



## Sleep Health Management Resources, Inc. Sleep Center Management Basic Itinerary

### **Day 1**

9:00-10:00am.....	<b>Getting Started</b> <ul style="list-style-type: none"><li>• Developing business plans</li><li>• Market analysis</li><li>• Policies &amp; Procedures</li></ul>
10:00-11:00am.....	<b>Keys to Building &amp; Marketing a Successful Sleep Practice</b> <ul style="list-style-type: none"><li>• Equipment/Supply requirements</li></ul>
11:00-12:00pm.....	<b>Accreditation Standards – American Academy of Sleep Medicine (AASM)</b>
12:00-1:00pm.....	<b>Lunch</b>
1:00-2:00pm.....	<b>Accreditation Standards - The Joint Commission (TJC) and Accreditation Commission of Healthcare Facilities (ACHC)</b>
2:00-3:00pm.....	<b>Quality Assurance and Performance Improvement Programs</b> <ul style="list-style-type: none"><li>• AASM Requirements</li><li>• TJC / ACHC Requirements</li></ul>
3:00-4:00pm.....	<b>Building a Durable Medical Equipment (DME) Practice</b>
4:00-5:00pm.....	<b>Maintaining Proper Medical Records and Appropriately Billing and Coding Sleep Study Procedures</b> <ul style="list-style-type: none"><li>• Reimbursement Practices</li></ul>



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### **Day 2**

- 9:00-10:00am..... **Human Resources**
- Hiring
  - Firing
  - Staff Requirements
  - Sample Job Descriptions
- 10:00-11:30am..... **Building a Follow Up Program**
- Patient Compliance / Patient Education
  - Physician Follow Up
  - CPAP
    - AWAKE
- 11:30-12:30pm..... **Lunch**
- 12:30-1:30pm..... **Pathways to Technician Training**
- ASTEP
  - AASM Modules – who needs them?
  - CAAHEP
- 1:30-2:15pm..... **Home Sleep Testing...is it for you?**
- 2:15-3:00pm..... **Strategic Communications**
- 3:00-4:00pm..... **Legal Issues Concerning Sleep Disorders Centers**
- 4:00-5:00pm..... **STARK Law**

Disclosure: All course itineraries that are sent out prior to courses are sample program itineraries. SHM reserves the right to adjust lecture times to accommodate guest lecturers. Start times or class end times will not vary more than ½ an hour