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Keyword: Debra Oselett

6-400 Word Long Blog Posts

1. Debra Oselett: Medical Office Budgets

Many successful medical practice administrators, like Debra Oselett, know that one of the core components to running a profitable medical office or business is to be superior at budgeting. Budgets serve as a measurement for doctors and staff to evaluate financial performance and identify operational concerns that need further attention.

One method of medical office budgeting that emphasizes clarity is the process of separating the variable revenues, those streams that change month to month, from the fixed revenues, those that are more consistent on a monthly basis. The office administrator can look at all large revenue streams and group them initially in larger categories; eventually, these larger categories can be dispersed into smaller, more specifically labeled groups. The administrator will look closely at the revenue streams and examine the adjustments to revenue in particular, due to the regularity of collecting much less than the amount charged to insurance companies. Additionally, this step is also one that addresses any refunds credited to clients.

The second aspect of this budgeting approach is the evaluation and record of expenses. The administrator will divide the expenses into variable and fixed sections. Typically, the difference between these two categories can be determined by examining what expenses would terminate if the medical office were to close for a month. Expenses involving staff (clinical and office), utilities, maintenance, and office supplies would therefore count as variable expenses. Fixed expenses include those that would be unchanged if a medical office were to close for thirty days. These expenses many include advertising expenses, loan repayments, fixed management salaries, subscriptions or dues, and lease payments. The breakdown of variable and fixed expenses will vary from medical practice to medical practice.



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The next step involves that office administrator defining the net income, or the total expenses subtracted from the total revenues. The net income is what determines the profitability of the medical practice or office.

Office administrators like Debra Oselett who desire a successful, profitable office and practice always create a budget, follow it, but also revisit and revise it if necessary every year. Forecasting revenue and expenses can also help a savvy office administrator better prepare and create the yearly office budget. Administrators often look to technological platforms to make the process of recording and using revenue and expense information more readily and easily. Also, monitoring the budget of a frequent basis can keep the administrator apprised to how close or far the practice is from the forecasted budget. Finally, many administrators also keep a line of credit available to help alleviate any unexpected cash flow issues.

Sources: <http://medicaleconomics.modernmedicine.com/medical-economics/news/modernmedicine/modern-medicine-feature-articles/6-keys-profitability>

<http://www.vantageclinicalsolutions.com/blog/2009/10/07/medical-practice-management-101-creating-a-medical-practice-budget/>

2. Debra Oselett: Medical Practice Inventory Controls

For Debra Oselett, an experienced medical practice administrator in Rochester Hills, Michigan, and other successful office managers, inventory control, especially the internal variety, is essential to running a profitable and prominent medical practice. A medical office's investment in inventory is significant, and as such, it must be monitored, managed, and protected at all times.

There are a few key steps that the medical practice administrator takes in the inventory control process. First, the administrator must make sure the area holding the inventory is secured properly, whether the inventory is physical or digital in nature. Inventory must be organized, counted, and inspected thoroughly to avoid future discrepancies and issues with the products in question. Of utmost importance involving physical inventory is the need for it to be correctly identified and tagged.

Administrators should also keep accurate records of inventory that has left the office. Standardized record keeping will help the administrator record what merchandise has been used or purchased and is no longer



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present in the facility. All inventory that leaves the office should be signed for, and a record of responsibility established for the removal of that product. For the construction of any inventory product, the administrator must produce a bill of materials. Keeping regular audits of any bills of material is necessary, and any access to the bills of material records should be kept safe via password-only access in the office's computer system.

Smart medical practice administrators will also conduct regular inventory reviews, especially to identify and remove obsolete inventory. This type of inventory can cost a medical practice significant money for storage that could be better used for inventory that is being moved more frequently. Prudent office administrators will also engage their staff in helping to keep inventory records clear and accurate. For obsolete inventory, a medical administrator may choose to create a materials review board from her staff to regularly look through inventory records for any anomalies or errors, and to determine what products should be kept or sold off entirely. The office staff can also assist in smaller, more frequent counts of inventory stock, and call attention to any discrepancies they may find. The inventory accuracy will be, with time, greatly improved by these staff-oriented methods.

Skilled, qualified medical practice administrators, like Debra Oselett, are careful to make sure that the practice's inventory records are accurate. The medical administrator needs to be thorough, investigatory, and willing to engage staff in developing an inventory records process that will be to the benefit of the office.

Source: <http://www.accountingtools.com/inventory-internal-controls>

3. Debra Oselett: Credentialing Policies

Experienced health care and medical practice administrators, like Debra Oselett of Rochester Hills, Michigan, know the significant importance placed on the professional credentialing process in the medical field. In any medical office, doctors and other professional staff are required to give a list of verifications to insurance carriers, and programs like Medicaid and Medicare, in order to receive reimbursable expenses.

Through the process of credentialing, hospitals, healthcare groups, and insurance companies can verify and evaluate a doctor or medical provider's documented credentials. These organizations may want to review a doctor's education, training, licensure, employment history, internship and fellowship experience, malpractice



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history, and compliance records. If the medical provider's documentation meets the organizations' criteria, the provider will be allowed to participate in the groups' networks or hospitals or other medical facility.

Doctors, medical providers, and administrators need to provide the credentialing verification that the hospitals, insurance networks, and healthcare groups require. These credentials may include a state license, board certification, malpractice insurance certificate, hospital affiliation, provider enrollment application, certain levels of education and training, and a DEA license. It may take upwards of six months for a provider or doctor to receive credentialing from some medical groups and insurance companies. Doctors and practitioners will be granted a right to review the information they've submitted to review for any errors in the information provided and to review the status of their credentialing application.

It is vital that the medical practice administrator not allow any office professional to perform services without proper credentialing. If this situation is allowed to happen, the provider may lose revenues as insurance companies will not reimburse the provider without proper credentialing. This scenario could cost a medical office thousands of dollars that will not be recovered through insurance reimbursement. In order to prevent this error, a medical practice administrator should submit the doctor's documentation, verification, and enrollment packet as quickly as possible.

Finally, Debra Oselett and other skilled, prominent medical practice administrators are aware of the importance of their role in the credentialing process. Practitioner Office Site Quality is also an area that is reviewed during credentialing. The office must meet standards for examining room space, adequacy of waiting room, adequacy of medical and treatment record-keeping, physical appearance, and office accessibility. The medical practice administrator is responsible for communicating with the credentialing groups. If the office is found deficient, the credentialing groups may evaluate the office every six months and document follow-up visits until the office reaches the credentialing requirements.

Source: <http://medicaloffice.about.com/od/reimbursements/a/The-Importance-Of-Professional-Credentialing>



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4. Debra Oselett: Meaningful Use Stages for Medicare

Experienced medical practice administrators, like Debra Oselett of Rochester Hills, Michigan, must be familiar with the Meaningful Use program, which was instituted as part of the 2009 Health Information Technology for Economic and Clinical Health Act (HITECH). This program allows health care providers to show meaningful use of certified Electronic Health Records (EHR), which in turn earns incentive payments for eligible providers.

The Meaningful Use program has been instituted to encourage the adoption of electronic health care records systems to create a widespread system that provides top safety, quality, and efficiency of health care in America. In order to be entitled to incentive payments, providers must do more than just adopt an electronic health records system; they must also prove the meaningful use of the system by meeting a certain number of objectives established by the HITECH Act. These incentive payments can range from \$44,000 to \$63,750 for Medicaid-directed meaningful use programs. Medical providers who do not adopt an electronic health record system and document meaningful use will receive less than 100% of their Medicare fee schedule for their services.

The EHR program applies to various medical statutes, one of which is Medicare. Using the Medicare Meaningful Use Incentive program will grant those monetary incentives to medical providers who have an EHR in place and have proof of meaningful use. That proof spans a range of thresholds for multiple objectives that can positively impact patient care. Those medical providers can earn up to \$44,000 in incentives from the Medicare Meaningful Use program by meeting Medicare's established criteria for five consecutive years. In 2015, Medicare began penalizing those medical providers who had not implemented an EHR system by reducing those providers' Medicare reimbursements.

The Medicare Meaningful Use program considers the following as qualified for the EHR incentive: chiropractors, doctors of dental medicine and dental surgery, doctors of podiatric medicine, doctors of optometry, and doctors of medicine or osteopathy. This incentive program is not extended to most hospital-based providers, which are those providers with 90% or more of their services based in emergency or hospital inpatient settings. The exceptions to this rule are hospitals that are Medicare Advantage affiliated hospitals, subsection d hospitals, and critical access hospitals.



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Debra Oselett and other prominent, skilled medical practice directors and administrators have a thorough knowledge of the Health Information Technology for Economic and Clinical Health Act, and especially the Medicare component and guidelines associated with it. An administrator's familiarity with this act and its accompanying incentives can save the medical office significant amounts of money.

Source: <http://www.athenahealth.com/knowledge-hub/meaningful-use/what-is-meaningful-use>

<http://www.athenahealth.com/knowledge-hub/meaningful-use/medicare>

<http://www.athenahealth.com/knowledge-hub/meaningful-use/medicare-criteria>

5. Debra Oselett: Implementation and Maintenance of Patient Portals

Successful and experienced medical practice administrators, like Debra Oselett, understand the importance of technology and the impact it has on medical practices, especially in regards to building a digital relationship between doctor's office and patient. One of the most popular methods to create this digital relationship is through the implementation of patient portals.

Patient portals give the patient and doctor's office access to patient records and healthcare information at any time. Because of the legality and confidentiality of the patient's records, medical practice administrators must be current on new ways to maintain the security of this sensitive information. Once that security is in place, the patient portal functions as a mode for 24/7 access to patient information from any location. The patient portal is designed to encourage patients to stay updated and to be proactive in their healthcare. The meaningful use incentive, established in 2009 as part of the Health Information Technology for Economic and Clinical Health Act (HITECH) allows health care providers to show meaningful use of certified Electronic Health Records (EHR), which in turn earns incentive payments for eligible providers. The patient portal is one part of the meaningful use incentive.

The implantation of patient portals requires multiple steps and party involvement; it is also contingent on the complexity of the office's network and technology systems. The key figures involved in the patient portal



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creation are: the physicians/clinicians, privacy and security officers, legal advocates, patient advocates, information technology, and marketing staff. In order for the creation and eventual rollout of the patient portal system, all of these parties must be in close communication throughout the process. As there are many patient portals systems to choose from, the doctor's office and key personnel must determine which system is the right one for their environment. Patient portals must be in compliance with federal and state laws, but after that, the office can determine if the portal should determine who will be using the system and in what ways.

Debra Oselett and other skilled medical practice administrators have successfully implemented multiple patient portal systems during their careers. They know that for positive implementation of a patient portal system, it needs to be, above all other qualities, user-friendly. Timelines, content, testing, information governance, and authentication are absolute necessities. A patient portal should, if done correctly, give patients the confidence and desire to take a more active role in their own healthcare concerns and needs.

Source: <http://bok.ahima.org/doc?oid=107601#.V3U2IFfl7zl>

6. Debra Oselett: Medical Administration

As Debra Oselett and other skilled office administrators have found, the role of the medical practice administrator is one that covers multiple, integral responsibilities necessary for a medical office to be profitable and operate successfully. Medical administration goes far beyond checking clients in and charging co-pays. Without a prudent, wise medical administrator, a doctor's office will find itself in grave difficulty very quickly.

Individuals in medical administration use their knowledge of medical terminology and procedures to assist in almost all levels of the operation of a doctor's office, from patient coordinator to unit secretary to medical office specialist, amongst other roles. The job duties for a medical administrator can also vary widely, but often include checking in patients, organizing patient records and charts, answering the phone, scheduling appointments, operating computer and technological equipment in the office, transferring lab results to the proper locations, and maintaining the supplies for the office itself.



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Medical administrative roles can vary by position, as a medical administrator for a clinic will have different responsibilities than one in a private practice or hospital. In a clinic, a medical administrator will not deal with too many emergency situations, and will often work 12-hour shifts three days a week. Appointments are planned ahead of time and the administrator will need to have advanced customer service skills for work in a clinic. A medical administrator in a private practice, which will often be a smaller facility, will be required to cover many different tasks. Of most importance is having a team attitude and having the ability to prioritize, as the administrator may be answering the phone at the same time as dealing with a patient and a doctor's directions. In a hospital, a larger facility, the medical administrator's roles are more clearly defined and specialized; this also allows more possibilities for advancement. Because of the potential for emergency situations, the medical administrator must be calm and composed to deal with distraught and anxious patients. She must also be able to determine and perform her role quickly in trying circumstances. Hours at a hospital will also be more varied and less consistent for the medical administrator.

Experienced medical administrators like Debra Oselett of Rochester Hills, Michigan, are tasked with the serious responsibility of keeping the medical office operating smoothly, whether it is a hospital, clinic, or private practice. Without skilled medical administrators, doctor's office would not be able to function efficiently.

Source: <http://www.rasmussen.edu/degrees/health-sciences/blog/what-does-a-medical-administrative-assistant-do/>

6-250 Word Regular Blog Posts

1. Debra Oselett: Peachtree Accounting Seminars

Skilled medical practice administrators like Debra Oselett, of Rochester Hills, Michigan, are familiar with Peachtree accounting systems, software, and seminars. Because of the popularity of Peachtree, medical administrators are wise to be as familiar with the program as is possible.

Peachtree accounting courses and seminars assist medical administrators in becoming quickly accustomed to the software. Peachtree, or Sage 50, offers three distinct levels of training for administrators and managers. Beginner seminars often start with reviews of the basics, like bookkeeping. The next steps covered pertain to new company set-up to introduce and then review aspects of the program such as data file modification and entry, including employees, inventory, vendors, customers, and accounts that need to be reviewed. Other areas covered in the beginner's seminar are: payroll, accounts payable, accounts receivable, inventory, and



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general ledger. The intermediate Peachtree/Sage 50 course builds upon all of the previously mentioned office and accounting functions at a higher level, including sections dedicated to balancing and reviewing the aforementioned sections. The Peachtree/Sage 50 advanced seminar offers guidance on the basic and intermediate level material, but also addresses more complex subjects like security; forms, reports, and financial statements; payroll; special procedures; backup utility; and time ticket employees.

Debra Oselett and other office administrators and managers are experienced in working with the Peachtree/Sage 50 accounting systems and have used them for many years to successfully operate medical offices. Superior and meticulous accounting skills are a must for a medical practice administrator in order for the office he or she operates to be profitable and respected.

Source: <http://www.cpatrainingcenter.com/Peachtree-Software-Training.asp>

2. Debra Oselett: QuickBooks Accounting Seminars

Capable and accomplished medical practice administrators like Debra Oselett, of Rochester Hills, Michigan, are familiar with Quickbooks accounting systems, software, and seminars. Because of Quickbooks' trusted brand, medical administrators often take extra courses to be as familiar with the program as quickly as possible.

The Quickbooks accounting program is designed to assist office managers and administrators in reducing financial mistakes and improve data accuracy. Quickbooks seminars teach office administrators how to use the program to manage functions such as: organizing, filing, and storing company's financial information; create professional invoices, receipts, and purchase orders; keeping track of accounts payable and receivable; construct detailed financial reports for the company; and providing shortcuts using the Quickbooks program for functions, features, and menus. Quickbooks seminars are also designed to help administrators prepare the company's taxes in accurate, simple, and timely fashion. The Quickbooks seminars are also taught by experienced instructors who are current in their field, and in adult instruction strategies so they can present complex material in a clear and concise fashion.

Many medical administrators like Debra Oselett are very knowledgeable in Quickbooks accounting amongst other accounting programs, as that knowledge is vital to excelling at their position and benefiting the medical office, clinic, or hospital they work for. Quickbooks is one of the more popular business accounting programs because it saves administrator's time, provides a long-term accounting solution, streamlines and simplifies accounting procedures, is easily developed to suit the needs of an individual



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practice, and saves practices money. Administrators are wise to learn the Quickbooks accounting method for their medical practice.

Source: <http://media.pryor.com/seminars/qb.pdf>

3. Debra Oselett: Medical Office Accounting

4.

Accomplished and experienced medical practice administrators, like Debra Oselett of Rochester Hills, Michigan, are also trained experts in the field of accounting, as without this vital knowledge, medical offices would be inundated with and overrun by costly mistakes and errors. Sharp, accurate accounting skills are necessary for a smoothly run, profitable medical facility.

The administrator and staff responsible for the accounting in a medical office are the core of the business. If there are any weaknesses in the accounting sector of a business, that business will not be able to operate in a cost effective manner. All professional medical organizations have offices that should follow the General Accepted Accounting Principles (GAAP), which includes four critical components: planning, controlling, organizing and directing, and decision-making. Planning is used by administrators to establish goals and guidelines for future success. Controlling is used as a means of reviewing office goals and procedures, and to be sure those goals are being followed. In financial management, organizing and directing are crucial steps to assess whether the office is working to its fullest potential; it also allows room to address any unexpected issues that may occur. Decision-making is based on all of the previous components by gathering established information to determine final decision on financial operations within the company.

Debra Oselett and other veteran medical practice administrators and managers have extensive experience in accounting so they can best serve the offices they work for. The administrator's accounting skills and knowledge are essential to the office functioning in a profitable and ethical manner.

Source: <http://medicaloffice.about.com/od/reimbursements/a/The-Role-Of-Accounting-In-The-Medical-Office.htm>



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4. Debra Oselett: Medical Administration

As Debra Oselett and other skilled office administrators know, medical practice administrators have multiple, essential responsibilities that must be performed accurately for a medical office to be profitable and operate successfully. Without a smart, knowledgeable medical administrator, a doctor's office can quickly lose clients and money.

Individuals in medical administration assist in various levels of a doctor's office, such as patient coordinator to unit secretary to medical office specialist. A medical administrator's job responsibilities can vary widely, but often include checking in patients, organizing patient records and charts, answering the phone, scheduling appointments, operating computer and technological equipment in the office, transferring lab results to the proper locations, and maintaining the supplies for the office itself.

Medical administrative roles can vary by position, as a medical administrator for a clinic will have different responsibilities than one in a private practice or hospital. An administrator's position will be less stressful and more consistent in a clinic; a position in private practice will require more prioritization skills, such as multitasking; and an administrator in a hospital setting must be calm, able to ease anxious, panicked patients, and able to handle emergency situations with aplomb. It's also critical for a hospital administrator to be able to quickly identify her role in unexpected emergencies.

Experienced medical administrators like Debra Oselett of Rochester Hills, Michigan, are tasked with the serious responsibility of keeping the medical office operating smoothly, whether it is a hospital, clinic, or private practice. Without skilled medical administrators, doctor's office would not be able to function efficiently.

Source: <http://www.rasmussen.edu/degrees/health-sciences/blog/what-does-a-medical-administrative-assistant-do/>



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5. Debra Oselett: System Administration

As Debra Oselett and other veteran administrators and managers know, systems administration is a crucial part of an office administrator's role. This position involves far more than just knowing how to set up and maintain a company's computer servers and networks. It encompasses fixing technology that breaks down, managing backups, and monitoring performance, all while maintaining a cool head.

Systems administration is one aspect of a medical practice administrator's job, but it is one on which the operation of the office rests. There are some practical tips that those individuals responsible for systems administration should always remember. Making back up copies of vital files that have been edited and applying technology changes to a test system before permanently changing anything is a good way to avoid permanent data losses. Administrators should also avoid making any serious program changes before they are leaving work for an extended period of time. Another intelligent step is to practice disaster recovery plans to be fully prepared if and when an actual disaster occurs. Procedures that are repeated more than three times should be automated to save time and prevent future complications.

Experienced medical practice administrators, such as Debra Oselett, are highly knowledgeable in systems administration as that is often a key component of office management. Medical administrators who are also responsible for systems administration need to be focused, attentive to details, proactive, and willing to acknowledge and examine their own mistakes. Because of the emphasis on technology in office administration, systems administration has become an important component of what makes a successful medical practice administrator.

Source: <http://www.itworld.com/article/2987063/careers/18-cardinal-rules-of-systems-administration.html#slide1>

6. Debra Oselett: Volunteerism

Debra Oselett and other veteran, experienced medical office administrators are aware of the benefits of volunteerism, not just for the recipients of their service, but also for their own selves and their well-being. Studies have uncovered some surprising new benefits to volunteering for the volunteers.

Recent studies have shown that volunteering leaves the individuals who are giving their time and efforts feeling like they have more time. Volunteering makes the volunteer feel "time affluent" and as



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if their time is not being wasted. Offering service also allows the volunteer to learn new skills, interpersonal and leadership skills, that can even help the volunteer advance herself in her own career field. Additionally, volunteering experience can help the volunteer build his own experience. This can benefit the volunteer should he need to change careers in the future. Volunteering is also an act of love, and as a benefit, the volunteer feels more love because of her service to others. The more often people volunteer, the happier they are. Volunteering strengthens social, interpersonal bonds and feelings of empathy for others.

Many medical practice administrators, like Debra Oselett, may know, better than others, that volunteering gives the volunteer a healthier body. Studies have found that volunteers have a lower mortality rate, lower rates of depression, and greater functional ability than those individuals who do not volunteer. Medical administrators like Oselett volunteer with organizations like Meals on Wheels, Grace Center of Hope, and Volunteers of America. Volunteering provides many gifts for the individuals in need of service, but also benefits those people who are volunteering their own time.

Source: <http://www.forbes.com/sites/nextavenue/2015/03/19/5-surprising-benefits-of-volunteering/#5994644b7c76>

6-75 Word Bios

1. Debra Oselett: Medical Office Budgets

Debra Oselett, a successful and experienced medical practice administrator, knows a key component to operating a profitable medical office or business is excellent budgeting skills. Budgets serve as a measurement for doctors and staff to evaluate financial performance and identify operational concerns that need further attention. Prudent administrators look to the bottom line: the net income, which is what determines the profitability of the medical practice or office. Net income is gauged by subtracting expenses from revenues.

2. Debra Oselett: Inventory Controls

For Debra Oselett, an experienced medical practice administrator in Rochester Hills, Michigan, inventory control is vital to operating a profitable medical practice. A medical office's investment in



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inventory is significant, and as such, it must be monitored, managed, and protected at all times. Skilled, qualified medical practice administrators are meticulous in reviewing the practice's inventory records to ensure accuracy. The medical administrator needs to engage staff in developing an inventory records process that will be to the benefit of the office.

3. Debra Oselett: Credentialing Policies

Debra Oselett of Rochester Hills, Michigan, a skilled medical practice and systems administrator, knows the importance of the professional credentialing process in the medical field. Through credentialing, hospitals, healthcare groups, and insurance companies can verify and evaluate a doctor or medical provider's documented credentials. These organizations may review a doctor's education, training, licensure, and employment history. If the medical provider's documentation meets the established criteria, the provider will be allowed to participate in the groups' networks.

4. Debra Oselett: Meaningful Use Program through Medicare

Debra Oselett of Rochester Hills, Michigan, an experience medical practice administrator, is very familiar with the Meaningful Use program. This program, instituted in 2009, allows health care providers to show meaningful use of certified Electronic Health Records (EHR), which in turn earns incentive payments for eligible providers. A doctor's office must pass inspection based on several criteria before qualifying for incentives. An administrator's familiarity with this act and its accompanying incentives can save the medical office significant amounts of money.

5. Debra Oselett: Patient Portals

Successful and experienced medical practice administrators, like Debra Oselett, stay current in the use of technology in the doctor's office. One of the most popular methods to create this digital relationship is the patient portal. For positive implementation of a patient portal system, it needs must be accessible and user-friendly. A patient portal should give patients the confidence and desire



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to take a more active role in their own healthcare concerns and needs, as well as strengthen the relationship they have with their doctor or medical practitioner.

6. **Debra Oselett: Medical Administration**

As Debra Oselett, a skilled medical practice administrator, will attest, the role of the medical practice administrator consists of multiple, integral responsibilities necessary for a medical office to operate successfully. Without a prudent, wise medical administrator, a doctor's office will find itself facing financial hardship. Experienced medical administrators tackle the serious responsibility of keeping the medical office operating smoothly, whether it is a hospital, clinic, or private practice. Talented medical administrators keep doctors' offices functioning efficiently.

15—25 Word Google+ Posts

1. Debra Oselett, an experienced medical practice and systems administrator, knows that operating a profitable medical office or business rests solely on accuracy and superior budgeting ability.
2. Debra Oselett and other veteran medical practice administrators and managers have extensive experience in accounting so they can best serve the offices they work for.
3. Skilled, qualified, and experienced medical practice administrators, like Debra Oselett, are always careful and meticulous when reviewing a practice's inventory records to ensure accuracy.
4. Many medical administrators like Debra Oselett are very knowledgeable in QuickBooks accounting, which is vital to excelling at their position and operating a profitable medical office.
5. As an experienced medical practice administrator, Debra Oselett knows that administrators have multiple responsibilities that must be performed accurately for a medical office to be profitable.



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6. Successful and experienced medical practice administrators, like Debra Oselett, stay current in the use of technology in the doctor's office, such as with the implementation of the very popular patient portals.
7. Experienced health care and medical practice administrators, like Debra Oselett, know the significant importance placed on the professional credentialing process in the medical field as loss of incentives can occur without being credentialed.
8. Skilled and experienced medical practice administrators, like Debra Oselett, must be familiar with the Meaningful Use program, which was instituted as part of the 2009 Health Information Technology for Economic and Clinical Health Act (HITECH).
9. Medical practice administrators, such as Debra Oselett, make a point to always create a budget, follow it, but also revisit and revise it if necessary every year in order to operate a profitable and successful business.
10. Debra Oselett, a prominent, skilled medical practice administrator, has a thorough knowledge of the Health Information Technology for Economic and Clinical Health Act, and particularly the Medicare component and guidelines associated with it.
11. Successful and experienced medical practice administrators, like Debra Oselett, understand the impact technology has on medical practices, especially in regards to building a digital relationship between a doctor and a patient.
12. Experienced medical administrators, like Debra Oselett, face the serious responsibility of keeping the medical office running smoothly, whether it is a hospital, a clinic, or a private practice.
13. Debra Oselett, a talented and skilled medical practice administrator, is very experienced in working with the Peachtree/Sage 50 accounting system and has used it frequently to successfully operate medical offices.
14. Many medical practice administrators, like Debra Oselett, may know, better than others, that volunteering gives the volunteer a healthier body, less depression, and better functional ability.



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15. Experienced medical practice administrators, such as Debra Oselett, are highly knowledgeable in systems administration as that is often a key, defining component of office management.

1-350 Word Press Release – Standard

1. Title: Debra Oselett: Medical Practice Administrator

Debra Oselett is an experienced and skilled medical practice administrator. To Oselett, the role of the medical practice administrator is one that encompasses multiple responsibilities necessary for a medical office to operate successfully. Medical administration involves more than just checking clients in and charging co-pays. Without a savvy medical administrator, a doctor's office will find itself hemorrhaging money in a short amount of time.

Oselett has over twenty years experience as a medical practice administrator, and her years of experience are a reflection of the wide variety of skills necessary to do the job well. Medical practice administrators need to be experts in accounting, especially in general ledger and budgeting. Knowledge of systems like Peachtree/Sage 50 and QuickBooks are an added bonus. Compiling and processing accounts payable and accounts receivable as well as reporting income statements and balance sheets to upper management are other important accounting roles that the administrator must address.

Aside from accounting and budgeting, the medical practice administrator may also need to be the systems administrator, depending on the size and location of the company. In this case, the administrator must be proficient with networks, software applications, and a variety of computer systems and programs. Moving forward with technology can also lead to savings; administrators are often the individuals who implement document imaging and paperless systems in companies. Most importantly, administrators must stay updated on security issues associated with their chosen technological system.

Administrators are also responsible for handling the legalities of the office, its credentials, and changes in law. Medicaid and Medicare are two primary health industry giants who have encouraged the credentialing process amongst doctor's offices, offering monetary incentives for those companies that meet the required



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criteria set forth by the health care organizations. Administrators must be sure that all criteria are met, and that any errors or concerns be remedied as soon as possible.

Experienced medical administrators like Debra Oselett of Rochester Hills, Michigan, are tasked with the serious responsibility of keeping the medical office operating smoothly, whether it is a hospital, clinic, or private practice. Without skilled medical administrators, doctors' offices would not be able to function efficiently.

Summary: Debra Oselett is an excellent example of an experienced and dedicated health care professional.

Location: Rochester Hills, MI

About: Debra Oselett is a medical practice administrator with twenty years experience in the field.

Categories: (5 words medical, administration, systems, credentialing, technology, Debra Oselett)

PR Contact: N/A

1-400 Word PDF

1. Debra Oselett: Implementing Patient Portals

Debra Oselett, and other prominent and highly skilled medical practice administrators, knows the impact technology has had and continues to have on the field of medicine. A greater emphasis has been placed on strengthening the relationship between doctor/doctor's office and patient, in particular through the implementation of patient portals.

Patient portals give the patient and doctor's office access to patient records and healthcare information at any time. Because of the legality and confidentiality of the patient's records, medical practice administrators must be current on new ways to maintain the security of this sensitive



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information. The patient portal is designed to encourage patients to stay updated and to be proactive in their healthcare. Patients are provided with secure messaging with office and clinical staff, electronic clinical summaries, and quick access to lab results.

The implantation of patient portals requires multiple steps and party involvement; one of the key factors in this is the marketing role the medical practice administrator plays in providing encouragement to patients unfamiliar or unsure of the patient portal program. The administrator is also responsible for the legal aspect of patient portals, namely ensuring the privacy and security of confidential patient information and records. The patient portal is designed to encourage patients to stay updated and to be proactive in their healthcare. The meaningful use incentive, established in 2009 as part of the Health Information Technology for Economic and Clinical Health Act (HITECH) allows health care providers to show meaningful use of certified Electronic Health Records (EHR), which in turn earns incentive payments for eligible providers. The patient portal is one important part of the meaningful use incentive.

There are some technological challenges that come with executing a new program like the patient portal. If an administrator employs a bulk enrollment process, some patients might miss the email directive if it goes to their spam folder. Some patient portal programs do not provide administrative access to patient use and interaction with the portal. Because of these potential drawbacks, a medical administrator might choose to investigate group and prior communication methods to inform patients of their portals.

Debra Oselett and other skilled medical practice administrators have successfully implemented multiple patient portal systems during their careers. They know that for positive implementation of a patient portal system, it needs to be user-friendly. A patient portal should, if done correctly, give patients the confidence and desire to take a more active role in their own healthcare concerns and needs.

Source: <https://www.healthit.gov/providers-professionals/patients-first-health-care-case-study>



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