Medical Office Compliance

Program Information

Visit us at pmiMD.com or call (800) 259-5562 to register.

Don’t get caught off guard. Even honest mistakes can result in huge fines.
Lack of training and knowledge is not a valid defense in a federal audit.

This course will explain all the compliance responsibilities and liabilities in a medical office. Examples of cautionary areas: billing for claims with no assignment of benefits on file, selling a photocopier without wiping patient data stored in memory, or listing employees as salaried to avoid paying overtime wages.

Class Highlights:

• The 3 major compliance risk areas: Medicare, HIPAA and OSHA
• ADA rules and how to apply them in your practice
• How to perform a risk assessment
• Areas of weakness that could result in fraud investigations
• What to do when an auditor makes contact with your office
• Appropriate clinical documentation for compliance with payer and regulatory guidelines
• Compliance efforts that could reduce or minimize the adverse effects of fraud investigations
• Why you should obtain an ABN every time
• Evaluate all HIPAA-compliant patient communication
• How to handle a breach when it is discovered
• Prevent, eliminate or reduce workplace hazards
• Emergency/disaster preparedness to ensure patient and data safety
• Explanation of penalties for non-compliance

Who Should Attend

Content is relevant for providers, billing professionals, office managers, consultants, and anyone seeking a better understanding of medical office compliance guidelines.

Prerequisites

This is a basic-level course. Content assumes some experience working in a medical office.

What to Bring

A course manual will be provided. No supplementary materials are required for this course.

Continuing Education

Continuing Education credits are awarded for attendance at this program. See PMI's web site for further details.

Practice Management Institute

Practice Management Institute® (PMI) teaches physicians and their staffs how to properly navigate complex health care issues and secure every dollar rightfully due. PMI programs focus on solutions for coding, reimbursement, compliance and practice productivity. These training programs have been hosted in leading hospitals, medical societies and colleges across the U.S. for more than 30 years.

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ICD-10 presents new audit risks. Learn how to avoid a breach.

Every office that submits claims to a third-party payer must be compliant.

Course provides guidance on fraud and abuse, HIPAA and OSHA compliance.

Instruction on the 7 elements of compliance that every practice must have in place.

Participants will walk away with the knowledge and tools to perform a practice Gap Analysis and Risk Assessment.

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PMI awards certification by exam in four administrative areas:

Certified Medical Coder (CMC)®
Certified Medical Insurance Specialist (CMIS)®
Certified Medical Office Manager (CMOM)®
Certified Medical Compliance Officer (CMCO)®

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