

# Regions Emergency Medicine Residency Admin 101

October 25, 2006  
Felix Ankel, MD

## APPENDIX 2 *Other Components of the Practice of Emergency Medicine*

### ADMINISTRATION

#### Contract Principles

Analysis of Clauses and Components  
Employment v. Independent Contractor  
Negotiation

#### Financial Issues

Budget and Planning  
Cost Containment  
Reimbursement Issues, Billing, and Coding

#### Operations

Department Administration  
Documentation  
Facility Design  
Human Resource Management  
Information Management  
Patient Throughput  
Policies and Procedures  
Safety and Security

2003 Model of the Clinical Practice of Emergency Medicine  
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**Performance Improvement**  
Customer Satisfaction and Service  
Error Reduction  
Practice Guidelines

**Pre-hospital Care**  
Administration, Management, and Operations  
Credentialing of Providers  
Direct Patient Care  
Multi-casualty Incidents  
Performance Improvement  
Protocol Development

**Professionalism**  
Death in ED  
Ethics  
Inequity  
Leadership (Leading, Directing and Mentoring)  
Personal Well-being  
Professional Development and Lifelong Learning

**System-based Management**  
Managerial Care  
Disaster Preparedness\*

**COMMUNICATION AND INTERPERSONAL ISSUES**  
Complaint Management  
Conflict Resolution  
Interdepartmental and Medical Staff Relations  
Team Building  
Teaching

**RESEARCH**  
Evidence-based Medicine  
Interpretation of Medical Literature  
Performance of Research

**RISK MANAGEMENT, LEGAL, AND REGULATORY ISSUES**  
Accreditation  
Compliance  
Confidentiality  
Consent and Refusal of Care  
Emergency Medical Treatment and Active Labor Act (EMTALA)  
Liability and Malpractice  
Reporting (Assault, Communicable Diseases, National Practitioner Data Bank, etc.)  
Risk Management

\* For a description of specific changes, please refer to Figure 1, Summary of 2003 EM Model Task Force Changes, that appears on page 3 of this document.

## Micro Materials

- Goals and objectives
- 3 ring binder
- Articles
- CD
- Bylaws and rules and regulations of hospital

## Micro Process

- Meetings
  - Med Exec (Karen Quaday)
  - ED Ops (Won Chung)
  - P and T (Carson Harris)
  - Patient Care (Carson Harris)
  - Credentials (Won Chung)
  - GMEC (Felix Ankel)
  - Residency Committee (Felix Ankel)
- Meeting documentation

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