

# 2018

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Setting the Standards in Rehabilitation®



## **PTPN Compliance Package – BASIC**

### **Package price: \$495**

Standalone price for all components: \$621

### **PTPN member savings: \$126**

Contents:

**PTPN Corporate Compliance Manual Framework:** This Word document is intended to provide a framework to enable a clinic to implement, operate and document a corporate compliance program which meets PTPN standards. It must be customized for the particular circumstances of the clinic using it. More details at <http://goo.gl/mzPD5S>.

**RAN HIPAA Manual:** This manual is written especially for rehabilitation providers in private practice. It is easy to follow, and best of all it contains sample forms, policies and letters that you can customize for your practice. It explains the privacy and security standards, gives you a privacy and security implementation work plan, a gap analysis, tools for auditing and monitoring, and training tools for your staff.

**PTPN HIPAA In-Service Video:** This video enables a clinic to present a HIPAA In-service for clinic staff that meets PTPN standards. Video accessed online for 45 days with emailed password.

**PTPN OSHA Manual:** This Word document is intended to enable a clinic to implement, operate and document an OSHA program that meets PTPN standards. It must be customized for the particular circumstances of the clinic using it. More details at <http://goo.gl/mzPD5S>.

**PTPN OSHA In-Service Video:** This video enables a clinic to present an OSHA In-service for staff that meets PTPN standards. Consider ordering our OSHA Manual as well! Video accessed online for 45 days with emailed password, and Microsoft Word handouts delivered via email. More details at <http://goo.gl/mzPD5S>.

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## PTPN Compliance Package – PLUS

**Package price: \$695**

Standalone price for all components: \$895

**PTPN member savings: \$200**

Contents (\*indicates items not available in the Basic Package):

**\*PTPN Personnel Handbook:** This Word document is intended to enable a clinic to implement, operate and document human resources policies and procedures for the practice. It must be customized for the particular circumstances of the clinic using it, and for any applicable state law. More details at <http://goo.gl/mzPD5S>.

**\*RAN Policy & Procedure Manual for Outpatient Physical Therapy, Occupational Therapy and Speech Therapy:** The manual is designed to provide a template for an outpatient rehabilitative care facility creating a comprehensive policy and procedure manual outlining normal business and provision of services practices. It is not intended to be either a manual providing complete direction for HIPAA Compliance, Corporate Compliance, Risk Management, nor OSHA Compliance. It is intended to provide a guide for establishment of policies and procedures for such compliances in each facility. Likewise, as labor laws vary by state, each practice should adapt all employee and employment policies to reflect the requirements of their state of practice, as well as the policies of the practice.

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## **PTPN Practice Management Package – BASIC**

**Package price: \$295**

Standalone price for all components: \$368

**PTPN member savings: \$73**

Contents:

**PTPN Information Systems Disaster Recovery Plan.** The document combines PDF and Word formats to enable a clinic to implement, operate and document a disaster recovery program. Portions of it must be customized for the particular clinic using it. More details at <http://goo.gl/mzPD5S>.

**PTPN Personnel Handbook.** This Word document is intended to enable a clinic to implement, operate and document human resources policies and procedures for the practice. It must be customized for the particular circumstances of the clinic using it, and for any applicable state law. More details at <http://goo.gl/mzPD5S>.

**PTPN In-Service Video - Making Wellness Work, A Practical Guide to Building Your Business with Cash-Pay Wellness Services:** You'll learn how to: assess the legal, regulatory and compliance requirements of wellness programming; design your service offering and pick your price point; generate leads and bring in new clients via online marketing. Two video sessions with handouts accessed online for 45 days with emailed password.

**PTPN In-Service Video - Private Practice Marketing, 10 Steps to Engage Customers and Increase Revenue:** Learn 10 ways to engage customers and increase business from two award-winning healthcare marketing experts. Two video sessions with handouts accessed online for 45 days with emailed password.

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## **PTPN Practice Management Package – PLUS**

**Package price: \$625**

Standalone price for all components: \$763

**PTPN member savings: \$138**

Contents (\*indicates items not available in the Basic Package):

**\*PTPN In-Service Video - Therapy Office Operations 101:** A video presentation to help you train new or newly promoted staff on therapy office operations – billing, reimbursement and much more! Four modules: 1) Patient Intake, 2) Defining Terms & Understanding Treatment/Medical Necessity/CPT Coding/Billing Form, 3) Billing & Reimbursement, and 4) Medicare. Videos accessed online for one year with emailed passwords. Slides available for download. **See a preview at [https://vimeo.com/62963289!](https://vimeo.com/62963289)**

**\*PTPN In-Service Video - Buying and Selling, What You Need to Know for Successful Therapy Practice Transitions:** Learn about short- and long-term preparations for the sale of your practice, something every practice owner will eventually face. Two video sessions with handouts accessed online for 45 days with emailed password.

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## PTPN Compliance and Practice Management Packages Order Form

Please complete this form and mail it, along with a check for the total amount made out to PTPN, to:

PTPN  
 26635 Agoura Road, Suite 250  
 Calabasas, CA 91302

If you have any questions, please contact your local PTPN office.

PTPN Member Company Name and Address:
Contact Person:
Phone: Email:

Item description	Quantity ordered	PTPN Member Price	Total
<b>Compliance Package – BASIC</b>		<b>\$495</b>	
<b>Compliance Package - PLUS</b>		<b>\$695</b>	
<b>Practice Management Package – BASIC</b>		<b>\$295</b>	
<b>Practice Management Package - PLUS</b>		<b>\$625</b>	
<b>TOTAL</b>			

Thank you!

