

# 2016 OFFICE STAFF SEMINAR

## RISKY PRACTICES: A HUMAN RESOURCE MANAGEMENT WORKSHOP

COPIC's Risky Practices program provides information and resources for individuals responsible for human resource (HR) management. This full-day program is intended to keep attendees informed of current HR practices and help reduce the risk of employment practice litigation.

Topics include: written policies, employment law, record keeping, job descriptions, and consistent salary administration plans.

Attendees will gain essential information and easy-to-implement tools to minimize the risks that accompany human resource management.

All participants will receive:

- A complete model employee handbook
- Current salary ranges for typical medical office staff positions
- Sample job descriptions for several medical staff positions
- A summary of pertinent federal and state employment laws
- Sample HR forms (e.g. disciplinary forms, performance appraisal forms)

### **COLORADO SPRINGS**

**Thursday, July 14th**  
DoubleTree Hotel  
1775 E. Cheyenne Mountain Blvd.  
Colorado Springs, CO 80906

### **BOULDER**

**Tuesday, July 19th**  
Marriott Hotel  
2660 Canyon Blvd.  
Boulder, CO 80302

### **GRAND JUNCTION**

**Thursday, July 28th**  
DoubleTree Hotel  
743 Horizon Drive  
Grand Junction, CO 81506

All programs run from 8:30am to 3:00pm. A complimentary breakfast and lunch is provided with each program.

This program is complimentary to all COPIC insured practices. One physician per practice will receive 3 COPIC points for a practice representative attending.

**Registration deadline is five days prior to each program date. To RSVP, please complete and return the attached registration form.**

For participants needing overnight accommodations, COPIC has arranged for a block of rooms at a discounted rate the night before each workshop. See the attached registration form for more information on hotel accommodations.

# Risky Practices Registration Form

Please complete the information below and send to:

Email: [LReynolds@copic.com](mailto:LReynolds@copic.com); or Fax: 720-858-6005 Attn: LaNee Reynolds

(You will receive a confirmation of registration within 48 business hours after we receive this form)

Attendee's Name #1: \_\_\_\_\_ Title: \_\_\_\_\_

Attendee's Name #2: \_\_\_\_\_ Title: \_\_\_\_\_

Practice Name: \_\_\_\_\_

Number of Employees in Practice    Full Time: \_\_\_\_\_    Part Time: \_\_\_\_\_

Name of Physician Receiving the 3 COPIC Points: \_\_\_\_\_

Practice Phone Number: \_\_\_\_\_

Email Where Confirmation Should Be Sent To: \_\_\_\_\_

\*\*\*\*\*

We have reserved a block of rooms at a discounted rate at each hotel. The room rates are listed below.  
Please call the hotel directly to reserve your room under the COPIC group rate.

Please select the location you would like to attend:

\_\_\_\_\_ **Colorado Springs**

Program Date: July 14, 2016; 8:30am-3:00pm    *Registration Deadline: July 9, 2016*

DoubleTree Hotel

Group Room Rate \$149 valid through June 12, 2016

Call 719-527-4601 to make your hotel reservation

\_\_\_\_\_ **Boulder**

Program Date: July 19, 2016; 8:30am-3:00pm    *Registration Deadline: July 14, 2016*

Marriott Hotel

Group Room Rate \$194 valid through June 24, 2016

Call 800-228-9290 or 303-440-8877 to make your hotel reservation

\_\_\_\_\_ **Grand Junction**

Program Date: July 28, 2016; 8:30am-3:00pm    *Registration Deadline: July 23, 2016*

DoubleTree Hotel

Group Room Rate \$129 valid through July 1, 2016

Call 800-222-8733 or 970-241-8888 to make your hotel reservation

Please contact LaNee Reynolds at 720-858-6057 or 1-800-421-1834 x6057 with any questions.