



## Practice Management Roundtable:

# Creating An Effective Employee Handbook

**Date:** Wednesday, June 13, 2018

**Time:** 8:30 am—10:30 am

**Place:** Monroe County Medical Society  
The Park at Allens Creek  
132 Allens Creek Road  
Rochester, NY 14618

Join the members of the MCMS Practice Management Committee to discuss the importance of the Employee Handbook. We will:

- discuss required content;
- share specific practice policies; and
- develop a Table of Contents template

Bring your  
current  
employee  
handbook!

This program is  
**FREE** for  
MCMS & 7th District  
Members & Staff

**\$50.00** for  
Non-Members

Questions? Call us at (585) 473-7573

## Practice Management Roundtable — June 13, 2018

Online registration is available at [www.mcms.org](http://www.mcms.org)

Name(s): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**Registration Fees:** MCMS and 7th District Member: FREE Non-member: \$50 per office

*\*Note to Nonmembers: If you complete a MCMS membership application within three months, the registration fee will be applied to your first year's dues payment.*

☐ Payment of \$\_\_\_\_\_ is enclosed. (Check payable to "MCMS") ☐ Please e-mail a receipt.

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Send completed form and payment to:

Monroe County Medical Society, 132 Allens Creek Rd., Rochester, NY 14618

Fax: (585) 473-7641

Email: [rking@mcms.org](mailto:rking@mcms.org)

**MCMS Cancellation Policy:** Cancellation requests must be sent via e-mail to Ronaele King at [rking@mcms.org](mailto:rking@mcms.org) with "Cancellation Request" in the subject line. Correspondence must include event title, date and time, registrant's name, and payee's contact information. If cancellation notice is provided at least 7 days prior to the scheduled event, a refund may be requested, minus a 20% processing fee. If cancellation notice is provided at least 1 day prior to the scheduled event, a credit voucher will be issued for the full amount paid that may be used by anyone in the practice within one year of the original event date. Questions? Contact Ronaele King at [rking@mcms.org](mailto:rking@mcms.org) or at 585-473-7573.