

## **Practice Management**

### Importance

Most new physicians will experience practice changes as the health care environment evolves and hence, a broad knowledge of practice management issues is needed. Although the future family physician may delegate many aspects of practice management to other staff and consultants and may in fact, be a salaried employee of a large organization, an understanding of practice management is still critical for him/her to make appropriate personal choices and be aware of legal liabilities.

### Objectives

- Understand the different aspects of practice management
- Understand matters which are pertinent to Lebanon
- Be able to apply some of the basic principles of practice management
  - Location and type of practice
  - Practice layout
  - Information management
  - Staffing
  - Time management
  - Legal and financial matters
  - Office operations
  - Community involvement

### Format of the Session and Program

- Interactive lectures
- Practical live examples

### Participants

Residents and faculty of the Department of Family Medicine