

Hospice Financial and Administrative Management Conference

November 6-7, 2017



Presented by:



Caribe Hilton, San Juan, Puerto Rico

**FOCUSING ON IMPROVING THE QUALITY
OF YOUR HOSPICE COST REPORT**

**CRITICAL ENROLLMENT REPORTING –
PROTECTING ENROLLMENT AND
BILLING PRIVILEGES**

**HOSPICE REVENUE AND RECEIVABLE
REPORTING; INCLUDING NEW
ACCOUNTING STANDARDS**

**HOSPICE CAP MANAGEMENT AND
REPORTING**

**CRITICAL FINANCIAL ADMINISTRATIVE
MEASUREMENTS READILY AVAILABLE;
PRACTICAL USE**



ABOUT THE HEALTH GROUP, LLC



The Health Group, LLC was formed on August 1, 2010 by William T. (Ted) Cuppett, CPA, formerly a Member and Home Health/Hospice Niche Leader with Dixon Hughes, PLLC. Additional information on The Health Group, LLC is available at www.healthgroup.com. Ted and other professionals at The Health Group, LLC have been providing quality education to healthcare providers, CPAs and consultants to healthcare providers since 1993. The Health Group, LLC provides educational programs relating to Financial and Administrative Management for healthcare providers and their financial advisors. These programs are the most comprehensive available on the subject matter offered. The programs are continually modified based on current developments and are enhanced based on the needs expressed by conference attendees. They are designed to provide focus on issues of importance, including interactive discussion intended to enhance the benefits to the attendees.

General Information

CONTINUING PROFESSIONAL EDUCATION



The Health Group, LLC is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of Sponsors through its website: www.learningmarket.org.

CONFERENCE CANCELLATIONS

The Health Group, LLC reserves the right to cancel any program due to circumstances that might arise. If such were to occur, all registration fees for that program would be refunded; however, any cancellation by an attendee must be received 15 days prior to the conference in order to receive a refund. Any cancellation received after that date will not be refunded. An administrative fee of \$50 is charged on all cancellations.

HOTEL RESERVATIONS

Special rates have been secured with the Caribe Hilton, 1 San Geronimo Street, San Juan, Puerto Rico (\$159/night including waiver of resort fees); however, to secure these rates you must inform the hotel that you are attending The Health Group, LLC program (Hospice Financial and Administrative Management Conference; **Group Code THGA17**) when making reservations. These special room rates are only available through October 6, 2017. Make your reservations online at <https://aws.passkey.com/event/49178479/owner/8725770/landing?gtid=3704d3caa6b10709119d3e320a49013d> or contact the hotel at (787) 721-0303 for reservations. If you have any difficulty, please contact us.

REGISTRATION INFORMATION

Registration is \$525 for the two-day program. Register by September 1, 2017 and save \$50. Additional attendees from the same organization save an extra \$50 from published fees (\$100 total on early registration) for the two-day program. Fees include all materials, buffet breakfast, buffet lunch, and refreshments on both days of the program.

COMPLAINTS OR PROBLEMS

If any issues arise that need addressed (complaints, problems, or other issues), do not hesitate to contact William T. ("Ted") Cuppett at (304) 241-1261 or ted.cuppett@healthgroup.com. It is our intent to provide quality education programs.

PROGRAM DETAILS

HOSPICE REVENUE AND RECEIVABLE REPORTING

Hospice providers began receiving modified hospice reimbursement on January 1, 2016. This program is intended to accomplish the following:

- Provide attendees with an understanding of the modified reimbursement system
- Enable attendees to recognize how current billing and accounting systems address reimbursement and what is necessary to appropriately report revenue and receivables
- Provide attendees with an understanding of the segregation of revenues required for cost reporting purposes
- Provide attendees with an understanding of how the reporting of revenues can assist in the financial management of the hospice
- Enable attendees to develop appropriate revenue budgets and analyze actual revenues against those budgeted

Program hours are from 9:00 am through 10:40 am on Monday, November 6, 2017.

Speaker: William T. Cuppett, CPA

CPE: 2 CPE credits (Specialized Knowledge & Application)

Delivery Method: Group-Live

Program Level: Basic

Prerequisite: None

Advance Preparation: None



CRITICAL ENROLLMENT REPORTING

This program will focus on the common enrollment issues encountered by hospice providers, as well as include a discussion of enrollment changes proposed and anticipated. This is important as revalidation for many providers is scheduled for the near future. Specifically, the program will:

- Provide attendees with an understanding of how ownership is reported (taxable and tax-exempt entities)
- Enable attendees to establish a program for monitoring changes that need to be reported
- Provide attendees with a practical approach to ensure all critical mailings from the MAC are received (NPI, MAC relationships, and correspondence contacts and addresses)
- Provide attendees with the most current information available on proposed enrollment changes

Program hours are from 10:50 am to 12:10 pm on November 6, 2017.

Speakers: William T. Cuppett, CPA and Christy Conaway
CPE: 1.5 CPE credits (Specialized Knowledge and Application)
Delivery Method: Group-Live
Program Level: Basic
Prerequisite: None
Advance Preparation: None

HOSPICE CAP MANAGEMENT AND REPORTING

Over 10% of all hospices are experiencing reimbursements in excess of the hospice aggregate payment limitation (“CAP”). Inasmuch as hospices are now required to self-report CAP liabilities and calculations are updated for three (3) years from the date of the initial CAP liability notice, management of the CAP is increasingly important. This session is important for all hospices, as more hospices are expected to exceed the CAP going forward and the change in reimbursement methodology may influence this liability. Specifically, the program is intended to:

- Provide attendees with an enhanced understanding of the CAP computation and recalculation
- Enable attendees to understand the self-report and associated requirements
- Illustrate to attendees how the recalculation process works, why liabilities increase with time, and better estimate their ultimate liabilities
- Provide attendees with an understanding of the CAP implication of the new rate structure and change in CAP years beginning in 2017
- Provide attendees with illustrative accounting and financial statement disclosures relating to CAP liabilities

Program hours are from 1:00 pm to 2:15 pm on November 6, 2017.

Speaker: William T. Cuppett, CPA
CPE: 1.5 CPE Credits (Accounting)
Delivery Method: Group-Live
Program Level: Basic
Prerequisite: None
Advanced Preparation: None

CRITICAL FINANCIAL ADMINISTRATIVE MEASUREMENTS

This program is being offered for the first time and will focus on information readily available to hospices. The information will improve the hospice's ability to understand and influence financial results. Specifically, the program is intended to:

- Enable attendees to secure information from the PS&R, which produces significant benchmarks for financial management of the hospice
- Provide attendees with the ability to integrate internally and externally produced information for budgeting and financial assessment

Program hours are from 2:30 pm to 3:45 pm on November 6, 2017.

Speaker: William T. Cuppett, CPA

CPE: 1.5 CPE Credits (Specialized Knowledge and Application)

Delivery Method: Group-Live

Program Level: Basic

Prerequisite: None

Advanced Preparation: None

THE CARIBE HILTON

We are very excited to be offering this program at the Caribe Hilton. Due to the very reasonable room rates secured for the group, most attendees will be able to attend this program at a cost less than would be experienced in most mainland locations. Videos of the property are available at <http://www3.hilton.com/en/hotels/puerto-rico/caribe-hilton-SJNHIHH/video-tours/index.html>.



FOCUS ON IMPROVING THE QUALITY OF YOUR COST REPORT

Most hospices will have submitted one (1) or two (2) cost reports on the new Hospice Cost & Data Report by the date of the program. This program will focus on those areas where hospices can influence the quality of their cost report submission and utilize the information made available by the cost report. Specifically, the program will:

- Provide attendees with examples of enhancements to accounting records that improve the entire cost reporting process and enhance the quality of the cost report submission
- Enable attendees to accumulate information that has been lacking in current cost report submission
- Enable attendees to understand the influence of organization structure and multiple-provider organizations on the cost report, including home offices
- Enable attendees to quickly review their cost report submission for reasonableness and general quality (checklist provided to attendees)
- Assist attendees to accumulate information appropriately in those areas where experience reflects a lack of quality
- Provide attendees examples of how difficult transactions are addressed in the cost report submission, i.e. related party transactions, residential and inpatient units, and others
- Provide attendees with information on changes forthcoming, including electronic signatory options

Program hours are from 9:00 am to 2:15 pm on November 7, 2017.

Speakers: William T. Cuppett, CPA and Christy Conaway

CPE: 4.5 CPE Credits (Accounting)

Delivery Method: Group-Live

Program Level: Basic

Prerequisite: None

Advanced Preparation: None

SPECIAL TOPICS SESSION

The final program will deal with special issues which should be of unique interest to many providers. These special issues may be updated through the program date but will include:

- Licensure/enrollment/data consistency
- Special tax issues (for-profit and tax-exempt)
- Current hospice topics not previously discussed
- Preparing for hospice compliance program requirements

Program hours are from 2:30 pm to 3:45 pm on November 7, 2017.

Speaker: William T. Cuppett

CPE: 1.5 CPE Credits (Specialized Knowledge and Application)

Delivery Method: Group-Live

Program Level: Basic

Prerequisite: Morning Program

Advanced Preparation: None

SPEAKERS

Ted Cuppett



Ted Cuppett has over 30 years of experience serving clients. He was the Hospice/Home Health Niche Leader for Dixon-Hughes, PLLC from 2001 until August 2010 and serves all types of healthcare clients, providing a vast array of accounting, auditing, tax and consulting services. Clients served include hospitals, nursing homes, hospices, home health agencies, physicians and clinics, and others. His experience with healthcare providers includes auditing, strategic and organizational planning, corporate compliance, reimbursement, litigation support, mergers and acquisitions, and tax filings for taxable and tax-exempt entities. Ted is a frequent speaker for national and state healthcare organizations and frequently authors on healthcare financial matters. He served on the AICPA "Healthcare Expert Panel" and the "Healthcare Audit and Accounting Guide Revision Task Force". He is a previous member of the AICPA MCS Executive Committee, MCS Practice Standards Subcommittee, and numerous healthcare committees and task forces of the AICPA. Ted currently maintains memberships in numerous organizations including the AICPA and American Health Lawyers Association.

Christy Conaway



Christy Conaway has over 15 years of experience in public accounting. Her primary focus at the firm is serving healthcare clients, including hospitals, nursing homes, RHC/FQHCS, home health agencies and hospices. During the past 10 years, Christy has principally provided cost reporting and related services and has become a frequent speaker on these subjects. Other experience includes nonprofit tax return preparation and financial statement audits and compilations. Her experience with a variety of healthcare providers and services to those providers enhances all the services with which she is associated and provides substantial benefit to attendees at education programs. Christy is a member of numerous professional organizations including the AICPA and American Health Lawyers Association.



Registration Information

To register, remit payment and this completed registration form to The Health Group, LLC, 6220 Mid-Atlantic Drive, Morgantown, WV 26508, fax to (304) 241-1265 with credit card information, or email with credit card information to conference@healthgroup.com. **On-site registration will not be accepted.**

Registration on or before September 1, 2017 is \$475 for the first individual and \$425 for additional individuals from the same organization. After September 1, 2017, registration is \$525 for the first individual and \$475 for additional individuals from the same organization.

Name of Attendee (as it should appear on badge)	E-Mail	Cost of Program

Organization _____ Telephone _____

Address _____

City _____ State _____ Zip _____

Please fill in amount enclosed:

Registration fee(s) \$ _____ Check enclosed Bill my credit card

Visa Card # _____ Master Card # _____

Name of Cardholder _____ Exp. Date _____

Signature of Cardholder _____ Date _____

Sorry – We cannot accept American Express or Discover