

APPLICATIONS ARE NOW OPEN FOR
PRACTICE MANAGEMENT FELLOWSHIP

New Jersey Podiatric Physicians and Surgeons Group, LLC

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Affiliated Foot & Ankle Center, LLP

Applications are now being accepted for a one-year postgraduate Fellowship in Practice Management. This experience will provide complete and comprehensive training in multiple aspects of podiatric practice management. Candidates should be in their last year of postgraduate training. Attached please find program curriculum and application. All applications should be received by 31 December 2017.

Inquiries should be directed to current fellow Dr. Amy Miceli:
amym@njpodiatrygroup.com



PRACTICE MANAGEMENT FELLOWSHIP

New Jersey Podiatric Physicians and Surgeons Group, LLC

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Affiliated Foot & Ankle Center, LLP

Program Director: Hal Ornstein, DPM (CEO & President)

Other Program Faculty: Peter C. Paicos, Jr, DPM (CMO)

Stuart Jacob, DPM (Treasurer)

Christopher J. Mullin, DPM (VP)

Brandon Macy, DPM (Secretary)

Cheryl Martinetti (COO)

Recent Fellow: 2017-2018: Amy Miceli, DPM

Program Location: New Jersey Podiatric Physicians and Surgeons Group, LLC (NJPPSG)

4633 Highway 9 North, Suite 3

Howell, NJ 07731

Phone: 732-994-5333

Fax: 732-994-5336

Number of Positions: One

Program Dates: August 1ST, 2018 – July 31ST, 2019

Application Deadline: December 31st, 2017

Stipend: \$50,000 (negotiable)

Program Summary / Training Goals:

- This one-year fellowship position is under the direction of Hal Ornstein, DPM and Peter Paicos Jr., DPM, and offers an array of experiences focused on practice management. It provides a unique opportunity to participate in a structured postgraduate experience encompassing all aspects of practice management that are not taught in medical school or through the postgraduate training.
- The fellow will participate in Office / Clinic and cross train in all office positions (both front and back) thus developing an appreciation of all aspects of office function and management.
- The fellow will provide clinical cross coverage for all Divisions of NJPPSG.
- The fellow will learn the indication, application, documentation and interpretation of appropriate CPT / ICD10 coding and billing thus increasing practice profits while decreasing risk of audit. Additionally, the fellow will become proficient in Electronic Health Record operation and function
- The fellow will develop an awareness of auditing techniques and facilitate Division self-audits
- The fellow will gain an understanding of Human Resources including hiring, termination, disciplinary activities, contract negotiations, compensation packages and benefit structures, development of job descriptions, employee handbook, procedures and protocols manual, and retirement planning.
- Administrative immersion will be a foundation of the experience with involvement and participation with the Leadership Team on all aspects of group management.
- The fellow will coordinate the bi-annual CME programs for NJPPSG.
- The fellow will serve as a Board of Trustee to the Institute for Podiatric Education and Development (IPED).