



YOUR VISION. OUR STRATEGY.

OFFICE MANAGEMENT ACADEMY™

This 2-day course guides the orthodontic practice executive to achieve their full potential. The office executive is trained to understand the business of orthodontics while building an exceptional team.



EACH COURSE IS TAUGHT BY LEEANN PENICHE

LIMIT: 20 STUDENTS

The Office Management Team will be given the tools needed to hire dedicated staff, develop position performance standards and track trends through detailed reports, dashboards and benchmarks. The resulting executive will be the voice in the practice to inspire team loyalty, nurture trust and encourage greatness.



THIS WORKSHOP WILL ALSO INCLUDE 30 DAYS OF POST-MEETING SUPPORT



SCAN HERE TO LEARN MORE & REGISTER ONLINE

WHAT TO EXPECT

Through the proven **Peniche Systems** you will:

- Establish job performance standards for:
 - Clinical Assistants
 - Treatment Coordinators
 - Financial Coordinators
 - Scheduling Coordinators
 - Marketing Coordinators.
- Discover how to create job descriptions, compensation packages, and reward systems.
- Understand how to perform effective job evaluations.
- Analyze and develop a fluid clinical schedule.
- Identify statistical trends.
- Learn the Credit Management Systems that focus on Accounts Receivable for both insurance and patient accounts.
- Create management leads.
- Become the gold standard of an Orthodontic Management Executive.

THE BUSINESS OF EXCELLENCE

COMPLETE THIS FORM & EMAIL TO INFO@PENICHETEAM.COM OR FAX TO 503.666.8538

SELECT DATE: MARCH 6 & 7, 2025

LOCATION: PORTLAND, OR

WORKSHOP HOURS: THURSDAY 8:30AM - 4:00PM | FRIDAY 8:00AM - 12:00PM

INCLUDES: 30 DAYS OF POST-COURSE SUPPORT. EACH COURSE IS TWO DAYS WITH A CONTINENTAL BREAKFAST, CATERED LUNCH, AND AN AFTERNOON RECEPTION ON THE FIRST DAY.

PRACTICE NAME: _____ STATE: _____

DATE: _____ ZIP: _____

ADDRESS: _____ PHONE: _____

CITY: _____ EMAIL: _____

ATTENDEE'S NAME	POSITION	TUITION	TOTAL
1. _____	_____	\$1,480	_____
2. _____	_____	\$1,480	_____
3. _____	_____	\$1,480	_____
4. _____	_____	\$1,480	_____
5. _____	_____	\$1,480	_____
6. _____	_____	\$1,480	_____

PROMO CODE: _____ TUITION TOTAL: _____

PLEASE CHECK ONE: MASTER CARD VISA AMERICAN EXPRESS

CARD #: _____ EXPIRATION DATE: _____ CVC: _____

PRINTED NAME OF CARDHOLDER: _____

CARDHOLDER SIGNATURE: _____

*BY SIGNING, YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE WITH THE CONTENT ABOVE.

ARE YOU A MARI'S LIST MEMBER? YES NO

ARE YOU AN ELITE DENTAL ALLIANCE MEMBER? YES NO IF YES, MEMBER ID# _____

WHOM MAY WE THANK FOR REFERRING YOU TO OUR WORKSHOP? MAILER INTERNET
 OTHER (PLEASE SPECIFY) _____

YOUR CONFIRMATION PACKET WILL BE SENT TO YOU VIA EMAIL AND WILL INCLUDE INSTRUCTIONS TO ASSIST IN BOOKING YOUR HOTEL RESERVATIONS. PLEASE CONFIRM REGISTRATION PRIOR TO BOOKING YOUR TRAVEL ARRANGEMENTS.

TO WHAT EMAIL ADDRESS SHOULD THE PACKET BE SENT? _____

PLEASE CHECK HERE IF YOU DO NOT WANT TO RECEIVE FUTURE EMAILS ON UPCOMING COURSES AND EVENTS.