

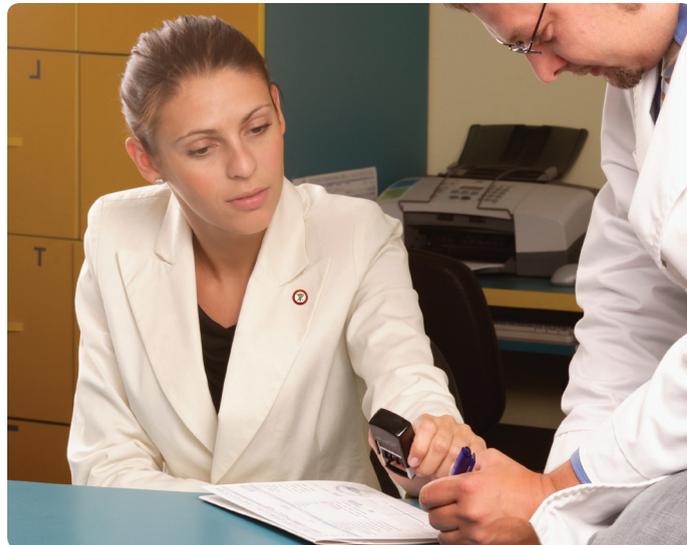
CERTIFIED MEDICAL MANAGER (CMM)

PAHCOM recognized the ever increasing need for a program that would provide recognition to individual office managers having knowledge, skills, and experience necessary to successfully manage today's ever-changing medical practices. As a result, the Certified Medical Manager (CMM) program was established.

The examination evaluates the candidate's knowledge of 18 areas of medical practice administration. From the strict and rigid financial management to the touchy, feely human resources management the PAHCOM CMM examination is your best bet for evaluating the competence of an individual to excel in the business of health care practice administration.

Becoming a Certified Medical Manager means that you have:

- Completed the **process** of certification, including submitting an application and passing a written examination that qualifies both your experience and knowledge within the ambulatory health care delivery environment.
- Made a **commitment** to the pursuit of excellence in health care office management through continual education and association within the profession of health care office management.
- Pledged to uphold the **set of standards** established by the PAHCOM Professional Code of Ethics.



QUALIFICATIONS TO TAKE THE CMM EXAM

Experience

A minimum of three years experience in the health care field. Must be in support of patient care, as in a medical practice or other clinical environment.

Education

Twelve college credit hours in courses pertinent to healthcare or business management. The educational credit requirement is reduced by one hour for each year experience above the three year minimum.

Membership

Be a PAHCOM member in good standing. (Continuous membership must be maintained for recertification.)

ADVANTAGES OF CERTIFICATION



"Hey Doc... Certification makes a difference not only on the clinical side of the practice, but also the clerical side. Support your manager by getting them the credentials they need to be most successful!"

For the Physician

The Certified Medical Manager is a professional who adheres to the Code of Ethics of the Professional Association of Health Care Office Management. Employment of a CMM will assure the practice owner(s) that this individual has achieved a high level of competency in medical practice management.

For the Professional Health Care Manager

Becoming a Certified Medical Manager (CMM) will acknowledge that you possess skills which set you apart as a professional, dedicated to both your employer and your profession. In pledging to uphold the PAHCOM Code of Ethics, you will continually improve your knowledge and skills, and maintain high standards of competency, honesty and integrity. The recognition you receive from achieving certification will attest to your abilities and dedication.



Scan this with your smartphone
or tablet to go directly to the CMM
area of the PAHCOM web site.



PAHCOM
1576 Bella Cruz Drive, Suite 360
Lady Lake, FL 32159



PAHCOM
Certified Medical
Manager
Information

PAHCOM Shares Knowledge

Specializing in Physician Practice Management Since 1988



WHAT'S ON THE EXAM?

The Certified Medical Manager examination covers:

- Billing and Collections
- Coding Analysis
- Communication
- Compliance
- Conflict Management
- Employment and Payroll
- Financial Planning
- Health Care Law
- Human Resources
- Managed Care
- Managing and Leading
- Practice Accounting
- Patient Education & Practice Marketing
- Practice Structure
- Risk Management
- Systems Analysis and Design
- Third Party Reimbursement
- Time Management

For more info visit:
www.pahcom.com/cmm/exam-content.html

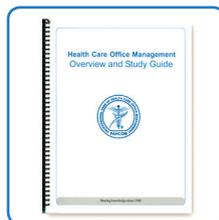


EXAM PREPARATION

To assist you in preparing for the exam PAHCOM has numerous tools available.



The **PAHCOM Management Manuals** (four manuals) are reference texts for much of the examination and are designed to be used as daily reference manuals in the management of a practice.



Health Care Office Management Overview and Study Guide covers the 18 sections of the exam and includes sample questions to test knowledge.

Visit the PAHCOM store under **Professional Development** for a variety of aids and guides.

Many of the PAHCOM chapters offer study groups to prepare you to write the exam. This will put you in touch with more experienced members who are willing to serve as a mentor during your review and preparation process. Check the PAHCOM Chapter Directory for a Chapter in your area.

HOW TO APPLY TO TAKE THE EXAM?

You may apply to take the CMM Exam directly through the PAHCOM.com website under **Certification**. Be prepared to provide two professional references as well as experience and education credentials.

You have the choice of taking the exam at a hosting Chapter, the annual PAHCOM Conference or at one of the remote testing locations. There are over 200 locations to choose from.

You must apply to take the exam at least 2 weeks in advance.

“Having my CMM is like wearing Dorothy’s Ruby Slippers to work everyday! It gives me everything I need to be successful and the confidence to get there.”

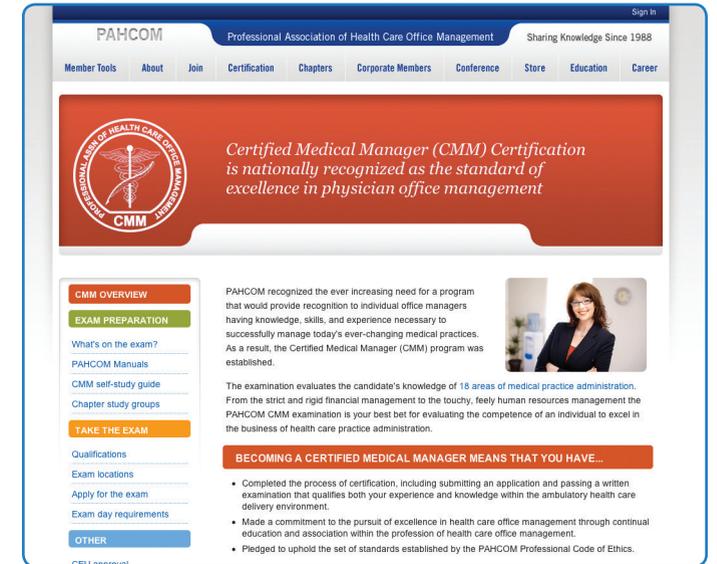
– Kathryn Eiler CMM

“Becoming a CMM made all the difference in the world in managing my practice. The physicians give me more respect and the staff responds more rapidly and eagerly to the directions I give them. It is so much easier to coordinate tasks now!”

– Barbara Jenkins, CMM

“Attaining the Certified Medical Manager credential was like getting the “Good Housekeeping Seal of Approval”. I feel so good about myself. My confidence in managing the practice has soared! My physician gave me a pay raise; and I didn’t even ask for it.”

– Deborah Carter, CMM



LEARN MORE ABOUT CERTIFICATION

Visit the PAHCOM website at www.pahcom.com. You will find detailed and comprehensive information on becoming a Certified Medical Manager. We encourage you to browse through all sections and fully understand the process, the tools available and benefits of obtaining your certification.



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