in the HomeTown Health network: trusted service providers with experience and commitment to rural hospitals and facilities. Take advantage of the healthcare solutions provided in our free training center today!

Training Topic	Presented By
How Better Understanding Georgia's Hospital Lien Law Can Improve Your Facility's Reimbursement	Allgood
Sleep, EEG, and Increased Revenue	Avilys
Precertification Webinar	Azalea Health
Vendor Management: Controlling Cost through Benchmarking & Negotiation	CRI
Healthcare Employees Joining Labor Unions	Elarbee, Thompson, Sapp & Wilson, LLP
Effectively Evaluating "Cloud" Services	Envision
Security Strategies for IT	Envision
Patient Responsibility: Solving the Uphill Challenge – Cash to Order Reimbursement Guarantee	FFAM
Health Information Technology in Georgia	GA Department of Community Health
Chronic Care Management: Primary Care Practices Meeting the Triple Aim & Getting Paid For It	HMA
Board Compliance and Responsibility	HomeTown Health
Materials Management 101 – Fundamentals for Success	HomeTown Health
Telehealth: Introduction to Remote Patient Monitoring	IonIT Group
Uncompensated Care and Medicare Payments – What You Should Know	Keith Williams
Post-Acute and the Triple Aim	Kerry Dunning, LLC
Milliman Care Guidelines Demo Webinar	MCG
Capturing Lost Revenue Through Aggressive Denial Management	MedPerformance
DSH Webinar/Training	Myers & Stauffer
Closing the 5 Doors Your Accounts Receivable Escape from at Point of Service	nTelagent
Healthcare Professional Credentialing As A Quality Measure	Panhandle CVO
Optimizing Pharmacy Services	PharmD on Demand
HTH Residency Road Show	Pinnacle Health Group
Effective Strategies for Employing and Retaining Physicians	Pinnacle Health Group
Setting Up Successful Employment Models in a Rural Setting	Pinnacle Health Group
2016 Medicare & Coding Update	PPS
Updates on OCR & CMS Audits of HIPAA Security & Meaningful Use	TFS
USDA-GA Rural Development Funding Opportunities Webinar	USDA-Rural Development, GA State Office
The Impact of Telemedicine on Rural Healthcare: Prepare to Launch Webinar	Women's Telehealth

HTHU adds additional courses to the Free Training Center regularly, so make sure to visit www.hthu.net for additional offerings.



Regular Series and Special Topic Webinars

In the fast-paced, ever-changing world of healthcare, HTHU offers many special topic webinars to address these topics in a timely fashion through both regular monthly or quarterly series, or through Special Topic Webinars. If you are unable to attend the live webinars, recordings are located online for easy access. If there is a special topic that you would like to see covered by HomeTown Health, please contact a member of HTHU, and requests will be forwarded to the Webinar Planning Team for consideration and inclusion.

Monthly Georgia Medicaid Update: First Wednesday of each month; 10:00 am- 11:00 am EST

For Georgia HomeTown Health Member Hospitals; or by invitation.

For recordings or questions please contact Desi Barrett at hthtech@hometownhealthonline.com.

Monthly Medicare Update and Training: Second Wednesday of each month; 10:00 am - 11:00 am EST

For School of Revenue Cycle Subscribers/ Member Hospitals - all states; or by invitation.

Recordings listed in the School of Revenue Cycle Management.

Contact Desi Barrett at hthtech@hometownhealthonline.com for details.

Monthly Rural Medical Home Network/ HIT Webinars; Third Wednesday of each month; 12:30 pm- 1:30 pm EST

Topics for hospitals and affiliated practices include HIT, Meaningful Use, Advancing Care Information (ACI), EHR, HIE, Basic Networking, Interoperability, Community Connections, Care Transitions, Care Coordination, and much more! Recordings are listed in the School of HIT and Transformation.

Contact Sherri Ackerman at sherri.ackerman@hometownhealthonline.com for details.

Florida Rural Hospital Webinar; Fourth Wednesday of each month; 11:00 am – 12:30 EST / 10:00 am CST

For all Florida Rural Hospital Members and CAH/FLEX Collaborative Hospitals.

Contact Susannah Cowart at susannah.cowart@hometownhealthonline.com for details.

Quarterly Critical Access Hospital Reimbursement Webinars; Dates announced via email.

By Invitation and for hospitals members.

Recordings listed in the School of Revenue Cycle Management.

Contact Desi Barrett at hthtech@hometownhealthonline.com for details.

Quarterly Coding and ICD-10 Update Webinars; Dates announced via email.

By Invitation and for hospitals members.

Recordings listed in the School of Coding & Documentation.

Contact Desi Barrett at hthtech@hometownhealthonline.com for details.

Business Partner Webinars; Scheduled Fridays at 10:00 am EST

Business Partner webinars are available at no cost and are recorded and listed in the Healthcare Solutions Free Training Center.

Please see the HomeTown Health event calendar for upcoming Business Partner webinars, or contact Meghan Williams at meghan.williams@hometownhealthonline.com.

Other Grant, Consortium, and Program Webinar Series

Various Webinar series are offered through grant programs and are listed on program specific dashboards.

Looking for your program page? View the Grant Programs page on the online Course Catalog at www.hthu.net or contact Jennie Price at jennie.price@hometownhealthonline.com.

Other HomeTown Health Education

Information about the following educational events can be found online at www.hometownhealthonline.com.

Annual Conferences

HomeTown Health hosts three annual conferences during the Spring, Summer (Florida) and Fall for member hospitals and invited guests. Some education at the conferences can be IACET, ACHE, AHIMA, AAPC or NAB approved.

Workshops and Boot Camps

Various live education is provided during the year for more specific hospital needs, including HR, Revenue Cycle/ Revenue Integrity, Health Information Technology, CNO/Case Manager, Board Training, Critical Access, and others.

Executive Leadership Program

HTH hosts an annual leadership development program for current and emerging leadership candidates. This program equips executive leaders with skill sets required to lead in this changing environment through a combination of live meetings, webinar events, and an online group forum.

Rural Physician Bus Tours

Provided regionally, Bus Tours bring a suite of hands-on assistance and education to rural providers in areas such as meaningful use, ICD-10 preparation, health information exchange, and other topics.

Hospital Specific Training

HomeTown Health staff performs hospital site specific training and education in areas such as Strategic Planning, Visioning, Customer Service, The Patient Experience, Revenue Cycle, and many other topics.

Accreditation

HomeTown Health, LLC has been accredited as an Authorized Provider by the International Association for Continuing Education and Training (IACET). In obtaining this accreditation, HomeTown Health has demonstrated that it complies with the ANSI/IACET Standard which is recognized internationally as a standard of good practice. As a result of their Authorized Provider status, HomeTown Health offers IACET CEUs for its programs that qualify under the ANSI/IACET Standard.



A list of organizations accepting IACET CEUs can be found on www.iacet.org.

In addition, specific courses and live education offered by HomeTown Health and HTHU are accepted by other organizations for continuing education credit, including but not limited to:

- **National Association of Long Term Care Administrator Board (NAB):** *See School of Long Term Care*
- **State Nursing Boards:** *See School of Nursing Continuing Education*
- **American College of Healthcare Executives (ACHE):** *pre-approved education offerings available at various live events; See Hospital Board Governance Program.*

If you have questions about accreditation of education, or for credit acceptance from another organization, please contact Jennie Price.

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If at any time you need assistance with a course,
login, or report, please email:
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