

Certified Medical Office Manager (CMOM)

Presented by:



Hosted by:



This program is recommended for experienced medical office managers who want to take their skills to the next level. Learn to initiate policies and protocols that will improve, protect and stabilize the financial security of the practice. More physicians need Certified Office Managers who understand the newest business and regulatory issues. Certified Medical Office Managers help guard the practice against risks, and motivate employees to improve productivity and increase revenue. Find out how to analyze managed care contracts, stay in compliance with OSHA, OIG, and HIPAA, and deliver exceptional patient service.

- Evaluating contracts
- Organizing the Fee for Service practice
- MCO coordinator
- Physician utilization committee
- Utilization control techniques
- OIG compliance program guidance
- HIPAA compliance issues

Practice Administration

- Improving employee relations
- Operations management
- Facility management
- Risk management
- Terminating the patient/physician relationship
- Medical record keeping
- Time management and delegation

Personnel Management

- Job descriptions and training
- Maintaining valued employees
- Effective communication
- Terminating employees
- Dealing with difficult employees
- Unique employee relations issues

Financial Management

- Developing and maintaining a budget
- Forecasting and revenue projecting
- Revenue and cost accounting
- Financial control

Managed Care and the Medical Practice

- Types of managed care plans and how to select the right ones

March
9, 10, 11 & 12, 2010

Akron General Health & Wellness
Center - West
Montrose Room
4125 Medina Road
Akron, OH 44333

9:00 a.m. to 4:00 p.m.

Sign-in begins 15 minutes prior to program

Cancellation Policy: A full refund less \$20.00 processing fee, if cancellation is received 7+ days prior to program start date. A 50% refund if cancellation is 6 days to 48 hours prior to start date. No refund if cancellation is less than 48 hours in advance. Upon registration, custom materials are printed, refreshments are ordered and seating is reserved. Due to this, PMI strictly adheres to this policy.

Join **NetworkPMI**, an exciting, new community for medical office professionals. Details at network.pmiMD.com

REGISTRATION FORM

Please keep a copy for your records.

PROGRAM INFORMATION

March 9, 10, 11 & 12, 2010 (Prgm # 14985-0309)
Akron General Health & Wellness Center - West
Montrose Room
4125 Medina Road
Akron, OH 44333

9:00 a.m. to 4:00 p.m. each day
(Sign-in begins 15 minutes prior to program)

REGISTRATION METHOD

- ✉ Mail with payment to:
Shelby Roberts, Practice Management Institute®
9501 Console Drive, Suite 100, San Antonio, TX 78229
- ☎ Phone (800) 259-5562 or (210) 691-8900
- 📠 Fax (210) 691-8972 Please include payment information.
- 💻 Visit www.pmiMD.com Secure online registration 24 hours a day.

PROGRAM FEE/DISCOUNT POLICIES

Registration Fee: \$799. \$699 for Akron General Affiliates
Includes breaks, lunch & instructional materials.

PARTICIPANT INFORMATION

Registrant 1 _____

Registrant 2* _____

Registrant 3* _____

Additional registrants may be listed on a separate sheet

***If you are registering two or more participants, or if you are PMI-Certified, please call for discount information.**

Practice Name _____

Address _____

City/State/Zip _____

Phone (____) _____ Fax (____) _____

E-mail: _____

PAYMENT INFORMATION

Select form of Payment: VISA MasterCard AmEx

Check (Payable to Practice Management Institute®)

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Total Amount: _____ Exp. Date: _____

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