



PRACTICE  
MANAGEMENT  
INSTITUTE

# Continuing Education

for Medical Office Professionals



**NOW ENROLLING!**

**When:**

**November 10, 11 & 12**

**Certification Exam date:**

**November 13, 2009**

**9 a.m. to 4 p.m.**

(Prgm# 14557-1110)

**Where:**

Lansing Community College/  
Business & Community Institute  
5708 Cornerstone Drive  
Lansing, MI 48917

**Fee:**

\$799 per person. Save \$100 if registered  
by October 10, 2009  
includes instructional materials  
See below for Registration Discounts\*

**Register:**

Online: <http://www.lcc.edu/bci>

Fax (517) 483-9927

Phone (517) 483-9853

Mail: Business & Community Inst.  
P.O. Box 40010, MC: 6000W  
Lansing, MI 48901

**CEUs:**

Refer to [www.pmiMD.com](http://www.pmiMD.com) "Course  
Description" tab for expanded description  
and CEU information

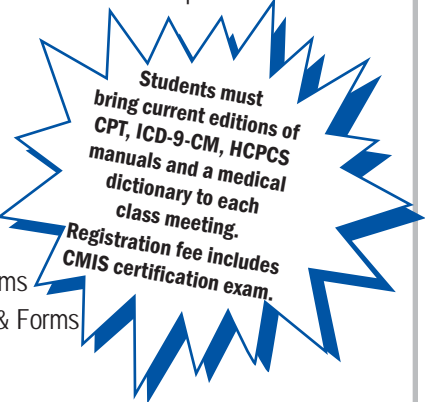
100% Satisfaction Guaranteed  
for details visit [www.pmiMD.com](http://www.pmiMD.com).

## Certified Medical Insurance Specialist (CMIS)<sup>®</sup>

*Certification course for mastery of the complete reimbursement process*

Securing timely, correct and consistent reimbursement is a top complaint among physicians today. Coding expertise is the foundation. But if you want to get paid, then you'll need to know the rules. PMI gives you the full reimbursement picture. This comprehensive certification course explores the current landscape of third party reimbursement and offers tips, tools, and techniques to help you expedite claims and receive correct reimbursement. A course overview is provided below.

- The Insurance Billing Specialist: Role & Responsibilities
- Insurance Contracts & Problem Solving
- Medical Documentation & External Audits
- Coding: Diagnosis and Procedural Review
- The Paper Claim: Expedite, Differentiate and Problem-solve
- Electronic Data Interchange: Transactions and Security
- Troubleshooting Claim Inquiries and Communication Problems
- Secrets For More Effective Collections Plus Sample Letters & Forms
- Managed Care Plans and Types of Authorizations
- A to Z of Medicare, HMOs and Supplemental Plans
- Medicaid and Other State Programs Coverage Guidelines and Claims Handling
- Follow-up Actions for Delinquent Claims



**Prerequisites:** Candidates for the CMIS certification should have at least one year of employment at a medical practice or physician billing service and coding proficiency is strongly recommended.

## Registration Form Keep a copy for your records.

List additional registrants on duplicate forms. Confirmation will be emailed once your registration has been posted in our system.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Specialty: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Third-party payer with contact information: \_\_\_\_\_

E-mail address: \_\_\_\_\_

PMI-Certified ID#\*: \_\_\_\_\_

Check form of payment:  Visa  MasterCard  American Express  Check (payable to Lansing Community College)

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Total Amount: \_\_\_\_\_ Cardholder Name: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

\* **Registration Discounts:** 2nd through 4th registrants enrolling together all receive 10% off. Groups of 5 or more all receive 15% off. PMI certified professionals with active ID# receive 10% off their registration fee.

**Cancellation Policy:** A credit voucher will be issued if cancellation is received at least 48 hours prior to program. For refunds, a \$20 processing fee will be deducted for cancellations received in writing at least 1 week prior to the program start date; 50% refund if less than 1 week. Refunds cannot be processed for no shows.

In partnership with:

