Program Information

Fee: $1299

Class size is limited to 30 to maximize 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.

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Ways to earn your CMOM-POD

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Proctored Certification
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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.
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.

Curriculum
Podiatric Medical Office Compliance
- 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

Podiatric Medical Marketing
- 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 Guiller, PMAC
Heartland Foot and Ankle
Bloomington, IL

“I achieved 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, CMOM
Central Kansas Podiatry Associates
Wichita, KS
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