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12

American Academy of Sleep Medicine | Sleep Education Series
COURSE CATALOG



Continuing Education Courses from the
PREMIER Provider of Sleep Medicine Training

New Course

Basics of Sleep Center Management

March 3, 2012

Course Chair: Amy Aronsky, DO

Fully Revised

Introduction to Sleep Technology: An A-STEP Course

March 5–16, 2012 or October 8–19, 2012

Course Chair: Richard Rosenberg, PhD

New Course

Intermediate Sleep Center Management Series

Strategies for Successful Billing | April 21, 2012

Expanding and Improving Your Sleep Center Business | April 22, 2012

Course Chair: Eric Olson, MD

Courses for sleep center managers, technologists and trainees of all levels of experience!



LOCATION (All Courses): AASM NATIONAL OFFICE | DARIEN, IL (Chicago suburb)
Register online at www.aasmnet.org.



Continuing Education Courses from the
PREMIER Provider of Sleep Medicine Training

SLEEP EDUCATION SERIES COURSES

AASM Sleep Education Series courses offer interactive professional education opportunities for sleep medicine practitioners and allied health professionals interested in learning more about sleep medicine. Presented by expert faculty, the courses provide participants with in-depth, timely and relevant information that will improve their knowledge and understanding of sleep medicine disorders and other issues related to the field.

CONTENTS

Courses

Basics of Sleep Center Management	Page 1
<i>March 3, 2012</i>	
Intermediate Sleep Center Management Series	Page 2
<i>April 21-22, 2012</i>	
Introduction to Sleep Technology: An A-STEP Course	Page 4
<i>March 5-16 or October 8-19, 2012</i>	

General Information

Registration Instructions	Page 6
Credit Information	Page 6
Registration Form.....	Page 7
Location and General Information	Page 9

HOW TO REGISTER

There are 3 ways to register for AASM Sleep Education Series courses

- 1. ONLINE.** www.aasmnet.org/events.aspx (*credit card only*)
- 2. FAX.** 630-737-9789 (*credit card only*)
- 3. MAIL.** American Academy of Sleep Medicine
Attn: Meeting Department
2510 North Frontage Road
Darien, IL 60561
(*check or credit card*)





DATE: March 3, 2012

LOCATION: AASM National Office | Darien, IL

COURSE CHAIR: Amy Aronsky, DO

CME CREDITS: 8.50 AMA PRA Category 1 Credits™ or AAST CECs

ADVANCED REGISTRATION FEES:

On or before February 3, 2012

\$400 (member); \$550 (nonmember)

REGULAR REGISTRATION FEES:

After February 3, 2012

\$450 (member); \$600 (nonmember)

IMPORTANT DATES

February 3, 2012	Advanced Registration Deadline
February 10, 2012	Cancellation Deadline
February 22, 2012	Deadline to Reserve Hotel Rooms at Discounted Rate of \$99/Night
March 3, 2012	Basics of Sleep Center Management Course

FACULTY

Amy Aronsky, DO—Course Chair
Thomas Heffron
Carolyn Winter-Rosenberg

Rita Brooks, RPSGT
Timothy Ruse, RPSGT

COURSE DESCRIPTION

The course will focus on the components necessary for managing a successful sleep center including: accreditation, equipment, staffing, budgeting, marketing and reimbursement. During the course, attendees will be provided with the opportunity to network and share best practices as a part of the learning process.

TARGET AUDIENCE

This course is intended for sleep center staff with 0-1 year in a management role. Sessions are aimed at staff accountable for sleep center accreditation, equipment selection, staffing, finances and marketing.

COURSE OBJECTIVES

Upon completion of the course, attendees will be able to:

- Identify best practices in sleep center management;
- List the types of AASM accreditation, and interpret the requirements outlined for each type of accreditation;
- Describe techniques for advertising and promoting your sleep center; and
- Identify the coding and reimbursement issues that impact your sleep center.

PRELIMINARY SCHEDULE AND TOPICS

7:00am - 8:00am	Continental Breakfast* and Registration
8:00am - 8:30am	The Sleep Center Today: How the sleep center has changed and what a functioning sleep center looks like <i>Amy Aronsky, DO</i>
8:30am - 9:15am	Overview of Accreditation: Types of accreditation; and preparation, key standards and pitfalls to avoid <i>Amy Aronsky, DO</i>
9:15am - 10:00am	Equipment Selection: Types of equipment and selection of appropriate equipment for your center, OCST and DME <i>Timothy Ruse, RPSGT</i>
10:00am - 10:15am	Break
10:15am - 11:15am	Staffing Your Sleep Center: Staff requirements and how to set staff schedules <i>Rita Brooks, RPSGT</i>
11:15am - 12:00pm	Staff Training and Certification: Education and certification requirements (technical and professional) <i>Timothy Ruse, RPSGT</i>

12:00pm - 12:30pm

Lunch*

12:30pm - 1:30pm

Sleep Center Finances: Basic budget concepts and tax considerations
Rita Brooks, RPSGT

1:30pm - 2:30pm

Sleep Center Marketing: Basic techniques for advertising and promoting your center
Thomas Heffron

2:30pm - 2:45pm

Break

2:45pm - 3:30pm

Basics of Coding and Reimbursement: Coding and reimbursement issues impacting the sleep center
Carolyn Winter-Rosenberg

3:30pm - 4:00pm

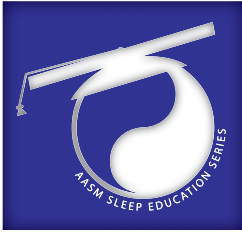
The Sleep Center of the Future: The changing practice of sleep medicine and addressing the sleep center's challenges
Amy Aronsky, DO

4:00pm - 5:30pm

Group Breakout Sessions: Discussion of best practices
Faculty

* These meals are provided; attendees are responsible for all other meals.

INTERMEDIATE SLEEP CENTER MANAGEMENT SERIES



DATE: April 21–22, 2012

LOCATION: AASM National Office
Darien, IL

COURSE CHAIR: Eric Olson, MD

CME CREDITS: 14.50 AMA PRA
Category 1 Credits™ or AAST CECs

STRATEGIES FOR SUCCESSFUL BILLING

Saturday, April 21, 2012

Earn up to 7.00 AMA PRA Category 1 Credits™ or AAST CECs

COURSE DESCRIPTION

This course, part of the Intermediate Sleep Center Management Series, will cover how to review insurance policies and what makes for good documentation in the medical record. The course will then provide a multi-session overview of the claims submission process, including information about appealing denials. Fraud and abuse will also be discussed and attendees will be instructed on the development of a compliance plan.

TARGET AUDIENCE

This course is intended for sleep center staff with 1+ years in a management role or individuals who have completed the AASM's Basics of Sleep Center Management course (see page 1). Sessions are aimed at staff accountable for oversight of coding, billing and those responsible for addressing fraud and abuse issues in the sleep center.

COURSE OBJECTIVES

Upon completion of the course, attendees will be able to:

- Review issues related to fraud and abuse which may affect sleep centers;
- Identify the important components of insurance policies and cite appropriate coding and documentation guidelines;
- Apply mechanisms for improved billing staff workflow and productivity; and
- Describe steps necessary for developing and maintaining a sleep center compliance plan.

FACULTY

Eric Olson, MD—Course Chair
Traci Buckles, RPSGT
Kristen Daley, PhD
Shalanda Mitchell, RPSGT

Kevin Ryan, JD
William Sherrill, MD
Carolyn Winter-Rosenberg

ADVANCED REGISTRATION FEES:

On or before March 23, 2012

One course: \$400 (member); \$550 (nonmember)

Both courses: \$700 (member); \$1000 (nonmember)

REGULAR REGISTRATION FEES:

After March 23, 2012

One course: \$450 (member); \$600 (nonmember)

Both courses: \$750 (member); \$1050 (nonmember)

IMPORTANT DATES

March 23, 2012	Advanced Registration Deadline
March 28, 2012	Deadline to Reserve Hotel Rooms at Discounted Rate of \$99/Night
March 30, 2012	Cancellation Deadline
April 21, 2012	Strategies for Successful Billing Course
April 22, 2012	Expanding and Improving Your Sleep Center Business Course

PRELIMINARY SCHEDULE AND TOPICS

7:00am - 8:00am	Continental Breakfast* and Registration
8:00am - 8:15am	Welcome and Introduction <i>Eric Olson, MD</i>
8:15am - 9:15am	Demystifying Insurance Policies: How to read and interpret Medicare and private insurer policies <i>William Sherrill, MD</i>
9:15am - 10:15am	Documenting the Procedure: Appropriate documentation for sleep testing and treatment services <i>Carolyn Winter-Rosenberg</i>
10:15am - 10:30am	Break
10:30am - 11:30am	Forms and Submission Processes: How to submit a claim to Medicare and other insurers <i>Traci Buckles, RPSGT</i>
11:30am - 12:30pm	Lunch*

12:30pm - 1:30pm	Denials and How to Appeal Them: Typical sleep procedure denials and the mechanism for appealing a denial <i>Shalanda Mitchell, RPSGT</i>
1:30pm - 2:30pm	Security and Privacy in the Electronic Age: Selecting EHR technology for your center and navigating HIPAA in the era of EHR and electronic prescribing <i>Kristen Daley, PhD</i>
2:30pm - 2:45pm	Break
2:45pm - 3:45pm	Fraud and Abuse: Legal considerations with respect to fraud and abuse in sleep practice <i>Kevin Ryan, JD</i>
3:45pm - 4:45pm	Developing a Compliance Plan for Your Center: Tools to develop and maintain a compliance plan <i>Carolyn Winter-Rosenberg</i>

EXPANDING AND IMPROVING YOUR SLEEP CENTERS

Sunday, April 22, 2012

Earn up to 7.50 AMA PRA Category 1 Credits™ or AAST CECs

COURSE DESCRIPTION

This course, part of the Intermediate Sleep Center Management Series, will review the AASM Integrated Sleep Management Model and how components of the model can be added to any sleep center to expand payment opportunities. Afternoon sessions will explore new methods for attracting patients and staff, addressing delinquent payments, contracting with payers and marketing sleep centers. Attendees will close the course with a discussion of best practices.

TARGET AUDIENCE

This course is intended for sleep center staff with 1+ years in a management role or individuals who have completed the AASM's Basics of Sleep Center Management course (see page 1). Sessions are aimed at staff accountable for oversight of staff, marketing and business planning.

COURSE OBJECTIVES

Upon completion of the course, attendees will be able to:

- Identify new testing and treatment opportunities to expand business and improve patient care;
- Recognize strategies for successful contract negotiation with commercial insurers;
- Employ creative recruiting and scheduling techniques for optimizing staff performance; and
- Utilize web and social media-based marketing to attract new patients and referrals.

FACULTY

Eric Olson, MD—Course Chair
 Michael Coppola, MD
 Sam Fleishman, MD
 Thomas Heffron

Janet Pruett
 William Sherrill, MD
 Carolyn Winter-Rosenberg
 Shalanda Mitchell, RPSGT

PRELIMINARY SCHEDULE AND TOPICS

7:00am - 8:00am	Continental Breakfast* and Registration
8:00am - 8:15am	Welcome and Introduction <i>Eric Olson, MD</i>
EXPANDING YOUR SLEEP CENTER BUSINESS	
8:15am - 8:45am	AASM Integrated Accreditation: The integrated sleep management proposal and why sleep is moving toward a comprehensive care model <i>Sam Fleishman, MD</i>
8:45am - 9:15am	Durable Medical Equipment: The benefits of adding DME to your sleep center business <i>Janet Pruett</i>
9:15am - 9:45am	Portable Monitoring: The benefits of adding portable monitoring to your sleep center business <i>Sam Fleishman, MD</i>
IMPROVING YOUR SLEEP CENTER BUSINESS	
9:45am - 10:15am	Outcomes: The benefits of monitoring outcomes for your patients <i>Michael Coppola, MD</i>
10:15am - 10:30am	Break
10:30am - 11:15am	Attracting New Patients: Developing and expanding your referral base <i>William Sherrill, MD</i>

11:15am - 12:00pm	Successfully Negotiating with Commercial Insurers: Strategies for contracting with commercial insurers <i>Michael Coppola, MD</i>
12:00pm - 12:45pm	Lunch*
12:45pm - 1:30pm	Avoiding Denials to Maximize Revenue: Establishing effective patient registration and billing processes <i>Carolyn Winter-Rosenberg</i>
1:30pm - 2:30pm	Recruiting the Best Staff and Optimizing Staff Performance: Recruitment techniques and scheduling mechanism strategies <i>Shalanda Mitchell, RPSGT</i>
2:30pm - 3:15pm	Online Marketing – Websites and Social Media: Improving your sleep center website and using social media to attract patients and referrals <i>Thomas Heffron</i>
3:15pm - 3:30pm	Break
3:30pm - 5:00pm	Group Breakout Sessions: Discussion of best practices <i>Faculty</i>

* These meals are provided; attendees are responsible for all other meals.

INTRODUCTION TO SLEEP TECHNOLOGY: AN A-STEP COURSE



DATE: March 5–16, 2012 or
October 8–19, 2012

LOCATION: AASM National Office
Darien, IL

COURSE CHAIR: Richard
Rosenberg, PhD

CME CREDITS: 94.25 AAST CECs

*This course will be **limited to 20 participants**. Register early to secure your spot.*

IMPORTANT DATES

March 2012 Course

January 30, 2012 Deadline to Reserve Hotel Rooms at Discounted Rate of \$95/Night

February 10, 2012 Cancellation Deadline

March 5–16, 2012 Introduction to Sleep Technology: An A-STEP Course

October 2012 Course

September 10, 2012 Deadline to Reserve Hotel Rooms at Discounted Rate of \$99/Night

September 21, 2012 Cancellation Deadline

October 8–19, 2012 Introduction to Sleep Technology: An A-STEP Course

COURSE DESCRIPTION

This course is a 90+ hour comprehensive program for sleep technicians new to the field. The two-week course (accredited by the AASM as an A-STEP Introductory Course) provides participants with the practical skills that are essential for a successful career in the profession of sleep technology and includes a mixture of didactic lectures, online learning, practical exercises and observation at a sleep center.

TARGET AUDIENCE

This course is intended for sleep trainees and technicians new to the field and those initiating the process of certification.

COURSE OBJECTIVES

Upon completion of the course, attendees will be able to:

- Evaluate patient chart information;
- Demonstrate head measurement and electrode application;
- Diagram the technology of sleep recordings;
- Recognize sleep stages and abnormal respiratory events;
- List common sleep disorders and their treatment; and
- Critique methods to improve sleep studies.

FACULTY

Richard Rosenberg, PhD—Course Chair

Mari Banda, MD

Traci Buckles, RPSGT

Neil Freedman, MD

Shane Szutenbach, RPSGT

Harry Whitmore, RPSGT

COURSE REQUIREMENTS

- Proof of current Basic Life Support CPR training; and
- Evidence of current tuberculosis screening.

Note: This course includes independent online learning. Attendees must have access to a laptop computer that they can bring with them to the course.

COURSE TUITION

\$3,000.00

Included in Course Tuition:

- AASM Manual for the Scoring of Sleep and Associated Events
- Essentials of Sleep Technology
- Recognizing Sleep Disorders CD-ROM
- Essentials of Sleep Technology: CPAP Titration CD-ROM
- Illustrated Guide to Polysomnography CD-ROM
- Standards and Guidelines for the Practice of Sleep Medicine
- Welcome to the Sleep Lab DVD
- Access to Three 200-Epoch Scoring Reviews
- Final Exam Fee
- Transportation to and from hotel, office and sleep centers
- Breakfast and Lunch
- Course Materials

Total Savings on Course Material Included in Tuition = \$1,180.00!

NEW FINANCING OPTION!

Pay just \$500.00 at the time of registration!

To take advantage of the Introduction to Sleep Technology: An A-STEP Course financing, please submit your registration to the AASM by fax or mail. \$500.00 is due at the time of registration and the balance of your course registration fees will be due four weeks prior to the first day of the course.

PRELIMINARY SCHEDULE AND TOPICS

Monday (March 5 or October 8)

- The Role of the Sleep Technologist
- The Patient Chart
- Practice Session - Patient Confidentiality/HIPAA
- Meet the Sleep Disorders Patient
- Infection Control/Patient Safety
- Managing Emergencies in the Sleep Lab
- Sleep Definitions and Function
- Introduction to Circadian Rhythms and Strategies for Coping with Shift Work
- Overview of Sleep Disorders
- Taking the Sleep History
- What to Expect at a Sleep Center – Orientation and Facility Tour

Tuesday (March 6 or October 9)

- Electrical Activity of the Brain
- Amplifier Instrumentation
- 10-20 System & Electrode Placement
- Practice Session – Head Measurement and Electrode Placement
- Normal Sleep in Adults & Introduction to the Scoring Manual
- Practice Session – Sleep Staging

Wednesday (March 7 or October 10)

- Sleep Onset, Arousals, Awakening & Sleep Fragmentation
- Electrode Application Techniques
- Practice Session – EEG, EOG & Chin EMG Application
- The Cardiovascular System and Sleep
- Basic Electrocardiography
- Practice Session – EKG Tracings & Sleep Staging

Thursday (March 8 or October 11)

- Anatomy & Physiology of the Upper Airway
- Respiratory Sleep Physiology
- Obstructive Sleep Apnea Syndromes
- Central Sleep Apnea & Hypoventilation
- Monitoring Airflow
- Monitoring Respiratory Effort
- Practice Session – Airflow & Effort Hook-up
- Oxygen Saturation & Carbon Dioxide Monitoring

Friday (March 9 or October 12)

- Interactive Demonstration – Performing a Routine PSG
- Out of Center Sleep Testing
- Interactive Demonstration – Out of Center Sleep Testing
- Sleep Center Observation

Sunday (March 11 or October 14)

- Scoring Respiratory Events

- Practice Session – Scoring Respiratory Events
- Overview of PAP Therapy
- Performing CPAP Titrations
- Practice Session – PAP Equipment and Mask Fitting

Monday (March 12 or October 15)

- Mid-Term Exam and Review
- Bilevel PAP and Non-Invasive Ventilation
- Guidelines for Supplemental Oxygen
- Optimizing PAP Therapy
- Practice Session – PAP Equipment
- Alternative Treatments for Sleep Apnea
- Practice Session – Scoring Respiratory Event

Tuesday (March 13 or October 16)

- RLS & PLMD
- Recording Limb Movements
- Practice Session – Leg, Arm & Respiratory EMG Hook-up
- Scoring PLMS & Arousals
- Other Movement Disorders in Sleep
- Practice Session – Scoring Arousals in Association with PLMS & Sleep Disordered Breathing
- Interactive Demonstration – Summarizing the PSG Report

Wednesday (March 14 or October 17)

- Parasomnias
- Seizures & Sleep
- Polysomnographic Features of Seizures & Parasomnias
- Practice Session – EEG Set-up
- Narcolepsy
- MSLT & MWT
- Practice Session – Scoring the MSLT & MWT

Thursday (March 15 or October 18)

- Insomnia
- Circadian Rhythm Sleep Disorders
- Psychiatric & Behavioral Disorders
- Artifact Recognition & Troubleshooting
- Practice Session – Setting-up and Hooking-up a PSG

Friday (March 16 or October 19)

- Pediatric Polysomnography
- Pediatric Sleep Disordered Breathing
- Other Pediatric Sleep Disorders
- Practice Session – Scoring Pediatric Sleep & Breathing Disorders
- Final Examination
- Skills Demonstration

REGISTRATION INSTRUCTIONS & CREDIT INFORMATION

HOW TO REGISTER

There are 3 ways to register for AASM Sleep Education Series courses

ONLINE www.aasmnet.org/events.aspx (credit card only)

FAX 630-737-9789 (credit card only)

MAIL American Academy of Sleep Medicine
Attn: Meeting Department
2510 North Frontage Road
Darien, IL 60561
(check or credit card)

CONFIRMATION AND REGISTRATION DISCLAIMER

Registration is limited. Please register early. Confirmation letters will be sent via email within one week of receipt of registration form and payment. All attendees must pre-register; **on-site registration will not be accepted**. The AASM will not be held liable if an individual purchases an airline ticket before receiving confirmation of registration for a course.

CANCELLATION POLICY

Written notification must be submitted to the AASM meeting department for registration cancellation. A \$50.00 administrative fee will be withheld on cancellations postmarked prior to the cancellation deadline. After this date, no refunds will be available. Refunds are not provided to no-shows. The AASM reserves the right to cancel any of these courses and provide a full refund should conditions warrant. The refund will only include the cost of registration for the event.

REGISTRATION CATEGORIES

MEMBERS

To register as a member, the registrant must currently be an individual member of the American Academy of Sleep Medicine (AASM) or the American Association of Sleep Technologists (AAST). If the AASM/AAST is unable to confirm that the individual is a member, the individual will be registered as a nonmember at the nonmember prevailing fees.

EMPLOYEES OF CENTER MEMBER

To register as an employee of an AASM center member (with a maximum of four registrants), the registrant must currently be employed at a sleep center that is currently a member of the AASM. If the AASM is unable to confirm that the center is a member of the AASM, the individual will be registered as a nonmember at the nonmember prevailing fees.

NONMEMBERS

Want to register at the member price, but you're not a member? If you are not an individual member of the AASM or AAST and would like to become a member, join the AASM to receive instant benefits including reduced course registration fees, journal subscriptions and much more. Visit the AASM website at www.aasmnet.org for more information about membership including a complete listing of benefits and a description of all membership categories. Membership is on a calendar-year basis (January 1–December 31).

CONTINUING EDUCATION

The American Academy of Sleep Medicine is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

These courses have been planned and implemented in accordance with the Essential Areas and Their Elements of the ACCME by the American Academy of Sleep Medicine.

The American Academy of Sleep Medicine designates the *Basics of Sleep Center Management* course as a live activity for a maximum of **8.50 AMA PRA Category 1 Credits™**, the *Strategies for Successful Billing* course as a live activity for a maximum of **7.00 AMA PRA Category 1 Credits™**, and the *Expanding and Improving Your Sleep Center Business* course as a live activity for a maximum of **7.50 AMA PRA Category 1 Credits™**. Physicians should only claim credit commensurate with the extent of their participation in the activity. The AMA Council on Medical Education mandates that accredited providers only offer *AMA PRA Category 1 Credits™* to physicians. The AASM will issue a letter of attendance for activities designated for *AMA PRA Category 1 Credits™* to all other individuals.

The American Association of Sleep Technologists designates the *Introduction to Sleep Technology: An A-STEP Course* for a maximum of **94.25 AAST Continuing Education Credits**, the *Basics of Sleep Center Management* course for a maximum of **8.50 AAST Continuing Education Credits**, the *Strategies for Successful Billing* course for a maximum of **7.00 AAST Continuing Education Credits**, and the *Expanding and Improving Your Sleep Center Business* course for a maximum of **7.50 AAST Continuing Education Credits**. Individuals should claim only those credits that he/she actually earned in the educational activity.

REGISTRATION FORM

REGISTRATION INFORMATION (Please print or type clearly)

Last Name _____ First Name _____ Degree(s) _____

Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

Phone _____ Fax _____

Email (email required to receive confirmation) _____

Special Needs/Accommodations _____

SPECIALTY (Check all that apply)

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Sleep Medicine | <input type="checkbox"/> Anesthesiology | <input type="checkbox"/> Family Medicine | <input type="checkbox"/> Internal Medicine |
| <input type="checkbox"/> Pulmonary Medicine | <input type="checkbox"/> Neurophysiology | <input type="checkbox"/> Otolaryngology | <input type="checkbox"/> Pediatrics |
| <input type="checkbox"/> Psychology | <input type="checkbox"/> Neurology | <input type="checkbox"/> Nursing | <input type="checkbox"/> Other _____ |

Are you a resident physician? Yes No

ATTENDEE LIST PERMISSION (Check one)

I give my permission to include my contact information on an attendee list to be distributed to course attendees. Yes No

AUDIENCE RESPONSE SYSTEM (Check one)

Several AASM courses include an audience response system. Speakers have multiple choice questions in their presentations and poll the audience. Each attendee uses a keypad to submit his/her answer. The speaker is then able to display the responses. The keypads are distributed to attendees when they check in at the course. **Each device has a unique identification number linking each course attendee to a specific device. There is no charge for participating unless you do not return your keypad at the end of the course. If you fail to return the response device you will be charged an \$80.00 replacement fee.** Participation in the Audience Response System is voluntary; it will not affect your CME or any other aspect of participation in the course. Do you agree to participate in the audience response system for the course(s) for which you are registering? I agree I do not agree

MEMBERSHIP DUES FOR NONMEMBERS (Check one)

Membership will be valid through December 31, 2012.

- | | |
|--|---|
| <input type="checkbox"/> Regular Members: \$200.00 | <input type="checkbox"/> Affiliate Members: \$200.00 |
| <input type="checkbox"/> Student Members: \$40.00 | <input type="checkbox"/> Affiliate Industry Members: \$400.00 |

REGISTRATION FEES (Check the appropriate registration fee(s). Registration fees are based on the date that the registration is received at the AASM national office.)

BASICS OF SLEEP CENTER MANAGEMENT

	On or before 2/3/12	After 2/3/12
AASM or AAST Member	<input type="checkbox"/> \$400	<input type="checkbox"/> \$450
Employee of an AASM Member Center*	<input type="checkbox"/> \$400	<input type="checkbox"/> \$450
Nonmember	<input type="checkbox"/> \$550	<input type="checkbox"/> \$600

STRATEGIES FOR SUCCESSFUL BILLING AND EXPANDING & IMPROVING YOUR SLEEP CENTER

Option #1: Save when you Register for Both Courses (Billing AND Business) On or before 3/23/12 After 3/23/12

AASM or AAST Member \$700 \$750

Employee of an AASM Member Center* \$700 \$750

Nonmember \$1000 \$1050

Option #2: One Course (Either Billing OR Business) (Check one)

Strategies for Successful Billing

Expanding and Improving Your Sleep Center Business

On or before 3/23/12

After 3/23/12

AASM or AAST Member \$400 \$450

Employee of an AASM Member Center* \$400 \$450

Nonmember \$550 \$600

INTRODUCTION TO SLEEP TECHNOLOGY: AN A-STEP COURSE (Check one)

March 5-16, 2012

October 8-19, 2012

Full Payment: \$3,000

Financing:

Payment 1: \$500;

Payment 2: \$2,500 (\$2,500 due four weeks prior to course)

New Financing Option for the Introduction to Sleep Technology: An A-STEP Course!

Pay just \$500.00 at the time of registration!

To take advantage of the Introduction to Sleep Technology: An A-STEP Course financing, please submit your registration to the AASM by fax or mail. \$500.00 is due at the time of registration and the balance of your course registration fees will be due four weeks prior to the first day of the course.

*If registering as an employee of an AASM center member, please provide the name of your center and your accreditation/membership number.

Name: _____ Accreditation/Member Number: _____

METHOD OF PAYMENT (Check one)

Check made payable to the AASM (U.S. funds drawn on a U.S. bank)

Credit Card VISA MasterCard American Express

Card #: _____ Exp. Date: _____ Validation Code**: _____

Cardholder's Name: _____

Billing Address: _____

Signature: _____ Date: _____

**For a VISA or MasterCard, the validation code is the last 3 numbers in the signature box. For an American Express, the validation code is the 4 numbers above the credit card number.

LOCATION & GENERAL INFORMATION

COURSE LOCATION

All courses will all be held at:
AASM National Office
2510 North Frontage Road, Darien, Illinois 60561

ROOM RESERVATIONS

Space is limited, so please make reservations well in advance; the group rate will no longer be available if all rooms in the block sell out.

Basics of Sleep Center Management and Intermediate Sleep Center Management Series

Hotel: Marriott Chicago Southwest at Burr Ridge
1200 Burr Ridge Parkway
Burr Ridge, Illinois 60527

Rate: \$99.00/night plus taxes

Reservations: Reserve your room online at www.aasmnet.org/events.aspx, or contact the hotel by calling (630) 986-4100; to receive the special group rate, you must identify yourself as part of the group name listed below.

Check-in time: 4:00pm

Check-out time: 11:00am

Deadlines and course group codes:

Basics of Sleep Center Management

March 3, 2012

Group Name: Basics of Sleep Center Management

Cut-off Date: February 22, 2012

Intermediate Sleep Center Management Series

April 21–22, 2012

Group Name: Intermediate Sleep Center Management

Cut-off Date: March 28, 2012

Introduction to Sleep Technology: An A-STEP Course

Hotel: Aloft Bolingbrook
500 Janes Avenue
Bolingbrook, Illinois 60440

Rate: March \$95.00/night plus taxes;
October \$99.00/night plus taxes

Reservations: Reserve your room online at www.aasmnet.org/events.aspx, or contact the hotel by calling (877) 462-5638; to receive the special group rate, you must identify yourself as part of the AASM course group.

Check-in time: 3:00pm

Check-out time: 12:00pm

Deadlines:

Introduction to Sleep Technology: An A-STEP Course

March 5–16, 2012

Cut-off Date: January 30, 2012

Introduction to Sleep Technology: An A-STEP Course

October 8–19, 2012

Cut-off Date: September 10, 2012

TRANSPORTATION FROM HOTEL TO NATIONAL OFFICE

Shuttle service will be provided to and from the hotel to the AASM national office prior to and at the end of the day on each day of a course (and to and from sleep centers for A-STEP clinical observation days). Transportation to any other location or at any other time is the responsibility of the attendee. Details regarding the shuttle schedule will be sent to attendees via email in advance of the course.

FLIGHTS

Save on your airfare by booking with our official travel agent: Corporate Travel Solutions/American Express. Call toll-free (800) 526-4540, Monday–Friday from 8:00am–5:00pm Central, or e-mail res@ctsinc.com and reference the AASM. Airfare savings are subject to availability; we suggest you make your arrangements as soon as you receive your registration confirmation.

The airports nearest to the AASM national office are O'Hare International Airport and Midway International Airport. O'Hare is approximately 23 miles from the office. Midway is approximately 18 miles from the office. Because you will be traveling to a suburb, we recommend that you do not pick-up a taxi outside of the baggage claim exit as these taxis will charge at 1.5 times the metered rate to take you to the hotel. Rather, after you pick-up your baggage at the airport, contact 303 Taxi via phone at (847) 256-8294 and provide them with the account number 6307379700. Taxi service to and from the airport is approximately \$40.00 each way, not including gratuity. Please anticipate 30-40 minutes for travel time to and from either airport.

MEALS

Meals provided by the AASM are available for registered attendees only. Guests of attendees cannot be accommodated during meal functions.

RECORDING

Photographing and/or recording, of any kind, of sessions and speakers at the course is strictly prohibited.

ELECTRONIC COURSE MATERIALS

In its continued effort to "Go Green," the AASM will provide course materials in an electronic format only. Course attendees will be provided with the course materials on a thumb drive at the course. Prior to the course, attendees will be allowed to download and print the course materials if that is the format they prefer. Please note that the AASM **will not** supply computers or tablets to view the material, power for computers or tablets or internet access. It is imperative that attendees wishing to view the course materials on their laptops or tablets have them sufficiently powered prior to arrival at the course each day.

QUESTIONS?

For information or questions regarding the courses, please contact:
AASM Meeting Department
2510 North Frontage Road, Darien, IL 60561
Phone: 630-737-9700 | Fax: 630-737-9789
E-mail: education@aasmnet.org
Website: www.aasmnet.org



AMERICAN ACADEMY OF SLEEP MEDICINE
 2510 North Frontage Road
 Darien, IL 60561-1511



AASM
SLEEP EDUCATION
SERIES COURSES
SPRING 2012 COURSES

AASM NATIONAL OFFICE | DARIEN, IL (Chicago Suburb)

New Course
**Basics of
 Sleep Center
 Management**

Fully Revised
**Introduction
 to Sleep
 Technology:
 An A-STEP
 Course**

New Course
**Intermediate
 Sleep Center
 Management
 Series**

Register online at www.aasmmet.org

New Course
**Intermediate Sleep Center
 Management Series**
 Strategies for Successful Billing |
 April 21, 2012
 Expanding and Improving Your Sleep
 Center Business | April 22, 2012
 Course Chair: Eric Olson, MD

Fully Revised
**Introduction to Sleep
 Technology: An A-STEP
 Course**
 March 5-16, 2012 or
 October 8-19, 2012
 Course Chair: Richard Rosenberg, PhD

New Course
**Basics of Sleep Center
 Management**
 March 3, 2012
 Course Chair: Amy Aronsky, DO

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