

Test Your Practice Management IQ

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About CodingCertification.Org

CodingCertification.Org is owned and managed by Laureen Jandroep, CPC, CPC-I who is also Sr. Instructor. The mission of CodingCertification.Org is to help new and seasoned coders with their certification education – first to get certified then to maintain certification.

This is done via articles, videos and practice questions many of which are freely available throughout the site. Some are paid products like our popular Coding Certification Review Blitz and CEU Webinars and Physician Based Coding Course. We have a new discussion board where aspiring coders can ask their questions about getting certified and one where certified coders can discuss ways they've maintained their CEUs for their respective credential.

About Laureen Jandroep CPC, CPC-I, CMSCS, CHCI

Laureen has over 20 years in the healthcare field. She graduated as an Occupational Therapist in 2006 and before long was running a successful therapy practice which did over 1.6 million in billing per year with a less than .06% rejection rate. Once Medicare changed how rehab companies were reimbursed this business was closed and Laureen eventually started a new company dedicated to teaching Medical Billing and Coding. This business was eventually sold and is now run by the AAPC as part of their online course offerings.

Currently Laureen works full time for CodeRyte, Inc. as a Coding Analyst and on the side teaches medical coding through her company CodingCertification.Org.

She founded the Southern Jersey Chapter of the AAPC and also served on the AAPC National Advisory board from 2003 – 2006 in addition to being a consulting editor for several "Coding Alert" publications for the Coding Institute.

Laureen lives in southern New Jersey with her husband of 20+ years, Anthony, and four young children. They are active foster parents and spend most of their free time these days just being parents which they love.

www.codingcertification.org – Find CCO's blog posts, resource pages, Community Forum for Medical Coding and Discussion, products, [testimonials here](#). Also learn about free monthly Q & A Webinars and find free coding tools and downloads, plus sign up for our monthly newsletter.

www.codingcertification.org/forum – Forum where you can discuss and ask questions about medical coding and reimbursement, getting certified, staying certified, and more.

<http://www.facebook.com/CodingCertification> - Tips, links to articles, announcements, contests, and fun stuff for medical coders and medical coding students.

So, you want to be a physician practice manager? Or, maybe you already are a physician practice manager, but now you want to take it to the next level and get certified. Here, we present you with a checklist that will help you to test your practice management IQ. It is designed to show you where your strengths and weaknesses lie as you think about prepping to get your CPPM® (Certified Physician Practice Manager) credential.

The CPPM® exam focuses on 15 areas listed below. Put on your practice manager hat and let's find out what areas you need to bone up on:

1. **Healthcare Business Processes:** Do you have a thorough understanding of how the patient process works? Are you intimately familiar with the various medical staff roles? Do you know what it takes to be an effective communicator?
2. **Healthcare Reform:** What is the HITECH Act? Do you know about Accountable Care organizations? Do you know how the American Recovery and Reinvestment Act will affect your practice?
3. **Compliance:** What constitutes fraud and abuse? Are you familiar with the Federal False Claims Act? Have you heard of the Stark Law and understand what it means? What is EMTALA?
4. **Quality in Healthcare:** Do you know what a physician quality reporting system entails? Do you use benchmarking resources?
5. **Medical Office Accounting:** Can you list five ways to save your practice money? Do you know how to read a budget accurately?
6. **Physician Reimbursement:** Do you have a good understanding of general E/M coding and documentation guidelines and principles? Do you understand different payment policies? Do you know what to do when you get a denial?
7. **Healthcare Revenue Cycle Management:** Do you know how to accelerate cash collection? Can you improve payer performance? Do you know how to react to underpayments?
8. **Human Resources:** Do you know what labor laws are most important? Do you have an adequate employee performance evaluation in place? What about compensation and benefits...does your practice measure up?
9. **Marketing and Business Relationships:** Do you engage patients in surveys? Do your marketing materials communicate the right message? Do you know what it takes to build positive hospital relationships?

10. **Space Planning and Operational Flows:** Do you know what contributes to an efficient medical office design? How important is scheduling and workflow to a practice's bottom line?
11. **HIPAA:** Do you understand HIPAA privacy (I mean really understand it...)? How does HIPAA affect your business associates?
12. **Electronic Medical Records (EMR):** What does meaningful use mean? How do you select and implement EMR?
13. **Health Information Exchange (HIE):** Why is HIE important? What are some of the benefits? How does it work?
14. **Modern Health IT:** What do you know about e-prescribing? Have you implemented telemedicine at your practice? What types of patient monitoring devices are available?
15. **Disaster Planning:** Are your policies and procedures up-to-date? Do you have precautionary measures in place?

Okay, now that you've reviewed the above 15 areas, did any one (or more) area(s) make you scratch your head and go...hmmm? If so, you might want to think about brushing up your skills and knowledge in those areas.

For information on how CodingCertification.org can help you prepare, visit our [Certified Physician Practice Management Page.](#)

The CPPM® -proctored exam consists of 200 multiple choice questions and is \$325. It is five hours and 40 minutes long and one free retake is available.