

INDIANA PODIATRIC MEDICAL ASSISTANTS

2008 ASSISTANTS PROGRAM
Hyatt Regency Hotel - Indianapolis, IN
One S. Capitol Avenue
Indianapolis IN 46204
September 18-20, 2008

THURSDAY – SEPTEMBER 18, 2008

6:00 - 8:00 p.m. Registration

TRACK #1

FRIDAY – SEPTEMBER 19, 2008

7:00 - 10:30 a.m. Registration

7:00 - 8:00 a.m. Continental Breakfast

8:00 a.m. - 5:00 p.m. ASSISTANTS EDUCATIONAL SESSIONS

8:00 – 8:30 a.m. IPA General Business Meeting - All are welcome to attend!

8:30 – 10:00 a.m. *In-Office Procedures Workshop –*
Angie L. Glynn DPM, Indianapolis IN

This lecture will review in-office procedures and the protocols involved in making them go smoothly from start to finish. The assistant will learn about: 1 Pre-procedure protocols- consent, patient information; 2 Set up; 3 Rationale for the individual procedures; 4 Post-op care; and 5 Handling complications. Procedures included will be matrixectomies, avulsions, injections, wart removals, flexor tenotomies, amputations, wound debridements and wound grafting.

10:00 – 10:30 a.m. Coffee Break

10:30 – 11:30 a.m. *Back Office Efficiency –* **Walter G. Warren DPM, Seymour IN**

This lecture will discuss what the assistant can do to make for a more efficient day.

11:30 a.m. – 12:30 p.m. *Office Staff Risk Management Series Including Patient Relations & Communications; Documentations and Office Systems –* **Lisa R. Lanham DPM, Columbus IN**

12:30 – 1:30 p.m. Lunch – *Surgery's Fun But Fungus Pays the Bills -*
Bret M. Ribotsky DPM, Boca Rotan FL

Have you figured out the number of hours you spend on surgery patients and how much you get paid for post-op visits? This lecture will explain ways to practice smarter and better.

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TRACK #1

FRIDAY – SEPTEMBER 19, 2008

1:30 – 2:30 p.m. *Building Better Work Relationships – Performing Well Under Pressure, Overcoming Intimidation and Managing Up!*

Marla K. Watson, Indianapolis IN

How can each staff person contribute to building the team? Suggestions on how you can improve your office relationships will be given.

2:30 – 3:30 p.m. *Billing Aspects of Medicare*

Christine A. Obergfell, Provider Outreach and Education,
National Government Services Inc.

3:30 – 4:00 p.m. Afternoon Break

4:00 – 5:00 p.m. *Clinical Education Areas: Documentation and Coverage –*

Mimi Vier CPC, Provider Outreach and Clinical
Education, National Government Services Inc.

6:00 – 8:00 p.m. Reception Sponsored by Wright Medical Technologies Inc.

SATURDAY – SEPTEMBER 20, 2008

7:00 - 8:00 a.m. Continental Breakfast

8:00 a.m. – 5:15 p.m. ASSISTANTS EDUCATIONAL SESSIONS

8:00 a.m. – 12:30 p.m. *HIPAA Assessment – Joseph Suchochi*, Eagle Associates,
Ann Arbor, MI

The primary objective is to provide instruction for practices to evaluate their compliance for HIPAA requirements. The presentation begins with an overview for all of HIPAA's regulations with primary focus on The Privacy Rule and Security Standard. Materials for the presentation are designed to function as an assessment tool that participants can utilize in their practices. Privacy Rule topics will include practice responsibilities, patient rights, patient authorizations, and confidentiality for protected health information. The Security Standard portion of the presentation focuses on performing an annual risk assessment (a required specification of the Standard) for a practice's electronic protected health information. The presentation is intended to be an interactive meeting allowing the participants to ask questions as information is presented.

10:00 – 10:30 a.m. Coffee Break in Exhibit Hall

12:30 - 2:00 p.m. Recognition Luncheon – Keynote Speaker –
Randall A. Cooper DPM, IPMA President-Elect

2:00 – 4:00 p.m. *Effective Teamwork/Customer Service – Cathy Molchan*,
Westfield IN

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TRACK #1

SATURDAY – SEPTEMBER 20, 2008

- 4:00 – 4:15 p.m. Afternoon Break
- 4:15 – 5:15 p.m. *Building on Your Strengths* – **Jane O’Bryan**, South Bend IN

CONTINUING EDUCATION APPROVAL:
*Applied to the Commission on Accreditation of Podiatric Medical Assisting Certification
For 14.5 CME Credits*

TRACK #2

FRIDAY – SEPTEMBER 19, 2008

- 7:00 - 10:30 a.m. Registration
- 7:00 - 8:00 a.m. Continental Breakfast
- 8:00 a.m. - 5:30 p.m. ASSISTANTS EDUCATIONAL SESSIONS
- 8:00 – 8:30 a.m. IPA General Business Meeting - All are welcome to attend!
- 8:30 a.m. – 5:30 p.m. ASPMA PMAC Certification Examination Review Course –
Joan Gordon PMAC, Chair,
American Society of Podiatric Medical Assistants Qualifying
And Examining Committee

This eight-hour course is designed for the podiatric medical assistant who has completed at least 3 months of preparation with the exam study manual, The Comprehensive Guide to Podiatric Medical Assisting. A thorough and more extensive review of the seven exam categories will be offered, along with a written “mock” exam. A positive learning atmosphere is provided with one-on-one, as well as group, interaction. Limited hands-on learning is offered in anatomy, biomechanics and instrumentation. ***Pre-registration for the exam and course IS mandatory. There will be NO on-site registration.***

Seven Exam Categories Include:

1. General Information and Knowledge of the Profession – 50 questions
2. Anatomy/Biomechanics – 69 questions
3. Terminology – 50 questions
4. Clinical Testing and Procedures – 50 questions
5. Surgical Assisting and Instrumentation – 50 questions
6. Radiology – 80 questions
7. Medical Emergencies and CPR – 51 questions

- 10:00 – 10:30 a.m. Coffee Break

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TRACK #2

FRIDAY – SEPTEMBER 19, 2008

12:30 – 1:30 p.m.

Lunch – *Surgery's Fun But Fungus Pays the Bills* -
Bret M. Ribotsky DPM, Boca Rotan FL

Have you figured out the number of hours you spend on surgery patients and how much you get paid for post-op visits? This lecture will explain ways to practice smarter and better.

3:30 – 4:00 p.m.

Afternoon Break

SATURDAY – SEPTEMBER 20, 2008

7:00 - 8:00 a.m.

Continental Breakfast

8:00 a.m. – 11:00 a.m.

ASSISTANTS EDUCATIONAL SESSIONS

8:00 – 11:00 a.m.

ASPMA PMAC Certification Examination

12:30 - 2:00 p.m.

Recognition Luncheon – Keynote Speaker –
Randall A. Cooper DPM, IPMA President-Elect

CONTINUING EDUCATION APPROVAL:

***Applied to the Commission on Accreditation of Podiatric Medical Assisting Certification
For 11 CME Credits***

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