

Should you become a Registered Medical Manager?



Advance Your Career



Completely Online

- ✦ **What is a RMM?** The RMM certification proves that you can hold a leadership and/or management position in a medical office setting.
- ✦ **Who is the RMM intended for?** The RMM certification is intended for physician-office based coders & billers looking to advance their careers as well as those looking to become a practice manager, business office administrator, or medical office staff member. The certification exam is administered online, so it is ideal for full-time working professionals as well as those looking to join the field.
- ✦ **Completely Online.** The certification exam is administered completely online through the Medical Management Institute (MMI).
- ✦ **Authorized Credential.** The RMM certification exam is administered through the Medical Management Institute (MMI), and adheres to the strict guidelines of the state of Georgia Nonpublic Postsecondary Education Commission (NPEC).



The Medical Management Institute (MMI) is the educational leader in medical billing & coding, auditing & management training. MMI is registered & adheres to the strict guidelines of the state of GA Nonpublic Postsecondary Education Commission (NPEC).

Who is MMI?

RMM Benefits

- Online-based certification & renewal
- MMI membership is included: full-instructor support, job & networking opportunities and access to the Medical Business Journals, MMI's monthly e-newsletter full of news updates, exclusive discounts, and helpful resources.

Learn more at MMI-classes.com/RMM



MEDICAL MANAGEMENT INSTITUTE (MMI)

MMI is registered & adheres to the strict guidelines of
the state of GA Nonpublic Postsecondary Education
Commission (NPEC)

3330 Preston Ridge Rd. Ste 380
Alpharetta, GA 30005

T 866-892-2765
F 678-669-2483
info@mmiclassses.com

www.mmiclassses.com

Registered Medical Manager (RMM) Certification Training Program

About the Program

Highlights

- Online Certification Exam
- Certification Exam Fee Included
- CEU Based Re-Certification
- Subscription to The Medical Business Journal Included
- Certificate and Membership Card Issued upon Completion
- Continued Instructor Support

Membership Profile

- Practice Managers
- Billers & Coders
- Clinical Staff
- Physician-Office Supervisors

Summary:

Students in this program are comfortable with technology. The training & exam is administered completely online.

This Registered Medical Manager (RMM) Certification Training Program is registered & adheres to the strict guidelines of the state of Georgia Nonpublic Postsecondary Education Commission. This medical management credential was designed to increase and test the knowledge of individuals who hold or will hold management and/or leadership positions in a medical practice.

The RMM certification is ideal for those currently working in the medical field and looking for certification, as the training and final certification exam is completely online. The program is incredibly popular amongst practice managers, billers & coders, business office administration staff, and medical office staff members.

Unlike other certification exams, students take this final medical management certification exam online (which is included in the price) and are able to use the resources of the internet.

This is an online, six month, self-paced program. It is recommended that students take the certification exam within two weeks of their course completion date. You are allowed to set the amount of interaction you wish to have with your assigned instructor, and if a question or issue were to arise, you would have the option of contacting either the Medical Management Institute, or your instructor for additional assistance.

The certification exam is administered online and the fee is included in the tuition. Each student has 24 hours to complete the exam with two attempts (76% passing grade). To renew the RMM Certification, you are required to annually submit 12 continuing education units (CEUs) along with paying the \$120 membership fee annually. This fee includes a one year membership through MMI and a one year subscription to The Medical Business Journal, a monthly e-newsletter provided by the Medical Management Institute. *You must submit an extra 6 CEUs for each additional certification you hold through the Medical Management Institute (MMI).*

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Discounts valid on August 20, 2014

RMM Training & Certification Tuition

- ~~\$1,099~~ USD **\$799**
- ~~\$1,648.50~~ USD with ICD-10 Training & Certificate (books included) **\$1,348.50**

Interest-Free Payment Plan Available

- 6 month, interest-free payment plan option available upon request (info@mmiclassses.com)

Syllabus

- Chapter 1: Goal Setting and Strategic Planning
- Chapter 2: Marketing and Medicine
- Chapter 3: Organizations and Income Distribution
- Chapter 4: Benefits and Wages
- Chapter 5: Leadership and Management
- Chapter 6: Insurance Plans
- Chapter 7: Financial Outcomes and Controls
- Chapter 8: Compliance Overview
- Chapter 9: Compliance Coding, Billing, and Education
- Chapter 10: HIPAA Compliance
- Chapter 11: OSHA and CLIA Compliance

- Final Practice Exam
- RMM Certification Exam (2 attempts) through the Medical Management Institute (online)

Schedule

Students of the online program are permitted to set the amount of interaction they have with the class and instructor. All students must complete the curriculum and final certification exam within six months of enrollment.



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Enrollment form

Training Path	Program Price	Program + ICD-10
RMC + Exam	<input type="checkbox"/> \$1,099	<input type="checkbox"/> \$1,748.50
CPC®	<input type="checkbox"/> \$1,099	<input type="checkbox"/> \$1,748.50
RMM + Exam	<input type="checkbox"/> \$1,099 \$799	<input type="checkbox"/> \$1,648.50 \$1,348.50
RMA + Exam	<input type="checkbox"/> \$1,099	<input type="checkbox"/> \$1,748.50
RMB + Exam	<input type="checkbox"/> \$1,099	<input type="checkbox"/> 1,398.50

Personal Information (this is where study material, if applicable, will be sent)-

Name: (first) _____ (last) _____

Shipping Address: _____

(city) _____ (state) _____ (zip) _____

Phone: _____ Work Phone: _____

Email: _____

How did you hear about us? _____ promo/discount code: **Valid 8/20/2014**

SSN: _____ - _____ - _____ Date of Birth: _____

Practice/Business Name _____

Work Address _____

(city) _____ (state) _____ (zip) _____

Work email _____

Payment Information-

Online Company Check / Personal Check / Money Order Enclosed Payment Plan ^{\$250 down} (\$350 with ICD-10)

Credit Card: Visa ___ MasterCard ___ Discover ___ American Express ___

CC #: _____ Exp Date: _____ Security Code: _____

Amount: \$ _____

Name as it Appears on the Credit Card: _____

How to Submit- (all 4 pages)

Fax: 678-669-2483 ATTN: Enrollment OR;

Email: Scan and email to info@mmiclass.com, Subject: Enrollment OR;

Mail: The Medical Management Institute: 3330 Preston Ridge Rd, Ste 380, Alpharetta, GA 30005

Student Financial Obligation – By completing the enrollment process, you agree to pay the tuition in full, unless payment plan arrangements have been made.

Payment Plan Option: \$250 down or \$350 down (with ICD-10). Remaining balance over 5 months.

Prerequisites

Anatomy & Terminology for RMC, CPC®, & ICD-10-CM Certifications.
RMC or CPC® for RMA.

Course Description

All courses are described in detail in the school’s Student Handbook, as well as on mmiclass.com

Course of Study

This agreement is for the education services provided at The Medical Management Institute. Each student who registers for a training program will be given six (6) months to complete the program (ICD-10 training expires on the ICD-10 implementation date). Once the final exam is started, the student will have 24 hours to complete the exam. If this is not successfully completed within the allotted time frame, the student will need to re-enroll in the following years program. To successfully complete an exam a student must receive a 76% or higher. Once any certification exam is successfully completed you will become certified. If the exam is not successfully completed, students will be allowed one free retest that must be started within one month of the previous exam.

Legal Responsibility

Once submitted, this agreement will serve as a legally binding contract. Your acceptance of this agreement indicates and acknowledges that you have been given reasonable time to read and understand it, and that you have had the opportunity to read, understand and clarify how the program works and what is expected of you as a student. You acknowledge that you have found all material facts concerning the Institute that would affect your decision to enroll to be satisfactory. Likewise, The Medical Management Institute agrees to abide by the guidelines set forth in the school’s Student Handbook.

Student’s / Buyer’s Right to Cancel

The student/buyer has a right to cancel enrollment in the certification program and obtain a refund for purchased materials within 90 calendar days from the date of enrollment (restrictions and proration may apply; please see Handbook for specific details). Course materials must be returned using traceable means where a signature can be obtained in case the package is lost (ex. FedEx, UPS, Certified US Mail, courier, etc). The Medical Management Institute will not accept responsibility for the loss or damage of uninsured packages. You acknowledge that all cost expectations, cancellation, and refund policies have been explained in detail and are clear. In order to cancel this enrollment agreement and receive a refund, you must return all of the program materials with a written request to withdraw, via certified mail to:

The Medical Management Institute
Attn: Withdrawals
3330 Preston Ridge Road
Suite 380
Alpharetta, GA 30005

No tuition refunds will be processed until all materials are received, including but not limited to study guides, cd’s, exams, and other materials included in the program, and a letter of intent to withdraw from the course of study.

Initial/Sign where you see the  and fax to the school: 678.669.2483 Attn: Enrollment, or scan and email to info@mmiclassess.com.

Length of Enrollment

By submitting this agreement, you understand that you have six months to study and prepare for the certification exam and have access to MMI instructor support during the period of enrollment. If a student does not begin the exam within the allotted six month time period, the student will forfeit their enrollment and be required to enroll in the following years program to receive certification. Certification exams are updated once per year and are effective February 1st of each year.

Notice to Student:

Do not sign this agreement before you have read it or if it contains any blank spaces. This agreement is a legally binding instrument. Both sides of the contract is binding only when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school’s principal place of business. Read document in its entirety before signing.

1. You are entitled to an exact copy of this agreement and any disclosure pages you sign.
2. This agreement and the school catalog constitute the entire agreement between the student and the School.
3. Although the School will provide job-search assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation.
4. The school reserves the right to reschedule the program start date with the number of students scheduled is too small.
5. The School reserves the right to terminate a students’ training for unsatisfactory progress, nonpayment of tuition or failure to abide established standards of conduct.
6. The School does not guarantee the transferability of credits to a college, university or institution. Any decision on the comparability, appropriateness and applicability of credit and whether they should be accepted is the decision of the receiving institution.
7. For Department of Veterans Affairs, benefits recipients, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

Student Acknowledgments:

1. I hereby acknowledge receipt of the School’s catalog/handbook dated _____, which contains information describing programs offered, and equipment/supplies provided and/or needed. The School catalog/handbook is included as part of this Enrollment Agreement and I acknowledge that I have received a copy of this catalog/handbook.



_____ *Student initials*

2. I have carefully read and received an exact copy of this enrollment agreement.



_____ *Student initials*

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the School catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid-in-full before a certificate may be awarded.



_____ *Student initials*

