

Registrant Name: _____ Phone: _____ Fax: _____

If faxing, please fill in contact information above.

ASSISTANTS COURSE CHECKLIST

Please refer to the program schedule when making your course choices.
Choose one course for each time segment.

THURSDAY, MARCH 11, 2010

7:30 - 11:30 am

- * **Healthcare Provider CPR Workshop**

8:00 - 3:30 pm

- ** **Administrative Exam Prep**

8:00 - 5:00 pm

- ** **Clinical Exam Prep**

10:00 - 12:00 pm

- * **Healthcare Provider CPR Renewal Workshop**

1:00 - 1:30 pm

- Triage
 Teamwork in the Office

1:30 - 2:00 pm

- Podiatric Surgery
 Palliative Patient
 The Collection Game

2:30 - 3:00 pm

- Choosing the Right Shoes
 Office Policies
 Improving Communication

3:00 - 3:30 pm

- Managing People
 Do You See What I See?

4:30 - 5:00 pm

- Interesting Podiatric Cases
 Mastering Front Office Issues

4:30 - 5:30 pm

- Office Manager's Roundtable

FRIDAY, MARCH 12, 2010

8:00 - 12:00 pm

- ** **ASPMA Clinical Exam**
 ** **ASPMA Administrative Exam**

10:00 - 11:00 am

- Infection Control in the Office

11:00 - 12:00 pm

- Seize the Day

1:30 - 2:00 pm

- Diabetic Wound Care
 Appealing Denials

1:30 - 3:30 pm

- * **Cadaver Workshop**

2:30 - 3:00 pm

- Warts, Rashes & Skin Infections

2:30 - 3:00 pm

- Medical Jurisprudence

3:00 - 3:30 pm

- Discharging Patients
 Marketing Your Practice

4:30 - 5:00 pm

- Key to Leadership

4:30 - 5:30 pm

- Biomechanics and Orthotics

5:00 - 5:30 pm

- Fractures Can Be Difficult

SATURDAY, MARCH 13, 2010

9:00 - 10:00 am

- Ethics: Upholding Standards In the Office

9:00 - 10:30 am

- * **WPS Medicare**

10:00 - 10:30 am

- Anticipating the Doctors Needs

10:00 - 10:30 am

- Radiology Authorizations

11:30 am - 12:00 pm

- Working with the Hearing/Visually Impaired
 Managing Sprains, Strains, & Tears

12:00 - 12:30 pm

- Is Humor Hazardous in the Workplace?
 The Vascular Patient

12:30 - 1:00 pm

- Breast Cancer Awareness
 Podiatric Terminology

2:00 - 3:00 pm

- How Will You Survive a Computer Disaster?
 Podiatry & Pediatrics

3:00 - 4:00 pm

- * **CCI for Dummies Part 1&2 Workshop**

3:00 - 3:30 pm

- Treating Plantar Fasciitis
 Tips for Goal Setting

4:30 - 5:30 pm

- Treating Sports Injuries
 It's a Great Day in the Office

* **Additional Fee Required**
See registration form for workshop pricing.

** **Registration for the exam:**
Contact Sue Hasenour, PMAC, ASPMA
(812) 326-2046 phone
(812) 631-3264 fax
hasenourjs@verizon.net
An order form is also available at
www.aspma.org