

# CAPITAL MEDICAL SOCIETY LUNCH & LEARN

Fall 2013

Capital Health Plan, 1491 Governors Square Boulevard



## A Seminar Series offered by the Capital Medical Society.

For physician office staff (clinical and non-clinical), practice administrators, office managers and business office managers. CMS member offices only! Please join us this Fall 2013 for a monthly luncheon series with topics that are designed especially for physician office staff – providing you with useful and current information to enhance your daily work life!

**Wednesday, September 18, 2013**

**Train Your Brain for Relaxation and Positive Relationships**

**Speaker:** Linda Miles, Ph.D.

*Dr. Linda Miles draws on her 40 years of experience as a psychotherapist and extensive research on stress to give practical strategies for peace of mind and meaningful relationships in today's fast-paced world.*

**Sponsor:** TMH Credit Union

**Wednesday, October 16, 2013**

**Team Building, Mentoring, Coaching: Skills for Supervisors**

**Speaker:** Bert Mitchell, Workforce Plus

**Skills for Supervisors: Coaching, Teambuilding and Mentoring**

*"What lies behind us and what lies before us are tiny matters compared to what lies within us." - Emerson*

*Coaching, teambuilding and mentoring have many common threads that complement each other. We all have various experiences with these 3 words and they have been a part of us our entire lives. We've been coached, we've been on teams and various mentors have impacted us. Now as a supervisor, the question is "How can I use what I know to become a better coach, build more effective teams and foster personal and professional growth through mentoring?" It's not how much you know; it's what you DO with what you know. Are you ready to take what you know to the NEXT LEVEL?*

**Sponsor:** PMIS

**Wednesday, November 20, 2013**

**HIPAA/Security Risk Assessments**

**Speaker:** Larry Allen, Director of IT Services, The Center for the Advancement of Health IT

*What are your options for conducting a Security Risk Assessment (SRA), the importance of implementing security updates, and correcting security deficiencies as part of a comprehensive risk management process? Actively safeguarding patient health information, meeting HIPAA compliance and Meaningful Use requirements, and ensuring an audit-ready status; healthcare providers across our network are rapidly increasing and benefiting from their use of Electronic Health Records (EHRs). We will review the January HIPAA Final Omnibus Rule and why SRA's are important. Join us as we share from our experiences with collaborative SRA engagements with your healthcare colleagues, including budgetary approaches, identifying common risks, and utilizations of policy templates. Learn how your practice can have a Security Risk Assessment comfortably and affordably.*

**Sponsor:** Copyfax

**Time:** 12 Noon to 1:30 pm (seminars start at 12:30 pm)

**Place:** CHP Auditorium, 2<sup>nd</sup> Floor - 1491 Governors Square Boulevard

\$10 per seminar, per person. You can RSVP for all seminars, or one at a time! For more information, call Rosalie at 877-9018

**Registration Form (please print): Seating is limited, you must pre-register. Reservation must include payment.**

Name/Office/Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

### Please register me for (check all that apply):

- ☐ September 18, Train Your Brain for Relaxation and Positive Relationships
- ☐ October 16, Team Building, Mentoring, Coaching: Skills for Supervisors
- ☐ November 20, HIPAA/Security Risk Assessment Checklist

Enclosed please find my check in the amount of \$ \_\_\_\_\_

**Please mail registration form and your check to:**

**Capital Medical Society, 1204 Miccosukee Road, Tallahassee, FL 32308 (850) 877-9018**