The Complete Guide to Revenue Cycle Management – A New Comprehensive Course from Manage My Practice

You spoke and we listened – you asked for a comprehensive course on Revenue Cycle Management and we brought it to you!

This series is for **anyone** who wants to understand the medical practice revenue cycle from the very beginning to the very end: physicians, physician assistants, nurse practitioners, advanced practice registered nurses, practice administrators, office managers, consultants, vendors, students, coders, billers and those who want a RCM foundation to enter the healthcare field. Anyone who wants to know more about how reimbursement in healthcare works in the medical practice will find this comprehensive series **indispensable.**

You won't find this comprehensive course anywhere else except at Manage My Practice. Webinar leader Mary Pat Whaley, FACMPE, CPC has developed this program from 25+ years of experience in medical practice management and from requests she gets weekly for education on the revenue cycle management process.

The Complete Guide to Revenue Cycle Management – a Five Module Comprehensive Curriculum

Module I. The Foundation

- Payer Contracting
- Credentialing
- Payer Matrix

- Setting a Fee Schedule
- Understanding Medicare Part B

Module II. The Data Build

- Practice Management System Set-up
- Allowables
- Patient Demographics & Insurance Information
- Eligibility & Benefits
- CPTs, HCPCS, ICD-9

Module III. The Pre-Claim Process

- Collecting at TOS
- Documentation: Paper vs Electronic Medical Records (EMR)
- Physician Coding vs. Abstraction Coding
- The Superbill vs. Using the EMR to Bill
- Claim Scrubbing: The Three Gates

Module IV. The Post-Claim Process

- Write-offs, Denials and Appeals
- Daily Reconciliation Process
- Patient Collections and Payment Plans
- Refunds
- Recoupments

Module V. Monitoring

- Monthly Reports
- The Practice Dashboard/Snapshot Report
- Strategies for Improving Revenue
- Benchmarks for Staffing
- Revenue Cycle Compliance and Auditing

Also Included! Action Pack – Handouts in Word/Excel

1. Contract Reference Matrix
2. Contract Review Template
3. Fee Schedule Worksheet

4. Medicare Resources
5. Allowable Cheat Sheet
6. Write-off Approval Form
7. Daily Reconciliation Form
8. Refund Request
9. Monthly Report List
10. Sample Snapshot Report
11. Sample Revenue Cycle Compliance Plan

Here's what one attendee wrote about a recent Manage My Practice Webinar "Information was right on! Great examples and real life experiences."

5-Week Course for $799.00 (Two Options)

Option One : Every Tuesday for Five Weeks – March 12, 19, 26, April 2, and April 9

Click Here To Register!

Module I: Tuesday, March 12 @7pm ET for 90 minutes

Module II: Tuesday, March 19 @7pm ET for 90 minutes

Module III: Tuesday, March 26 @7pm ET for 90 minutes

Module IV: Tuesday, April 2 @7pm ET for 90 minutes

Module V: Tuesday, April 9 @7pm ET for 90 minutes

Option Two: Every Thursday for Five Weeks – March 14, 21, 28, April 4 and April 11

Click Here To Register!

Module I: Thursday, March 14 @1pm ET for 90 minutes

Module II: Thursday, March 21 @1pm ET for 90 minutes

Module III: Thursday, March 28 @1pm ET for 90 minutes

Module IV: Thursday, April 4 @1pm ET for 90 minutes

Module V: Thursday, April 11 @1pm ET for 90 minutes

Mary Pat Whaley, FACMPE, CPC has 25+ years managing physician practices of all sizes and specialties in the private and public sectors. She is Certified Professional Coder, is Board Certified in Medical Practice Management and is a Fellow in the American College of Medical Practice Executives. Mary Pat has been providing free information and resources to physicians, care providers and medical practice executives since 2008. For questions about "The Complete Guide to Revenue Cycle Management" webinar, contact Mary Pat at (919) 370-0504.

Dr. Peter Polack and I Talk About the Signs of a Well-Managed Practice

Peter Polack, MD of **Medical Practice Trends** interviewed me recently for a series of podcasts for his site. Here we talk about “How To Tell If Your Practice Is Well-Managed.” **Click here to listen.**

- Warning signs that your practice has management issues
- Why hiring your spouse as your manager may cost you in the long run
- Standard benchmarks that typical practices should be aware of
- The importance of being a ‘calm’ practice