



# The Basics of Practice Management



Brought to you by Integrating Thinking & Ideology Consulting

The content of this one day workshop has been designed to provide participants with an understanding of the essential elements in successful practice management, operations and growth.

We will consider both the patient experience in the practice and what we know to be best practice and fit with excellence in health care. The presentation will encourage participants to view their business from the user's perspective considering every event in the patient and family experience.

The experience for participants will be informal and interactive with discussion and practical examples.



## The Program

- The Essential Elements of Practice Success
- The Business Plan - How to develop a practical tool for growth
- Financial Control - Budgeting, product pricing, cash management
- The Patient Experience - Excellence in Care and communication
- Marketing Fundamentals - How to market your practice effectively and affordably
- Moving forward with your practice

## The Presenter

Mark Overton has been a consultant to hundreds of health practices and other related businesses for fifteen years. With both health science and business qualifications and an extensive 35 year portfolio of experience working in both public and private practice, general management, consulting and professional service roles he is able to pass on a depth of experience and knowledge to the hundreds of mainly private health practices he works with.

## How to Register

Please complete the attached form and return to Integrating Thinking at the contact details provided.

## Details

**Date:** Friday 16th May 2014 9:00am - 5:30pm  
**Location:** Suite 1:07, 2 - 8 Queen St, Melbourne Victoria 3000  
**Cost:** \$384 per participant.  
**Register at:** [www.integratingthinking.com.au](http://www.integratingthinking.com.au)



# The Basics of Practice Management

Presented by Integrating Thinking and Ideology Consulting



IDEOLOGY  
CONSULTING

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_ Current occupation: \_\_\_\_\_

Signed: \_\_\_\_\_

**Please note:** Your place on the COURSE will be confirmed on receipt of payment.

Please enrol me in "The Basics of Practice Management" presented by Mark Overton of Ideology Consulting in conjunction with Chris Payard of Integrating Thinking.

**Date of course:** 16<sup>th</sup> May 2014

**Location:** Suite 1:07, 2 - 8 Queen Street, Melbourne, Victoria, 3000

**Cost:** \$384 (GST is not payable by attendees on this program)

### **Payment options include:**

EFT (Direct Deposit)

Account name: **Integrating Thinking**

BSB: **084 730**

Account number: **14-151-0864**

*Please use your surname as your reference and email us regarding your payment:*

*[admin@integratingthinking.com.au](mailto:admin@integratingthinking.com.au) Please note the name of the course in your email.*

Credit card and Paypal payments can be made through Integrating Thinking Website:

[www.integratingthinking.com.au/business-of-practice/](http://www.integratingthinking.com.au/business-of-practice/) or by following the training link on

[www.integratingthinking.com.au](http://www.integratingthinking.com.au) "Business of Practice" Tab.

Full payment must be made by May 12th, 2014.

**Please complete 1 application form per person. Photocopy as necessary.**

### **Bookings & Cancellation Policy:**

Places will only be confirmed on receipt of the required deposit/payment

**Notification of cancellation for the course must be received in writing.**

**Cancellation policy:** 75% of course fee if cancellation occurs on or after May 12<sup>th</sup>, 2014. Cancellations prior to May 12 will incur an administrative fee of 50% of the course fee unless the place can be offered to someone else on the waiting list prior to Friday May 9th, 2014.

**Please note places are limited.**

**Course organisers reserve the right to cancel the course** in the event of illness or accident affecting the course presenters or their immediate families. In such a case the course fee will be reimbursed or a place will be offered on a future course at no extra charge. The course organisers **will not** be held responsible for travel or accommodation costs already incurred by applicants. **A minimum number of participants exist for the course to proceed.** If the minimum is not reached, all deposits paid will be refunded without attracting administrative fees, and positions in subsequent courses will be offered. The course organisers **will not** be held responsible for travel or accommodation costs already incurred by applicants if this situation eventuates.