

ACTIVITIES FOR ADMINISTRATORS

ADMINISTRATORS CERTIFICATE PROGRAM

PPS offers a certificate program designed specifically for private practice administrators.

The sessions are open to all attendees and may be taken as stand-alone sessions or as a track. To take the certification exam, you must attend every course in the track and scan your badge at each session to document your attendance. At the end of the conference, the exam will be offered to those who attended all six sessions. The exam will be available online; you may join other test-takers on Saturday morning or complete the exam on your own after the conference. The exam will be available until January 31, 2020.

Those who pass the exam will earn a Certificate of Completion for the Private Practice Section Administrators Certificate Program. The certificate is recognized by the Private Practice Section of the APTA.

-  Billing & Coding
-  Business & Finance
-  Business Operations
-  Human Resources
-  Legal Compliance
-  Marketing



Administrators' Network Reception


Come celebrate the new
Administrators' Network!

6:00 pm – 7:00 pm, Thursday

The following schedule of events lists times for all administrators' sessions and general conference events you won't want to miss!

WEDNESDAY, OCTOBER 30, 2019

Session ID


12:30 pm – 3:00 pm  Business Operations (Module 1 of 6) A01

3:15 pm – 5:15 pm  Human Resources (Module 2 of 6) A02

6:00 pm – 8:00 pm Awards Ceremony and President's Reception

THURSDAY, OCTOBER 31, 2019


7:30 am – 10:30 am Breakfast with Keynote, General Business Meeting, and Candidates' Speeches T01

10:45 am – 12:45 pm  Business & Finance (Module 3 of 6) A03

12:30 pm – 1:30 pm Lunch with Exhibitors

1:30 pm – 4:00 pm  Legal Compliance (Module 4 of 6) A04


4:00 pm – 6:00 pm Reception in Exhibit Hall


6:00 pm – 7:00 pm  Administrators' Network Reception

FRIDAY, NOVEMBER 1, 2019

7:30 am – 8:30 am Vendor Presentations

8:30 am – 9:15 am Breakfast with Exhibitors

9:15 am – 11:45 am  Marketing (Module 5 of 6) A05

2:00 pm – 5:00 pm  Billing & Coding (Module 6 of 6) A06

7:00 pm – 10:00 pm Closing Celebration

SATURDAY, NOVEMBER 2, 2019

9:15 am – 11:00 am Closing Breakfast with Keynote: Customer Experience is the New Competitive Advantage—What Works, What Doesn't and Why it Matters More Than Ever S01

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ADMINISTRATORS CERTIFICATE PROGRAM GRADUATES

Have you already completed the Administrators Certificate Program? *Don't stop there!*
The Administrators Network has highlighted advanced programming for administrators to continue their learning.
Suggested sessions are listed below.

WEDNESDAY, OCTOBER 30, 2019

	Session ID
1:00 pm – 5:00 pm Payment and Reimbursement Update 2019 <i>(separately ticketed event)</i>	W01
1:00 pm – 5:00 pm Creating Your Patient's Experience: Your Whole Team Trained for Patient and Business Success <i>(separately ticketed event)</i>	W02

THURSDAY, OCTOBER 31, 2019

11:00 am – 12:30 pm Emerging Issues Impacting the Private Practice Physical Therapist	T04
2:30 pm – 4:00 pm You Have Compliance Questions? We Have Answers! (BUZZ SESSION)	T08
2:30 pm – 4:00 pm Solving the Biggest Problem Plaguing Your Practice: Employee Fit	T12

FRIDAY, NOVEMBER 1, 2019

10:15 am – 11:45 am Marketing Bench Marking: Using Data to Maximize Profits	F02
10:15 am – 11:45 am How to Slash Drop-offs to Improve Your Bottom Line: Three Strategies	F05
2:00 pm – 3:30 pm Putting your KPI's to Work for You	F09
2:00 pm – 3:30 pm Are Your Managers Killing Your Company Culture?	F10
2:00 pm – 3:30 pm Telehealth: Payment and Practice Considerations	F11
3:45 pm – 5:15 pm The State of Direct Access Marketing: What Works In Today's Private Practice Market	F14
3:45 pm – 5:15 pm Creating a Win-Win: The Use of 'Job Scorecards' to Keep Employees Motivated and On Task	F16
3:45 pm – 5:15 pm Electronic Communication - How to Connect & Stay Compliant with Patients and Practitioners	F17

Designed exclusively for administrators of physical therapy private practices, the PPS Administrators' Network offers special benefits designed to serve your needs. PPS Administrators' Network members enjoy full member access to the PPS website, a free monthly subscription to Impact Magazine, discounted registration to many PPS events, and much more.



Join the PPS Administrators' Network