

## **The Certified Practice Manager (CPM) Certification Exam Will Cover the Following Areas**

- 1. Principles of Management**
- 2. Health Care and Business Law**
- 3. Human Resource Management**
- 4. Office of Inspector General Compliance**
- 5. Budgeting and Control**
- 6. Motivation in the Workplace**
- 7. Making Teams Work in Your Office**
- 8. Leadership in Management**
- 9. Financial Planning**
- 10. Communication**
- 11. Billing and Collections**
- 12. Employment and Payroll Processes**
- 13. HIPAA**
- 14. OSHA Compliance**