

Scheduling Techniques for Improved Productivity

The scheduling process within a medical or surgical practice can provide an opportunity to effectively manage the flow of patients while ensuring that the physical and human resources are utilized to the highest possible levels. Absent of a good technique for scheduling patients, the practice is at risk of alienating patients due to long wait-times to get appointments and in the reception area on the scheduled appointment. Declining patient satisfaction levels will follow along with the underutilization of doctors and staff alike ... leading to poor productivity levels. This course will assist in helping all practices define and refine their scheduling processes to improve doctor and staff productivity.

This Practice Management Webconference is just \$99 for Members & their Practices:

- | = A 90-minute live Webconference including a formal presentation and time for Q&A
- | = The course is given once as a live Webconference, on Wednesday October 1, 2008 (convenient for your staff) and then via streaming Internet technologies shortly thereafter. Your \$99 registration fee covers either one or both presentations and handout materials.
- | = The ability for ACS Fellows and practice managers to e-mail follow-up questions to Economedix Practice Management Advisors for personalized responses



Sponsored by the American College of Surgeons, PAHCOM, HNA & Others

Course Objectives - Completion of this Practice Management Course will provide:

1. An understanding of key elements in the patient scheduling process
2. Define quality standards to ensure prompt scheduling of both new and existing patients
3. Utilization of "wave" and "slot release" scheduling techniques to keep flexibility in the process
4. Understanding various techniques to help the Doctor keep "on-time" and "on-schedule"
5. The reevaluation of both doctor and staff utilization of tasks to the benefit of the practice

Accreditation - The American College of Surgeons is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education to physicians.

Credits - The American College of Surgeons designates this educational activity for a maximum of 1.5 category 1 credits toward the AMA Physician's Recognition Award. Each physician should claim only those credits that he/she actually spent in the educational activity. PAHCOM has pre-approved this educational activity for 1 CEU towards the PAHCOM CMM designation. To earn the credit, participants must complete the combination Evaluation / CME - CEU Form, that is included in the course materials, and FAX this form back within seven days following the date of the Webconference.

Faculty - The faculty for the course is Mr. Tom Loughrey, MBA, CCS-P. Mr. Loughrey is Chairman of Economedix and a noted practice management consultant to physicians, medical offices and medical societies. For over a decade, Mr. Loughrey has provided consulting services to the College as a part of the Consultant's Corner at the annual ACS Clinical Congress and regularly is engaged by ACS to speak and teach at meetings and workshops throughout the country.

Registration & Information - This completed form can be Faxed Toll Free to **877-813-9784**; or mailed to **Economedix - 297 Valley Road # 200 - Wexford, PA 15090**; For complete details and secure On-Line Registration simply go to: <http://www.YourMedPractice.com>

Thank you for your interest in this Program!



Practice: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Contact: _____ E-Mail: _____

Yes, we want to participate in the **Scheduling Techniques Course** ... and will attend
 Wednesday October 1, 2008 @ 1 PM Eastern, Web-based On-Demand ... or Both Presentations.

Form of Payment: Check Payable to Economedix, LLC & mailed to: 297 Valley Rd # 200 - Wexford, PA 15090
or Credit / Debit Card (MC, Visa, Discover or American Express)

Card Number (15 or 16 digits): _____ Expiration Date: ____ / ____

3 Digit CVV Code* : _____ Name on Card: _____

Card Billing Address: _____

Card Billing City, ST Zip: _____

* Please use 4 Digit Code on front of AMX Card