

NEWS & NOTES FROM NPO



NORTHERN
PHYSICIANS
ORGANIZATION

June 30, 2015



NPO is very excited about this presentation! Register quickly - it is sure to be very popular! Dr. Stefanek is an engaging speaker with a PCMH designated practice.

July 31, 2015 TOPIC: *"Practicing with Purpose: How This Leads to Both Patient and Physician Well-Being"*

SPEAKER: Gregg J. Stefanek, DO Family Practice, University of Michigan Health System

[Webinar Link HERE](#)

TIME: 12:00 Noon, Luncheon / 12:30 PM - 1:30 PM Educational Presentation

LOCATION: Munson Medical Center, Conference Center



Announcing New Technical Assistance Services

M-CEITA is offering two new services to guide practices and health systems to navigate Meaningful Use and Physician Quality Reporting System (PQRS).



Meaningful Use Audit Response Support

Have you received a Meaningful Use audit letter? Let M-CEITA help you respond. M-CEITA's service includes remote or in-person meetings with a practice or health system to review supporting documentation for the attestation period in question and gives guidance on how to prepare an auditor response. M-CEITA delivers these services through a combination of meetings, webinars, and phone or email correspondence. M-CEITA will help answer questions, review documentation, and recommend corrective action as necessary. Upon completion of the audit analysis, M-CEITA will work with the practice to submit identified information to the respective auditor.

PQRS Technical Assistance

Need help with navigating the PQRS requirements? M-CEITA will help providers and practices with meeting PQRS reporting requirements. M-CEITA's specialized consultants provide guidance on selecting the most appropriate measures as well as the most appropriate reporting method for your group. M-CEITA will help participants better understand PQRS requirements and deadlines, and therefore how to avoid payment penalties, by sharing PQRS best practices and one-on-one

assistance. Services delivery includes phone calls, emails, and Web-based meetings.



MSMS Offering: Prepare for ICD-10: Webinar

July 6, 2015

12:00 p.m. - 1:00 p.m.

Physician's documentation will need to withstand another test in October 2015. The transition to ICD-10-CM requires specificity in diagnostic coding but the entire record must reflect the care given and coded for the patient encounter.

How is your office documentation today? What changes can you start to implement that will put you on the path to success when the October 2015 switch occurs? This one hour webinar will cover what physicians need to know for ICD-10 implementation.

Info:

Dates & Locations:

July 6, 2015

12:00 pm - 1:00 pm

Code: ID070615

Online Webinar

Registrants will be sent an email with the webinar link and call-in instructions prior to the event.

Who Should Attend:

Physicians

Fees:

- MSMS Members/Office Staff: \$50
- Non-Members: \$75

Registration:

[Register Online](#)

Or register by phone, fax, or mail:

[Download Registration Form](#)

1. Phone the MSMS Registrar at: 517-336-7581
2. Fax Registration Form to: 517-336-5797
3. Mail Registration Form to:
MSMS Foundation, 120 W. Saginaw, East Lansing, MI 48823



DON'T FORGET!
Our next M-CEITA call is WEDNESDAY 7/1/15 at 12:00!

This is a one hour session, offering you the opportunity to ask M-CEITA whatever Meaningful Use questions you have. M-CEITA will answer the question, or research and follow-up as necessary. If you can't make the call, you can email your question to NPO in advance (bpataky@npoinc.org) and it will be included in the session. *These calls will be via Go To Meeting, as we have had requests for projections.

The schedule for our M-CEITA call series is as follows:

Wednesday 7/1/15 at 12:00 pm
Wednesday 8/5/15 at 12:00 pm
Wednesday 9/2/15 at 12:00 pm
Wednesday 10/7/15 at 12:00 pm
Wednesday 11/4/15 at 12:00 pm
Wednesday 12/2/15 at 12:00 pm

* We will be scheduling a second call for October, November, and December.

Again, the next call is Wednesday July 1 at noon -

Dial-in information is:

Please join my meeting from your computer, tablet, or smartphone.

<https://global.gotomeeting.com/join/490727629>

You can also dial in using your phone.
United States (Long distance): +1 (646) 749-3131
Access Code: 490-727-629

We look forward to your questions!



MEMBER CONNECTIONS

Medical Records Clerk/Front Office Receptionist

Description:

The ideal candidate is a self-starter who possesses experience in a medical office, strong customer service skills, reliability, and a team-oriented attitude. Requirements include excellent communication and clerical skills, multi-tasking, accuracy, proficiency in Windows, and the ability to utilize multiple phone lines and computer systems.

Minimum requirements:

- 1-3 years' medical office experience/experience in related field
- Intermediate data entry and computer skills
- Medical terminology knowledge strongly preferred
- NextGen experience preferred

Email resume to jsmeltzer@surgicalassociates.com

Julie Smeltzer

Practice Administrator

Surgical Associates of Traverse City

1221 Sixth St. Suite 306

Traverse City, MI 49684

Phone: 231-935-2401

Fax: 231-935-2444

www.surgicalassociatestc.com

Grand Traverse Children's Clinic is looking to hire or contract an Informatics and Compliance Manager. Knowledge of PCMH and Meaningful Use requirements is necessary.

If interested please contact Leeann Sprunk BSN, RN Office Manager at lsgtcc@gmail.com

ADMINISTRATIVE ASSISTANT: Northern Pines Health Center, P.C. is seeking a full-time Administrative Assistant. Qualified candidates will possess excellent computer skills and work well independently. Experience with Meaningful Use, Patient Centered Medical Home & HEDIS preferred. Experience with electronic health records a plus.

****Full-Time Benefits****

**** 4 Day Work Weeks****

MEDICAL SCRIBE: Northern Pines Health Center, P.C. is seeking a part-time Medical Scribe. Qualified candidates will possess excellent computer skills and be familiar with medical terminology. Completion of a medical transcription course, medical scribe training or related certification preferred. Experience with electronic health records a plus. Chosen candidate will be scheduled Mondays, Wednesdays & Fridays from 8:00a-5:30pm

www.northernpineshealthcenter.com

Interested candidates may submit their resume and cover letter via email to:

keishasexton@northernpineshealthcenter.com

Medical Assistant, preferably experienced and with eCW knowledge for Internal Medicine/Pediatrics. With the knowledge of MCIR and pediatric immunizations. Please call Theresa at 231-935-0826 or email at Theresa@nmimed.com

Northern Vision Eye Care is seeking a full time front desk receptionist/scheduler for our expanding practice. Prior medical office experience preferred, excellent computers skills a must. Interested candidate may email resume to kerri@nvec.biz, or fax to 231-932-9156.

Seeking Full-Time Certified Medical Assistant for busy Otolaryngology and Allergy office. 1-2 years' experience in a medical office required, proficiency in Electronic Medical Records preferred. Responsibilities include but are not limited to:

Rooming patients, obtaining and recording vitals, reviewing, asking and documenting past and current medical history, reviewing preoperative paperwork with patients, preparing instruments and assisting with procedures, obtaining prior authorizations for testing and scheduling medical testing for patients, performing injections, reading allergy injections, responding to nurse/MA triage calls and medication refills.

Expectations:

- Ensures customer satisfaction,
- Excels at multi-tasking
- Determines priority and distinguishes between critical and non-critical information for problem resolution
- Maintains accountability
- Reprioritizes quickly to accommodate unexpected demands

Christina Melville
Administrative Assistant
Cass Street Ear, Nose & Throat P.C.
1104 Cass Street
Traverse City, MI 49684
Phone (231) 941-1155
Fax (231) 941-1347

The Walk-In Clinic/Partners in Health is currently seeking an energetic and enthusiastic full-time PA or NP. Must have exceptional bed side manner and clinical skills. Qualified candidates will have 1-3 years experience as a PA/NP with demonstration of quality care in an urgent care and/or family practice. Experience using an EHR (eClinicalworks preferred) and MS office expected. Formal Physician Assistant training or Nurse Practitioner training from an accredited program with NCCPA or CNP certification. Please send letter of interest and CV to resumesfortwicorp@h@gmail.com.

Medical Assistant Back with some Front Office Duties as well.

Northshore Rehab PLLC

PART TIME (2-4 days per week) medical office position available for an individual who is able to multi-task between the front office clerical duties as well as back office clinical duties.

Responsibilities to include the following: rooming patients, taking vitals, entering pertinent patient medical history/medications into the EMR. Check patients in/out, scanning documents into the EMR, answering the phones, making appointments. This position requires knowledge of the medical office and medical terminology. Previous medical office experience a plus.

Please send resume to jobapplicant901@gmail.com or fax to 231-947-5094

Bay View Obstetrics & Gynecology -

Position available for a Medical Assistant:

Medical Assistant/Nurse

30-40 hours per week, full time benefits, working with a physician in 5 physician OB/GYN practice.

Please submit resume' and cover letter to:

Julie Hopkins, Practice Manager

Bay View Obstetrics & Gynecology, P.C.

560 West Mitchell St., Suite 210

Petoskey, MI. 49770

Office Phone: 231-487-2340

Fax: 231-487-2115

Email: jhopkins@bayviewob.com

MEDICAL ASSISTANT OPPORTUNITY - Family Physician Office expanding medical team. [Click here for info.](#)

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*We are very happy to include postings in our news blasts - for career opportunities, office space, equipment for sale, etc. Please email [lsalvatore@npoinc.org](mailto:lsalvatore@npoinc.org) with your ad. We also ask that you inform us as soon as it is no longer current. Thanks!*

## Quick Links...

[NPO Website](#)  
[NMHN Website](#)

[NPO CALENDAR](#)



**Enjoy the holiday!**

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