

**Fine Tune Your Skills
with Upcoming Seminars for Medical Office
Professionals Presented by**



PRACTICE®
MANAGEMENT
INSTITUTE

2011 EDUCATION OPPORTUNITIES

Transform the "Front Desk Staff" (Program # 16168-0414)

Practices that don't take steps to train the front office will pay the price through lost revenue, patient dissatisfaction, and compliance violations. Participants will learn the impact of careful communication on the overall patient flow and experience. They will return to the office with the critical thinking skills needed to appropriately handle front-line communication, data collection, privacy, and compliance issues.

Thursday, April 14, 2011 9:00 am to 12:00 pm \$149 per person

ICD-10-CM Coding Implementation (Program # 16169-0414)

More than 200,000 diagnosis codes will replace ICD-9-CM in 2013. This course will explain the new code characteristics and how they compare to today's system. While the new codes won't be released for three years, every coder must get familiar with the new coding system. ICD-10 codes will be much more descriptive, requiring a good understanding of both anatomy and medical terminology. Take steps now to improve your knowledge.

Thursday, April 14, 2011 1:00 pm to 4:00 pm \$149 per person

Collecting in a New Economy (Program # 16170-0818)

Receive an explanation on billing laws and get tips for facilitating timely payments. Instruction will be given on effective collection of co-pays, deductibles, self pays, and insurance balances. Learn the steps to take before you start to collect on an account and receive sample collection letters. This class is ideal for medical office billing staff and practice managers.

Thursday, August 18, 2011 9:00 am to 12:00 pm \$149 per person

Medicare Part B: Reimbursement Guidelines (Program # 16171-0818)

Get answers to your Medicare questions at this program. Take an in-depth look at statutory obligations, rights, roles and responsibilities of the Medicare provider. Recieve tips on how to work with CMS and Medicaid regional offices.

Thursday, August 18, 2011 1:00 pm to 4:00 pm \$149 per person

HIPAA Compliance for the Medical Practice (Program # 16172-1110)

Take a closer look at HIPAA now. New requirements, enforcements and penalties have stemmed from the recent passage of the HITECH Act make it more important than ever to understand your role. Learn how to conduct your own practice with a HIPAA audit analysis. Find out all the recent updates that your practice needs to stay compliant.

Thursday, November 10, 2011 9:00 am to 12:00 pm \$149 per person

Critical Quarterly Update (Program #16173-1110)

Learn key points of new legislation that your practice needs in the coming months as healthcare makes its transformation. Physicians, providers, managers and their office personnel must recognize and understand the provisions of the Patient Protection and Affordable Care Act. This program will get you up-to-speed quickly on those changes that impact your patient's care and your practice reimbursement.

Thursday, November 10, 2011 1:00 pm to 4:00 pm \$149 per person

Seminar Location:

Valley Baptist Medical Center, East Tower, 3rd Floor, Classroom A
2101 Pease Street, Harlingen, TX 78551



Valley Baptist
Valley Health Care Network

REGISTRATION FORM

Please keep a copy for your records.

PARTICIPANT INFORMATION

Physician/Practice Name _____

Specialty _____

Address _____

City _____

Phone (____) _____ ext. _____

Fax (____) _____

Email _____

PMI Certified ID# _____

Participant Name: _____

Program #: _____

Please list additional registrants/programs below

Participant Name: _____

Program # _____

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REGISTRATION METHOD

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Make checks payable to Practice Management Institute®. Please allow 5 days for processing.



Call: (800) 259-5562

Fax: (210) 691-8972 - Complete registration form and fax to the attention of Shelby Roberts

Registration Confirmation: Confirmations will be sent once your seat reservation has been posted in our system. If you are registering within 3 business days of the program, please call 800-259-5562 to ensure availability.

Cancellation Policy: A full refund less \$20.00 processing fee, if cancellation is received 7+ days prior to program start date. A 50% refund if cancellation is 6 days to 48 hrs. prior to start date. No refund if cancellation is less than 48 hours in advance. Upon registration, custom materials are printed, refreshments are ordered and seating is reserved. Due to this, PMI strictly adheres to this policy.