



“First Fridays” - A series of educational seminars presented by the Maine Medical Association, your trusted source for information on socio-economic issues, CME, and practice management issues. **The seminars will be held the first Friday morning of each month, from 9:00 am to noon at the offices of the Maine Medical Association in the Frank O. Stred building, Manchester, Maine.**



February 2, 2007 - A to Z's of Accounts Receivable Management

9:00 am Vaughn Clark covers:

- opportunities on the front end process to allow each practice to recover the maximum amount of money in the shortest possible time frame.
- specific scenarios and how best to deal with those to ensure a successful outcome for the practice.
- how to collect money that is owed by your patient after the service has been rendered.
- critical components of the Maine FDCPA worth considering in terms of policies and procedures at the physician practice level
- telephone collection techniques, role playing specific scenarios attempting to collect by telephone, and the do's and don'ts of leaving messages for consumers, insurance carriers and attorneys.

10:00 am Andy Finnegan conducts a presentation on the National Provider Identifier. He will explain the process of obtaining an NPI number, but also will discuss the importance of reaching out to your payors to determine what changes may be made to the claim submission process after May 23rd.

11:00 am Gordon Smith will address the “Fair Credit Reporting Law”

Vaughn Clark is the President of The Thomas Agency, an accounts receivable management organization with offices in Portland and Brewer. He is presently the President of the Maine Chapter of the Healthcare Financial Management Association and serves as the Treasurer for the Maine Chapter of the American Association of Healthcare Administrative Management.

Andrew J. Finnegan is a Health Insurance Specialist with the Center for Medicare and Medicaid Services Regional Office in Boston. He is responsible for provider relations associated with the Medicare Part D; Pharmacy Benefit and the National Provider Identifier. Finnegan has eighteen years of healthcare senior management experience with twelve of those as a chief executive officer.

Gordon Smith, Esq. has served as Executive Vice President of the Maine Medical Association since 1993. He has served in leadership roles for a number of national organizations, including chair of the American Society of Medical Association Counsel, the AMA/State Medical Society Litigation Center, and the Executive Committee of the AMA Advocacy Resource Center.

First Fridays Registration - February 2, 2007

Attendee(s) (Please include titles) _____

Office/Practice Name _____ Tel. _____ Fax _____

Office Address _____

City _____ State _____ Zip _____ E-mail _____

Total Fee: _____ x \$60 per Seminar, per Attendee (\$45 if attending three or more)

(Registration fee includes light breakfast and all course materials.)

Payment Enclosed **Please make checks payable to Maine Medical Association**

___ Visa ___ MasterCard Credit Card # _____ Exp. Date _____

Cardholder Name (Please print): _____

Signature _____

Please register in advance. Same day registration will be offered on space available basis only; an additional \$10.00 will be charged for same day registration. No refunds, but substitutions from same office will be allowed.

Register online at www.mainemed.com, or mail registration form with payment to:

Maine Medical Association, PO Box 190, Manchester, ME 04351 Tel: (207) 622-3374 Fax: (207) 622-3332.