

9.00am	PRESIDENT'S WELCOME	
9.15am	KEYNOTE: WHY PRIVATE PRACTICE?	
10.00am	MORNING BREAK	
	A: MAKING DECISIONS & MEETING STANDARDS	B: RUNNING A SUCCESSFUL PRACTICE
10.30am	A1: Setting Up in Private Practice Covers all of the foundations around setting up in private practice from registrations, indemnity, building a bigger health model, practice set up and so much more.	B1: Records Management Learn about effective communication systems for managing appointments, medical records and complying with Privacy law. Learn of the benefits and challenges around My Health Record.
11.15am	A2: Financial Concepts for your Practice From budgeting strategies, setting up your fees and debt management, learn techniques around making sure you get the most from your bank and more.	B2: Billing, Claims and Payments Learn to improve your Medicare billing results and how to make the system work for you.
12.00pm	A3: Managing Your Risks From insurance, disaster planning, exit strategies and complying with legislation, hear about a range of strategies to manage your risks.	B3: Marketing your Practice Defining your brand and leveraging it to generate communications, referrals online appointments and ensuring that your practice stands out.
12.45am	LUNCH BREAK	
	C: MANAGING YOUR PEOPLE	
1.45pm	C1: Recruitment – Employing the best people Identifying your staffing needs to assist in planing for recruitment and ensuring you get the most from your staff.	
2.15pm	C2: Managing Your People Become familiarised with your obligations as an employer, dealing with disputes and the importance of protocols that support the day to day running of your practice.	
2.45pm	C3: Maintaining your Workplace Mental Health Learn how to approach difficult conversations, how you can 'health check' your practice and how to achieve and maintain your practice and lifestyle happiness.	
3.15pm	AFTERNOON BREAK	
	D: PRACTICE IT	
3.45pm	D1: IT Systems for Practice Efficiency Hear about the latest in technology to increase efficiency & how you can go about formulating a disaster recovery plan.	
4.30pm	D2: Cyber Security Learn the ways in which you can protect your practice from cyber hackers and grab some 'hot tips' on virus and cyber weakness protection.	
5.15pm	THANK YOU TO GUESTS & SPONSORS CONFERENCE CLOSE	