

## **Physician Office Manager Round Table Lunch Meetings!**

**TOPICS:** -Developing Your Work Force, Locum Tenens Options, Legislative Updates, CMS Radiology Testing Updates, Customizing your Printing Needs presentation  
-Open House Forum – bring your marketing materials.

**DATE:** Wednesday, January 20, 2010

**TIME:** 12–1:30pm

**PLACE:** Dawe Auditorium  
2720 S Washington Ave  
Lansing, MI 48910

(Corner of Greenlawn/Washington -Across from the McRee House)

Dear Physician Office Manager,

I am pleased to extend an invitation to you and/or members of your practice to our physician office manager round table lunch meetings. Meetings are meant to deliver tools to assist you in running your practice. Topics for these meetings are based on your suggestions.

Realizing there is a need to work together as a team, we are inviting office managers around Lansing and surrounding communities. Our vision is to discuss issues you are facing and share information to improve efficiencies and employee relations in your office.

IRMC has made a commitment to customer service and believes this avenue will facilitate communication needed to keep our relationship strong during these tough economic times. At these forums, you will be asked to fill out a short survey, receive a packet of information, listen to speakers, and have an opportunity to network with other managers.

RSVP form below - RSVP's can be submitted by e-mail: [Angie.Robinson@irmc.org](mailto:Angie.Robinson@irmc.org) or fax: 517-975-9825.

Sincerely,

Angie Robinson, MT(ASCP)  
IRMC Physician Liaison  
517-975-2954

RSVP:

\_\_\_\_# will attend      \_\_\_\_will not be able to attend - send info packet

Practice Name: \_\_\_\_\_

Practice Attendee(s): \_\_\_\_\_

\_\_\_\_\_

Practice Managers Email Address: \_\_\_\_\_

\*please submit - we would like to fwd invites and send follow-up info (ease/cost efficiency)

Please record any questions you would like to pose to the group for feedback:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please record any suggestions for future speaking topics: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Next Physician Liaison Luncheon: February = Surgical Services at IRMC

Next Manager Round Table: April = TBD

# Office Manager Round Table Agenda

**Topic: Developing Your Workforce presentation, Locum Tenens Option when Your Provider is on Extended Leave, MMGMA Updates, CMS Radiology Compliance Updates, “What’s New” Printer Vendor presentation**

**Date: January 20, 2010**

Noon-12:10p = Check-in	-Lunch/beverages -Fill Out Survey
12:10 = Angie Robinson	-Welcome/Manager Introductions
12:15-12:30 = Julianne Rose	-Developing Your Workforce
12:30-12:45 = Jennifer Hall	-Provision of MI licensed providers during leave, vacation, deployments, illness to continue practice revenue
12:45-1:00 = Brenda Voakes	-MMGMA Legislative Updates
1:00-1:15 = Sandra Palmer	-Compliance Updates: Radiology Tests
1:15-1:25 = Kevin Rodriguez	-Customizing your Printing Needs via Web: A&E Printing presentation
1:25-1:30 = Closing	-Door prize

Next Luncheon will be in Feb– “Surgical Services at IRMC”