To whom it may concern:

I would like to attend the National Association of Healthcare Revenue Integrity’s (NAHRI) 2018 Revenue Integrity Symposium at the Wigwam Resort in Litchfield Park (Phoenix), Arizona, October 16–17, 2018. Understanding the limitation of our revenue integrity program professional development budget, I want to outline why attendance represents a worthy expense.

The Revenue Integrity Symposium is NAHRI’s premier event for revenue integrity and revenue cycle networking and education. The 2018 conference features two full days of training on Medicare billing and compliance, patient status, revenue integrity, case management, coding, and clinical documentation improvement, helping attendees ensure compliance and accurate billing and reimbursement across the revenue cycle. Unlike any other, this conference offers a wide range of exciting sessions on critical revenue integrity topics and the chance to learn from and network with trusted industry experts and revenue cycle professionals of all varieties.

[Here is a link](http://hcmarketplace.com/revenue-integrity-symposium) to the conference webpage, which includes the complete agenda.

NAHRI always offers pre-conference events at the Revenue Integrity Symposium that we may also want consider, including the [Medicare Boot Camp - Utilization Review](http://hcmarketplace.com/medicare-boot-camp-review) pre-conference as well as the [Case Management Boot Camp](http://hcmarketplace.com/case-management-boot-camp-ris-post-con) and [Medicare Boot Camp - Provider-Based Departments Version](http://hcmarketplace.com/medicare-boot-camp-provider-based-departments-version) as post-conference options. We can save 15% if I register for both the 2Revenue Integrity Symposium and a pre-conference or post-conference boot camp.

The conference offers us an opportunity to meet and problem-solve with industry experts. We can learn first-hand from the experiences of others which makes this an opportunity we cannot afford to miss.

Personally, I want to attend the conference to get information or help with:

1. <Fill in>
2. <Fill in>
3. <Fill in>

Here is an estimation of the cost to send me to the Revenue Integrity Symposium. The cost of conference includes the cost of some breakfasts and lunches:

Hotel: The hotels in the area range from $139 per night to $198 per night (hotels fill quickly so we should reserve as soon as possible).

Registration: $1,199 (early-bird discount is $1,099); NAHRI member $999 (early bird $899).

Airfare/travel will need to be assessed, also.

I am requesting approval so we can take advantage of the early-bird registration rate of only $899 (if we’re ACDIS members) if we register before August 17, 2018. If we send the team, the fifth person registers for free (which we may wish to take advantage of).

If we are approved, we can further discuss which sessions might be best to attend to benefit our overall program. And, of course, we’ll meet after the conference to discuss significant takeaways, tips, and recommended actions to maximize our investment for our CDI program. I will also share relevant information with the team and other staff.

Thank you for considering this request. Again, if I get approval now, then we can save up to $200 on the registration and keep our total investment to about $2,000. I look forward to your reply.

Thank you!

[Name]