Certified Medical Office Manager-Podiatry (CMOM-POD)®

Class size is limited to 30 to maximize learning experience.

Leadership training and certification
Whether you are currently running a practice or want to acquire the skills to become a practice leader, this program will expand your knowledge with detailed modules.

- CMOM-POD certification demonstrates to providers, auditors, compliance officers, employers and business associates that you have achieved advanced knowledge and skills to succeed in a podiatric practice management role.

- The expertise gained in this program can protect providers from risks, motivate employees and improve the podiatric practice’s financial outlook.

- Certification helps instill confidence when communicating with providers, third-party payers, patients and business associates.

- Take charge of practice administrative issues so that providers can focus on quality patient care.

- Certification improves your value to the practice and bolsters your career.

The Certified Medical Office Manager–Podiatry (CMOM-POD)® program has passed a thorough review process, ensuring that the materials are current, accurate, and testing standards are strictly enforced. Board and faculty members have real-world experience in all aspects of running a successful podiatric practice.
Curriculum

Podiatric Medical Office Compliance
• Understanding compliance requirements for the podiatric office
• HIPAA and OSHA compliance
• Implementing the OIG’s recommended compliance program
• Policies and procedures that inhibit fraud/abuse
• Identifying and controlling the risk of medical identity theft
• Legal protections and risk management guidelines

Practice Administration
• Review of practice administration roles and responsibilities
• Facility, operational and time management
• Employee relations, laws and guidelines
• Employee handbook and business policies
• Administration of medical records, insurance processing and patient relations
• Terminating the patient/provider relationship
• Labor regulations and reporting requirements

Employee Relations
• Creating effective job descriptions, interviewing, and hiring tips
• Team building and managing conflicts
• Handling staff grievances, evaluations and performance issues
• Compensation and benefits packages that bring in and minimize turnover
• Termination procedures and the exit interview
• Goal setting and conducting effective staff meetings

Financial Management
• Budget planning, cost analysis and forecasting
• Examining contracts and fee schedule
• Patient education, verification, and collections procedures
• Financial reporting, calculations, and controls
• Developing and maintaining a budget
• Revenue and cost accounting

Managed Care Delivery System
• Negotiating contracts based on practice statistics
• Calculating the right patient-payer mix for your office
• Utilization review procedures and the PUC
• HMO, IPA, MSO, PPO definition, purpose and analysis
• Assigning an internal managed care coordinator
• Health insurance exchanges
• New value-based care models and quality measures

Full course description online @ www.AAPPM.org/executive-managers-cmom-pod
Curriculum Continued

**Podiatric Medical Marketing**
- Understanding compliance requirements for the podiatric office
- The value of your practice
- Objectives of podiatric medical practice marketing
- Target Market
- Web-based marketing
- Shoe leather: referral marketing
- Internal Marketing
- External marketing

**Podiatric Medical Durable Medical Equipment (DME)**
- Certification
- Paperwork requirements
- Supplier standards
- Comprehensive diabetic foot exam (CDFE)
- Therapeutic shoes
- Wound Care
- Custom DME
- Non-custom DME
- Paperwork examples

**Podiatric Medical Insurance and Billing**
- Credentialing and contracts
- Billing
- Appeals
- ERISA
- Collections
- Reference material and sample forms

“I earned my certification as a podiatric medical assistant. However, the business and managerial aspects were always missing from my training. The CMOM-POD provides the specific skill set podiatric office managers need to excel and keep a practice profitable.”

Sam Fowler, PMAC
Heartland Foot and Ankle,
Bloomington, IL

“After achieving my CMOM certification, I realized what a tremendous amount of knowledge I had acquired that I could bring to my practice. With the creation of a Podiatric specialty certification, I am confident I have the up-to-date information necessary to lead our podiatric practice successfully.”

Brooke Weaver
Central Kansas Podiatry Associates
Wichita, KS
About PMI

Practice Management Institute® (PMI) teaches physicians and their staffs how to run a more productive, profitable and compliant medical office. Each year, more than 25,000 medical office professionals look to PMI as a leading provider of continuing education and credentialing. These training programs have been hosted in leading hospitals, medical societies and colleges across the U.S. for more than 30 years.

PMI awards certification by exam to accomplished medical office professionals in the competency areas of coding, reimbursement, compliance and management. As of this printing, more than 19,000 have earned credentials through PMI. Learn more now. Visit our website at www.pmiMD.com.

About AAPPM

For over 50 years, the American Academy of Podiatric Practice Management has positively impacted the lives of practitioners and their staff by integrating improved patient care with proven practice management strategies. Whether you are an established practitioner, new practitioner, multi-physician practice, or a doctor looking to retire, the AAPPM is here for you.

Our Mission: To positively change the lives, practices and communities of podiatric physicians through leadership education, practice management education and sharing knowledge. Visit our website at www.AAPPM.org.
Program Information

Fee: $1299

Class size is limited to 30 to maximize testing and learning experience.

This program includes a course manual, homework exercises, and one certification exam. Participants may take up to four hours to complete the CMOM-POD exam. A passing score of 70% or better is required to earn the CMOM-POD certification designation.

Course Prerequisite
Candidates for CMOM-POD certification should have a minimum of one year of experience working in a podiatric medical practice. Participants with less than one year of experience should complete supplemental medical office training prior to enrolling in this program.

Required Class Materials
PMI will provide all candidates with the course manual and homework exercises. No supplementary reference materials are required for this program. A calculator is recommended.

To Register
Simply visit the AAPPM website at: www.AAPPM.org/executive-managers-cmom-pod

Ways to earn your CMOM-POD

Live Webinar
The program instruction is a self-paced learning format. Participants will learn from twelve to fourteen 60-minute webinar sessions. Recordings can be accessed online anytime within about 24-48 hours after the original recording date.

Certification by Exam
One live proctored exam. The exam is proctored live at any AAPPM Midwinter or Fall Conference. The certification exam is included in the enrollment fee. Once the course is complete, candidates make arrangements to sit for the certification exam by registering for either the AAPPM Midwinter or Fall Conference.

Continuing Education
Once certified, all CMOM-POD executive managers will need to earn 12 continuing education units each year to maintain the CMOM-POD certification.

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