

# Private Practice Series

**2nd October** – Brisbane Convention and Exhibition Centre

**6th October** – Summit Events Centre, Paddington

**13th October** – Summit Events Centre, Paddington

**23rd October** – Brisbane Convention and Exhibition Centre



## Saturday

**2nd October 8:30-5:30**

The fundamentals of starting your own private practice

- Putting on your entrepreneur hat and framing your business mind-set
- Finding the right structure
- Financing your goals
- Minimising the risks and protecting your investment
- Support staff and team model
- Developing & establishing a practice that performs

## Saturday

**23rd October 8:30-5:30**

Day-to-day management for a professional and profitable practice

- Evaluating your environment
- Accreditation process – more cash to do more (PIP)
- Compliance and standards
- Billing and Medicare
- Medical records and privacy obligations
- Bookkeeping and benchmarking
- Keeping the wheels in motion, the next steps and your support

## Wednesday

**6th October 6:00-8:30**

Getting your workforce working

- Staffing structure
- Contracts, awards and employee records
- Work cover and other insurances

## Wednesday

**13th October 6:00-8:30**

Employers guide to employees

- Managing difficult employees, bullying, discrimination, harassment and termination

### EXHIBITORS INCLUDE



### How much does it cost?

Saturday member price:	\$275.00 incl gst
Saturday non member price:	\$385.00 incl gst
Both Saturdays member price	\$495.00 incl gst
Both Saturdays non member price	\$693.00 incl gst
Wednesday member price:	\$55.00 incl gst
Wednesday non member price:	\$77.00 incl gst
Both Wednesday member price	\$88.00 incl gst
Both Wednesday non member price:	\$110.00 incl gst



### How do I register?

To register for this exciting event contact:

AMA Queensland Member Services

Phone: (07) 3872 2208

Fax: (07) 3872 2280

Email: [training@amaq.com.au](mailto:training@amaq.com.au)

or visit us online [www.amaq.com.au](http://www.amaq.com.au)

# Private Practice Series Registration form

**2nd October & 23rd October**

Brisbane Convention and Exhibition Centre, South Bank Brisbane

**6th October & 13th October**

Summit Events Centre, Paddington, Brisbane

Registration includes:

- Morning tea / lunch / afternoon tea on Saturday
- Dinner and refreshments on Wednesday
- Program booklet including speakers notes
- Your choice of AMA Queensland manual (worth \$192.50) on Saturdays only
- Fact sheets on Wednesdays

## Attendees Details:

Company: \_\_\_\_\_ RACGP QA & GDP reference number: \_\_\_\_\_

Attendee name & position: \_\_\_\_\_

Invoice address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Membership number: \_\_\_\_\_

If applicable

Special dietary requirement: \_\_\_\_\_

If registering for 'Early Bird' special, name of second registrant: \_\_\_\_\_

## Days you will be attending:

SATURDAYS – 2nd & 23rd OCTOBER				WEDNESDAYS – 6th & 13th OCTOBER			
AMA Queensland MEMBERS				AMA Queensland MEMBERS			
<input type="checkbox"/> 1st Saturday \$275.00	<input type="checkbox"/> 2nd Saturday \$275.00	<input type="checkbox"/> Both Saturdays \$495.00	<input type="checkbox"/> Early Bird	<input type="checkbox"/> 1st Wednesday \$55.00	<input type="checkbox"/> 2nd Wednesday \$55.00	<input type="checkbox"/> Both Wednesday \$88.00	<input type="checkbox"/> Early Bird
NON MEMBERS				NON MEMBERS			
<input type="checkbox"/> 1st Saturday \$385.00	<input type="checkbox"/> 2nd Saturday \$385.00	<input type="checkbox"/> Both Saturdays \$690.00	<input type="checkbox"/> Early Bird	<input type="checkbox"/> 1st Wednesday \$77.00	<input type="checkbox"/> 2nd Wednesday \$77.00	<input type="checkbox"/> Both Wednesday \$110.00	<input type="checkbox"/> Early Bird

**Please select a manual** (tick two manuals if you are attending both Saturdays)

A – Z Health Practice Manual     HR Policies and Procedures Manual     WH&S Manual

## Payment Details

Cheque enclosed for \$ \_\_\_\_\_ (payable to AMA Queensland)

Direct deposit amount \$ \_\_\_\_\_ Receipt number: \_\_\_\_\_

To make payment to direct deposit, the details are: **Bank of Queensland, BSB: 124 104 Account: 10 032 949**

Please charge my credit card:     Visa     Mastercard     American Express

Card number:

Exp date:   /      Amount: \$ \_\_\_\_\_

Cardholders name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* A tax invoice receipt will be issued on receipt of payment.

Return completed form by fax to Michelle Laursen on (07) 3872 2280,  
email [m.laursen@amaq.com.au](mailto:m.laursen@amaq.com.au) or post to AMA Queensland PO Box 123, Red Hill Qld 4059