



Are you ready for Board Certification?

Board certification is designed for individuals with at least two years of experience in healthcare management. See if you are ready to take the exam by considering these questions:

- Do you have two or more years of ambulatory or other healthcare management experience?
- Do you have at least six months experience as a direct supervisor of people in a healthcare delivery system?
- Have you pursued continuing education in the field of healthcare management in the last year?
- Are you a current MGMA member?

The Body of Knowledge for Medical Practice Management helps to set the standards that preserve the profession's integrity and promote its growth.

1. Operations Management

Design and implement a process improvement program.

Analyze, develop, implement and provide feedback on the strategic plan.

Evaluate present needs, forecast future needs, and locate appropriate opportunities for purchasing and asset management.

Develop, adapt, and maintain facilities to provide a high quality and safe environment.

Identify, select, and utilize outsourced business services and external expertise.

Identify, develop, and management information technology.

Develop and manage communications, marketing, and community relations plans.

Monitor physician conduct and performance expectations in coordination with the practice's governing body.

2. Financial Management

Develop, implement, and manage the revenue cycle.

Manage cash flow, accounts payable, payroll systems, audit process

Create and manage budgets.

3. Human Resource Management

Create, implement, and manage a staffing plan.

Direct and manage the retention of clinical and nonclinical staff.

Manage systems, processes, and structure for training and development of clinical and non-clinical staff.

Develop, coordinate, and implement staff compensation and benefit plans.

Evaluate the performance of staff.

4. Organizational Governance

Facilitate the corporate legal structure and the governance for the organization.

Integrate the corporate mission, vision and values statement into the organization's culture.

5. Patient-Centered Care

Provide an environment to create, implement, and maintain care coordination processes that lead to the best patient outcome.

Design, implement, and maintain quality initiatives and measurement activities.

6. Risk and Compliance Management

Create, implement, and maintain a risk management program to provide a safe environment.

Develop, implement, and maintain policies and procedures to prevent or minimize the impact of adverse events.

Develop, implement, and maintain a compliance program for federal and state laws and regulations.

Comply with necessary accreditation and licensure requirements.