

CMOM

Certified Medical Office Manager (CMOM)[®]

Class size is limited to 25
to maximize learning
experience.




Leadership training and certification



PRACTICE
MANAGEMENT
INSTITUTE[®]



Improving the business of medicine through education




Whether you are currently running a practice or want to acquire the skills to become a practice leader, this program will expand your knowledge with detailed modules.



- CMOM certification demonstrates to providers, auditors, compliance officers, employers and business associates that you have achieved advanced knowledge and skills to succeed in a practice management role.
- The expertise gained in this program can protect providers from risks, motivate employees and improve the practices financial outlook.
- Certification helps instill confidence when communicating with providers, third-party payers, patients and business associates.
- Take charge of practice administrative issues so that providers can focus on quality patient care.
- Certification improves your value to the practice and bolsters your career.

The Certified Medical Office Manager (CMOM)[®] program has passed a thorough review process, ensuring that the materials are current and accurate, and testing standards are strictly enforced. Board and faculty members have real-world experience in all aspects of running a successful medical practice. Visit pmiMD.com for more information about PMI's Advisory Board and Faculty.



Curriculum

Medical Office Compliance

- Understanding compliance requirements for the medical office
- HIPAA and OSHA compliance
- Implementing the OIG's recommended compliance program
- Policies and procedures that inhibit fraud/abuse
- Identifying and controlling the risk of medical identity theft
- Legal protections and risk management guidelines

Practice Administration

- Review of practice administration roles and responsibilities
- Facility, operational and time management
- Employee relations, laws and guidelines
- Employee handbook and business policies
- Administration of medical records, insurance processing and patient relations
- Terminating the patient/provider relationship
- Labor regulations and reporting requirements

Employee Relations


- Creating effective job descriptions, interviewing, and hiring tips
- Team building and managing conflicts
- Handling staff grievances, evaluations and performance issues
- Compensation and benefits packages that bring in and minimize turnover
- Termination procedures and the exit interview
- Goal setting and conducting effective staff meetings

Financial Management

- Budget planning, cost analysis and forecasting
- Examining contracts and fee schedule
- Patient education, verification, and collections procedures
- Financial reporting, calculations, and controls
- Developing and maintaining a budget
- Revenue and cost accounting

Managed Care Delivery System

- Negotiating contracts based on practice statistics
- Calculating the right patient-payer mix for your office
- Utilization review procedures and the PUC
- HMO, IPA, MSO, PPO definition, purpose and analysis
- Assigning an internal managed care coordinator
- Health insurance exchanges
- New value-based care models and quality measures



“The CMOM certification provides opportunities for managers to gain the same level of understanding and knowledge necessary to perform their jobs and continuously expand knowledge and skills. This was a great opportunity to learn important information necessary successfully lead their teams; especially from a compliance standpoint, it helped make sure that activities in the office are in compliance with local and federal laws, and to ensure patient safety.

CMOM provides up-to-date information necessary to lead the medical office safely and successfully.”

Zorayma Barnard
Director of Operations – Primary Care
Florida Hospital Medical Group

“I get to watch these people develop and grow in confidence and knowledge. You can just see the light bulb moment. No one has ever come out of a CMOM course saying, ‘I didn’t get my money’s worth.’ They’re astonished at all they learned in the course.”

Barbara Good
Physician Practice Advocate
West Virginia State Medical Society

“I think that all organizations benefit from having educated leaders. The CMOM course provides information that every manager in the medical field needs to know.”

Libby Purser
Supervisor, Health Information Manager
Dallas Diagnostic Association, Plano

About PMI

Practice Management Institute® (PMI) teaches physicians and their staffs how to run a more productive, profitable and compliant medical office. Each year, more than 25,000 medical office professionals look to PMI as a leading provider of continuing education and credentialing. These training programs have been hosted in leading hospitals, medical societies and colleges across the U.S. for more than 30 years.

PMI awards certification by exam to accomplished medical office professionals in the competency areas of coding, reimbursement, compliance and management. As of this printing, more than 19,000 have earned credentials through PMI. Learn more now.

Visit our website @ pmiMD.com.





Program Information

Fee: \$999

Class size is limited to 25 to maximize learning experience.

This instructor-led program includes a course manual, homework exercises, exam review, and certification exam. Participants may take up to four hours to complete the CMOM exam. A passing score of 70% or better is required to earn the CMOM certification designation.

Course Prerequisite

Candidates for CMOM certification should have a minimum of one year of experience working in a medical practice. Participants with less than one year of experience should complete supplemental medical office training prior to enrolling in this program.

Required Class Materials

No supplementary reference materials are required for this program. A calculator is recommended. For added support, participants may elect to purchase the pre-recorded lecture (stream online) for an additional \$299, available with live class enrollment.



The Certified Medical Office Manager (CMOM)[®] program is approved for up to 20 CEUs for PMI Certified Professionals (CMC/CMIS/CMCO). All others seeking CEUs should verify credit guidelines with their organization prior to enrollment.

To Register

Visit pmiMD.com/certify/cmom.asp or call (800) 259-5562

4 ways to earn your CMOM



LIVE CLASSROOM

Live classes are hosted by leading hospitals, healthcare organizations, medical societies and colleges across the U.S.



Live Webinar

Up to twelve 90-minute live webinar sessions

*Live attendance at each webinar is encouraged but not required. Recordings can be accessed online anytime within about 24-48 hours after the original recording date.



Self Paced Webinar Series

Get support while you learn via PMI's online Q & A Forum. Start anytime with access to 10-12 pre-recorded webinars.



Certification by Exam

For experienced professionals, an "Exam Only" option is available for \$299 testing fee which includes a basic exam guide and one live proctored exam.

The exam is proctored live in hundreds of locations across the country. Exam fee includes the basic exam preparation handbook. Schedule an exam @ pmiMD.com/certify/exam.asp. You will be contacted by PMI to make testing arrangements.

Payment Plan Available: Visit pmiMD.com/paymentplan.asp or call 800-259-5562 for more details.