



*Advancing Excellence*

## Practice Management Topic Areas

**Laboratory Medical Director (MD)** – Tools<sup>1</sup> for improving laboratory operations and meeting or exceeding accreditation requirements of laboratory services. Tools that assist pathologists to meet or exceed their CLIA specified duties as a Laboratory Medical Director.

Sample topics:

- Laboratory Management
- Laboratory Safety
- Laboratory Accreditation Preparation
- Reference Laboratory
- Pathologist Assistants
- Deiner Services

**Coding and Reimbursement (AR)** – Tools for developing and improving the appropriate capture and reimbursement for the services provided by pathologists and/or the laboratories they direct.

Sample topics:

- Billing Service
- Billing Software
- Coding Training
- Coding and Billing Audits
- Collection Agency
- CPT Coding
- Payer Contracting
- Denial Management
- Reference Material Publisher

**Compliance and Risk Management (CR)** – Tools for developing and maintaining an organization's effort to minimize risk through compliance programs, risk sharing, and risk reduction systems.

Sample topics:

- Compliance Plans
- Risk Reduction
- Information Technology compliance

**Professional Growth (PG)** – Tools for helping pathologists improve their professional skills including leadership, negotiation, communication, management, time management, conducting meetings, and other skills and expertise needed to function at high level in a pathology practice.

Sample Topics:

- Executive Mentoring
- Leadership Development
- Time Management

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<sup>1</sup> Tools include products, services and education that facilitate or enhance the performance of pathologists and their organizations to deliver quality patient care.



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**Finance / Governance /Business Operations (PL)** – Tools for facilitating organizational development, facilitating mergers and joint ventures, maintaining and improving financial resource management, providing legal advice and improving business operations for improved efficiency and financial health of pathology practices.

Sample topics:

- Accounting / Tax
- Legal Advice
- Practice organization
- Finance
- Organizational Development
- Succession Planning
- Benchmarking
- Physician Compensation Plans
- Practice Valuation
- Legal Services
- Laboratory/medical office architecture and construction

**Human Resources (HR)** – Tools to assist in choosing, retaining and developing a high performance team of pathologists, practice administrators and laboratory staff while meeting local, state and federal employment laws and regulations.

Sample topics:

- Physician contracting
- Locums
- Pathologist Search Firm
- Benefit Plan development and management
- Employee policy and manual development
- Human resource compliance

**Business Development and Marketing (BD)** – Tools for maintaining and growing a pathologist's customer base through market analysis, business development planning, test menu expansion, and recognizing and developing new business opportunities.

Sample topics:

- Implementing Emerging Laboratory Technology
- Laboratory Joint Ventures and Mergers
- Pathology / Laboratory Marketing
- Market Study
- Business Development Planning
- Pathology Services Contracting (with hospitals, clinics, surgery centers)
- Courier Service

**Information Technology (IT)** – Tools for analyzing pathologists' information technology requirements and benefits, maximizing the effective and efficient use of their current systems, and/or finding and implementing new information technologies to improve a pathologist's practice.

Sample topics:

- Laboratory Information System
- Information System Project management
- RFP development
- Web page development and/or hosting
- Desktop and network services