COURSE NO., HOURS, AND TITLE:
HCM 461 – Introduction to Physician Practice Management

COURSE DESCRIPTION:
An introductory course designed to examine the different aspects of managing a physicians practice. Focus is placed on licensure and professional regulation, selection of HMOs, PPOs and other managed care programs, medical records and regulatory compliance, community outreach required in building a medical practice, and practical development of templates for practice activities such as streamlined appointment scheduling and encounter forms. Not for Graduate Credit.

TEXTBOOK(S):

PREREQUISITE: N/A

COURSE OBJECTIVES:
At the conclusion of this undergraduate course, the student will be able to:

1. Determine the professional requirements of medical practice personnel.

2. Recognize state and federal laws specific to medical/physician practices including.

3. Document, maintain, organize, and audit medical records for regulatory compliance.

4. Understand how the medical record is the first line of defense in malpractice suits.

5. Determine and design community outreach activities to build a waiting list practice.

6. Develop and utilize templates useful in medical practice operations such as effective scheduling of appointments to maximize care giver accessibility and organizational profit, patient encounter forms, and effective collection of accounts receivable techniques.

7. Translate business issues into patient care outcomes that will enhance the management/physician relationships in the decision making process.

8. Understand the varying managed care plans and which ones that are applicable to the physician practices.
TOPICAL OUTLINE:

Topics

I. Health Care Personnel – Licensure and Professional Regulation 10%
II. State and Federal Laws for Physician Practices 10%
III. Medical Records – Legally Defensible Record Keeping 20%
IV. Community Outreach and Waiting List Practices - 10%
V. Effective Physician Practice Operations – From Effective
   Scheduling to Collection of Accounts Receivables 20%
VI. Speaking the Language – Terms, Abbreviations, and Translating
   Business Issues into Patient Care Outcomes 20%
VII. Examining the Managed Care Market 10%

Grading Scale:

1000-900 = A, 899 - 800 = B, 799 - 700 = C, 699-600 = D, 599-0 = F

Course Deliverables:

4 Template Assignments 4 @ 100 = 400
4 Case Studies 4 @ 50 = 400
2 Program Proposals 2 @ 100 = 200
2 Exams 2 @ 100 = 200