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With the Health Resources Library, you have a cost-effective means for obtaining the health care compliance and reimbursement information you need to make informed decisions.

Charity Care for Nonprofit Hospitals: A Legal and Administrative Guide

*John Colombo, Gerald Griffith,
James King*

Examines the role of charity care in federal and state tax-exemption and other regulatory laws for nonprofit hospitals. The *Guide* is an essential resource for nonprofit hospital administrators, federal and state policy-makers, and practitioners representing nonprofit hospitals. Highlights include: Federal tax-exemption and the role of charity care in determining exempt status under federal law; a model charity-care policy for nonprofit hospitals; federal tax reporting relating to charity care and community benefit on newly-revised Form 990 and Schedule H; state law issues implicating charity care, including an introduction to state property tax exemption for nonprofit hospitals.

Civil False Claims and Qui Tam Actions

John T. Boese

A key weapon for bringing or defending a qui tam action, this treatise offers comprehensive analysis of The Civil False Claims Statute and a balanced approach to every aspect of case preparation and litigation—from establishing the merits of a whistle blower claim to determining the formula for arriving at the qui tam plaintiff's award.

Clinical Research Compliance Manual: An Administrative Guide

Establish best practices and carry out all administrative tasks in a compliant manner while staying up-to-date on recent developments. Ideal for organizations receiving or applying for clinical research funding, this guide covers today's crucial topics, including the following:

- Human subject protections
- Institutional Review Board regulations and requirements
- Conflicts of interest
- Scientific misconduct
- International regulations

Consent to Treatment: A Practical Guide

Fay A. Rozovsky

This library of patient consent topics and solutions is written by an experienced health care attorney and risk manager. It will help you formulate voluntary consent policies and procedures to limit liability and avoid litigation. Considered the bible on consent by health lawyers and risk managers, *Consent to Treatment* has been cited in over 90 law review articles and 20 court decisions, including a landmark ruling by the U.S. Supreme Court regarding end-of-life choice-making.

Corporate Governance and Compliance for HealthCare: A Practical Guide

Frank E. Sheeder, Travis Jackson

This resource keeps you up to date with compliance requirements and responsibilities for Boards of Directors at health care organizations. Written by experts in the field, this manual is the how-to resource covering the key day-to-day corporate responsibility issues vital to health care professionals. Includes requisite sample policies and forms essential for establishing effective guidelines and keeping your Board of Directors cognizant of compliance program processes and issues. Includes over 50 policies and forms.

Defending and Preventing Health Care Fraud Cases

Kevin J. Darken

Must reading for every health care attorney and executive, this title details how to prevent and defend criminal, civil, and administrative health care fraud investigations. It gives you a solid grasp of federal criminal and civil statutes and administrative guidelines—from Title 18 and the Anti-Kickback Act to the Civil False Claims Act, to rules governing Medicare and Medicaid. Key statutes, regulations and cases are thoroughly analyzed from the author's unique perspective as a white collar criminal defense attorney and former federal prosecutor.

Dennis Barry's Reimbursement Advisor

Dennis Barry

Provides all the facts about reimbursement strategies for obtaining all payments to which your health system is entitled and to minimize the risk of payment denials and false claims allegations. Includes in-depth analyses of developments in prospective payment systems, case studies, courses of action, legislative updates, management strategies, and tips for sound financial planning.

Emergency Department Compliance Manual

Maintain compliance with complex emergency department regulations, including:

- Legal compliance questions and answers
- Joint Commission survey questions and answers with inside guidance from colleagues who have been there
- Hospital accreditation standard analysis—learn about Joint Commission standards as they apply to the emergency department
- Reference materials for emergency department compliance

Emergency Department Manual: Clinical & Administrative Forms, Checklists & Guidelines

Provides emergency department directors and managers with the rare opportunity to review some of the best tools their colleagues use in their own emergency department settings. Packed with the best practical forms, policies, and cutting-edge information from top health care facilities across the country, this comprehensive, practical resource clearly and concisely addresses key administrative and clinical elements of emergency department management.

The EMTALA Answer Book

Mark M. Moy

Created by an emergency staff physician who knows the dangers EMTALA poses to providers, this resource clarifies the law's most baffling terminology, alerts you to legal inconsistencies, and shows how to prudently sidestep disastrous legal trouble. Organized in convenient Q&A format, this unique reference shows how EMTALA affects emergency physicians as well as on-call physicians, specialists, and hospitals.

Health Care Billing & Collections: Forms, Checklists & Guidelines

A unique one-stop reference that gives you the tools and strategies for succeeding in today's high-pressure health care business environment. This comprehensive manual provides proven procedures, ready-to-use forms, and practical guidelines to help you and your staff handle virtually any billing or collection issue. Included are: Sample Medicare Secondary Payer (MSP) Form; Protected Health Information Policies; Third-Party Profile Worksheet; Billing Productivity Chart; Confidentiality Policy and Statement; and Price Quoting Policy.

Health Care Collector

JoAnn Petaschnick

Written for hospital and health care collections managers and their staff, this resource includes typical issues such as how to address self-pay collection issues, how to collect faster, how to work more effectively with outsourcing partners, successful collection techniques from readers, and information on collection problems with specific payer groups, as well as the monthly "Billers' Corner" column—all aimed at obtaining every dollar due to you.

Health Care Credentialing: A Guide to Innovative Practices

*Fay A. Rozovsky, Christina W. Giles,
Mark A. Kadzielski*

Health Care Credentialing goes beyond the standard review of credentialing concerns and offers innovative ways to collect, process and assess credentialing information. It will help you take into account laws, regulations, and accreditation standards as they apply to credentialing, handle disruptive care and clinical competency issues, access information for evaluating core competencies to be used in credentialing, stay current with regulations, statutes, and accreditation standards.

Health Care Fraud and Abuse Compliance Manual

Christina W. Fleps

This practical guide explains fraud and abuse laws in plain language and uses examples to illustrate the principles. Main subject areas include: false claims and fraudulent billing; fraud and abuse prohibitions under the Anti-kickback Statute; federal physician self-referral prohibitions; the Stark Law; corporate compliance programs; anatomy of an investigation; and state fraud and abuse investigations and enforcement.

Health Care Human Resources Administration Manual

Kenneth Kruger

Covers the latest developments affecting HR professionals in the health care industry and keeps you up-to-date on today's most pressing issues, including many that could affect the accreditation and funding of your institution. Includes more than 70 forms, checklists, and sample policies and procedures.

Health Care Organizations Risk Management: Forms, Checklists & Guidelines

Fay A. Rozovsky, Jane L. Conley

Presents up-to-date approaches to risk management across a wide spectrum of health care organizations, from physician practices and hospitals, to ambulatory care centers and hospices. Includes many forms and aids, many of which can be easily customized for your own purposes!

Health Care Registration: Forms, Checklists & Guidelines

A compendium of forms, checklists, and guidelines to meet the needs of registration department heads and patient access leaders in hospitals, clinics, ambulatory care centers, physician offices, and large health care centers. It serves as a reference for trained administrators as well as an orientation/training guide for new hires.

Health Law and Compliance Update

John E. Steiner, Jr.

Provides the latest information on emerging issues in health law and health care compliance. Each chapter is authored by health care experts from some of the most prestigious health care organizations and law and consulting firms, including Accenture; Clark Hill PLC; Davis Wright Tremaine, LLP; Drinker Biddle & Reath LLP; Foley & Lardner LLP; Hogan & Hartson LLP; Loyola University Chicago School of Law; Squire, Sanders & Dempsey; UK Health Care; Wachler & Associates, P.C.; and FTI Consulting.

Healthcare Registration

Laura J. Merisalo

A vital resource for patient access professionals, includes in-depth articles and case studies that provide actionable strategies for managing every aspect of front-end operations, ensure effective revenue cycle management, comply with federal regulations, deliver superior service, and achieve benchmark-level front-end performance.

HIPAA Compliance Handbook

Patricia I. Carter, J.D.

HIPAA Compliance Handbook is intended for HIPAA coordinators, project managers, privacy officers, compliance professionals, health care record managers, and others responsible for implementing the HIPAA Administrative Simplification title. It contains easy-to-understand explanations of the legal and regulatory provisions as well as sample HIPAA-related agreements.

HIPAA: A Guide to Health Care Privacy and Security Law

Lisa M. Boyle

The issue of electronic storage and transmittal of health records is a serious and sensitive one. And compliance with HIPAA's exacting standards is a tremendous challenge to health care entities that must suddenly deal with both traditional compliance issues and technological questions. *HIPAA: A Guide to Health Care Privacy and Security Law* eases this burden. Readers will find a comprehensive analysis of the HHS regulations, as well as practical compliance strategies.

Hospital Accounts Receivable Analysis (HARA)

JoAnn Petaschnick

A synopsis of statistical data related to hospital receivables, each issue contains charts, key ratios, aging reports, and billing information. Also included is analysis and key questions relating to trends in the industry. *HARA* is the only tool you'll need to benchmark your hospital's financial performance using such criteria as bed size, geographic location.

Hospital Contracts Manual

Hospital Contracts Manual walks you through the hundreds of clauses that compromise the contracts that affect the daily operations of your health care facility/client. Designed especially for the administrator, attorney, or the hospital management team, the *Manual* helps you deal with even the most complex contractual challenges, from physician compensation to shared services and third party payer contracts.

Hospital Law Manual

Health law expertise covering every treatment and payment issue in the delivery of health care services. Known for more than 40 years as the definitive guide to the legal responsibilities and liabilities of health care providers and institutions, *Hospital Law Manual* provides detailed analysis of every major health law issue. It evaluates both federal and state legislations, including EMTALA, HIPAA, and the Medicare and Medicaid Acts. You get interpretations of health law issues as well as analysis of more than 1,000 federal cases. There is also state-by-state analysis of key legal issues, sample forms and checklists, plus guidance from health law attorneys.

Hospital Legal Forms, Checklists & Guidelines

This indispensable reference provides a complete and concise presentation of the hospital legal environment that shapes your daily decision making. You'll find expert guidance on hundreds of issues organized around over 30 major topics. Filled with sample forms, guidelines, and checklists, this step-by-step guide gives you all the resources needed for informed decision-making and legally-safe hospital-wide operations.

Infection Control: A Practical Guide for Health Care Facilities

George Allen, Cathy Frye

This resource provides everything you need to implement an infection-control program in a wide variety of health care settings—and stay current with developments on both the legal and medical side! This practical resource delivers: Practical tools for administering an infection control program; ready-to-use policies and procedures for infection prevention and control; related resources such as disease fact sheets, position descriptions, job-specific competency statements, and performance programs.

Journal of Health Care Finance

James J. Unland

The only journal devoted solely to helping you meet your facility's financial goals, each issue targets a key area of health care finance. Stay alert to new trends, opportunities, and threats. Experts in the field share their experiences with successful programs, proven strategies, and practical management tools. The *Journal* covers today's complex dollars-and-cents issues, including hospital/physician contracts, alternative delivery systems, generating maximum margins under PPS, improving productivity, taxation management, health care insurance, employee benefit cost containment, joint ventures, mergers and acquisitions, employee incentive systems, and more.

Managed Care Law Manual

Managed Care Law Manual is a unique legal guide to managed care that's filled with facts that health care attorneys, managed care organizations, and health care administrators need to make informed choices. With this legal guide, you'll not only be aware of your own legal obligations but also those of your contracting partners, employers, third party payers, physicians, and others—which will help you form the alliances that will be essential in the health care reform days ahead.

Managed Care Outlook

Steve Larose

Managed Care Outlook helps you identify the opportunities in your industry to develop products and services and increase your market share. It gives you the tools needed to understand consumer, provider, purchaser, and competitive trends as well as emerging legislation and policy in your market, or markets in which you plan to do business. Every week you'll discover cutting-edge trends and techniques in the managed care industry that succeed and dominate at the regional and national level.

Medical Group Practice: Legal and Administrative Guide

If you facilitate group practice development or management, this guide is the resource you need to streamline your processes and minimize potential liability. It provides the knowledge and tools for a thriving group practice: credentialing and peer review; physician compensation; human resources issues; environmental compliance issues; reimbursement, management of patient care records and HIPAA requirements; marketing; performance management and improvement and more!

Medical Laboratory Management: Forms, Checklists & Guidelines

This unique resource contains forms, guidelines, policies, procedures, checklists, and other information to help the laboratory manager achieve regulatory compliance while directing a productive and cost-efficient operation. Materials include ADA-compliance, criterion-based job descriptions, competency skills checklists, guidelines for employee discipline, total quality management tools and techniques, point-of-care testing guidelines and forms, maintenance procedures and logs, and chemical hazard standards.

Medical Staff Management: Forms, Policies, and Procedures for Health Care Providers

Christine S. Mobley, Sheryl Deutsch

This resource for the medical staff manager includes quality improvement tools, work distribution models, use of centers of excellence for privileging criteria and privilege delineation, flow charts of medical staff processes, and more. Health care professionals working with medical staff organizations will find this tool essential for carrying out their required functions.

Medicare Claims Appeals Process Handbook

Lester J. Perling

Medicare audits are a fact of life for health care providers that serve Medicare beneficiaries. For those who are charged with overseeing the reimbursement appeals process, the system can seem complex and confusing. The *Medicare Claims Appeals Process Handbook* helps you understand the process every step of the way. You'll know exactly what you can and can't do, the time frames for pursuing appeals, where to send information, and how to proceed at every level of the appeals process. It will help you to:

- Increase likelihood of success in the claims appeal by lowering the possibility of procedural error
- Navigate all four levels of the administrative appeal process
- Proceed to federal court if necessary
- Stay current with changing rules, regulations, and procedures

Medicare Handbook

Judith A. Stein, Alfred J. Chiplin, Jr.

The *Medicare Handbook* is the indispensable resource for clearly understanding Medicare's confusing rules and regulations. Prepared by an outstanding team of experts from the Center for Medicare Advocacy, Inc., it addresses issues you need to master to provide effective planning advice or advocacy services, including:

- Medicare eligibility rules and enrollment requirements
- Medicare covered services, deductibles, and co-payments
- Coinsurance, premiums, penalties
- Coverage criteria for each of the programs
- Problem areas of concern for the advocate
- Grievance and appeals procedures

Oncology Services Administration: Forms, Checklists & Guidelines

A comprehensive, practical resource for the oncology administrator, providing tools that address operations, staffing, strategic planning and marketing, reimbursement, standards and regulations, legal and ethical issues, risk management, quality improvement, benchmarking, and other administrative topics. Content showcases model forms, policies and procedures, clinical pathways and practice guidelines, reports, consent forms, risk assessment tools, and job descriptions.

Perioperative Services: Administration, Resource Management, and Patient Care

Cathy Frye, Linda Brazen

This definitive work on operating room (OR) management is a hands-on guide designed to lessen the new manager's learning curve and enable the experienced manager to grow. Concise and up-to-date chapters describe elements of perioperative services management, including policies and procedures, infection control, and documentation, as well as topics such as disaster planning for the OR, zero tolerance for preventable hospital-acquired infections, strategies for an economic downturn, and making cost-effective new technology purchases.

Pharmacy Practice Management: Forms, Checklists & Guidelines

Guides the pharmacist with day-to-day operations as well as the task of meeting the requirements of the Joint Commission and other accrediting bodies. Contains many management tools you can use as-is, or implement with only a few minor changes. This manual will help you put essential management policies and procedures into place, develop effective patient education materials, document care for quality assessment and accreditation.

Privacy and Data Security Law Deskbook

Lisa J. Sotto

An essential compliance tool for privacy officers and attorneys, the *Deskbook* provides sector-specific guidance to minimize the risk of data breaches that can damage a company's reputation. *Privacy and Data Security Law Deskbook* helps you comply with data privacy laws relating to: Marketing efforts, health information, financial privacy, consumer reports, government surveillance, social networking—including the FTC's current approach.

Radiology Administration: Forms, Checklists & Guidelines

Developed for radiology group practices, as well as hospital radiology departments, that require or desire advanced guidance to maximize reimbursement and increase market share. Issues covered include: quality improvement, reimbursement, technology assessment, human resources management, marketing, financial management and patient education.

Receivables Report

JoAnn Petaschnick

This monthly newsletter includes actual profit-improvement examples from facilities nationwide, secrets for successfully challenging denials, tips for improving cash flow while maintaining regulatory compliance, and strategies to prepare for health care reform.

Social Security and Medicare

Answer Book

David A. Pratt

Provides the specific guidance needed to ensure that maximum benefits are received under law. Includes a detailed discussion of the changes enacted by the Medicare Improvements for Patients and Providers Act of 2008, the federal stimulus legislation (the American Recovery and Reinvestment Act of 2009), the 2010 health care reform legislation, recent regulations, and developments since the Part D prescription drug benefit went into effect. Plus, a discussion of the present and projected financial condition of Social Security and Medicare includes coverage of the data contained in the 2010 Trustees' Reports.

Standards of Care in Emergency Medicine: A Practical Guide to Emergency Procedures and Liability

Herbert N. Wigder, Jeffrey C. Moffat

Indicates the standards of care that apply in more than 30 of the most commonly litigated emergency situations, from heart attack and stroke, to trauma and adverse drug reactions. For each case, the authors provide an authoritative account of the medical procedures involved, the diagnostic and treatment options, and decision-making path—even an hour-by-hour time line of sample cases. The legal side is also well explained, with case law citations, research tools, and analysis.

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