THE NAMAS MEMBERSHIP

Where Medical Auditors Thrive.





Welcome to NAMAS!

I'd like to personally welcome you to NAMAS (National Alliance of Medical Auditing Specialists), THE training and educational resource for medical auditors.

Included in this electronic membership package is information about NAMAS and our partner company, DoctorsManagement, LLC, complete details of your NAMAS membership and the benefits available to you as a member.

We recommend (if you have not already) that you start using your membership to its full potential by enrolling in the Members Only section of our website. To enroll, please visit namas.co. On the home page, you will see an oblong button with the words, "Members Only." Please click this button to be redirected to a login/register page. Your login is associated with your email address provided when you joined/renewed. For your initial login, please select 'forgot my password', and enter your email address to receive a temporary password. Upon login with your temporary password, you can then set your password to one you desire. After completing these easy steps, you can access webinars and other "Members Only" features of the website.

The website also hosts a NAMAS forum. You will need to register another account to post to forum threads. Simply visit http://forum.namas.co and click "Register" above the field for Username. On the next page, agree to the terms of service. Create an account and submit it; you're in! Within this forum, you can interact with other NAMAS members and address questions and topics that are important to you as an auditor. You can also submit questions to the NAMAS team for response.

Again, thank you for being a NAMAS member. If you have any questions, please do not hesitate to email us at names@names.co or call us at 877.418.5564



Shannon O. DeConda, CPC, CPC-I, CEMC, CMSCS, CPMA, CPMN, CMPM, CRRT, CEMA

President and Founder of NAMAS Partner, DoctorsManagement, LLC

A Guide to use your NAMAS Membership

We'll have you soaring in no time.

Welcome to NAMAS! We are delighted to have you as a member of the nation's leading organization for training and education of medical auditors.

This helpful electronic guide will walk you through the features of your membership, how to access tools and resources available to you, and who to contact when you have questions.

Accessing Your Membership Card

To download an electronic copy of your membership card, log in to the NAMAS Members Only Portal (instructions are below).

Once you are logged in, a grey bar that says 'Members Only' will appear across your screen with a person icon. Click on the icon and select "View Profile". Within the profile section, you will find an electronic copy of your

membership card. You may select 'Printable PDF' to download a printable version of your membership card.



Depending upon your NAMAS membership level, you will receive access to live webinar trainings for free. Generally, webinars are presented live every Tuesday at 2:00pm EST and last for one hour.

Each month (during the last week of the month), you will receive an email inviting you to register for next month's live webinar sessions. Within this email are links to register yourself for the webinars included with your membership. The email will identify which sessions are/are not included as part of your membership. If there is a webinar outside of your included presentations that you are interested in attending, you will receive a 50% discount on the purchase price of that session.

To ensure that you receive these monthly webinar invitations, please make sure that we have the most current email address on file for you.



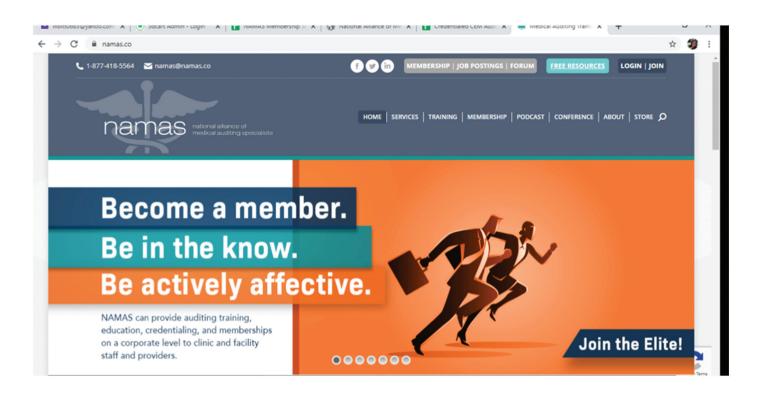


Accessing Our Members Only Portal

Through our members only portal, you will find information about your membership (your membership number, next renewal date, membership level, etc.), links to access previous auditing and compliance tips, previously streamed webinars, and more.

To access our members only portal, please follow these steps:

1. Navigate your web browser to www.namas.co. In the top right corner, you will see a 'login' button.



- 2. Click the 'login button' and enter in your email address associated with your membership and your password. Note, if this is your first time logging in, please utilize the 'forgot password' feature to set your password to one of your choosing.
- 3. Once you login you will be directed to our Welcome screen.









Welcome to the NAMAS Members Only Portal. Here, you can access information regarding your membership and obtain access to valuable tools and resources.

ASK AN AUDITOR
AUDITORS TOOLKIT

WEBINARS (PLATINUM MEMBERS ONLY)

WEBINARS (GOLD MEMBERS ONLY)

WEBINARS (SILVER/BASIC MEMBERS ONLY)

SURVEY RESULTS

AUDIT TIPS OF THE WEEK



Select the link of your choosing to access various portions of our site.

- To receive information about the details of your membership, click the body icon next to 'Members
 Only'. Here, you can view your profile (membership details, update your contact information), and
 download a copy of your membership card.
- Our 'Ask an Auditor' form is a webform where you can ask a question to our auditing staff. Your question will be directed to our team of auditors and their response will be emailed back to you. Please note that as a member, you are limited to one question per year.
- Our 'Auditors Toolkit' provides some .pdf downloads of helpful auditing tools, including 1995 & 1997
 Documentation Guidelines
- 'Survey results' will provide you with results from our previous salary surveys





Accessing OnDemand Webinars

One of the most utilized features of our members only area is the ability to access previously presented webinars.

To access on Demand webinars:

1. Once you are logged into the Members Only area, click the webinar link that is appropriate for your membership level:

WELCOME!

Welcome to the NAMAS Members Only Portal. Here, you can access information regarding your membership and obtain access to valuable tools and resources.

ASK AN AUDITOR AUDITORS TOOLKIT

WEBINARS (PLATINUM MEMBERS ONLY)

WEBINARS (GOLD MEMBERS ONLY)

WEBINARS (SILVER/BASIC MEMBERS ONLY)

SURVEY RESULTS

AUDIT TIPS OF THE WEEK

2. You will then be brought to a page where the webinars will be listed. Click on the desired webinar session to begin watching the presentation.

Process for Issuing CEUs for OnDemand Webinars

Members can watch any webinar they wish for purposes of receiving education. However, if you are in need of CEUs for these sessions, please note the following:

- If the webinar is normally included with your membership and was presented during a time when your membership was active, CEUs will be issued for free (Once you watch a webinar ondemand, send an email to namas@namas.co and identify which session you are seeking CEUs for).
- If the webinar is not normally included with your membership or was presented during a time when your membership was not active, there will be a \$9.99 processing fee for each CEU you are requesting. (Once you watch a webinar on demand, send an email to namas@namas.co and identify which session you are seeking CEUs for).

Note: Per AAPC Guidelines: For ALL OnDemand webinars, attendees must complete and successfully pass a 10 question quiz to receive CEUs. The OnDemand quiz will be provided to you upon request for CEUs.



Receiving Member Communications

NAMAS sends member communications using the following:

- Email please ensure we always have your most current and preferred email address on file.
- Social Media- important communications are posted on our Social Media sites including Facebook,
 Twitter, and LinkedIn.

Taking Advantage of Your Membership Benefits

• Weekly emailed Auditing & Compliance Tips

You will automatically receive our weekly auditing & compliance tips, delivered to your inbox every Friday afternoon.

BC Advantage Magazine subscription

NAMAS will provide BC Advantage with notice of your membership and you will receive a welcome communication from the magazine with instructions on how to access their website.

DoctorsManagement University (DMU) Classes

DoctorsManagement University is an online medical practice management training course. The course is free to NAMAS members; however, if you are interested in taking the Certified Medical Practice Manager (CMPM) certification exam, there is an exam fee.

DMUniveristy is a division of our parent organization, DoctorsManagement, LLC.

Cell Phone discounts

Discounted cell phone service is available through our PowerBuying program, free for NAMAS members. Save up to 25% on Verizon & AT&T service!

To learn more, contact Craig King at 800-635-4040 or cking@drsmgmt.com PowerBuying is a division of DoctorsManagement, LLC.





Pharmacy discounts

NAMAS is proud to offer you and your family/friends a FREE DISCOUNT DRUG CARD. Simply print the free card included in this packet and receive savings of up to 75 percent at over 68,000 pharmacies across the country. This card is especially helpful if you are uninsured or underinsured. However, even if you have insurance, you can still use this card to get a discount on non-covered drugs. All prescriptions processed through the program are completely confidential (no name required on card)!

Discounted Errors & Omissions Insurance, offered through Fox Point Programs

Does your corporate Errors & Omissions (E&O) policy cover you as an auditor? Professional Liability, also known as Errors & Omissions insurance, is designed to provide financial protection from damages and expenses (such as legal fees and court costs) from allegations of wrongdoing with regards to how you did or didn't perform your job duties as a medical auditor.

NAMAS has partnered with Fox Point Programs to offer discounted errors & omissions insurance to NAMAS members! NAMAS members can save up to 15% with this membership benefit! Optional add ons include coverage available. To learn more and to download the application for coverage, visit: http://www.foxpointprg.com/namas/

Discounted ID, Legal & Financial Protection with Financial Lock

We're all aware of identity theft, but did you know that many hackers now are stealing individuals medical identity to take advantage of your medical benefits?

Financial Lock offers the most complete and affordable identity protection to protect your complete identity. Financial Lock includes protection against your credit, social security, medical information, social media, and much, much more! Financial Lock aggressively watches over 30 theft access points to keep you protected. And, if a problem occurs, Financial Lock will not only notify you, but assist you in fixing any breaches that occur.

NAMAS members Save 25% on protection offered through Financial Lock. To learn more, visit https://financiallock.com/?coupon=NAMAS

Where to Go for Assistance

If you have any questions related to your NAMAS membership or additional offerings, please contact us by phone (877-418-5564), or via email (namas@namas.co). We are happy to assist our members in any way we can.

Welcome to NAMAS! We Hope You Enjoy the Educational Tools and Training We Offer!







We Hope You Enjoy the Educational Tools and Training We Offer!

THE NAMAS **MEMBERSHIP**

Where Medical Auditors Thrive.

- 5 Levels of Membership
- Gain Up to 78 CEUs a Year
- Convenient Payment Plans Free Classes & Discounted Events

Diamond Plan \$95/month

Silver Plan \$15/mo

Access to 1 webinar per month: Auditing **OR Compliance** series (Webinars are worth 1 CEU each)

Student Plan

\$10/mo

- Weekly emailed auditing & compliance tip
- Members-only webinar library (access to previous NAMAS webinars)

Available to students of a current medical billing, coding or auditing program.

- PLUS Compliance Series (Webinars are worth 1 CEU each))
- Weekly emailed auditing &
- compliance tip
- Subscription to BC Advantage Magazine
- 15% discount on a Professional subscription with Find-A-Code
- Errors & Omissions Insurance, ID, Legal, and Financial Protection
- 10% discount on services provided by Exclusion Screening
- webinar library
- NAMAS webinars)
- Free DMU classes
- Pharmacy discounts

Gold Plan \$20/mo

Platinum Plan \$25/mo

- Access to 4 webinars per month: Auditing, Compliance, Focused Compliance & 2021 E&M series (webinars are worth 1 CEU each)
- Electronic download access to all NAMAS products (available within members-only
- Weekly emailed
- Subscription to BC
- **Errors & Omissions**
- 10% discount on services provided by Exclusion Screening
- Members-only webinar library (access to previous NAMAS webinars)
- Free DMU classes
- Pharmacy discounts

- Access to 4 webinar per month: Auditing **OR** Compliance series (Webinars are worth 1 CEU each)
- Exclusive access to any NAMAS virtual bootcamp training event or conference event
- Electronic download access to all NAMAS products (available within members-only
- Weekly emailed auditing &
- compliance tip
- Subscription to BC Advantage Magazine
- 15% discount on subscription with Find-A-Code
- Discounts on **Errors & Omissions** Insurance, ID, Legal, and Financial Protection
- 10% discount on services provided by Exclusion Screening
- Members–only webinar library
- (access to previous NAMAS webinars)
- Free DMU classes
- Pharmacy discounts



2021 Names WEBINAR SCHEDULE

· All Webinars are included in the NAMAS Platinum & Diamond membership levels All AUDITING & COMPLIANCE webinars are included in the NAMAS Gold Membership NAMAS Student and Silver members may select either the auditing OR compliance webinar series Webinar dates, speakers, and topics are subject to change without notice

	GENERAL AUDITING	COMPLIANCE	FOCUSED COMPLIANCE	2021 E&M AUDITING
	2021 CPT Update January 5th, 2021 Brenda Edwards	2021 Telehealth Updates January 12th, 2021 Grant Huang	How to Defend Against Insurance Company Audits and Recoupments When an Out-of-Network Provider January 19th, 2021 Thomas Force	2021 Time Based E&M Services (Including Prolonged) January 26th, 2021 Pam Vanderbilt
	dating Your 2021 E&M Audit Plan February 2nd, 2021 Shannon DeConda	Advanced E/M Audit Ambiguities February 9th, 2021 Michael Miscoe	Comparative Billing Reports; Analyzing and Responding "A Push by Payers to Make You Conform" February 16th, 2021 Frank Cohen and Sean M. Weiss	Hodge Podge and E&M Q&A February 23rd, 2021 Shannon DeConda, Stephanie Allard
Incid	ent-to and Split Shared in 2021 March 2nd, 2021 Scott Kraft	The Fallacy of "Not Documented, Not Done" March 9th, 2021 David Glaser	Health Care Fraud Statute vs. False Claims Act – "Why Prosecutors Choose the Health Care Fraud Statute Again and Again" March 16th, 2021 Ronald Chapmann, II	Effective Provider Education on 2021 E&M March 23rd, 2021 Grant Huang
	The In's and Out's of Consults April 6th, 2021 Shannon DeConda	"Smart Documentation" Do's & Don'ts for Compliance April 13th, 2021 Scott Kraft	Creating a Culture of Compliance Regardless of Practice or Organization Size April 20th, 2021 Amanda Waesch	Mental Health Eval and 2021 E&M Guidelines April 27th, 2021 Stephanie Allard
	The Complexity of the ED Visit May 4th, 2021 Spencer and Dr. Lempert	Escalation Policies: What Are They and What is Their Purpose? May 11th, 2021 Sean Weiss	Targeted, Probed and Educate "A CMS' Weapon" May 18th, 2021 Robert Liles	Office vs. Inpatient E&M in 2021 May 25th, 2021 Rae Marie Jimenez
	atric Considerations: From /ellness to Critical Care June 1st, 2021 Brenda Edwards	Improving Patient Engagement Through Technology in a HIPAA Compliant World June 8th, 2021 Valora Gurganious	The Special Investigative Unit (SIU) of a Commercial Payor "Taking a Proactive Approach to Mitigate Risks" June 15th, 2021 Jenna Milaeger	Hodge Podge and E&M Q&A June 22nd, 2021 Stephanie Allard and Paul Spencer
	ult Considerations: From lellness to Critical Care July 6th, 2021 Pam Vanderbilt	TBD July 13th, 2021 Jesse Overbay	What Level Category to Select in MDM? July 20th, 2021 Aimee Wilcox	Inpatient Audit Concerns and Risk Areas July 27th, 2021 Shannon DeConda
Being	g an Expert Witness August 3rd, 2021 Stephanie Allard	Learning the Audit Pro's Tips for Teaching Phsylician Guidelines August 10th, 2021 Paul Spencer	Recovery Audit Contractors and UPICs "Their Role and How to Effectively Respond" August 17th, 2021 Robert Liles	Hands-on Examples August 24th, 2021 Sharon Oliver
	CDI in the OP September 7th, 2021 Paul Spencer	Conducting a Fraud Investigation, What Attorneys Expect from Their Subject Matter Experts September 14th, 2021 Amanda Waesch	Preventive Wellness with a 2021 E&M sick visit September 21st, 2021 Pam Vanderbilt	Hodge Podge and E&M Q&A September 28th, 2021 Scott Kraft and Shannon DeConda
	ICD-10 Updates October 5th, 2021 Aimee Wilcox	OIG Updates October 12th, 2021 Robert Liles	Building and Scaling an Effective Compliance Program Using DOJ Guidance "Evaluation of Corporate Compliance Programs" October 19th, 2021 Paul Spencer and Sean M Weiss	Hands-on Examples (Whole Notes or Portions of, But Use Examples To Teach the Rules) October 26th, 2021 Pam Vanderbilt
	How-to Audit Complex urgeries- Step-by-step Approach November 2nd, 2021 Grant Huang	Educating Your Staff on HIPAA Guidelines November 9th, 2021 Kelly Ogle	Compliance Roundtable November 16th, 2021 Robert Liles, Amanda Waesch, and Tatherine (Toothaker) Sijan	Hodge Podge and E&M Q&A November 23rd, 2021 Shannon DeConda, Scott Kraft, Stephanie Allard, and Paul Spencer

TBD

December 14th, 2021

Rachel Rose

CPT Updates 2022 December

7th, 2021

Aimee Wilcox

POWERBUYING PROGRAM

Reduce the cost of everyday supplies.

(800) 635-4040 info@doctors-management.com www.doctors-management.com



Start saving money on...

- Clinical Supplies
- Pharmaceuticals
- Office Supplies
- Capital Equipment
- · Cell Phone Discounts
- Copiers and Printers
- Credit Card Processing
- Malpractice Insurance

Same Supplies. Better Price.

Regardless of your practice size or volume, the PowerBuying team at DoctorsManagement can help you save money in almost every area of your practice. Through our relationships with national suppliers and group purchasing organizations, we make it easy for you to increase your bottom line with cost savings on medical, office and equipment supplies.

We simply apply volume discounts to your pricing while you continue to use the same products and vendors you know and trust.* Plus, our experienced professionals regularly monitor your pricing to make sure you are receiving the best prices available and the proper contracts are in place.

The real power is in client results:

- Saved a cardiology practice \$60,000 a year on pharmaceutical agentspurchases for nuclear imaging.
- Reduced annual clinical supplies expense by more than \$15,000 for a family practice.
- Saved \$45,000 on a C-Arm purchase for an orthopedic and spine clinic.
- Saved over \$6,000 per year on suture purchases for a dermatology practice.
- Currently helping physicians and employees save over
 22% on their existing cell phone plans.



Call or email for more information!

Another DoctorsManagement Client Success...



Practice saves over \$9k a Year with PowerBuying!

RESULTS

- Financial savings of over \$9,000 per year on credit card processing services.
- Next day funding availability for all card types including AMEX.
- Single deposit into bank account for all card types including AMEX.
- Online enterprise reporting through web-based portal with training.
- \$50,000 breach protection for each location.

BACKGROUND

- Busy eye care center in central Tennessee.
- Six providers and four locations.
- Provides ophthalmology, optometry and surgical services to patients of all ages.
- Reputation for delivering high-quality patient care using the latest technological advances.

ASSISTANCE PROVIDED BY DOCTORSMANAGEMENT

- Reviewed the credit card processing fees for all four locations.
- Handled the reprogramming of the existing POS EMV chip card readers at each location.
- Ensured a seamless transition that did not interfere with patient flow or staff productivity.

ABOUT POWERBUYING

PowerBuying is a division of DoctorsManagement, a full-service medical practice consulting firm that serves healthcare facilities of all sizes.

MOREPowerBuying Client Successes

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- **4.** Saved over \$6,000 per year on suture purchases for a dermatology practice.
- Currently helping physicians and employees save over 22% on their existing cell phone plans.

For a FREE CostAnalysis Call 800-635-4004

or email info@doctors-management.com

www.doctors-management.com/pb



Visit the PowerBuying pages on our website for more information on how we help medical practices save on supplies and equipment.



DOCTORS

MANAGEMENT
Leave the business of medicine to us



Provide Your Staff with the Ongoing Education They Need With a NAMAS Corporate Membership



A division of DoctorsManagement, LLC

NAMAS offers corporate memberships for companies with 5 or more employees who wish to receive industry-leading audit and compliance education and save money in the process. Each member within the corporate membership will receive their own membership number; however, all memberships within the corporate membership will be billed as one renewal upon each renewal period.

Each member within a NAMAS corporate membership will receive the following:

- Access to weekly webinars to earn CEUs
- Weekly auditing & compliance tips delivered via email
- 20% discount on registration to the NAMAS Annual Auditing & Compliance Conference
- Access to our members-only website which includes: previously streamed webinars,
 Ask an Auditor submission form, helpful auditing tools, previous auditing tips and
 more

Corporate Membership Pricing:

- Annual Corporate Membership For 5 Platinum level members: \$920 (4 webinars per month)
- Annual Corporate Membership for 5 Gold level members: \$660 (2 webinars per month)
- Annual Corporate Membership for 5 Silver level members: \$495 (1 webinar per month)

per member add on pricing applies for each additional member beyond 5; contact us for complete pricing details

DMUniversity



What Does an Auditor Need to Know About Medical Practice Management?

EVERYTHING!

FREE VIDEO COURSES FOR NAMAS MEMBERS!

NAMAS MEMBERS SPECIAL PRICING

Visit www.dmuniversity.net

Add the CMPM® Complete Program (\$845 value) and/or the CMPM Exam (\$195 value) to your cart. At checkout, enter the appropriate code into the Discount Offer box:

FREE - VIDEOS ONLY: NAMAS-CMPMVIDEOS

\$97.50 - VIDEOS + EXAM: NAMAS-CMPMPKG

\$97.50 - EXAM ONLY: NAMAS-CMPMEXAM

Complete your purchase.

Upon registration, your active NAMAS membership will be verified.

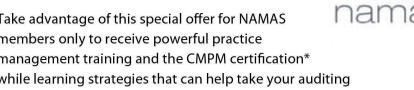


NAMAS MEMBER BENEFIT!

Online medical practice management training from DMUniversity is one of the many valuable NAMAS membership benefits. With DMU, you have access to strategies used by the most successful medical practices. The 20+ video training courses are available right on your computer or handheld device! Plus, members who would like to earn the Certified Medical Practice Manager (CMPM®) credential can take the CMPM exam for only \$97.50. The entire CMPM certification package is worth over \$1,000!

Delivered by industry experts, the DMU curriculum can help you grow beyond your current body of knowledge and into a broader understanding of

- Practice operations
- Practice profitability
- Patient satisfaction
- Workplace communications



Take advantage of this special offer for NAMAS members only to receive powerful practice management training and the CMPM certification* while learning strategies that can help take your auditing career to the next level in today's growing market of opportunities.

> NAMAS and DMUniversity are divisions of DoctorsManagement, LLC Pricing subject to change * After passing the CMPM exam



Help yourself to some FREE SAVINGS!

FREE Prescription Drug Card, Compliments of:



The card below is pre-activated and can be used immediately to **save up to 75%** on your prescription drugs. Additional benefits are also included!

Prescription Drug Card Highlights

- ✓ The FREE Prescription Drug Card is perfect for the uninsured and underinsured, but EVERYONE is eligible for a free card.
- ✓ The card can be used to get discounts on most brand name and generic medications, with discounts up to 75%.
- The program's LOWEST PRICE logic guarantees that you pay the lowest of discount off Average Wholesale Price-AWP, discount off MAC pricing, or Pharmacy Promotional/Retail price.

- It's pre-activated and can be used immediately at over 68,000 pharmacies nationwide.
- ✓ All prescriptions processed through the program are confidential.
- Great for people with Health Savings Accounts (HSAs), High Deductible Plans, medications not covered by Medicare Part D, or non-covered medications.
- ✓ In addition to the Prescription Drug Card, the program offers other discounts on prescription eye glasses, hearing aids, Lasik surgery and diabetic supplies.

This card is pre-activated for immediate savings at participating pharmacies! Simply cut out the card below and fold along center line.





FRONT BACK

PowerBuying program

REDUCE THE COST OF EVERYDAY SUPPLIES WITH THE POWER OF PowerBuying



START SAVING MONEY ON...

Clinical Supplies
Pharmaceuticals
Office Supplies
Capital Equipment
Cell Phone Discounts
Copiers and Printers
Credit Card Processing
Malpractice Insurance

For a FREE Cost Analysis Call 800-635-4040

or email info@doctors-management.com

SAME SUPPLIES. BETTER PRICE.

Regardless of your practice size or volume, the *PowerBuying* team at DoctorsManagement can help you save money in almost every area of your practice. Through our relationships with national suppliers and group purchasing organizations, we make it easy for you to increase your bottom line with cost savings on medical, office and equipment supplies.

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Contact us to experience the power of PowerBuying!

* Most clients are already using an authorized distributor and can receive discounted pricing without changing distributors. Changing distributors for cost savings is always the client's choice.

