

FIRM SERVICES of iMBA Inc.

SEMINAR PROGRAMS

Physician's Business:

- Seminar 101 Transitioning from Training to Practice
- Seminar 201 What Medical School Didn't Teach You About the Business Side of Your Practice
- Seminar 301 Having It All - A workshop for today's woman physician
- Seminar 401 Merger Mania: Practice Marriages Made in Heaven or Hell?
- Seminar 501 Avoiding Conflict...Achieving Consensus (or, How to Prevent Practice Divorce)
- Seminar 601 Physician Compensation: Income/Overhead Distribution
- Seminar 701 Valuing, Buying and Selling a Practice
- Seminar 801 Retirement Planning: How to Close Your Practice and Enjoy Financial Security
- Seminar 901 PPMC, MSO, PHO, IDS - Should You Join One?
- Seminar 1001 How to Avoid Embezzlement

Managed Care:

- Seminar 1101 Capitation Contracting: Avoiding Pitfalls...Attaining Profits
- Seminar 1201 Negotiating Contracts: Necessary Skills for Physicians, not just Lawyers!
- Seminar 1301 *Strategies to Survive Capitation: Employing Physician Extenders to Enhance Your Practice*
- Seminar 1401 *Strategies to Survive Capitation: Implementing Health Promotion and Wellness*
- Seminar 1501 Preparing Your Office for Managed Care/HMO Audits
- Seminar 1601 *"*Everything You Always Wanted to Know about Dealing with Your IPA, But Were Afraid to Ask"*

Practice Management:

- Seminar 1701 MBA in a Day for Physician and Office Managers
- Seminar 1801 Reducing Your Overhead ... Realizing Increased Income
- Seminar 1901 Successful Personnel Management
- Seminar 2001 Continuous Quality Improvement: Practices and Perceptions
- Seminar 2101 Telephone, Scheduling and Patient Flow Techniques
- Seminar 2201 Mastering the Paperwork Monster: Effective Record Keeping Simplified
- Seminar 2301 Choosing the Best Computer System for Your Practice
- Seminar 2401 Maximize Your Profits: A Blueprint for Effective Billing and Coding in the Medical Office
- Seminar 2501 Billing Compliance for the Physician Practice

Marketing & Patient Relations Seminars:

- Seminar 2601 Marketing in Healthcare -- Internal and External Strategies
- Seminar 2701 Improved Patient Relations = Increased Profits
- Seminar 2801 Customer Service and Dealing with the Angry Patient

Liability & Regulatory Seminars:

- Seminar 2901 Malpractice Prevention -- Strategies for the Medical Office
- Seminar 3001 Medical Records -- Prevention Strategies for the 3 M's "Malpractice, Medicare, Managed Care"
- Seminar 3101 OSHA Update

MALPRACTICE SERVICES:

- Development of Claims Prevention Programs
- On-Site Loss Prevention Survey Program for Physician Offices and Hospitals
- Newsletters and Articles - LOSS PREVENTION LETTER
- Seminar Development and Presentation
- Audiovisual Materials Development

PRACTICE MANAGEMENT SERVICES:

PRACTICE ASSESSMENTS

- Medical Records
- Scheduling
- Patient Flow
- Telephone Equipment and Use
- Insurance Processing
- Collection Techniques
- Purchasing / Inventory Control
- Recall Systems
- Staffing Patterns

NEW PRACTICE ESTABLISHMENT

- Utilizing our "Decision Grid Steps"
- Space Planning

FINANCIAL

- Expense Analysis
- Overhead Reduction
- Budget Development
- Management Reports
- Fee Structure
- Productivity Analysis

PERSONNEL

- Personnel Policy Development
- Morale Building
- Hiring and Interviewing
- Complete Personnel Manual (including forms)

MERGERS/NETWORK FORMATION

- Defining Goals / Strategic Planning
- Terms and Agreements
- Distribution Formulas

MANAGED CARE CONTRACTING

- Capitation Rate Analysis
- Cost Accounting
- Marketing & Negotiating

PRACTICE VALUATION

- Valuation of Practice for Purchase/Sale/Buy-In
- Negotiation of Terms



"Where learning is a +"

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