

Effective Personnel Management

The hidden costs of hiring a new staff member can be extremely high and the cost of making a mistake can be even higher. Participants will learn effective techniques for recruiting qualified candidates, interview techniques, strategies for getting honest references, pre-employment testing and how to make an offer that attracts the best candidates. Despite the best of efforts, every manager and physician will face a time when an employee must be disciplined or even terminated. Find out how to have fair and effective programs of progressive discipline and how to terminate employment if the circumstances call for it. This course is for managers, supervisors and physician / owners of medical practices.

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 August 20, 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



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

1. An Understanding of various strategies for recruitment, interviewing, hiring and discipline
2. Understand the basic regulatory issues governing employment relationships
3. Use forms and letters to be used in the recruitment and hiring process
4. Create a set of a basic personnel policy manual that can be customized to your practice
5. Understand how a progressive disciplinary process can improve employee relations and limit potential liability

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

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 **Effective Personnel Management Course** ... and will attend
[] Wednesday August 20, 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