

Consolidated Conference for Medical Business Professionals

May 14-15, 2008 ♦ Landmark Inn, Marquette

Wednesday, May 14

Billing for Primary Care

9:00 am - 12:00 pm



Trying to navigate the world of family practice primary care billing? Instructor Cathy Weirick, CPC, will increase attendees' knowledge of common billing and coding issues experienced in primary care offices. The course will cover:

- ♦ Preventive medicine services
- ♦ Split billing
- ♦ Screening
- ♦ Correct use of modifiers
- ♦ Proper injection coding
- ♦ Proprt procedure coding

Who should attend: Physicians, coders, billers, office managers and billing managers

Billing for Physician Extenders

1:00 pm - 4:00 pm



Presented by Cathy Weirick, CPC, this course will provide participants with an understanding of how to accurately and successfully bill when a health care provider, other than a physician, provides health care services. The course will cover:

- ♦ Understanding the federal guidelines when billing for nurse practitioners, physician assistants and OT and PT
- ♦ Local coverage decisions
- ♦ Understanding supervision rules
- ♦ Advance Beneficiary Notice (ABN) and how using ABNs appropriately will save your practice money

Who should attend: Physicians, coders, billers, billing managers and physician extenders

Advanced ICD-9 Coding

9:00 am - 12:00 pm



This advanced course for skilled coding professionals will provide accelerated instruction in ICD-9 coding. Jill Young, CPC, will present hands-on practice exercises to illustrate common coding scenarios. Participants should bring coding materials. The course will cover:

- ♦ Background and upkeep of ICD-9
- ♦ Official coding guidelines, including April 2005 changes
- ♦ Medical necessity and linkage- why they are so important to understand
- ♦ How to look up those "difficult" diagnosis codes
- ♦ How all these link together to ensure reimbursement success

Who should attend: Physicians, experienced coders, office managers and billing managers wanting an update and review of ICD-9

Advanced CPT Coding

1:00 pm - 4:00 pm



In this advanced course, participants will receive expanded instruction from Jill Young, CPC, in Current Procedural Technology (CPT) coding techniques and the CPT manual. The course will cover:

- ♦ Coding guidelines that apply to CPT and the variances with carriers such as Medicare
- ♦ E&M categories and guidelines specific to their use
- ♦ How the E&M categories deleted and new ones created in 2006 affected your practice
- ♦ Do you know enough about the everyday use of modifiers?
- ♦ HCPCS codes that are valuable to your practice- it's not just about injectables

Who should attend: Physicians, experienced coders, office managers and billing managers wanting an update and review of CPT

Managing Your Accounts Receivable

5:00 pm - 7:00 pm

This course will provide detailed instruction on how to accurately assess and manage your practice accounts receivable. Instructor, Jill Young, CPC, will share valuable information regarding appropriate AR levels and how to correct problem accounts.

- ♦ What to look for in your accounts receivable numbers
- ♦ Problem signs and how to correct them before they become large cash flow problems
- ♦ Using spreadsheets to automatically calculate important numbers and figures

Who should attend: Coders, billers, office managers, and physicians

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Thursday, May 15

It's About Time: Office Efficiency

9:00 am - 12:00 pm

How efficient is your front office? This course offers valuable tools to improve the entire reception area of your practice. Service to patients is an invaluable component of a friendly and efficient front office, but it should not bog down the process. Attendees will learn how chart preparation, patient intake and insurance verification can go more smoothly. The discussion of cash security and cash flow, including paper trails, is an important part of this seminar. Join Jill Young, CPC-EDS, as she shares some tried and true processes to guarantee an efficient front office. Course objectives include:

- Strategies for effective chart preparation, patient intake and insurance verification
- Handling of cash received and cash flow
- Operating as a team to guarantee efficiency

Who should attend: Office staff, receptionists and office managers

Successful Strategies for Patient Satisfaction

1:00 pm - 4:00 pm

Your patients deserve exceptional service every time they visit your office. This fun, interactive seminar will help you discover practical strategies for pleasant interaction with patients. Join dynamic speaker, Jill Young, CPC for tips and techniques on running a smooth medical office with patient-oriented service in mind. Course objectives include:

- Effective patient communication
- Strategies for dealing with hostile patients
- Creating a code of conduct within your office
- Developing telephone techniques

Who should attend: Medical office staff, receptionists and office managers involved in patient greeting, scheduling, check-in and/or billing

Medicare Update

9:00 am - 12:00 pm



Presented by Cathy Weirick, CPC, this program will inform participants of the changes taking place in the Medicare program and how these changes will affect physician practices. In addition, participants will receive billing and coding direction for some of the problem scenarios frequently encountered with Medicare.

Who should attend: Physicians, coders, billers, office managers and billing managers

Medicaid Overview

1:00 pm - 4:00 pm



This annual update, presented by Cathy Weirick, CPC, keeps participants informed of the changes taking place in the Medicaid program and how these changes will affect physician practices. In addition, participants will receive billing and coding direction for some of the problem scenarios frequently encountered with Michigan Medicaid.

Who should attend: Physicians, coders, billers, office managers and billing managers

TAKE MORE/SAVE MORE

MSMS/MMGMA Members:

\$125 – Half day

\$225 – Full day

\$425 – Two days

Non-members:

\$175 – Half day

\$325 – Full day

\$625 – Two days

SEND 3, 4TH IS FREE!

When any three people from your office register for a conference course(s), send a fourth person for free!

Offer valid on course of equal or lesser value. Please register the free attendant(s).

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Registration

Please print clearly

If more than one participant, copy registration form

 Name of participant

 Practice/Organization

 Address

 City State Zip

 Phone Fax Email

To register, return completed form to:
Michigan State Medical Society Foundation
120 West Saginaw, East Lansing, MI 48823
Ph (517) 336-5781; Fax (517) 336-5797 or
Register online at www.msms.org/eo

Cancellation/Refund Policy: Courses are sometimes cancelled because the enrollment does not meet minimum registration requirements. In these cases, either a full refund of fees paid will be made or credit will be given toward registration in another course. Registered participants will be notified up to one day in advance if a cancellation or change occurs. ***If you have not received a confirmation letter, you may not be registered for the event and may not be notified.*** If you have not received a confirmation letter, please call (517) 336-5784 to confirm the event will take place as scheduled. MSMS is not responsible for costs or loss of time that may occur as a result of cancellation for a non-confirmed participant. Participants must cancel within five (5) business days prior to the event. Due to meeting expenses incurred, it is necessary to charge a \$35 cancellation fee. Refunds will not be provided after the five (5) business day cut-off. Registrations can be transferred to another employee of the same practice or another course of the same value. Please contact the MSMS Foundation Registrar by phone at (517) 336-5784 or email at abatten@msms.org.

Course(s) (please check):

Wednesday, May 14

- Billing for Primary Care (FP051408)
- Advanced ICD-9 Coding (AC051408)
- Billing for Physician Extenders (NP051408)
- Advanced CPT Coding (AT051408)
- Managing Your Accounts Receivable (AR051408)

Thursday, May 15

- Office Efficiency (OE051508)
- Medicare Update (MU051508)
- Patient Satisfaction (PS051508)
- Medicaid Overview (MO051508)

Lunch will be provided for those attending for a full day. Dinner will be provided for those attending Managing Your Accounts Receivable.

Payment and Fees:

- MSMS and MMGMA Members: \$125 per class for all classes except Accounts Receivable (see below) or see prices on page 2 for multiple courses.
- Non-Members: \$175 per class for all classes except Accounts Receivable (see below) or see prices on page 2 for multiple courses
- Managing Your Accounts Receivable- MSMS and MMGMA Members- \$85 or \$60 when taken with other courses; Non-Members- \$120 or \$95 when taken with other courses

Form of Payment:

- Check payable to MSMS Foundation
- Visa Mastercard
- American Express Discover

Total Amount: \$ _____ (see course fees above)

 Card Number Exp Date

 Printed name as it appears on card

 Authorized Signature FB

Want any of these courses brought right to your office? Call (517) 336-5724 for more information.

The Michigan State Medical Society (MSMS) is accredited by the Michigan State Medical Society Committee on CME Accreditation to provide continuing medical education for physicians. The MSMS designates these educational activities for a maximum of 18 AMA PRA Category 1 Credit(s)[™]. Physicians should only claim credit commensurate with the extent of their participation in the activity. Nurses: The ACCME is approved by the Board of Nursing as an acceptable provider of continuing education for license renewal or relicensure.