



## Certified Medical Practice Manager (CMPM) Study Guide Certification Program

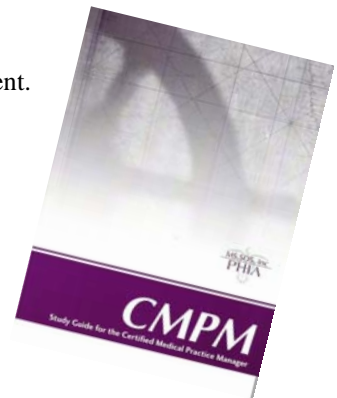
The Practice Management Certification (**CMPM**) Study Guide is comprehensive and will cover health plan functions, coding and reimbursement, financial management, practice administration, and personnel management. This study guide will increase the participant's working knowledge of the most up to date medical practice management and development techniques available today. The guidelines, suggestions and sample forms are invaluable tools for the growth and financial success of today's medical practice.

It is suggested that you have at least **two years** of experience in medical practice management before pursuing this study guide and certification. Sixteen hours of qualifying CEU's will be required annually. The continuing education can be from any substantive area addressed below in the outline. **Prior approval is suggested.**

When you successfully pass the Mock exam you will be ready to sit for the **CMPM** exam which you can do in our facility or in an approved proctor facility in your home town. A proctor exam form must be completed before the exam can be sent to a site outside the **PHIA** facility. When you are ready to sit for the **CMPM** exam you can email or call to request one.

### Prerequisites:

- ◆ A minimum of two years experience in the role of physician office practice management.
- ◆ Must be a current **PHIA** member in good standing.
- ◆ High School Diploma or GED.



### **CMPM Study Guide Fee \$399**

**Includes** a 400+ page Reference Book with over 50 sample forms, Job descriptions, Questions, Answers to those questions and a Mock Certification Exam. Study questions and mock exam questions are derived from the reference text included as well as other resources named in the guide. It is suggested that you read the textbook first then proceed with the questions.

**CMPM Exam Fee \$250** (due 2 weeks prior to sitting for the exam)

**PHIA Membership** (if not current): **\$95 annually**

**Registration Fee \$40** (If this is the first course you've taken with PHIA. Non-refundable)



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### CMPM Study Guide Objectives

Upon successful completion of this study guide the student will qualify to sit for the CMPM certification exam which covers the following areas of the Medical Billing profession:

#### Section I

Chapter 1  
Chapter 2  
Chapter 3  
Chapter 4  
Chapter 5  
Chapter 6

#### PRACTICE ADMINISTRATION

Personnel Recruitment, Selection, Training & Management  
Office Policy & Procedures  
Personnel Law & Record Keeping  
Facility Management  
Patient Management  
Medical Records Management

#### Section II

Chapter 7  
Chapter 8

#### FINANCIAL MANAGEMENT

Financial Operations  
Financial Calculations, Accounts Receivables & Collections

#### Section III

Chapter 9  
Chapter 10  
Chapter 11  
Chapter 12

#### REIMBURSEMENT & CODING

ICD-9-CM Diagnosis Coding  
CPT Procedural Coding  
Modifiers  
Medical Record Documentation & E/M Documentation

#### Section IV

Chapter 13  
Chapter 14  
Chapter 15

#### THIRD PARTY PAYERS & MEDICAL INSURANCE FILING

Health Plan Functions and Organization  
Evaluating Managed Care Contracts  
Patient Education

#### Section V

Chapter 16  
Chapter 17  
Chapter 18

#### COMPLIANCE (OIG & HIPAA)

Fraud & Abuse/Auditing  
OIG Compliance  
HIPAA Compliance

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