Training Course:
Advanced Clinic Management

2 - 6 December 2024
Rome (Italy)

Training Course:
Advanced Clinic Management

Training Course code: MA234942 From: 2 - 6 December 2024 Venue: Rome (Italy) - Training Course Fees: 5250 Euro

Introduction:

This advanced course is designed for experienced clinic managers, practice administrators, and other healthcare professionals looking to improve their skills in managing a medical clinic. The course covers a wide range of topics including financial management, human resources, patient relations, and compliance with regulations. Participants will learn best practices and gain practical knowledge through interactive exercises and case studies.

Objectives:

- Understand the financial aspects of running a medical clinic, including medical billing and coding, compliance with HIPAA and other regulations, and managing and analyzing clinic data.

- Develop skills in human resources management for healthcare, including recruiting and retaining staff, managing employee relations, and compliance with labor laws.

- Learn best patient relations and customer service practices, including communication strategies, complaint management, and patient satisfaction surveys.

- Gain knowledge of health care laws and regulations, such as OSHA, HIPAA and CLIA, and understand the impact of these laws on clinic management.

- Understand medical office procedures and operations, including scheduling, electronic medical records, and patient flow.

- Develop knowledge in medical coding and billing management, medical insurance and reimbursement, and medical practice management software and technology.

- Understand the importance of marketing and communication for healthcare providers, including creating a strong brand, developing a website, and using social media.

- Be able to analyze and evaluate clinic performance, measure patient outcomes, and implement performance improvement initiatives.

Target Audience:

This course is ideal for experienced clinic managers, practice administrators, and other healthcare professionals looking to improve their skills in managing a medical clinic.

Competencies:
Upon completion of this course, participants will be able to:

- Understand the financial aspects of running a medical clinic, including medical billing and coding, compliance with HIPAA and other regulations, and managing and analyzing clinic data.

- Manage human resources effectively, including recruiting and retaining staff, managing employee relations,

and compliance with labor laws.

- Improve patient relations and customer service through effective communication strategies, complaint management, and patient satisfaction surveys.

- Understand and comply with health care laws and regulations, such as OSHA, HIPAA and CLIA, and understand the impact of these laws on clinic management.

- Understand and implement medical office procedures and operations, including scheduling, electronic medical records, and patient flow.

- Understand and implement medical coding and billing management, medical insurance and reimbursement, and medical practice management software and technology.

- Understand and implement marketing and communication strategies for healthcare providers, including creating a strong brand, developing a website, and using social media.

- Analyze and evaluate clinic performance, measure patient outcomes, and implement performance improvement initiatives.

Outlines:

Day 1:

- Financial Management in Clinic

- Human Resources Management for Healthcare

Day 2:

- Patient Relations and Customer Service

- Compliance with Laws and Regulations

Day 3:

- Medical Office Procedures and Operations

- Medical coding and billing management

Day 4:

- Medical Insurance and Reimbursement

- Medical Practice Management Software and Technology

Day 5:

- Marketing and Communication for Healthcare Providers

- Performance Measurement and Improvement in Clinic

Registration form on the Training Course: Advanced Clinic Management

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