OVERVIEW
There continues to be an industry focus on credentialing activities. To better prepare the healthcare industry’s credentialing professionals, we are hosting two NAMSS Certification Preparation Courses: Certified Provider Credentialing Specialist (CPCS) and Certified Professional Medical Services Management (CPMSM). Medical Services Professionals (MSPs) are on the frontlines of healthcare, promoting patient safety and helping to ensure public protection through access to quality healthcare services. MSPs administer the vital risk management function of credentialing and are significantly involved in the accreditation of their healthcare organizations. The NAMSS certification program establishes industry standards and serves as a comprehensive measure of knowledge in the field. The CPCS and CPMSM designations identify MSPs who have met an established standard of knowledge and understanding in the field of healthcare credentialing, governance, law, accreditation and regulatory compliance. The CPCS and CPMSM designations provide employers and the public with the assurance that certified individuals possess the necessary skills, knowledge and experience in provider credentialing or medical services management to perform their duties competently.

The preparation courses are offered three to four weeks in advance of the testing dates offered by NAMSS for both certifications.

The exam preparation courses are conducted by NAMSS certified faculty and have a two-day curriculum. During the two-day course, participants will work through a series of interactive activities including scenario-based exercises and case studies supplemented with in-class learning facilitated by experienced NAMSS instructors. A key focus of the courses is your development of a personalized study plan for post-workshop study and preparation to take the examination(s). Each course includes pre-workshop preparation materials that you will need to complete prior to class and access to comprehensive supplementary resources to help you prepare for the exam.

Co-Sponsored by the Louisiana Society of Medical Staff Services
PROGRAM OBJECTIVE
 Upon completion of this program, participants will be able to:

- Demonstrate proficiency in credentialing and privileging processes sufficient to prepare for the NAMSS certification examination(s).

Certified Professional Credentialing Specialist (CPCS)

The Certified Provider Credentialing Specialist (CPCS) is typically employed or contracted by a healthcare organization including, but not limited to, hospitals (health systems), health plans, ambulatory care settings, group practices and credentialing verific.

A CPCS is an integral part of a credentialing team whose responsibilities include but are not limited to:

- Maintaining compliance with regulatory and accrediting bodies;
- Participating in the development and implementation of credentialing processes and procedures;
- Credentialing of physicians, allied health and other practitioners;
- Overseeing or participating in the development of and adherence to:
  - Governance bylaws;
  - Department rules and regulations;
  - Policies pertaining to medical staff, practitioner/provider and the organization; and
- Collecting and maintaining an accurate practitioner database and analyzing verification information.

Certified Professional Medical Services Management (CPMSM)

The Certified Professional Medical Services Management (CPMSM) is typically employed or contracted by a healthcare organization including, but not limited to, hospitals (health systems), health plans, ambulatory care settings, group practices or credentialing verification organizations.

A CPMSM is an integral part of a credentialing team whose responsibilities include, but are not limited to:

- Maintaining compliance with regulatory and accrediting bodies;
- Developing and implementing credentialing/privileging processes and procedures;
- Developing and implementing provider enrollment processes and procedures; and
- Overseeing development of and adherence to
  - Governance bylaws;
  - Department rules and regulations; and
  - Policies pertaining to medical staff, practitioner/provider and the organization.
REGISTRATION
Registrations may be sent via fax to (225) 923-1004. VISA, Master Card, Discover or American Express are accepted. All information is handled through a confidential fax and blotted out before it is forwarded to the registrar. Email confirmations will be sent to all registrants who list an accurate email address.

REGISTRATION DEADLINE
In order to secure NAMSS approval and faculty for the examination preparation courses, we must have a commitment by March 31, 2017. The class size is limited to insure the best learning environment. Registrations will be accepted on a first come, first served basis.

CANCELLATION POLICY
Because the class size is limited and course workbooks must be purchased for each participant, no cancellations will be honored. Individuals who fail to attend will forfeit the exam prep course fee but will receive the NAMSS prep course workbook. Please send written notice of any substitutions prior to the scheduled event.

TRANSFER POLICY
If you are unable to attend the program for which you have registered and choose not to send a substitute, no transfer of your registration fee will occur.

AMERICANS WITH DISABILITIES ACT
The LHA will make every effort to provide reasonable accommodations for physically-challenged attendees who require special services. When registering, please attach a written description of needs to the application.

Select the dates for the examination preparation courses you plan to attend:

☐ Certified Professional Credentialing Specialist Exam Prep Course
   August 2-3, 2017 – (#M1748000)
   CPCS Exam Prep Course Fee $450
   (Includes Exam Prep Course Workbook)

☐ Certified Professional Medical Services Management Exam Prep Course
   August 22-23, 2017 – (#M1748001)
   CPMSM Exam Prep Course Fee $450
   (Includes Exam Prep Course Workbook)

Make check payable and mail to:
Louisiana Hospital Association – Management Corporation
9521 Brookline Avenue, Baton Rouge, Louisiana 70809-1431
Phone: (225) 928-0026

☐ Check being mailed (for fax registrants only)
Fax registration to: (225) 923-1004

Organization: ____________________________________________
Name: __________________________________________________
Title: ____________________________________________________
Email: __________________________________________________
Address: ________________________________________________
City / State / Zip: _________________________________________
Telephone #: ____________________ Fax #:____________________
Credit Card #: ____________________________________________
CVV (3 or 4 digit code):______ Billing Zip Code: _____ Exp. Date: ______
Name on Card (please print): ________________________________
Signature: ________________________________________________
E-Mail Address for Receipt Confirmation: ______________________

If you have any questions, contact LHA Director of Education Services, Merle Francis, at mfrancis@lhaonline.org or (225) 928-0026.