



PRACTICE[®]
MANAGEMENT
INSTITUTE

Continuing Education

for Medical Office Professionals



NOW ENROLLING!

When:

**Saturday, August 7,
14, 21 & 28, 2010**

9 a.m. to 4 p.m. each day
(Prgm# 15758-0807)

Where:

The University of North Texas
912 Chestnut Street
Denton, TX 76201

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) & 16 CEUs prior approval from AAPC through 8/31/10.

Fee:

\$799 per person
includes CMOM certification exam
See below for Registration Discounts*

Register:

- Online: 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 Office Manager (CMOM)[®]

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.

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
- 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

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.

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