American Society of Clinical Oncology

PRACTICE MANAGEMENT CURRICULUM 2010

The Practice Management Curriculum (PMC) is a unique educational initiative that is part of a series of resources developed by ASCO for practicing oncologists and other oncology professionals.

Created by experts in the oncology practice arena, this program is designed to empower attendees with practical strategies to adapt to the changing Medicare environment, to create a successful and efficient practice, and to implement health information technology. The target audience for this program includes the physician leader of the practice, the practice administrator, the contracting officer and the clinical manager. Some topics may be appropriate for additional members of the oncology practice team.

The titles and learning objectives for each program in the Practice Management Curriculum are provided below.

Adapting to Changes in Medicare (60 minutes)

After this module, the participant will be able to:

- Identify new regulations for the current year.
- Understand new Medicare initiatives and how to implement them in your practice.
- Describe the oncology-related code changes and new/revised coding rules that may apply.
- Assess the degree to which your practice has made the necessary changes to adapt to new Medicare regulations.

<u>NOTE</u>: *This module is most effective in the first quarter of the calendar year*.

Communicating with Your Patients about Cancer Care Costs (75 minutes)

After this module, the participant will be able to:

- Describe why the costs of cancer care are problematic
- Describe the importance of patient-physician discussions and challenges surrounding those discussions
- Understand the characteristics, skills, and duties of an effective financial counselor
- Identify tools and resources to assist in communicating the costs of cancer care

Effectively Integrating Non-physician Practitioners in Oncology Practice (75 minutes)

After this module, the participant will be able to:

- Describe the types of non-physician practitioners and the practice models commonly used in oncology practices.
- Identify the important elements of state scope of practice and the specifics in your state.
- Understand the value of non-physician practitioners and how to successfully integrate them into your practice.
- Know the billing rules for non-physician practitioner services.

<u>NOTE</u>: *State specific information will be provided.*

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Generating Practice Efficiencies – Updated! (60 minutes)

After this module, the participant will be able to:

- Understand the need for practice assessment and benchmarking.
- Perform a simple assessment to identify areas of cost savings in your practice.
- Describe cost savings and efficiency techniques to assist your practice as reimbursement models continue to change.

Health Information Technology in Practice (60 minutes)

After this module, the participant will be able to:

- Describe Medicare's e-Prescribing incentive program
- Understand the Medicare and Medicaid electronic health record incentive programs.
- Review important elements to consider when choosing an EHR vendor and/or product.
- Discuss managing the EHR implementation.

Practice Check-up: Assessing the Financial Health of Your Practice (75 minutes)

After this module, the participant will be able to:

- Understand the difference between benchmarks and dashboard indicators.
- Use your practice management system to obtain necessary numbers to produce indicators.
- Use key indicators to improve the management and financial health of your practice.

If you would like to bring the curriculum to your State/Regional Affiliate Meeting, please contact the Cancer Policy & Clinical Affairs Department by e-mailing practice@asco.org or calling (571) 483-1670.

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