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Class size limited—Register now!



DATA FUNDAMENTALS:

Introduction to Improving Desktop Productivity in Health Care

THREE ON-SITE PROGRAMS

All to be held 8:30 a.m. - 4 p.m.

SEPTEMBER 30, New York City

OCTOBER 2, Rensselaer • OCTOBER 7, Rochester

HANY'S SOLUTIONS • HEALTHCARE ASSOCIATION OF NEW YORK STATE



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OCTOBER 2

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OCTOBER 7

RIT Conference Center, Rochester

Planning for the future of a health care organization in such a highly competitive environment is challenging and requires effective analysis and presentation of data. *Introduction to Improving Desktop Productivity in Health Care* will use hands-on exercises to train planning, finance, and information professionals in manipulating large amounts of health care data by using sample billing and Statewide Planning and Research Cooperative System (SPARCS) data via the application of core techniques built into Microsoft Office.

Introduction to Improving Desktop Productivity in Health Care combines software skills training with real-world scenarios from health care to help you do your job faster, smarter, and more effectively.

Faculty will:

- explore a variety of data presentation issues;
- provide guidance as to when to use a table of data instead of a chart;
- demonstrate how to create a map to illustrate findings;
- show how to combine data from a variety of sources; and
- illustrate how to quickly extract useful information from sample billing and SPARCS data.

At the conclusion of this program, you will:

- understand and be able to optimize the power of Excel, Microsoft® Word, and other applications to effectively communicate health care data;
- improve your skill level to analyze data more effectively and efficiently; and
- enhance decision-making through better data-driven analysis.

AGENDA

8:30 a.m.

Registration and Continental Breakfast

9 a.m.

SESSION 1

Microsoft Excel

- *Customizing Excel Toolbars*
- *The Geography of an Excel Workbook*
- *Cutting and Pasting*
- *Exercise 1*

10 a.m.

SESSION 2

Microsoft Excel

- *Formulas*
- *Exercise 2*
- *Formatting Options*
- *Data Manipulation and Summarization*
- *Exercise 3*

Noon

Lunch

12:45 p.m.

SESSION 2 (continued):

Microsoft Excel

- *Macro Development*
- *Workbook Management*
- *Exercise 4*

2 p.m.

SESSION 3

Microsoft Access

- *Linking/Importing to External Data*
- *Exporting Data to Other Formats*
- *Creating Selection Queries*
- *Database Joins*

3:15 p.m.

SESSION 4

Microsoft Word

- *The Many Ways to Cut and Paste, and Creating Dynamic Links to Excel Workbooks*

3:45 p.m.

Conclusion and Wrap-up

FACULTY



WALTER KOSHYKAR
Vice President, Data Products
HANYS Solutions

Walter Koshykar directs all software product distribution and installation, client training, and client support activities related to HANYS Solutions' data product lines for strategic planning, marketing, and finance. Mr. Koshykar has more than 25 years experience in health care information technology, including overseeing software development, expansion of health care databases, implementation of Internet strategies, and operation of computer systems. His career also includes broad programming and systems analysis experience in the acute care and telecommunications environment.



W. LAWRENCE THOMPSON IV
Vice President, Market Expert®
HANYS Solutions

Larry Thompson directs the activities of a team that markets, installs, trains, and supports more than 70 HANYS Solutions' clients using Market Expert, which has provided clinical, planning, marketing, and demographic data to New York's health care community for more than 20 years. Mr. Thompson also helps direct many of HANYS Solutions' research and development efforts and has served HANYS' membership for more than two decades in a variety of fee-for-service and membership activities. Before his association with HANYS Solutions, Mr. Thompson was Senior Research Analyst with the New York State Senate Health Committee, where his primary areas of responsibility were public health funding, state budgeting, emergency medical services, and local government.

ABOUT HANYS' DATA ACADEMY®

The need to focus on leadership development in health care has never been more important, given today's complex environment. Health care managers grapple with many challenges including complex regulations, financial pressures, market and community needs, and workforce shortages as they strive to fulfill their mission of delivering quality patient care.

To this end, HANYS Solutions, a subsidiary of HANYS, created HANYS' Data Academy®, a first-of-its-kind learning initiative to train management and staff in the tactical and strategic application of financial, quality, workforce, community health, and marketplace data. HANYS' Data Academy offers health care providers practical approaches to understanding the vast array of health care data to foster improved decision-making and successful positioning in the marketplace.

Since the inception of HANYS' Data Academy in 2004, nearly 250 health care provider organizations have participated in Data Academy training courses.

REGISTRATION INFORMATION

FEE FOR FULL-DAY ON-SITE PROGRAM:

\$595 for HANYS' members

\$695 for non-members

CONTINUING EDUCATION:

The Healthcare Educational and Research Fund (HERF) is authorized to award five hours of pre-approved Category II non-American College of Healthcare Executives (ACHE) continuing education credit for **Data Fundamentals: Introduction to Improving *Desktop Productivity in Health Care*** toward advancement or recertification in ACHE. Program participants wishing to have the continuing education hours applied toward Category II credit should indicate their attendance when applying to ACHE for advancement or recertification.

A certificate of attendance will be provided upon request and should be kept on file by attendees along with a copy of the conference brochure and program agenda.

CANCELLATION POLICY:

If you cannot attend this program, you can register a substitute, even at the last minute. Registrations cancelled less than seven working days before the program and/or after facility-specific data profiles have been disseminated are forfeited. Cancellations should be directed to Joan Stewart, Registration Coordinator, at (518) 431-7990 or at jstewart@hanys.org.

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Introduction to Improving Desktop Productivity in Health Care



REGISTRATION FORM

THREE ON-SITE PROGRAMS • All to be held 8:30 a.m. - 4 p.m.

Please indicate below which program you plan to attend:

- September 30** – The Graduate Center, City University of New York, New York City
- October 2** – HANYS, Rensselaer
- October 7** – RIT Conference Center, Rochester

TO REGISTER

BY MAIL:

HANYS' Data Academy
Attention: Joan Stewart
One Empire Drive
Rensselaer, NY 12144

BY FAX:

(518) 431-7812
Attention: Joan Stewart

BY TELEPHONE:

(518) 431-7990

NAME _____

TITLE _____

FACILITY _____

ADDRESS _____

CITY/STATE/ZIP _____

TELEPHONE NUMBER _____

E-MAIL _____

FAX _____

FEE: \$595 for HANYS' members \$695 for non-members

Payment must accompany registration form.

PAYMENT POLICY FOR HANYS' EDUCATION PROGRAMS:

To allow for faster processing and better tracking of purchases, HANYS and its subsidiaries accept only credit card payments for all education program registrations; payments by check are not accepted.

CREDIT CARD (please circle): MasterCard® Visa® American Express® Discover®

THE TOTAL AMOUNT TO BE CHARGED TO MY CREDIT CARD IS \$

CARD NUMBER _____ EXPIRATION DATE _____

NAME (AS IT APPEARS ON CARD) _____

CARDHOLDER BILLING ADDRESS (INCLUDING ZIP CODE) _____

CVV# (3-4 DIGITS FOUND IN SIGNATURE BAR ON BACK OF CARD) _____

CARDHOLDER'S SIGNATURE _____



Upcoming HANY'S' Data Academy Courses

FINANCE AND REIMBURSEMENT

Introduction to Medicaid

WEBCONFERENCE

December 9

CODING AND DRGs

Introduction to Administrative Data and DRGs

WEBCONFERENCE

September 16

Introduction to Understanding Case Mix

WEBCONFERENCE

September 18 (Repeat of April 24 Session)

HEALTH CARE MARKETING AND PLANNING

Introduction to Planning

WEBCONFERENCE

October 22

Introduction to Mapping

TWO-DAY WEBCONFERENCE

November 12 and 13