



# Montgomery County Medical Society Practice Administrative Meeting

All MCMS Practice Administrative Staff monthly meetings are open to MCMS members and practice staff as part of the membership dues.

Fees: No charge for members or staff of members.

Questions or to RSVP:  
Call MCMS at 301.921.4300. or email [kbroadfoot@montgomerymedicine.org](mailto:kbroadfoot@montgomerymedicine.org).  
Complete one form per attendee. Fax back reply form to 301.921.4368.

Seating is limited, and the topic is appealing. RSVP early!

\*Please watch your email for changes in the program's location. Venue depends on course size.

## Meeting RSVP Form

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Attendee's Name(s):

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Member Name (if different from above)

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Preferred Email:

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Please fax to 301.921.4368

## Best Kept Secrets of Medical Practice Management

**Tuesday, June 23rd**

8:00 am - Registration, Continental Breakfast, and Program

MCMS Conference Room (upstairs)

15855 Crabbs Branch Way

Rockville, MD

(near intersection of Crabbs Branch & Indianola)

Continental Breakfast will be served.

MCMS will be hosting the monthly Practice Management Update at the MCMS headquarters on Tuesday, June 23rd. We ant you to share your best form(s) will all those attending! We are calling this out "Form Sharing Forum." It's your chance to showcase your best medical practice form - the one that has made your life or life in your practice easier! Email us your form and we will make the copies for you. If you don't have a form to share, join us so you can pick up tips from others! This is the "brain child" of one of our practice managers who found attending a similar session helpful!

### Target Audience:

Practice administrators, office managers, billing managers, and supervisors. Join us for this exciting and informative educational program and networking opportunity which is designed to help Montgomery County medical practices and physicians succeed.