

## ATTENTION PRACTICE MANAGERS



# PRACTICE MANAGEMENT 101



**LEARN TO WORK SMARTER—NOT HARDER!**

Presented by: Mitzi Young, Physician Advocate  
San Bernardino County Medical Society  
California Medical Association

Date & Time  
Location & Cost

**Aug. 10, 2017**  
**12 noon—3 pm**

Inland Empire Health  
Plan (IEHP)  
Town Hall Meeting Room  
10801 Sixth St.  
Rancho Cucamonga 91730

**SBCMS Member  
or staff: \$15 pp**

**Non-member or  
staff: \$45 pp**

*(includes lunch)*

Return registration  
form by Aug. 7th.

Come learn from our expert Physician Advocate—Mitzi Young—who will help you identify opportunities for increased revenue and teach you the best practices for implementing effective policies, procedures and processes into your medical office. Topics to be covered include:

- ✓ Common Practice Mistakes Costing You Revenue
- ✓ Managing Patient Scheduling/Missed Appointment Policy
- ✓ Improving the Patient Experience
- ✓ Monthly Reports Every Practice Should Review
- ✓ Effectively Processing Denied Claims
- ✓ Marketing Your Practice for Success
- ✓ Questions Every Office Should Ask Yearly

Register online [www.sbcms.org/events](http://www.sbcms.org/events)  
or complete and return form below.

Attendee #1 \_\_\_\_\_  
Attendee #2 \_\_\_\_\_  
SBCMS Member Name \_\_\_\_\_  
Phone \_\_\_\_\_ Cell \_\_\_\_\_  
Email \_\_\_\_\_

Payment:  VISA/ MC/ AMEX/ DIS  Check payable to SBCMS

Cardholder Name \_\_\_\_\_  
Card Number \_\_\_\_\_  
Exp \_\_\_\_\_ CVV \_\_\_\_\_ Total to charge \_\_\_\_\_  
CC Billing Address/City/Zip \_\_\_\_\_

Authorized Signature (**required**) \_\_\_\_\_

### Questions?

Please contact  
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