Certified Medical Practice Manager (CMPM)
Study Guide
Certification Program

The Practice Management Certification (CMPM) Study Guide is comprehensive and will cover health plan functions, coding and reimbursement, financial management, practice administration, and personnel management. This study guide will increase the participant’s working knowledge of the most up to date medical practice management and development techniques available today. The guidelines, suggestions and sample forms are invaluable tools for the growth and financial success of today’s medical practice.

It is suggested that you have at least two years of experience in medical practice management before pursuing this study guide and certification. Sixteen hours of qualifying CEU’s will be required annually. The continuing education can be from any substantive area addressed below in the outline. Prior approval is suggested.

When you successfully pass the Mock exam you will be ready to sit for the CMPM exam which you can do in our facility or in an approved proctor facility in your home town. A proctor exam form must be completed before the exam can be sent to a site outside the PHIA facility. When you are ready to sit for the CMPM exam you can email or call to request one.

Prerequisites:
◆ A minimum of two years experience in the role of physician office practice management.
◆ Must be a current PHIA member in good standing.
◆ High School Diploma or GED.

CMPM Study Guide Fee $399
Includes a 400+ page Reference Book with over 50 sample forms, Job descriptions, Questions, Answers to those questions and a Mock Certification Exam. Study questions and mock exam questions are derived from the reference text included as well as other resources named in the guide. It is suggested that you read the textbook first then proceed with the questions.

CMPM Exam Fee $250 (due 2 weeks prior to sitting for the exam)

PHIA Membership (if not current): $95 annually

Registration Fee $40 (If this is the first course you’ve taken with PHIA. Non-refundable)
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CMPM Study Guide Objectives

Upon successful completion of this study guide the student will qualify to sit for the CMPM certification exam which covers the following areas of the Medical Billing profession:

Section I  PRACTICE ADMINISTRATION
Chapter 1  Personnel Recruitment, Selection, Training & Management
Chapter 2  Office Policy & Procedures
Chapter 3  Personnel Law & Record Keeping
Chapter 4  Facility Management
Chapter 5  Patient Management
Chapter 6  Medical Records Management

Section II  FINANCIAL MANAGEMENT
Chapter 7  Financial Operations
Chapter 8  Financial Calculations, Accounts Receivables & Collections

Section III  REIMBURSEMENT & CODING
Chapter 9  ICD-9-CM Diagnosis Coding
Chapter 10  CPT Procedural Coding
Chapter 11  Modifiers
Chapter 12  Medical Record Documentation & E/M Documentation

Section IV  THIRD PARTY PAYERS & MEDICAL INSURANCE FILING
Chapter 13  Health Plan Functions and Organization
Chapter 14  Evaluating Managed Care Contracts
Chapter 15  Patient Education

Section V  COMPLIANCE (OIG & HIPAA)
Chapter 16  Fraud & Abuse/Auditing
Chapter 17  OIG Compliance
Chapter 18  HIPAA Compliance

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