



# 2018 Training Opportunities for Medical Office Staff

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**Wednesday**  
**October 31, 2018**  
**9:00 am to 4:00 pm**

**Free to MVPA affiliates**

**Where:**  
Knapp Medical Center  
Conference Center, Rooms 3 & 4  
1401 E. 8th Street  
Weslaco, TX 78596

**Register:**  
Contact: Elda Tamez  
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Phone: (956) 973-5384  
Mail: Mid Valley Physicians Association  
1401 E. 8th Street  
Weslaco, TX 78596

**+ CEUs 6**

Practice Management Institute grants CEUs for its certified professionals based on total number of instructional hours (1 CEU per hour of classroom instruction). CEUs may be applied to annual renewal requirements as noted on pmiMD.com.

## Medical Office Compliance

Honest mistakes happen, often resulting from incorrect information, creating a tremendous liability.

**Newly updated to include information on:**

Workplace Violence | Opioid Abuse | Cybersecurity

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

### Registration Form Keep a copy for your records.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Specialty: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Alternate Phone Number for After Hours Contact: \_\_\_\_\_

E-mail address: \_\_\_\_\_

PMI-Certified ID#: \_\_\_\_\_