



American Orthotic & Prosthetic Association
Mastering Medicare Seminar – Hyatt Harborside – June 9-10, 2008

Mastering Medicare Advanced Coding & Billing Techniques Seminar

At this seminar, AOPA experts will provide the most up-to-date information to help O&P practitioners and office billing staff:

- Learn how to code complex devices, including repairs and adjustments, through interactive discussions with AOPA experts and your colleagues;
- Join in-depth discussions on compliance with Medicare billing rules and documentation expectations;
- Learn how to assess compliance risk areas and deal with them;
- Learn successful appeal strategies and hints on avoiding claim denials;
- Break-out sessions for practitioners and office staff;
- Detailed information on “Hot Topic” issues in O&P; and
- Earn 14 continuing education credits in two days.

Schedule

The seminar runs from 8:30 a.m. – 5:00 p.m. each day. Course materials and badges will be distributed on-site. Registration will open in Boston at 8:00 a.m. each day. A continental breakfast will be served to seminar attendees each day starting at 8:00 a.m. A one hour lunch break will be taken at noon each day; however, lunch is not provided with the seminar.

How to Register

The early-bird registration deadline is May 15, 2008. Registration and full payment in U.S. funds made payable to **AOPA Seminars** must be *received* by this date to qualify for the early-bird registration rate. Please note that the AOPA seminars often sell out, so register early.

- **To register by fax**, complete the registration form and fax it to (571) 431-0899. To avoid duplicate charges, please do not mail your form after faxing it. AOPA accepts Visa, MasterCard, American Express, checks and money orders. Registrations will not be processed without payment.
- **To register by mail**, complete the registration form and mail it with payment to: AOPA Seminars, P.O. Box 34711, Alexandria, VA 22334-0711. Please note that mailed registrations take longer to process. AOPA accepts Visa, MasterCard, American Express, checks and money orders. Registrations will not be processed without payment.

Accommodations

The AOPA Mastering Medicare: Advanced Coding & Billing Techniques Seminar will be held at the following location:

Hyatt Harborside
101 Harborside Drive
Boston, MA 02128
Reservation Phone: (800)233-1234
Web site: <http://www.hyatt.com/hyatt/hotels/index.jsp>

Hotel Reservations

The hotel rates at the Hyatt Harborside for AOPA seminar attendees are \$179 per night (single or double occupancy). MAKE YOUR RESERVATIONS EARLY AS THE HOTEL WILL LIKELY SELL-OUT OVER THE DATES OF THE AOPA SEMINAR. Please be sure your reservation request reaches the Hyatt prior to **Friday, May 15, 2008**, when any remaining rooms will be released. There is NO GUARANTEE that rooms will be available at the AOPA meeting rate. Rates quoted here are on a space-available basis only. Once the AOPA meeting block of rooms is sold out, which may be earlier than **Friday, May 15, 2008**, there is no guarantee that rooms will be available or that they will be available at the AOPA meeting rate. **All hotel reservations are to be made directly through the hotel by calling (800)233-1234. Please identify yourself as part of the AOPA meeting.**

Hotel Cancellations & Early Departure

The Hyatt Harborside has a 48-hour cancellation policy should you need to cancel your hotel reservation prior to your scheduled arrival. Cancellations of your reservation within less than 48 hours of your scheduled arrival date will be billed for one night's room and tax.

What to Wear

Business casual attire is the preferred dress for the seminar. You may want to keep a light sweater or jacket on hand, as meeting rooms will likely be cool.

Continuing Education Credits

The AOPA Mastering Medicare: Advanced Coding & Billing Techniques Seminar has been approved for **14** business continuing education credits (7 credits for each day). **All attendees will be required to sign in each morning and afternoon on each day of the seminar.** Following the seminars, all attendees will be mailed a letter certifying attendance which may be submitted to your credentialing or licensing board for continuing education credits as necessary.

Confirmations

Acknowledgements confirming registration will be e-mailed to each registrant. Please read this confirmation carefully. If corrections or changes are needed, note them on the confirmation and return it by fax to (571) 431-0899 or call (571) 431-0876 with changes. **Please do not make airline reservations until you receive a registration confirmation from AOPA.**

Cancellation Policy

To receive a full refund of registration fees less a processing fee, notification of cancellation must be received in writing no later than **May 15, 2008**. A 50% refund will be made for written cancellations received May 16, 2008 to May 27, 2008. No refunds will be made for cancellations received after May 27, 2008. A \$25 processing fee will apply to all cancellations. *Substitutions are allowed.*

AOPA does not offer the Mastering Medicare: Advanced Coding & Billing Techniques Seminar at a one-day-only registration fee. Since all course materials are included in the registration fee, additional copies of the course manual will not be available for purchase.

