

# You Asked and the WVSMA Delivered!

*In response to requests by physicians and office managers, the WVSMA is excited to announce that we will be offering a Certified Medical Office Manager course in April 2010!*

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The WVSMA, in partnership with the Practice Management Institute, will offer the four-day Certified Medical Office Manager (CMOM) class, which will teach experienced staff proven strategies to lead the medical practice to increased productivity and efficiency.

In today's healthcare environment, more physicians are seeking certified professionals capable of understanding the newest business and regulatory issues. Becoming a Certified Medical Office Manager is more than just a title; it demonstrates that a manager has additional skills and knowledge to better guard the practice against risks, increase the practice's revenue, and most importantly lead the practice to the ultimate goal—that of providing better healthcare for the patients.

Angie Linville, Office Manager for a large West Virginia medical practice, traveled out of state several years ago to take the course and become a Certified Medical Office Manager. Her previous employer, Dr. Kiran Patel, recognizing the importance of obtaining and maintaining the certification, sent Angie to North Carolina for the classes. Angie has high praise for the CMOM course and the certification.

The inaugural CMOM course will take place in Charleston for two days during two different weeks in order to minimize office downtime. Participants will be able to "try out" their newly learned skills during the week in between classes. The course is scheduled for Friday, April 16 and Saturday, April 17 from 9:00 AM – 4:00 PM, and then again on Friday, April 23 and Saturday, April 24. The certification exam will be given on April 24. Participants must attend all four sessions.

The tuition for the class is \$799.00, which includes program manuals, workbooks, and the exam. WVSMA physicians and staff may attend for \$699.00. The clinical faculty for **the first class will be Practice Management Specialist Rose Moore.**

**The class size will be limited, so please contact Barbara Good (304-925-0342, ext. 11) or (Barbara@wvsma.com) as soon as possible to express** your interest in the course. Additional details will be forthcoming.

The WVSMA is proud to be the exclusive West Virginia partner for the CMOM certification.



**1st class will be held on -  
these dates**

**April 16 – April 17**

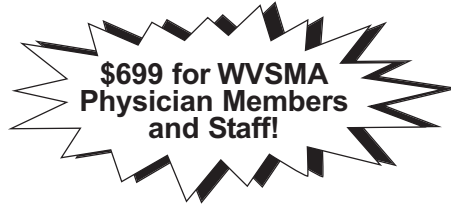
**April 23 – April 24**

**9am - 4pm**

*Sign in 15 minutes prior to program*

# Certified Medical Office Manager (CMOM)

Presented by:



Hosted by:



## REGISTRATION FORM

Please keep a copy for your records.

### PROGRAM INFORMATION

April 16, 17, 23 & 24, 2010 (Prgm # 15422-0516)

West Virginia State Medical Association  
4307 MacCorkle Avenue, SE  
Charleston, WV 25364

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:  
Karie Sharpe, West Virginia State Medical Association,  
4307 MacCorkle Avenue, Charleston, WV 25364  
Fax or Call with Credit Card: (304) 925-0345

☎ Phone: (800) 257-4747

✉ Email: karie@wvsma.com

### PROGRAM FEE/DISCOUNT POLICIES

Registration Fee: \$799. WVSMA Members and Staff \$699. Includes instructional 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  AmEx

Check (Payable to West Virginia State Medical Association)

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

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

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

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

## Develop your skills in areas including:

### 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

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

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 hours 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.