



IndeFree Association's

# Certificate Of Completion

This certifies that \_\_\_\_\_ has successfully completed the Practice Development and Management course taught by IndeFree Association. The topics covered include advanced administration, billing, collections, clinical and marketing skills, as well as advanced revenue, insurance reimbursement, and referral strategies.

**Administration**

- Front office operations
- Patient scheduling
- Patient intake
- Insurance descriptions
- Insurance verifications
- Communications
- HIPAA Compliance
- Medical Records management

**Billing**

- CPT coding
- ICD-9 application
- CCI editing
- Modifier application
- EMR management
- Third party billing
- EOB analysis
- HCFA 1500 generation

- Payment posting
- Appealing denials
- State and Federal laws and regulations

**Clinical**

- Quality assurance
- Documentation management
- CAIR principles of excellence
- Evidence-based practice
- Critical discharge planning
- Techniques for quick results
- Patient compliance

**Employees**

- Recruiting
- Hiring
- Orientation
- Training

- Compensation
- Peer-based review systems
- Federal and state employer laws and regulations

**Financials**

- Accounting
- Record-keeping
- PNR analysis
- Quarterly analysis

**Marketing**

- Advertising principles
- Promotions
- Public relations
- Sales
- Publicity
- Graphic design
- Internet advertising

This participant is well prepared in the skills of private practice and/or facility management.

Contact Hours: \_\_\_\_\_

Date(s) of Attendance: \_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_

Authorized this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

*Authorizing Signature, James Ko, MPT, Senior Advisor, CEO/Founder*