Practice Management 101

Whether you are new to a supervisory role or practice management in general, the leadership responsibilities in a medical practice are immense. While healthcare is a very personal service, it is nonetheless a business complete with its own set of regulations, terminology, and challenges. Keeping up with everything can be an overwhelming task especially for those new to their position. Balancing the needs of physicians, staff, and patients is an art. SVMIC's Practice Management 101 is designed to provide a foundation for those new to a leadership position within a medical office.

Format and Cost

Practice Management 101 is a virtual, asynchronous offering. SVMIC practice executives may take the courses in any order at any time by visiting the SVMIC Education Center and searching for Practice Management 101, or by clicking **here**. You will need a **Vantage®** login in order to register for the courses.

There is no charge to attend Practice Management 101. Practice Management 101 does not qualify for CME or premium credit.

Available Modules

The following modules are available within Practice Management 101. While we encourage you to watch all the modules, practice executives may select those of most interest and may watch in any order.

Human Resources
Takeaway - HR Checklist
- Hiring basics & proper onboarding
- Employee records
- Hourly vs. salary
- Employee retention
- Terminating employees

Finance
Takeaway - Benchmark Data Points
- Financial statements
- Key performance indicators
- Benchmarking basics
- Basic financial controls
- Reporting to your physician

Website & Resources Tour
Takeaway - Your Vantage Login
- Overview of SVMIC's website including secure resources and education options

Operations
Takeaway - Annual Practice Assessment Tool
- Scheduling
- Patient flow
- Staffing
- Clinical risk areas
- Compliance (importance of HIPAA, OSHA, Compliance Plan)

Billing & Collections
Takeaway - Physician Supervision Rules by State
- Medicare 101
- Credentialing
- Claims controls
- Denial management
- Supervising & billing for APPs

Leadership
Takeaway - Sample Meeting Agenda
- Meeting basics
- Communication