

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 25, 26 &
April 6, 2010**

Exam Date: April 7

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

REGISTRATION FORM - CMOM

Please keep a copy for your records.

PROGRAM INFORMATION

March 25, 26 & April 6, 2010 - Exam Date: April 7
(Prgm # 15183-0325)

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. each day
(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.

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: _____