

## Training / Seminar Approval Form

**Department Name:** INDIGENT HEALTH CARE

**Seminar Name:** IHS ANNUAL REGIONAL TRAINING WORKSHOP

**Purpose:** EDUCATION/SOFTWARE UPDATE TRAINING

**Place:** MCKINNEY, TEXAS

**Date:** 07/10/2023-07/12/2023

**Who Will Be Attending:**

SHELLY BONE

SHERRI COBURN

**This Training/ Seminar is necessary for the following reasons:**

- |  |  |
|--|--|
| <input type="checkbox"/> Required continuing education       | <input checked="" type="checkbox"/> Job training |
| <input checked="" type="checkbox"/> Improve work performance | <input type="checkbox"/> Required certification  |

**Attach Registration Form and Complete the following information:**

Amount of registration \$                      Date registration is due N/A

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

**Department Head Signature:**

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: MAY 22 2023

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: **Approved**

## Shelly Bone

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**From:** tonyar@indigenthealthcaresolutions.com  
**Sent:** Wednesday, May 3, 2023 10:26 AM  
**To:** Shelly Bone; Sherri Coburn  
**Subject:** Release 15 Regional Training Workshop - McKinney

**\* External sender - use caution with links or attachments \***



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Dear Shelly,

You are registered for the Release 15 Regional Training Workshop located in McKinney, Texas on July 11-12, 2023. This workshop is hosted by Collin County IHC. Please find below the details regarding this workshop.

**Time:** Both days - 9:00am to 4:30pm

**Location:** The Landing at Myers Park  
1717 County Road 166, McKinney, TX 75071

**Meals:** Breakfast and lunch will be provided by IHS

**Please let us know if you need anything else.**

Sincerely,  
IHS



## Shelly Bone

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**From:** Shelly Bone  
**Sent:** Wednesday, May 3, 2023 9:12 AM  
**To:** Shelly Bone  
**Subject:** FW: Announcing 2023 IHS Regional Training Classes

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**From:** Shelly Bone  
**Sent:** Friday, April 28, 2023 11:10 AM  
**To:** Sherri Coburn <[scoburn@johnsoncountytexas.org](mailto:scoburn@johnsoncountytexas.org)>  
**Subject:** FW: Announcing 2023 IHS Regional Training Classes

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**From:** [tonyar@indigenthealthcaresolutions.com](mailto:tonyar@indigenthealthcaresolutions.com) <[tonyar@indigenthealthcaresolutions.com](mailto:tonyar@indigenthealthcaresolutions.com)>  
**Sent:** Friday, April 28, 2023 9:04 AM  
**To:** Shelly Bone <[sbone@johnsoncountytexas.org](mailto:sbone@johnsoncountytexas.org)>  
**Subject:** Announcing 2023 IHS Regional Training Classes

\* External sender - use caution with links or attachments \*



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Dear Shelly,

It is finally that time of year again! We are ready to hit the road as we bring our annual Regional Training Workshops to you.

You are invited to this year's IHS Regional Training Workshops. These classes are designed to help you get the most out of your IHS software and learn about the latest features and updates in IHS Release 15. We also place a special emphasis on CIHCP guidelines as we review state rules and regulations. Year after year, these classes remain popular for indigent health care newbies as well as veteran IHS users. We are excited to announce that we will have five workshops this year, beginning in May. Please find additional details and answers to common questions below:

**What is a Regional Training Workshop?**

Our Regional Training Workshops are software training classes that last two days and offer a very detailed view of the IHS software as well as discussion relevant to indigent health care offices. There will be an additional emphasis on Release 15 new features and best practices.

The first day will cover eligibility and casework procedures as well as eligibility criteria and the application process. The second day will cover all things related to bill payment procedures and financial reporting. These sessions are very informative and together, the two days will encompass the entire IHS system.

### **Who Should Attend?**

Everybody that uses the IHS software! Attendees have told us that the sessions are beneficial to new employees that are just learning about indigent health care as well as seasoned users that have used the IHS software for years. Since this training will include updates from our recently upgraded Release 15 software, there will be something new for everybody. The regional concept also offers a great opportunity to meet and network with users from your neighboring counties.

### **How Long Are The Sessions?**

Both days are scheduled to run from 9:00am to 4:00pm. Breakfast will be provided at 8:30AM and lunch will be served during the session.

### **How much does it cost?**

There is no cost to attend these workshops and the meals are provided at no cost to you. This makes it an incredibly cost-effective training opportunity. We appreciate your loyalty and trust in IHS and provide this opportunity for you to learn more and continue growing with us. We want to ensure that our users remain the most knowledgeable in the industry.

### **What about virtual options?**

We are aware that some may not be able to travel to a regional training site. And since 2020 especially, we have expanded the way we have been able to train and meet with users. However, it's hard to scale two full-day training classes into a format that works well in the virtual format. Plus, in that environment, we miss out on the valuable networking and discussions

that occur in real-time on-site. So, we encourage all users that are able to attend in person to do so.

However, we will be offering two supplemental online sessions specifically geared toward **Basic County Indigent Health Care Program (CIHCP) Training**. These will be more bite-sized classes revolving around the CIHCP manual and state guidelines with less focus on the IHS software and new features. These sessions will run for two hours each day with one covering CIHCP Eligibility Determination and the other documenting Bill Payment Processes. You are welcome to attend a virtual class as well as a regional training class. We would especially recommend that new users attend both.

### **How do I register?**

To register for in-person training, simply go to the following link: **[REGISTRATION LINK](#)**

Once you register, you will receive a confirmation email with more details about the workshop you selected.

There is no need to register for the online trainings. We will send out the Online Webinar meeting information to everyone the week before.

### **Ok, so where are the sites??**

#### **In Person Training (9AM – 4PM):**

**May 17-18, 2023**

Conroe, Texas

Host: Montgomery County Hospital District

**June 7-8, 2023**

Belton, Texas

Host: Bell County IHC

**June 21-22, 2023**

Abilene, Texas

Host: Taylor County IHC

**July 11-12, 2023**

McKinney, Texas

Host: Collin County IHC

**July 26-27, 2023**

Laredo, Texas

Host: Webb County IHC

**Virtual Training (10AM – 12PM):**

**May 23, 2023**

CIHCP Eligibility Determination

Online Webinar

**May 24, 2023**

Bill Payment Processes

Online Webinar

Don't miss this opportunity to join us for a fun and informative experience that will enhance your skills and knowledge of the IHS software. We look forward to seeing you at the workshops. If there is any additional information you need, please contact IHS and we will be happy to assist you as best as we can.

Thank you for allowing us to serve you!

**TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST**

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 05/03/2023 DEPARTMENT: IHC

PERSON SENDING REQUEST: SHELLY BONE

Person(s) Name Attending: 1. SHELLY BONE  
2. SHERRI COBURN  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 2 (Please add any special requirements)

Hotel Name: FAIRFIELD INN & SUITES

Hotel Address: 1600 N HARDIN BLVD City: MCKINNEY State: TX Zip: 75071

Hotel Telephone #: 469-796-5300

Function Attending: IHS ANNUAL REGIONAL TRAINING WORKSHOP

Date of Check in: 07/10/2023

Date of Check out: 07/12/2023