

The Home Care Association of Colorado presents

“Legal Aspects of Documentation for Home Care Providers”

A Lunch & Learn Audio-Conference*

(*designed & beneficial for all providers, including private duty!)

by

Elizabeth E. Hogue, Esq.

Health Care Attorney & Consultant, Burtonsville, Md.

Thursday, June 26, 2008

******11:00 a.m. to 12:30 p.m. Mountain Time******

Audio-Conference Description

There is a lot of truth to the old adage, "If it wasn't documented, then it wasn't done." Documentation of care provided is indeed basic to the provision of home care services. It is certainly essential to quality of care, risk management and avoidance of fraud and abuse. The purpose of this audio-conference is to address some long-standing, yet difficult, issues associated with documentation. Can records of care be supplemented or corrected? If so, under what circumstances and how should it be done? How should providers document non-compliance by patients and their caregivers? How can documentation help providers avoid liability for abandonment when they discontinue services to patients? The emphasis will be on clear guidance that participants can implement in their companies.

This is how it works...

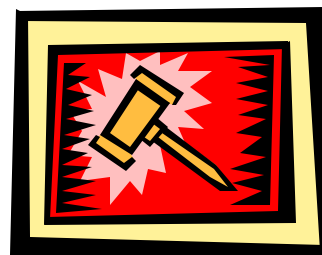
Complete the Registration Form for your agency and return to HCAC. Registered locations will be sent an email confirmation on **Monday, June 23rd**, with dial-in information, passcode and a web link to download handout materials and/or resources.

On the day of the conference, simply join the call by dialing the toll-free number and giving your agency name and passcode. Gather your staff and listen via speakerphone to the presentation, follow along with the handouts and participate in live, interactive Q&A.

PLEASE NOTE: Registration fees are based on each dial-in connection; multiple call-ins from your agency will be charged. We are unable to accommodate more than one agency per call-in.

REGISTER TODAY!

Save time and travel costs and include all staff members who will benefit from this timely topic!



Certificates of attendance will be mailed after evaluations are received.

<<Continued>>

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THREE SIMPLE WAYS TO REGISTER
BE SURE TO INCLUDE ALL INFORMATION REQUESTED BELOW:

1. **Register Secure On-line** at: www.hcaonline.org
2. **Fax** this completed form below to (303) 694-4869
3. **Mail** completed form to the HCAC Office, 7400 E. Arapahoe Road #211, Centennial, CO 80112-1281

Please register by Thursday, June 19th to ensure that you receive e-mailed confirmation details.
Please type or print legibly all information below.

Agency _____

Contact Person _____

Address _____

City/State/Zip Code _____

Phone () _____

Fax () _____

E-mail (mandatory field) _____

Number of Participants Expected to Attend from your Agency _____

Registration Fees

This fee includes one dial-in connection. Additional fees will be charged if there are multiple dial-ins. Written requests for refunds received on or before **June 19, 2008**, will receive a 50% refund less a \$50 processing fee. Fees are non-refundable after this date; There are no refunds for no-shows.

HCAC Member Agency – \$149 per call-in

Non-Member Agency – \$249 per call-in

PAYMENT METHOD

Check (payable to HCAC) VISA MasterCard American Express

Please bill us. *We understand that we will be billed \$20 for each invoice if not paid within 30 days.*

Cardholder's name (print) _____

Card Number _____ / _____ / _____ / _____ Exp. Date _____

Signature _____

Another Member Benefit brought to you by the Home Care Association of Colorado

7400 East Arapahoe Road #211 • Centennial, CO 80112-1281 • www.hcaonline.org

For HCAC Use Received _____ M / NM DB _____ Paid \$ _____ Ck#/CC _____
Auth _____ O _____ Due \$ _____ Inv/date _____ Confirm Sent _____