

Dear [Immediate Supervisor/Manager],

I am writing to seek your approval to attend the Association of Rehabilitation Nurses' (ARN's) 1.5 day **IMPACT Course: Evidence-Based Interventions to Improve Outcomes**, February 16-17, 2018. This course will detail the components of the IMPACT Act and the changes made to reporting for post-acute care (PAC) settings, in addition to addressing mandatory reporting quality measures for care delivery and documentation.

This course will provide me with evidence-based strategies to improve patient outcomes to implement in our facility. I believe my participation is critical to ensure these regulations are met and facility fines are avoided.

ARN's IMPACT Course registration includes 10.25 Contact Hours, Saturday breakfast, and the opportunity to network with a variety of colleagues, including the two course instructors Kathy Clark, MSN RN CRRN, with Roosevelt Warm springs Rehab & Specialty Hospital and Jill Rye, DNP RN CRRN CNL, Avera McKennan Hospital.

If I register by February 2, my projected costs for attending ARN's IMPACT Course are:

Registration Fee (member vs. nonmember)	\$ 299 vs. \$ 429
Hotel (breakfast included)	\$ 159
Airfare/Driving Expenses	\$ xx.xx
Miscellaneous (food; beverage; cab fare, etc.)	\$ xx.xx

This investment will pay off in numerous ways – from helping our team improve patient outcomes, to avoiding fees associated with inaccurate reporting.

I would greatly appreciate your approval of this request, and will work to ensure we obtain the full value from this educational opportunity.

Sincerely,

[Your name]