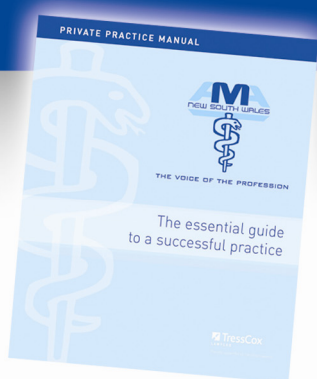


Is your practice running successfully?

While rewarding, managing your own
Private Practice can be tricky business



That's where AMA (NSW) **Essential Guide to a Successful Practice** comes in.
It's your own Private Practice Manual

contents

PART 1 SETTING UP IN PRACTICE: Making Decisions and Meeting Standards

- 1.1 Medical Registration
- 1.2 Deciding on a practice structure
- 1.3 Setting up rooms

PART 2 RUNNING YOUR SUCCESSFUL PRACTICE: Clinical & Practice Management Systems

- 2.1 Providing a safe and healthy workplace
- 2.2 Keeping accurate and legal medical records
- 2.3 Communication systems for appointments, consultations and complaints

PART 3 BILLING CLAIMS AND PAYMENTS: Working with the Health System

- 3.1 Medicare Provider Numbers
- 3.2 Prescribing under the PBS
- 3.3 Medicare Benefits: fees, claims and billing
- 3.4 Registering as a Local Medical Officer (Department of Veteran Affairs)
- 3.5 Practice Incentive Program for General Practitioners

PART 4 MANAGING YOUR BUSINESS: Risks and Opportunities

- 4.1 Managing your finances
- 4.2 Managing your risk: insurance
- 4.3 Complying with trade practices legislation
- 4.4 Marketing your practice
- 4.5 Buying into your practice

PART 5 MANAGING YOUR PEOPLE: Obligations & Opportunities

- 5.1 Your obligations: minimum conditions, payments,
- 5.2 Your obligations: health and safety, equal opportunity and privacy legislation
- 5.3 Employing the best people
- 5.4 Getting the most from your staff

TEMPLATES & CHECKLIST

LIST OF CONTACTS

TO OBTAIN YOUR OWN **PRIVATE PRACTICE MANUAL**
COMPLETE & RETURN THE COUPON OVERLEAF. FOR FURTHER DETAILS PLEASE CONTACT KIMBERLEY ON
(02) 9439 8822 OR kimberley@nswama.com.au



PRIVATE PRACTICE MANUAL ORDER FORM

PRIVATE PRACTICE MANUAL

The Essential Guide to a Successful Practice

Return form to Australian Medical Association (NSW)

MAIL PO BOX 121, St Leonards NSW 1590

FAX (02) 9438 3760

COST NEW MANUAL

AMA Members **\$350** (incl. GST)

Non Members **\$495** (incl. GST)

YEARLY SUBSCRIPTION UPDATE

AMA Members* **\$22** p/a (incl. GST)

Non Members **\$99** p/a (incl. GST)

* First year FREE for AMA (NSW) members

AMA MEMBER Membership No.

NON MEMBER

AMA MEMBER PURCHASE ORDER (insert no. of copies)

@ **\$350** per manual TOTAL

@ **\$22** per subscription update TOTAL

NON MEMBER PURCHASE ORDER (insert no. of copies)

@ **\$495** manual TOTAL

@ **\$99** subscription update TOTAL

TOTAL \$ _____

THIS FORM BECOMES A TAX INVOICE ON PAYMENT

Please retain a copy for your records. ABN 81 000 001 614

CHEQUE PAYMENT

Cheques payable to: Australian Medical Association (NSW) Limited

CREDIT CARD PAYMENT

I authorise the Australian Medical Association to debit my

Amex

Mastercard

Visa

Diners

For the sum of \$ _____

Card Number _____

Expiry Date _____

Cardholder's Name _____

Cardholder's Signature _____

CONTACT DETAILS

Name _____

Practice Name _____

Postal Address _____

Postcode _____

Email _____

Telephone _____

Facsimile _____