



PRACTICE
MANAGEMENT
INSTITUTE

Continuing Education

for Medical Office Professionals



NOW ENROLLING!

When:
Thursday,
March 25, 2010

Collecting in a New Economy

9 a.m. to 12 noon
(Prgm# 15344-0325)

Chart Auditing for Physician Services

1 p.m. to 4 p.m.
(Prgm# 15345-0325)

Where:

Princeton Baptist Medical Center
Haynes Auditorium
(behind the hospital on Tuscaloosa Ave)
701 Princeton Ave SW
Birmingham, AL 35211

Free parking provided in deck next to Haynes Bldg.

CEUs:

3 PMI CEUs (CMC, CMOM, CMIS)

Fee:

\$149 per person per session, \$249 for both
Includes instructional materials & breaks
See below for Registration Discounts*

Register:

- Online: www.pmiMD.com
- Fax (210) 691-8972
- Phone (800) 259-5562
or (210) 691-8900
- Mail: Shelby Roberts, Practice
Management Institute®
9501 Console Dr., Suite 100
San Antonio, TX 78229

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Collecting in a New Economy

Are your procedures evolving with the changing consumer mind-set? Poor planning can derail your collections efforts! In a slowed economy, practices must beef up their collection strategy to stay on top of receivables. Learn the latest on collection laws including the Red Flag Rules: new compliance guidelines mandated by the Federal Trade Commission to thwart the growing problem of identity theft.

Course Overview:

1. Determine the effectiveness of your current billing procedure, including collecting co-pays, deductibles, self pays, and insurance balances.
2. Learn the steps to take before you start to collect on an account and receive sample collection letters.
3. Master a proven, results-oriented approach and expert guidance to streamline reimbursement and collections policies.

Chart Auditing for Physician Services

You can pay a consultant to do it, wait for Medicare to send you an audit letter, or take a proactive stance and train office staff to perform ongoing practice self-checks. Participants will learn how to uncover missed revenue, ensure that documentation supports the level of service and gain a higher aptitude for cross-checking and code selection. This is an intermediate level course recommended for those with a strong coding foundation.

*** All students must bring current editions of CPT & ICD-9-CM Vols. I and II to this class.*

Agenda Highlights

- Adapt a systematic approach to cross-checking records so you always know where you stand.
- Improve communication with physicians and staff about chart documentation and ensure that appropriate levels of service are billed.
- Class includes self-check forms and tools that will help participants gauge how well they are doing on an ongoing basis.

Registration Form Keep a copy for your records.

Check the boxes above for the program(s) you wish to attend. List additional registrants on duplicate forms. Confirmation will be emailed once your registration has been posted in our system.

First Name: _____ Last Name: _____
 Practice Name: _____
 Job Title: _____ Specialty: _____
 Mailing Address: _____
 City/State/Zip: _____
 Phone: () _____ Fax: () _____
 Alternate Phone Number for After Hours Contact: _____
 E-mail address: _____
 PMI-Certified ID#: _____

Check form of payment: Visa MasterCard American Express Check (payable to Practice Management Institute)
 Credit Card #: _____ Exp. Date: _____
 Total Amount: _____ Cardholder Name: _____

Cardholder Signature: _____

* **Registration Discounts:** 2nd through 4th registrants enrolling together all receive 10% off. Groups of 5 or more all receive 15% off. PMI certified professionals with active ID# receive 10% off their registration fee.

Cancellation Policy: A credit voucher will be issued if cancellation is received at least 48 hours prior to program. For refunds, a \$20 processing fee will be deducted for cancellations received in writing at least 1 week prior to the program start date; 50% refund if less than 1 week. Refunds cannot be processed for no shows.

