



North Carolina Oncology Management Society

## HR 911...What's Your Emergency? 2018 Summer Conference Agenda

### **Wednesday – June 13, 2018**

3:00 pm – 5:00 pm     **Registration** ~ *Main Lobby*  
**Exhibit Setup** ~ *West/Center Ballrooms*

6:00 pm – 8:00 pm     **Reception** ~ *North Lawn (weather permitting)*

*Meals, Breaks & Exhibitors in CENTER/WEST Ballrooms ~ Speaker Sessions in EAST Ballroom*

### **Thursday - June 14, 2018**

7:00 am                 **Registration** ~ *Mezzanine*

7:00 am – 8:00 am     **Breakfast** ~ *Meet and Greet Exhibitors*

8:00 am – 8:30 am     **Welcome and Opening Remarks**  
**Kimberley Ross, RN, BSN, OCN, Clinical Administrator & NCOMS President**  
*Introductions for Corporate Sponsors & Exhibitors/NCOMS Members*

8:30 am- 10:30 am     **Harassment: Prevention and Correction**  
**Michael Cohen, Partner, Duane Morris, LLP**  
Have you seen the news? Read an article on your tablet? If you have, you have seen the massive proliferation of workplace harassment complaints. Supervisors, managers and Administrators with human resources responsibilities are vital to helping you maintain a workplace free from harassment. They are the key to both prevention and correction. In addition to discussing the traps into which supervisors, managers and those with HR responsibilities fall regarding their own conduct, this session focuses on their affirmative responsibilities, addressing not only sexual but also racial, ethnic and other forms of unlawful harassment. This course also will examine the change in the law regarding unlawful retaliation and ways to ensure compliance.

10:30 am – 11:15 am   **Break** ~ *Visit Exhibitors*

11:15 am – 12:15 am   **Devaluing Diversity – Avoiding Mistakes in the Interview Process**  
**Michael Cohen, Partner, Duane Morris, LLP**  
This session will examine the importance of diversity in your workplace and analyze mistakes commonly made during the interview process which can “undo” all of the steps your organization has taken to enhance and embrace diversity. Creating and embracing diversity not only is the right thing to do, it absolutely is essential for the success of your organization. The hiring process is a critical process for your organization to achieve these goals. However, doing so without creating a legal liability is crucial. This session will focus on what you can and cannot do during the hiring process to achieve the diversity your organization demands. During this session we will: examine appropriate steps to be taken in advance of the pre-interview process to enhance the possibility of a diverse qualified applicant pool; discuss the dangers associated with asking improper questions during an interview; analyze the questions that should be asked and how they should be asked; address the importance of creating proper documentation during and following the interview process.

12:15 am – 1:15 pm     **Lunch** ~ *Visit Exhibitors*



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Thursday - June 14, 2018 (continued)

- 1:15 pm – 2:15pm **2018 Coding & Reimbursement Update**  
Lee Ford, MHA, RHIT, CPC, COC, CPMA, CHC, Regulatory Services Manager,  
Physicians East, P.A.  
*Past President, North Carolina Health Information Management Association*
- 2:15 pm – 3:15 pm **State Legislative Update**  
Adam Taliaferro, Esq., State Advocacy & Alliance Development Bristol-Myers Squibb  
*Sponsored by Bristol-Myers Squibb*
- 3:15 pm – 3:45 am **Break ~ Visit Exhibitors**
- 3:45 pm – 4:15 pm **Corporate Sponsor 5-Minute Update**
- 4:15 pm – 5:00 pm **NCOMS Business Meeting ~ Members only please**
- 5:00pm **Adjourn ~ Dinner is on your own**

**Friday - June 15, 2018**

- 7:00 am – 8:00 am **Breakfast ~ Visit Exhibitors**
- 8:00 am – 9:30 am **Working Better Together: Understanding Work Behavior Styles (Part 1)**  
Byron C. Pruitt, Director of Management Training and Development,  
The Employers Association  
During this fun and interactive session, participants will complete the DISC Personal Profile System assessment. Participants can improve relationships by understanding how to adapt personal behavior patterns to interact more effectively with others. The profile also facilitates collaboration with others by providing insight into personal talents and strengths and using them appropriately.
- 9:30 am – 10:15 am **Break ~ Visit Exhibitors and Check Out**
- 10:15 am – 12:00 noon **Working Better Together: Understanding Work Behavior Styles (Part 2)**  
Byron C. Pruitt, Director of Management Training and Development  
The Employers Association
- 12:00 pm – 1:00 pm **NCOMS MEMBERS ONLY – Box Lunches & Time to Network**  
**Grand Prize Give-A-Way & Door Prize Drawings**  
*You must be present to win!*
- 1:00 pm **Adjourn ~ Drive Safely**

**CEU INFORMATION**

- *Pending approval, this program will offer AAPC and ASRT CEU's*
- *This CNE activity has been submitted to the North Carolina Nurses Association for approval. The North Carolina Nurses Association is an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.*