A Connecticut Medical Assistance Program Workshop

For Hospital Billing Providers

Presented by

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

Are you or your staff aware of the upcoming changes to billing your professional services performed during an outpatient stay? This workshop will assist in providing you and your staff with instructions on how to submit claims on the professional CMS 1500 format. We will discuss tools and resources available to assist hospital providers in understanding policy and submitting those professional claims.

Workshop Topics Will Include:

• Professional Claim Submission	• Remittance Advice and ASC X12N 835
• Provider Fee Schedule	• Resources and Guides
• TPL / Medicare	• Questions
• National Correct Coding Initiative (NCCI)	

Please follow the registration instructions below to register for the workshop. 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 the workshop!

WORKSHOP LOCATIONS, DATES, AND TIMES

The workshop locations, dates and times for the Hospital Based Practitioners Workshop 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:**

HPMyRoom Virtual Classroom Training
Friday, May 20, 2016   1:00 pm – 4:00 pm   **Tuesday, May 17, 2016**

https://www.surveymonkey.com/r/HBPOutpatientServices052016

HPMyRoom Virtual Classroom Training
Wednesday, May 25, 2016   9:00 am – 12:00 pm   **Friday, May 20, 2016**

https://www.surveymonkey.com/r/HBPOutpatientServices052516

HOW TO REGISTER FOR A WORKSHOP

To register for these workshops, visit the www.ctdssmap.com Web site, go to Hospital Modernization Web page and click on Hospital Based Practitioners Workshop under Important Messages. To register, click on the registration link for the virtual classroom.

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.

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

HPMyRoom 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 **Hospital Based Practitioners Workshop**. We have replaced HP Virtual Room with HPMyRoom. As a result, providers will need to download HPMyRoom and set up an account in order to attend the virtual classroom training. In addition, participants will also dial into a conference call and have an opportunity to ask questions. Providers who register for this training will receive an email 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.

Please supply the following information when registering for a workshop:

- Provider Name
- NPI Number
- Contact Name
- Telephone Number (including Area Code)
- Email Address
- Name of Attendee

Providers will <u>only</u> receive notification in the event that Workshop participation exceeds capacity.

Should something 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.**