



**Announcing:  
Updates to PTPN's easy-to-order  
in-service and manual packages**

*New lower pricing plus new manual & video options!*

PTPN has combined our most popular **compliance and practice management tools** into easy-to-order packages for our members. These are manuals and in-service presentations from PTPN and selected preferred vendors.

While you can still order these tools separately, ordering the packages not only saves you money (up to 20%) over ordering them individually, it also gives you an instant suite of tools for your practice. And you only need to pay one price to PTPN - we'll take care of the rest. These packages are offered exclusively to PTPN members.



**PTPN Compliance Package – BASIC** with *NEW LOWER PRICE* and *NEW AND IMPROVED HIPAA MANUAL OPTION*



**PTPN Compliance Package – PLUS** with *NEW AND IMPROVED CORPORATE COMPLIANCE AND HIPAA MANUAL OPTIONS*



**PTPN Practice Management Package – BASIC**



**PTPN Practice Management Package – PLUS** with *NEW IN-SERVICE VIDEO ON INCREASING CASH FLOW*

See the following pages for descriptions of these packages, and use the order form on the last page to order.

**If you'd like to order any of the individual manuals or in-services separately, please visit [ptpn.com/learning](http://ptpn.com/learning)** and scroll down to view the individual items. If you have any questions, please contact Jana Merhej at [jmerhej@ptpn.com](mailto:jmerhej@ptpn.com) or 818-737-0257.



## **PTPN Compliance Package – BASIC**

**Package price: \$425 – *NEW LOWER PRICE***

Standalone price for all components: \$495

**PTPN member savings: \$70**

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>.

**NEW - LWCi ComplianceEZ HIPAA Manual:** A simple solution to HIPAA planning and compliance. The LWCi ComplianceEZ HIPAA manual provides your practice with information outlining HIPAA guidelines, policies and procedures, with an understandable explanation of HIPAA for you and your staff. The package includes a HIPAA quiz and attestation for your staff to attest to the plan, policies, procedures and training. You'll receive editable templates to use in Microsoft Word, as well as instructions to integrate and implement within your practice.

**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>.

***Order now by mailing the order form on the last page!***



## PTPN Compliance Package – PLUS

### **Package price: \$935**

Standalone price for all components: \$1,090

### **PTPN member savings: \$155**

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.

**\*NEW - LWCI ComplianceEZ Corporate Compliance Manual:** This manual has been developed to assist practice owners with their compliance programs, as well as serving as the compliance program annual update. It includes a customized outlined Compliance Plan, instructions to integrate and implement your plan, editable templates to use in Microsoft Word, and employee attestation forms for compliance policies and procedures.

**NEW - LWCI ComplianceEZ HIPAA Manual:** A simple solution to HIPAA planning and compliance. The LWCI ComplianceEZ HIPAA manual provides your practice with information outlining HIPAA guidelines, policies and procedures, with an understandable explanation of HIPAA for you and your staff. The package includes a HIPAA quiz and attestation for your staff to attest to the plan, policies, procedures and training. You'll receive editable templates to use in Microsoft Word, as well as instructions to integrate and implement within your practice.

**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>.

***Order now by mailing the order form on the last page!***



## **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.

***Order now by mailing the order form on the last page!***



## 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 – updated for 2019 with Medicare’s MIPS program:** 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>!**

**\*NEW - PTPN In-Service Video – 8 Revenue Cycle Hacks to Increase Practice Cash Flow:**

Cash flow is king these days when it comes to running a successful practice, and every dollar counts. From patient intake to documentation and billing to navigating payer rules and payment policies, how can your practice improve? In this two-part series, learn hands-on solutions to today’s revenue shortfalls from the experts at Momentum Billing. Topics include asking the right verification questions, scheduling to improve your bottom line, and matching treatment interventions and code selection.

**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.

***Order now by mailing the order form on the last page!***

## 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
Compliance Package – BASIC		\$425	
Compliance Package - PLUS		\$935	
Practice Management Package – BASIC		\$295	
Practice Management Package - PLUS		\$625	
<b>TOTAL</b>			

Thank you!

