



YOUR VISION. OUR STRATEGY.

# OFFICE MANAGEMENT ACADEMY™

This is a course designed to guide 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 AND LIMITED TO 12 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  
3 months post-meeting support!

## WHAT TO EXPECT

Through the proven Peniche Systems you will:

- Establish job performance standards for: Clinical Assistants, Treatment Coordinators, Financial Coordinators, Scheduling Coordinators and 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.

# OFFICE MANAGEMENT ACADEMY™

# THE BUSINESS OF EXCELLENCE

COMPLETE THIS FORM AND EMAIL TO INFO@PENICHETEAM.COM OR FAX TO (503) 666-4937

SELECT DATE:

☐ SEPTEMBER 29 & 30, 2022 ☐ NOVEMBER 17 & 18, 2022

LOCATION: 22660 SE STARK ST, GRESHAM, OR 97030

COURSE HOURS: THURSDAY 8:30 AM - 4:00 PM • FRIDAY 8:30 AM - 12:00 PM

COURSE FEE: \$1,480.00/person - Early Bird: Receive an additional \$50 courtesy per attendee when booking 60+ days prior to course date.

INCLUDED: 3 months of post-course support. Each course includes a continental breakfast, catered lunch, and an afternoon reception on day one.

NAME:	DATE:
PRACTICE NAME:	DOCTOR'S NAME:
ADDRESS:	CITY: STATE: ZIP:
CELL PHONE:	OFFICE PHONE:
ATTENDEE EMAIL:	WEBSITE:
DOCTOR'S EMAIL:	AVERAGE MONTHLY STARTS:
AGE OF THE PRACTICE:	NUMBER OF STAFF:
NUMBER OF DOCTORS:	NUMBER OF OFFICES/SATELLITES:
OFFICE SOFTWARE:	
HOW MANY YEARS HAVE YOU BEEN WITH THE PRACTICE?	
IS YOUR OFFICE PART OF A DENTAL SERVICE ORGANIZATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DSO:
HAVE YOU ATTENDED ANY OF OUR COURSES OR LECTURES?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, COURSES:
HAVE YOU EVER WORKED WITH A PRACTICE MANAGEMENT FIRM?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHO:
PRACTICE GOALS:	

**Tuition Policy:** The tuition is nonrefundable 30 days prior to the Office Management Academy Course. However, 50% of the tuition may be transferred once to a future Office Management Academy Course.

**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 cancellation policy 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.

☐ Please check here if you do not want to receive future emails on upcoming courses and events.