

# 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

**February  
22, 23 & 25, 2010  
Exam Date: February 26**

Monroe County Medical Society  
The Park at Allens Creek  
132 allens Creek Rd.  
Rochester, NY 14618

**9:00 a.m. to 4:00 p.m.**  
*Sign-in begins 15 minutes prior to program*

Join **NetworkPMI**, an exciting, new community for medical office professionals. Details at [network.pmiMD.com](http://network.pmiMD.com)

## REGISTRATION FORM - CMOM

Please keep a copy for your records.





### PROGRAM INFORMATION

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(Prgm # 15183-0222)

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Rochester, NY 14618

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*(Sign-in begins 15 minutes prior to program)*

### REGISTRATION METHOD

-  Mail with payment to:  
**Ginny Ruderman, Monroe County Medical Society**  
132 Allens Creek Road, Rochester, NY 14618
-  Phone (585) 473-7573
-  Fax (585) 473-7641 Please include payment information.
-  Visit [www.pmiMD.com](http://www.pmiMD.com) Secure online registration 24 hours a day.

### PROGRAM FEE/DISCOUNT POLICIES

**Registration Fee: \$799.**  
*Includes course materials.*

### PARTICIPANT INFORMATION

Registrant 1 \_\_\_\_\_

Registrant 2\* \_\_\_\_\_

Registrant 3\* \_\_\_\_\_

Additional registrants may be listed on a separate sheet

Practice Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

### PAYMENT INFORMATION

Select form of Payment:  VISA  MasterCard

Check (*Payable to Monroe County Medical Society*)

Card No.: \_\_\_\_\_

Total Amount: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_