

Presents

the **business** of being in business

Courses in Practice, Financial and Lifestyle Management for Specialist Trainees & Fellows

Introduction

In November of 2009 Fintuition Institute convened the first of The Private Practice 'Comprehensive' courses on behalf of the Australasian College of Dermatologists.

The course was developed to meet the great demand amongst Specialty Trainees and Recent Fellows for practical information on establishing, maintaining and optimising the performance of a private practice as well as the need for un-conflicted easily accessible education on financial and lifestyle management.

Following the great success of this course and the overwhelmingly positive feedback from delegates, Fintuition Institute has subsequently engaged with and run courses on behalf of a growing list of medical colleges, societies and associations inclusive of:

- The Royal Australian and New Zealand College of Obstetricians and Gynaecologists
- The Royal Australian and New Zealand College of Ophthalmologists
- The Australasian College of Cosmetic Surgeons
- The Private Cancer Physicians and many more

Fintuition Institute is now proud to present a series of 'Comprehensive' courses throughout 2011.

The Private Practice course is a must attend event for any doctor wishing to ease the transition from working as a trainee to taking on the responsibilities of a junior consultant.



Steven Macarounas Director Fintuition Institute

Course Outline

This course is aimed at graduating Trainees and Fellows of up to 5 years standing. The invitation is extended, however, to anyone who would like to review and benchmark their current systems, procedures, arrangements and knowledge.

The Private Practice course aims to prepare delegates for the challenges involved with establishing and managing successful medical practices. The course also provides training on the actions, processes and habits required to establish and maintain your desired lifestyle.

The Private Practice course has been structured to allow attendees the opportunity to have individual access to speakers from disciplines such as accounting and business structures, the law, practice management, financial planning, marketing, finance and more, in a dynamic, non stressful environment.

Key Features

- CPD point entitlement
- Three days of intensive lecture style and workshop presentations by leading experts in their field with a medical client focus
- Action oriented format
- Course workbook and resource library
- Morning tea, lunch and afternoon tea throughout

The Private Practice

Please go to <u>www.theprivatepractice.com.au</u> for more information on our education initiatives and for your complimentary subscription to The Private Practice Magazine.

Program

The following subjects will be presented in a lecture format with many to be expanded further through case studies and workshops. Details regarding presenters and agenda will be forwarded upon registration.

Working as a Locum

- The Transition to 'Practice'?
- On the job Business Training
- Negotiating Contracts

Practice Set-Up & Review

- Options for Private Practice
- Setting up your Practice
- Managing your Practice
- Preventing Fraud in your Practice

Human Resources

- Hiring Staff
- Performance Reviews/KPI's
- How to Motivate your Staff
- Dealing with Corrosive Employees

Accounting Concepts & Business Structures

- Structuring
- Tax Planning
- Compliance
- Coordination of Bookkeeping
- Budgeting
- Current Hot Topics
- Case Studies

Banking & Finance

- Home Purchasing and **Repayment Strategies**
- Practice Cash Flow Management and Personal Debt Reduction
- Practice Purchase Funding
- Equipment and Fit out Funding
- Borrowing with a Self Managed Superannuation Fund

Medical Indemnity & Practice **Risk Management**

- Risk in Practice
- Claim Experience
- Tools to Assess Risk
- Strategies to Manage Risk
- Choosing the right Type and level of Cover
- Myths vs. Facts

Medicare and Billing

- Medicare & the MBS
- All about Provider Numbers
- Referrals everything you need to know
- Outsourcing

Legal Affairs

- Business Planning
- Effective Business Wills
- Protecting your Assets
- Estate Planning Effective Personal Wills

Financial Planning - creating and maintaining your desired lifestyle

- Buying or Upgrading your Home
- Effective Debt Management
- Investing
- Investment Principles
- Strategies
- Superannuation
- What to look for in an Adviser

Property

- Market Review
- Property Investing Fundamentals
- Tax breaks/incentives
- What to buy
- Where to buy
- Property Trusts

Personal Risk Management

How to Structure your Insurance Portfolio

Marketing your Services as a Medical Specialist

- Marketing 1.01
- 10 Questions every Marketing Plan should answer
- Logo Design & Branding
- Event Marketing
- Website
- Social Media

Information Technology

- The Paperless Practice
- Software & Hardware Choices
- Security
- Telecommunications
- Emerging Technology

Practice Design & Construction

- Site Checklist
- Project Feasibility
- Practice Environment, Functionality & Design

Practice & Personal Coaching

- Performance
- Leadership
- Management
- Professional skills

Course Information

Melbourne Comprehensive Friday 14 - 16 October 2011

Time Friday: 10:00am – 7:00pm Saturday: 8:30am – 6:00pm Sunday: 8:30am – 5:30pm

Address To be advised pending number of delegates.

Adelaide Comprehensive Friday 4 - 6 November 2011

Time Friday: 10:00am – 7:00pm Saturday: 8:30am – 6:00pm Sunday: 8:30am – 5:30pm

Address Queen Elizabeth Hospital, 28 Woodville Road, Woodville South SA 5011

Sydney Comprehensive Friday 11 - 13 November 2011

Time Friday: 7:00pm – 9:30pm Saturday: 8:30am – 6:00pm Sunday: 8:30am – 5:30pm

Address

To be advised pending number of delegates.

To register online, please visit: *www.theprivatepratice.com.au*

Perth Comprehensive Friday 18 - 20 November 2011

Time Friday: 10:30am - 7:00pm Saturday: 8:30am - 6:00pm Sunday: 8:30am - 5:30pm

Address

Asgard Level 38, 152 St Georges Terrace, Perth WA 6000

Brisbane Comprehensive Friday 25 - 27 November 2011

Time Friday: 10:00am – 7:00pm Saturday: 8:30am – 6:00pm Sunday: 8:30am – 5:30pm

Address

William Buck Level 21, 307 Queen Street, Brisbane Qld 4000

Registration Fee

• \$1,450 + GST: Total: \$1,595

Further Information

Further details including confirmed speakers, course schedules and course sponsors will be forwarded upon receipt of registration. In the meantime, should you have any queries, please contact:

Ashley Howarth Marketing & Events Manager Tel: (02) 9302 3509 Email: *ashley.howarth@fintuition.com.au*