

# Attendee Justification Toolkit

Currently, organizations are limiting travel and cutting back on continuing education budgets. The AANS wants to help you develop a solid justification for attending the [\*AANS Managing Coding & Reimbursement Challenges in Neurosurgery\*](#) course is a smart investment for your organization.

## Focus on the Bottom Line

When resources are tight, focus on the bottom line: costs vs. benefits. This worksheet helps determine the cost of the course and identify the benefits. Customize the justification letter on the last page to draft a formal (and persuasive) request for funding.

### Creative solutions can help you get your request approved. Consider these options:

- Before meeting with your supervisor, prepare a plan that shows who will cover your duties while you are participating in the course.
- Offer to prepare and deliver a short presentation and Q&A session for colleagues to share what you learn. This way, coworkers also benefit from your attendance.
- Share resources with colleagues. As an attendee, you have access to a course workbook that can be shared and used as a department reference.

Contact the AANS Education staff at [epm@aans.org](mailto:epm@aans.org) for additional information or support when drafting your request.





## Step 1: Determine the Costs

Before you can justify expenses, calculate what they will be. Use the worksheet to estimate the total cost of the course. Refer to the [AANS Coding Course website](#) for more information.

Expenses	Cost
<b>IN-PERSON COURSE REGISTRATION</b> <input type="checkbox"/> Advanced Practitioner or Office Staff Early Registration \$1,199 <input type="checkbox"/> Advanced Practitioner or Office Staff Registration \$1,249 <b>VIRTUAL COURSE REGISTRATION</b> <input type="checkbox"/> Advanced Practitioner or Office Staff Early Registration \$999 <input type="checkbox"/> Advanced Practitioner or Office Staff Registration \$1,049	\$
<b>FLIGHT</b> Visit a travel website to estimate flight cost.	\$
<b>LODGING</b> Visit the <a href="#">AANS Coding Course website</a> for a discounted hotel rate for the February course.	\$
<b>TRANSPORTATION FROM THE AIRPORT &amp; PARKING INFORMATION</b> Visit the airport's transit website for shuttle information.	\$
<b>MILEAGE REIMBURSEMENT</b> If you are driving to the course or to the airport for a flight, use <a href="#">Google Maps</a> to calculate the distance then multiply by 56 cents per mile (IRS standard 2021 rate).	\$
<b>MEALS</b> The February course registration includes two breakfasts, two lunches and snacks during breaks and the Friday welcome reception. Estimate the cost of additional meals.	\$
Subtotal per person	\$
Total number of employees attending	
<b>Total cost</b>	\$



## Step 2: Outline the Benefits

When showcasing the benefits of the *AANS Managing Coding & Reimbursement Challenges in Neurosurgery* course, focus specifically on what you will bring back to your organization as a return on their investment. Use the course [agenda](#) to answer these questions:

### 1) Which sessions have particular relevance to the work you do?

Example:

- Practice Management Pearls
- 2022 Medicare Update

### 2) Which sessions will give you resources/knowledge to share with your team to help overcome current or future challenges?

Example:

- Evaluation and Management Coding and Documentation, 2022 Telehealth/Telemedicine, Medicare's Non-Physician Practitioner Billing Guidelines
- Neurosurgery Coding and Billing Principles, Global Surgical Package for Neurosurgical Procedures

### 3) Are there any speakers your organization would benefit from hearing or working with?

Example:

- The physician faculty features leaders in code development and valuation. The faculty includes AMA Common Procedural Terminology (CPT) advisors; members and advisors of the AMA RBRVS Update Committee (RUC); and representatives of the AMA CPT Editorial Panel. These faculty leaders play a prominent role in the development, revision and valuation of CPT codes. Their experience in the process adds insight and helps attendees understand current coding conventions. The faculty serve as a conduit for concerns and comments, which are then voiced at a national level.

### 4) What value could you get from discussions with other neurosurgical coding professionals?

#### Tips

- List specific sessions and explain how they will impact you, your department and your facility.
- Clearly make the connection between your organization's needs and the benefits.
- If the budget approver is outside of your department, do not assume they understand your department's goals or any technical terms. Spell out the impact for them.
- Passion is the best persuasion technique — let yours shine through in your letter.



## Step 3: Draft Your Justification Letter

Below, you will find a "justification letter" template, which can help you craft a note to your supervisor explaining all of the benefits of attending the *AANS Managing Coding & Reimbursement Challenges in Neurosurgery* course, including how it will help advance your organization and make you a better employee.

This general template gets you started. Customize it to meet your specific needs:

Dear < approver's name > ,

I would like to attend the *AANS Managing Coding & Reimbursement Challenges in Neurosurgery* course, taking place on <date> in <location> . This course is the premier educational event in neurosurgical coding and reimbursement, connecting industry professionals for an interactive educational experience. The course is tailored for neurosurgical practices across the spectrum of organizational settings. It helps neurosurgical practices optimize overall reimbursement and reduce claim denials. From understanding bundled services, modifiers and global service periods to staying current with changes in federal and state legislation, keeping up-to-date with coding changes is crucial to maximizing our bottom line.

The *AANS Managing Coding* course covers relevant topics that are directly applicable to my work. Presentation topics range from < list relative topic > to < list another relative topic > , and I am confident that the education and skills gained will be directly applicable to my job. After carefully reviewing the agenda, I have identified a number of key topics that would be applicable to my role:

- < Topic 1 and how it will benefit you, your department and your facility >
- < Topic 2 and how it will benefit you, your department and your facility >
- < Topic 3 and how it will benefit you, your department and your facility >

I have only listed some of the topics; including them all would make this request much too long. Getting the information at this course will greatly reduce research time and costs that <your organization's name> would normally incur around these topics.

In order to attend the course and gain these benefits, I am seeking sponsorship of < total amount you need > for the following expenses:

Registration: <\$xxxx>  
Round-trip Airfare: <\$xxxx>  
Ground Transportation: <\$xxxx>  
Hotel: <\$xxxx>  
Meals: <\$xxxx>

The opportunity for me to develop a network of colleagues and gain knowledge in areas specific to my job responsibilities makes my participation at the *AANS Managing Coding & Reimbursement Challenges in Neurosurgery* course a wise investment that will yield rich dividends for our organization. Please let me know if you have any questions.

Sincerely,

< your name here >