Subject: Practice Operations

1. Topic
   Practice Operations: Personnel issues, Employee manual, Procedure manual, Strategic marketing, Information technology

2. Content
   This module reviews the essentials for building and managing an office practice in Ob/Gyn

3. Goals: Aims/Outcomes
   a. The resident will learn the basics of running an Ob/Gyn practice and generating reports to monitor productivity

4. Objectives
   a. The resident will:
      i. Understand the need for physicians to have an active role in their practice
      ii. Be able to create both an employee manual and a procedural manual for their office
      iii. Learn the importance of generating reports to monitor physician and staff productivity
      iv. Understand the basic requirements of a computer system, including practice management systems and electronic medical records

5. Materials and Aids
   a. PowerPoint Presentation
   b. Online EMR demo

6. Procedures/Methods
   a. Introduction
      i. Review Power Point with residents
   b. Development
      i. Panel discussion with physicians who act as managing partners in Ob/Gyn practices, office managers, and those who have experience in choosing and utilizing practice management and EMR systems. Examples of
employee manuals and procedural manuals can be brought to the
discussion and shared with the residents

c. Practice
  i. N/A
d. Independent Practice
  i. N/A
e. Accommodations (Differentiated Instruction)
  i. Power point available on-line for residents who are unavailable to attend
     session
  ii. Business of Medicine publication available
f. Checking for understanding
  i. Group discussion about practice operations
  ii. Online demonstration of EMR systems can be reviewed with residents
g. Closure
  i. Facilitator to thank each participant

7. Evaluation
   a. Each resident completes a worksheet on practice operations.