



PRACTICE<sup>®</sup>  
MANAGEMENT  
INSTITUTE

# Continuing Education

for Medical Office Professionals



**NOW ENROLLING!**

**When:**

**Saturday,  
August 14, 21, 28  
& Sept. 11, 2010**

9 a.m. to 4 p.m. each day  
(Prgm# 15387-0814)

**Where:**

Texas Health Presbyterian Hospital Plano  
Conference Center - Pecan Room  
6200 W. Parker Rd.  
Plano, TX 75093

**What to Bring:**

Students must bring current editions of  
CPT, ICD-9-CM, HCPCS manuals and a  
medical dictionary to each class meeting.

**CEUs:**

20 CEUs for PMI-certified Professionals  
(CMC, CMOM)

**Fee:**

\$799 per person  
includes CMIS certification exam, breaks,  
lunch & instructional materials  
*See below for Registration Discounts\**

**Register:**

- Online: [www.pmiMD.com](http://www.pmiMD.com)
- Fax (214) 345-2939
- Phone (214) 345-4484
- Mail: Susie Womack, PMI  
Learning Center Coordinator  
Medical Office Staff  
8200 Walnut Hill Lane  
Dallas, TX 75231



## Certified Medical Insurance Specialist (CMIS)<sup>®</sup>

Master the complete reimbursement process

Securing timely, correct and consistent reimbursement is a top complaint among physicians today. Coding expertise is the foundation. But if you want to get paid, then you'll need to know the rules. PMI gives you the full reimbursement picture. This comprehensive certification course explores the current landscape of third party reimbursement and offers tips, tools, and techniques to help you expedite claims and receive correct reimbursement.

- The Insurance Billing Specialist: Role & Responsibilities
- Compliance: Privacy & Protected Health Information
- Insurance Contracts & Problem Solving
- Medical Documentation & External Audits
- Coding: Diagnosis and Procedural Review
- The Paper Claim: Expedite, Differentiate and Problem-solve
- Electronic Data Interchange: Transactions and Security
- Troubleshooting Claim Inquiries and Communication Problems
- Secrets For More Effective Collections Plus Sample Letters & Forms
- Managed Care Plans and Types of Authorizations
- A to Z of Medicare, HMOs and Supplemental Plans
- Medicaid and Other State Programs Coverage Guidelines and Claims Handling
- Types of Compensation Benefits for Non-disability, Temporary Disability, and Permanent Disability Claims
- Follow-up Actions for Delinquent Claims
- Signs of Fraud and Abuse: Types and Action Recommendations

## 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.

**100% Satisfaction Guaranteed  
for details visit [www.pmiMD.com](http://www.pmiMD.com).**

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