



OR BUSINESS MANAGER WORKSHOP

April 7-9, 2013
Marriott City Center
Denver, Colorado

This intensive, interactive workshop is an opportunity for OR business managers to increase their knowledge of OR processes, to develop critical skills to drive effective business practices for surgical services, and to network with colleagues. The workshop will be led by speakers experienced in managing the business of perioperative services, including an expert in the health care revenue cycle specific to perioperative services and an OR clinician.

FOCUS OF WORKSHOP

The focus is on developing analytical/critical thinking as well as understanding cost components and overall financial management of the OR. Attendees will have the opportunity to work on projects during small group breakout sessions to problem-solve and develop strategic planning skills.

Some of the topics to be covered are:

- OR charging methodology
- Vendor management
- Management of the revenue cycle
- Data management for decision making
- Operational efficiencies
- Value analysis process
- Role of the business manager
- And much more!

LEARNING OBJECTIVES

Participants in this workshop will:

- Take home measurement tools to use and adapt to their environment for their OR business program.
- Explore how to use dashboard indicators effectively.
- Define techniques from process improvement programs to identify cost savings.
- Discuss financial forecasting, budgeting, and trending.
- Practice strategic planning and project development.

TARGET AUDIENCE

Participants include business managers from all hospital settings currently involved in the business decisions that drive the OR's economics, quality improvement programs, technology management, and program development.

Attendees will be asked to bring laptop computers to use in the group breakout sessions.

WORKSHOP FORMAT

The workshop will open with a welcoming reception and introduction of speakers on Sunday, April 7. This will provide an opportunity to register and meet other attendees. A full-day session is planned for Monday, April 8, and a half-day session for Tuesday, April 9.

WORKSHOP LEADERS

Glenn Kaleta, MBA
PMP Program Manager
Enterprise Project Management Office
Northwestern Memorial Hospital

Arshia Wajid, MBA, MPH
Project Manager
Northwestern Memorial Hospital

Keith Siddel, JD, MBA
HBL Concepts LLC

Judy Dahle, MS, MSG, RN
Education Coordinator
OR Manager

PROGRAM AT A GLANCE

SUNDAY | APRIL 7, 2013

5:00–6:30 p.m.	<p>WELCOMING RECEPTION</p> <p>Meet the speakers and attendees for a relaxing social event with light hors d'oeuvres, libations, and networking.</p>
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MONDAY | APRIL 8, 2013

8:00–8:30 a.m.	<p>REGISTRATION AND CONTINENTAL BREAKFAST</p>
8:30 a.m. – noon	<p>The day will begin with opening remarks and an overview of the agenda. The role and responsibilities of the OR business manager will be woven into all phases of the workshop as well as the effective business processes that drive a successful OR program. Operational efficiencies, data management, value process mapping, and information transparency techniques will be presented. Preoperative case management and service line examples will be discussed.</p>
Noon–1:00 p.m.	<p>NETWORKING LUNCH</p>
1:00–4:00 p.m.	<p>Sample projects will be developed for hands-on group work during this afternoon session. Attendees will divide into small groups and work with data information provided by workshop leaders. Each breakout group will develop strategic plans, programs, and analysis that will be presented and discussed at the end of the day. Workshop leaders will work with each group throughout the process.</p>
4:00–5:00 p.m.	<p>Summaries of the small group projects will be reviewed and discussed.</p>

TUESDAY | APRIL 9, 2013

7:30–8:00 a.m.	<p>CONTINENTAL BREAKFAST</p>
8:00 a.m. – 11:00 a.m.	<p>Use of data analytics in process improvement and cost savings will be explored. Additional practice with financial forecasting, budgeting, and trending will take place, along with effective use of dashboard indicators.</p>
11:00–noon	<p>The closing session will provide a summary of workshop content with an overview of the OR business manager's responsibilities in relation to the OR clinical manager and the organization's mission, vision, and values.</p>



REGISTRATION INFORMATION

Hope Kabik | **301.354.1769** | **301.576.8024**

store.ormanager.com/by-subject-area/or-business/or-business-manager-workshop.html

SPONSORSHIP INFORMATION

Kim Luna | 720.870.2440 | kluna@accessintel.com

VENUE INFORMATION

Denver Marriott City Center
1701 California Street
Denver, CO 80202

Room Block Rate: \$189/night
Hotel Room Block Ends March 17, 2013

To receive the special room rate, please call the hotel directly and reference the OR Business Manager Workshop at 303.297.1300

Cancellation policy: \$300 fee before March 11; after the 11th, credit applied to a future conference.

1. Contact Information

Name _____
 Title _____
 Facility _____
 Address _____
 City _____ State/Province _____
 Zip/Postal Code _____ Country _____
 Phone _____ Ext _____
 Fax _____ Email _____
 (Required to confirm registration)



4 Choke Cherry Road, 2nd Floor
 Rockville, MD 20850

FOUR EASY WAYS TO REGISTER

- Phone: 301-354-1769
- Fax this completed form to: 1-301-576-8024
When faxing or mailing, please photocopy the form for each registrant.
- Mail this completed form to
 Hope Kabik/OR Business Manager Workshop
 4 Choke Cherry Road,
 2nd Floor
 Rockville, MD 20850



Access Intelligence Federal Tax ID#: 52-2270063

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Web: ormananager.com/or-business-manager-workshop

2. Select Your Registration Package

Registration Type	Early Bird Through 3/17/13	Regular After 3/17/13
OR Business Manager Workshop*	\$795	\$895
Group Rate: 3+ people = \$200 off per person		

*Registration includes — Breakfasts, Lunches and Reception

3. Payment Information

Credit Card: Visa MasterCard American Express Discover

Card Number _____
 Expiration Date _____
 Signature _____
 Name as Shown on Card _____

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Presented by

**EARLY BIRD
 REGISTRATION
 ENDS
 MARCH 17, 2013**

