

2012 Healthcare Leadership Training Course



Course consists of 2 pre-course WEBINARS
and 3 day Face-to-Face session held at
the MTMI Education Center in Milwaukee, WI

1st course held March 9-11, 2012
pre-course WEBINARS: 2/25 and 3/3

2nd course held October 5-7, 2012
pre-course WEBINARS, to be determined

MTMI

Medical Technology
Management Institute

Making Technology Work for You!

Why Attend

Traditionally healthcare services have promoted personnel with experience in these services into lead, supervisory and management roles. In many cases these individuals have not had formal management training and learn many of the skills needed to be effective managers on-the-job. This Healthcare Leadership Training Course is designed to provide the necessary training in management skills to shorten the learning curve and improve their performance as supervisors and managers. The course is also an excellent review of management topics and responsibilities which will serve to update the skills of those currently working in the field and those interested in moving into higher levels of management.

The application of management skills will focus on the areas of medical imaging and other allied health disciplines.

Objectives

At the completion of this course, participants will be:

- Familiar with challenges encountered when transitioning from staff to management.
- Understand basic concepts of allied health management.
- Familiar with operations, human resources, finance & marketing aspects of allied health management.
- Familiar with terminology used in coding, billing and financial management.
- Able to find resources to understand management concepts in greater depth for future development.



Who Should Attend

- management candidates
- new department managers
- section managers
- lead technologists
- clinic administrators
- others wishing to learn management skills applied to healthcare

Course Format

The Healthcare Leadership Training Course will be held in 3 parts. The first part consists of two - 4 hour **WEBINARs**. A Webinar (short for web based seminar) is a live event transmitted over the web. You login on your PC and participate in a interactive presentation given by the faculty. The second part of the course consists of 3 days held at MTMI's Education Center located in Waukesha Wisconsin. The final part of the course is a 2 hour post-course **WEBINAR**, taking place a week later, providing an opportunity for follow-up questions and discussion of skills learned.

Faculty

Laurie Schachtner, MBA, CRA, RT(R)(M)
Director of Medical Imaging
Provena Saint Joseph Hospital
Elgin, IL

Judi Painter, MBA/HMSA, RT(R)
Director of Business Development
Stewartsville, NJ

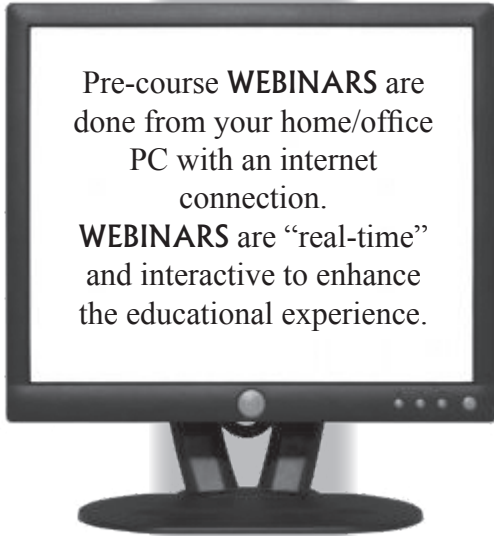
MTMI - Making Technology Work for You!

for a complete list of cross-training courses and continuing education go to
www.mtmi.net

Continuing Education Credit

This course provides 30 contact hours of continuing education. A certificate of attendance will be provided for each individual upon completion of the course. All attendees must attend the entire course to receive full credit. Credit is awarded for radiologic technologists as ARRT Category A Credit and credit from various licensure states. An application for credit for various allied health disciplines has been filed. Check with MTMI for specifics of the credit approval you require.

Course Schedule



Pre-course **WEBINARS** are done from your home/office PC with an internet connection.

WEBINARS are “real-time” and interactive to enhance the educational experience.



Here's what Joy, a past attendee from Olympia, WA had to say about this course:

“I left home as a technologist who did managerial duties on the side and went back to work as a manager who does technologist work on the side!”

First - 4 hour Pre-Course **WEBINAR**

Finance for Healthcare Leaders (9 am - 11 am CST)

- Break-even analysis
- Return on investment

Human Resources for Healthcare Leaders

(11:15am - 1:15pm CST)

- Recruiting
- Interviewing/hiring
- Coaching staff



Second - 4 hour Pre-Course **WEBINAR**

Introduction to Capitol Equipment (9 am - 11 am CST)

- Procurement
- Department considerations
- RFP Process
- Service contracts

How to Develop a Marketing Plan (11:15 am - 1:15 pm CST)

- Key elements of the language of marketing
- The importance of strategy and having a plan
- Effective market assessment tools



Day One ••• Face-to-Face Session •••

(8 am - 5 pm CST - lunch on your own)

- State of Healthcare Today
- Role of Healthcare Information Technology
- Workflow
- Process Improvement
- Conflict Management
- Conducting Meeting/Facilitating
- Presentation Skills
- Plan Presentations

Day Two ••• Face-to-Face Session •••

(8 am - 5 pm CST - lunch on your own)

- Business Planning Overview
- Coding and Billing
- Financial Statements/Definitions/Ratios
- Time Management
- Workflow/Staffing Efficiencies
- Budgeting/Variance Analysis
- Exam Room Utilization
- Break-even Analysis
- Industry Benchmarks
- Department Considerations/RFP Design Review
- Service Contracts

Day Three ••• Face-to-Face Session •••

(8 am - 1 pm CST)

- Policy and Procedures
- Orientation
- Coaching and Counseling
- Legal Considerations
- Management of Stress
- Evaluation/Appraisal
- HR Workshop
- Team Building and Retention

**Agenda subject to change - please check website for current info.*

Registration

To register for this course:

- ✂ go to www.mtmi.net or ✂ complete the registration form below and ✉ mail it with your tuition to **MTMI**, or ☎ call **(800) 765-6864** using MasterCard or Visa, or ☎ fax the form to **(262) 717-9171** w/credit card info. A special advance price for those registering and paying prior to 21 days before the course is listed in tuition breakdown.
- Refunds, minus a \$50 processing fee, will be granted for cancellations received prior to 3 days before the course.
 - Cancellations received within 3 days of the course will receive a credit toward a future MTMI program, minus the \$50 processing fee. No refunds will be made after the course.

MTMI reserves the right to cancel any scheduled program because of low advance registration or other reasons. MTMI's liability is limited to a refund of any program tuition paid. MTMI recommends that attendees use refundable airline tickets. In case of cancellation of a seminar for any reason, MTMI is not responsible for travel costs incurred by attendees including non-refundable airline tickets.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for details.

Location & Accommodations

Face-to-face session held at the **MTMI Education Center**
20900 Swenson Dr., Suite 650
Waukesha, WI 53186

Webinar sessions held on-line.



Sleeping rooms at the Sheraton Milwaukee Brookfield

375 South Moorland Road
Brookfield, WI 53005
262-364-1100 www.sheraton.com/milwaukeebrookfield
Room Rate: \$89 single Make hotel reservations no later than 2 weeks before the course and identify yourself as an MTMI attendee.

Room Rate Includes:

- 15% discount for food & beverage in Alferes Restaurant
- Internet access
- Microwave & refrigerator upon request & availability
- Airport shuttle (contact front desk to make arrangements)
- Shuttle to and from MTMI Education Center
- Reception on first night of course
- Free parking

Membership

Membership in the Medical Technology Management Institute includes:

- discounts on **MTMI** services
- web access to replace certificates
- yearly transcripts
- special benefits throughout the year exclusive to members

Joining **MTMI** with this registration qualifies you for the member discount. Indicate your interest in membership on the registration form or call **MTMI**. Annual membership dues are \$45. Discount effective immediately.

Register early and SAVE!

Registration Form *Healthcare Leadership Training Course* Date of course: _____

Please Print Clearly - This is how your name will appear on your certificate.

Name: _____ degree/title _____

Home Address _____ City _____

State _____ Zip code _____ e-mail _____

* registration confirmation sent to this e-mail address - PRINT CLEARLY

Day phone () _____ Eve. phone () _____ FAX () _____

Credit Card Number _____ Master Card Visa Check

Expiration Date _____ Signature _____

Please enclose payment by credit card or check made out to **MTMI**:

\$39 Yes! Enroll me in an Annual **MTMI** membership (discount effective immediately)

Regular price: \$1195 (**MTMI** members \$1175) - within 21 days of course

Advance price: \$1095 (**MTMI** members \$1075) - more than 21 days before course

total: \$ _____

Tuition includes • 2 pre-course **WEBINARS**,
• 3 days of a face-to-face instruction



Call 800-765-6864
2 weeks before the seminar if you have special needs.

Return to: **MTMI** ♦ 20900 Swenson Dr., Suite 650 ♦ Waukesha, WI 53186

800-765-**MTMI**(6864) or 262-717-9797 or fax 262-717-9171 or e-mail custservice@mtmi.net

Your satisfaction with **MTMI** programs is guaranteed, a guarantee we are confident you won't need to use.