



Connecticut Medical Assistance Program Workshops

Long Term Care Providers

Presented by

The Department of Social Services (DSS) and Hewlett Packard Enterprise

Are you or your staff in need of a refresher on current Connecticut Medical Assistance Program procedures related to Long Term Care (LTC) claim submission billing and guidelines? This workshop will provide important information about recent and upcoming changes to the Connecticut Medical Assistance Program (CMAP) that will impact LTC providers, such as the **elimination of paper claims effective October 1, 2016**, as well as provide a refresher on current claims processing. We will discuss tools and resources available to assist LTC providers with their claim submission as well as review LTC claim denials and the actions providers can take to correct these issues.

Workshop Topics Will Include:

• Eligibility Verification & Ascend Overview	• Hospice
• Web Claim Submission Overview & Benefits	• Hospitalization Bed Reserve Guidelines
• Access to Claim Submission Tool	• Web Based Enrollment/Re-enrollment
• Web Claim Capabilities	• Demographic Maintenance
• Provider Electronic Solutions (PES) software	• Additional Information
• Patient Liability	• Questions/Comments

Please follow the registration instructions below to register for the workshop of your choice. Seating is limited for the Connecticut Hospital Association (CHA) site workshop, so be sure to **register by the designated due date**. If you have any questions concerning this information, please contact the Provider Assistance Center at 1-800-842-8440. Please join us. We look forward to seeing you at our workshops!

WORKSHOP LOCATIONS, DATES, AND TIMES

The workshop locations, dates, and times for the LTC workshops are listed below. The registration link is listed beneath the date of the workshop. To register for a workshop, select the appropriate link and register online. Please refer to the "[How to Register for a Workshop](#)" instructions below if you require further assistance with the registration process.

Workshop Locations, Dates, and Times:

Registration Due Date:

Connecticut Hospital Association, 110 Barnes Road, Wallingford, CT

Friday, September 23, 2016

9:00 am – 12:00 pm

Tuesday, September 20, 2016

[CHA Registration](#)

Wednesday, September 28, 2016

1:00 pm – 4:00 pm

Friday, September 23, 2016

[HP MyRoom Registration](#)

HOW TO REGISTER FOR A WORKSHOP

To register for one of these workshops, visit the www.ctdssmap.com Web site and go to Information, then Publications and scroll down to Provider Workshop Invitation Forms. Select the LTC Workshop you wish to attend and click on the Registration Link.

Please be sure to include all of the registration information indicated below to ensure timely and accurate attendance registration.

The following information is required when registering for a workshop:

- Provider Name
- NPI Number
- Contact Name
- Telephone Number (including Area Code)
- Name of Attendee
- Email Address (Required for Internet Virtual Classroom Training)

Once you click “Register Now” at the bottom of your registration page, you will be provided a workshop confirmation number. Please retain this number for your records should you need to discuss your registration with Hewlett Packard Enterprise. If you do not receive a confirmation number, you have not successfully registered for this workshop.

Due to limited seating availability, the workshops held at the Connecticut Hospital Association are limited to two (2) attendees per provider. Each attendee from the same provider office must register separately.

HP MyRoom Virtual Classroom Training

Hewlett Packard Enterprise utilizes internet virtual classrooms that allow class participants to attend a workshop without leaving their office. Participants will be provided a key to an internet classroom to attend the training. We have replaced HP Virtual Room with HP MyRoom. As a result, providers will need to download HP MyRoom and set up an account in order to attend the virtual classroom training by clicking on the link below:

<https://www.myroom.hpe.com/Attend/TestYourSetup>

Please note, when you click on the Link above for the first time, you will see a pop up that will ask you if you would like to “RUN” MyRoom. Please click “RUN”. If you previously installed MYRoom, you will only be prompted to Launch Meeting. At this point, click on “Launch Meeting on Wednesday, September 28, 2016”.

In order to join the HP MyRoom Virtual Classroom Training workshop, participants will dial into a conference call and have an opportunity to ask questions. Providers who register for this training will receive an email from Hewlett Packard Enterprise with directions on how to attend this training. **For this reason, it is critical that providers enter a valid email address at the time of registration.** If this email is not received three (3) days prior to the training, please contact the Provider Assistance Center toll free at 1-800-842-8440.

Inclement Weather

Should inclement weather occur on the date of a workshop, resulting in a late opening or closure, Hewlett Packard Enterprise will post a notice of workshop delay or cancellation at **1-844-225-1164, extension 2154000.**

DIRECTIONS

Connecticut Hospital Association

110 Barnes Road, Wallingford, CT 06492 (203) 265-7611

- **1-91 NORTHBOUND:** Take Exit 15. At the end of the Exit ramp, turn LEFT onto ROUTE 68 WEST. Proceed approx. 1.8 miles on ROUTE 68 to the *7th traffic light; Turn RIGHT onto BARNES INDUSTRIAL PARK ROAD NORTH; at the traffic light, turn LEFT onto BARNES ROAD; and take FIRST RIGHT into CHA driveway.
- **I-91 SOUTHBOUND:** Take Exit 15. At the end of the Exit ramp, turn RIGHT onto ROUTE 68 WEST. Proceed approx. 1.8 miles on ROUTE 68 to the *6th traffic light; Turn RIGHT onto BARNES INDUSTRIAL PARK ROAD NORTH; at the traffic light, turn LEFT onto BARNES ROAD; and take FIRST RIGHT into CHA driveway.
- **Wilbur Cross (Route 15) NORTHBOUND:** Take Exit 66. At the end of the Exit ramp, turn LEFT onto ROUTE 5 SOUTH. Proceed approx. 1/4 mile to *4th traffic light. Turn LEFT up short hill to next traffic light. Turn LEFT onto ROUTE 68 EAST. At FIRST traffic light; turn LEFT onto NORTH MAIN STREET EXTENSION. Take first RIGHT onto BARNES ROAD. CHA is the SECOND BUILDING ON THE LEFT.
- **Wilbur Cross (Route 15) SOUTHBOUND:** Take Exit 66. At the end of the exit ramp, turn LEFT onto ROUTE 5 SOUTH. Proceed approx. 1/4 mile to *5th traffic light. Turn LEFT up short hill to next traffic light. Turn LEFT onto ROUTE 68 EAST. At FIRST traffic light; turn LEFT onto NORTH MAIN STREET EXTENSION. Take first RIGHT onto BARNES ROAD. CHA is the SECOND BUILDING ON THE LEFT.
- **I-84 EASTBOUND:** Take Exit 27. Proceed onto Route 691 East. Follow to the WILBUR CROSS PARKWAY SOUTHBOUND. Take Exit 66. At the end of the exit ramp, turn LEFT onto ROUTE 5 SOUTH. Proceed approx. 1/4 mile to *5th traffic light. Turn LEFT up short hill to next traffic light. Turn LEFT onto ROUTE 68 EAST. At FIRST traffic light; turn LEFT onto NORTH MAIN STREET EXTENSION. Take first RIGHT onto BARNES ROAD. CHA is the SECOND BUILDING ON THE LEFT.

***IMPORTANT ~ Traffic light count includes light at the end of ramp**

IMPORTANT NOTICES:

CHA is a smoke-free campus.

******* NO SMOKING ALLOWED*******

The use of tobacco products is prohibited on the grounds, sidewalks, delivery areas, and parking lots.
Refreshments will **not** be served.