Putting the Pieces Together

GI Coding and Billing: Auditing and Documentation Best Practices

Course Directors
Kathleen Mueller, RN, CPC, CGCS, CCS-P, CMSCS, PCS, CCC
AskMueller Consulting, LLC

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AskMueller Consulting, LLC

Intercontinental Buckhead Atlanta
Atlanta, GA

EARLY REGISTRATION DISCOUNTS END MAY 25, 2017

REGISTER AT WWW.ASGE.ORG
GI Coding and Billing

Course Description
Is your practice getting what it deserves in reimbursement for its GI services? Accuracy and efficiency in your coding and billing process will ensure that you are getting reimbursed appropriately for the services your facility provides. ASGE's auditing and documentation course will immediately provide you with the resources and tools to identify opportunities and threats to your practice's revenue potential due to the quality and accuracy of your coding, provider documentation, and compliance of coding and billing regulations. This course will teach participants how to create internal processes to minimize denials, pass external audits and build a high-performing and knowledgeable team, from the physician to the coder, focused on your practice receiving the reimbursement it deserves.

Learning Objectives
Upon completion of this educational activity, participants will be able to:
• Describe the documentation requirements for Evaluation and Management codes
• Increase revenue by submitting clean and accurate claims
• Ensure proper documentation of all procedures while coding correctly
• Safeguard your practice from inspection by auditors
• Increase overall revenue base through correct charge capture
• Code with ICD-10 specificity to ensure prompt payment
• Educate your providers on proper documentation to minimize claim denials and mitigate your denial management process
• Prepare for various types of audits, both internal and external by using a step-by-step auditing process
• Use processes learned to improve internal quality controls for compliance and efficiencies

Targeted Audience
Practicing gastrointestinal endoscopists, non-physician practitioners, coding and billing professionals, clinical staff, practice managers and practice professionals involved with business management, code assignment, claims processing, pre-authorization and appointment scheduling.

This course qualifies for ASGE's Recognition of Excellence in GI Practice Management Program (PRP).

Course Directors

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**AGENDA**

**FRIDAY, JUNE 16, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00 – 8:00 am</td>
<td>Registration</td>
</tr>
<tr>
<td><strong>2017 Coding Update</strong></td>
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<tr>
<td>8:00 - 8:10 am</td>
<td>Welcome and Introductions</td>
</tr>
<tr>
<td>8:10 - 9:15 am</td>
<td>Breaking News and 2017 Coding Update</td>
</tr>
<tr>
<td>9:15 - 9:45 am</td>
<td>ICD-10 Tip: Pitfalls and Lessons Learned</td>
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<tr>
<td>9:45 - 10:00 am</td>
<td>Questions and Answers</td>
</tr>
<tr>
<td>10:00 - 10:30 am</td>
<td>Break and Exhibits</td>
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**Proper Documentation to Optimize Reimbursement**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>10:30 - 11:30 am</td>
<td>Evaluation and Management Documentation: Safe Use of Cloned Templates</td>
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<tr>
<td>11:30 am - 12:00 pm</td>
<td>Procedure Coding: Capturing All the Charges</td>
</tr>
<tr>
<td>12:00 - 1:00 pm</td>
<td>Lunch and Exhibits</td>
</tr>
<tr>
<td>1:00 - 1:30 pm</td>
<td>Diagnosis Coding with Specificity</td>
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<tr>
<td>1:30 - 2:00 pm</td>
<td>Denial Management: Creating Tools for Denial Process</td>
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**Avoiding Penalties by Preparing for External Audits**

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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>2:00 - 2:15 pm</td>
<td>Audit Basics: Dos and Don’ts of Unannounced Audits</td>
</tr>
<tr>
<td>2:15 - 2:45 pm</td>
<td>Step-by-Step Preparation for External Audits</td>
</tr>
<tr>
<td>2:45 - 3:00 pm</td>
<td>Doing Internal Auditing Right: Tools and Best Practices</td>
</tr>
<tr>
<td>3:00 - 3:15 pm</td>
<td>Questions and Answers</td>
</tr>
<tr>
<td>3:15 - 3:45 pm</td>
<td>Break and Exhibits</td>
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**Increasing Office Efficiency and Process Improvement**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>3:45 - 4:15 pm</td>
<td>Policies and Procedures: Ensuring an Appropriate Paper Trail</td>
</tr>
<tr>
<td>4:15 - 5:00 pm</td>
<td>Open Forum: Proactive Preparation, Internal Controls, and Ongoing Quality Improvement Processes</td>
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<tr>
<td>5:00 - 5:30 pm</td>
<td>Questions and Answers</td>
</tr>
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**SATURDAY, JUNE 17, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00 – 8:00 am</td>
<td>Registration</td>
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**Audit and Documentation Workshop**

<table>
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<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8:00 - 8:30 am</td>
<td>Types of Audits: Third-Party Payer, Medicare, and OIG</td>
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<tr>
<td>8:30 - 9:00 am</td>
<td>Coding Errors with Examples</td>
</tr>
<tr>
<td>9:00 - 9:30 am</td>
<td>Questions and Answers</td>
</tr>
<tr>
<td>9:30 - 10:30 am</td>
<td>Auditing Template Tool with Step-by-Step Process</td>
</tr>
<tr>
<td>10:30 - 10:45 am</td>
<td>Break</td>
</tr>
<tr>
<td>10:45 am - 12:00 pm</td>
<td>Chart Audit Exercise-Patient Visits and Procedures</td>
</tr>
<tr>
<td>12:00 - 12:20 pm</td>
<td>Questions and Answers</td>
</tr>
<tr>
<td>12:20 - 12:30 pm</td>
<td>Closing Remarks</td>
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Subject to change.
HOTEL ACCOMMODATIONS
ASGE courses have a history of selling out. It is recommended that you make your hotel reservations as soon as possible. However, you may want to wait to make your airline reservations until you have received confirmation of registration from ASGE.

**Intercontinental Buckhead Atlanta**
3315 Peachtree Road, NE, Atlanta, GA 30326
Tel: 404-946-9000  Toll free: 800-327-0200

ASGE has arranged a room block for this course at $179 per night plus applicable tax. This discount is valid only if the reservation is made before May 19, 2017. Please contact the hotel directly to make hotel reservations. Please reference “ASGE Billing and Auditing” when making your reservation.

CONTINUING MEDICAL EDUCATION
The American Society for Gastrointestinal Endoscopy (ASGE) is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.

ASGE designates this live activity for a maximum of 10.5 AMA PRA Category 1 Credits™. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

ASGE CANCELLATION POLICY
Requests for refunds must be sent in writing at least two weeks before the activity to education@asge.org. Refunds will be subject to an administrative fee of $100. Attendee substitutions are permitted with ASGE authorization. ASGE has the right to cancel a program at any time at its discretion.

For more information about this or upcoming ASGE educational courses, please visit www.asge.org, email education@asge.org or call 630.573.0600.
REGISTRATION FORM

Name

Academic Degree(s)

Institution

NPI#

Address

City

State

Zip

Country

Specialty

E-mail

Phone

Fax

This information is my: ☐ Home ☐ Work ☐ ASGE Member? ☐ Yes ☐ No Member ID__________

NOT A MEMBER? Save even more when you join ASGE prior to registering for the courses. Submit a membership application with your registration form and receive the discounted member rate. Visit asge.org/join for more information.

FOUR EASY WAYS TO REGISTER

1. Online at www.asge.org (Recommended)
2. Phone: 630-573-0600
3. Fax: 630-963-8332

Credit Card: ☐ Visa ☐ MasterCard ☐ Amex ☐ Discover Total $__________

Cardholder Name

Card Number

Expiration Date

Signature

4. Mail: Send your completed registration form and check for $____________ made payable to:

American Society for Gastrointestinal Endoscopy
PO Box 809055, Chicago, IL 60680-9055

For all registration inquiries, email ASGE Customer Care at info@asge.org or call 630-573-0600.
Putting the Pieces Together

GI Coding and Billing: Auditing and Documentation Best Practices

FRIDAY AND SATURDAY, JUNE 16-17, 2017

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Atlanta, GA

PROPERLY DOCUMENT TO OPTIMIZE REIMBURSEMENT of all procedures while coding correctly.

PREPARE FOR EXTERNAL AUDITS and safeguard your practice from inspection by auditors.

INCREASE OFFICE EFFICIENCY and learn to improve internal quality controls for compliance and efficiencies.

American Society for Gastrointestinal Endoscopy
3300 Woodcreek Drive
Downers Grove, IL 60515

EARLY REGISTRATION DISCOUNTS END MAY 25, 2017

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PRACTICAL SOLUTIONS FOR THE GI PRACTICE