

2010 ASSISTANTS PROGRAM
Hyatt Regency Hotel - Indianapolis, IN
October 15-16, 2010

Track 1:

THURSDAY – OCTOBER 14, 2010

3:00 – 6:15 p.m. Registration

FRIDAY – OCTOBER 15, 2010

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. *Being the Podiatric Assistant Your Doctor Needs You To Be –*
Jane A. Koch DPM, Evansville IN

Ideas to help podiatric assistants become proficient at retrieving the patient's pertinent information that the doctor will use during the appointment as well as other suggestions regarding work behavior, attitude and efficiency.

10:00 – 10:30 a.m. Coffee Break

10:30 – 11:30 a.m. *Front Office Take Action –* **Julee Bennett PMAC,**
 Anderson IN

Communication, Staff pointers, Good record keeping, release of medical information, new patient information, understanding legal terms, telephone edict, appearance.

11:30 a.m. – 12:30 p.m. *EMR – Electronic Medical Records –*
May Kamon, Genius Solutions

Discussion will center on the stimulus program and where to seek updated information regarding the details as it pertains to your practice. Also the attendee will learn about implementing an EMR into your podiatry practice and what to expect during the transition, Web Base or NonWeb Base EMR software program options and what is best for your practice, plus networking and hardware options and if you need an IT person on Staff.

12:30 – 1:30 p.m. Lunch – Doctors and Assistants – Innovative Hour

1:30 – 2:30 p.m. *Ways to Improve Cash Flow and Handling In-office*
Emergencies – **Andrew J. Rader DPM, Jasper IN**

Discussion will center on how the assistant can improve cash flow and how to remain calm when handling in-office emergencies.

2:30 – 3:30 p.m. *Medicare Updates –* **Gad N. Flaumenhaft DPM,**
 Noblesville IN

Updates on current Medicare policies will be given by the Podiatric Medicare Advisory Committee Representative.

3:30 – 4:00 p.m. Afternoon Break

4:00 – 5:00 p.m. *The Diabetic Shoe Workshop –*
Mary Walls, LPN, PRT, PMAC, Bloomington IN

This workshop will include an introduction to the measuring devices used for shoes and insoles. The documentation needed for coverage and billing codes will be presented.

SATURDAY – OCTOBER 16, 2010

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

8:00 a.m. – 4:15 p.m. ASSISTANTS EDUCATIONAL SESSIONS8:00 – 10:00 a.m. *Biomechanics Workshop* –
Kirk S. Holston DPM, Indianapolis IN

This workshop will include an introduction to the evaluation of the patient and casting for orthotics. It will include proper billing codes and precerts.

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

10:30 – 11:30 a.m. *Reducing Accounts Receivable* –
Tressea Harvey PMAC, New Albany IN

Open discussion on how your office deals with accounts receivable, insurance and patient follow-ups.

11:30 a.m. – 12:30 p.m. *Vascular Examinations* –
Margaret Shepherd, Biomedix Vascular Solutions Inc.

Peripheral Arterial Disease (P.A.D.) affects over 10 million people in the United States. There is a significant opportunity for the early detection of P.A.D. within your office which this lecture will discuss via educational pieces and questionnaires. The podiatric medical assistant can discuss this issue when they enter the exam room. Those identified at risk for P.A.D. can be evaluated via a non-invasive, in-office vascular testing device to provide clinically valuable results and fair financial return with medically appropriate testing.

12:30 – 2:00 p.m. Recognition Luncheon – Keynote Speaker –
Jane A. Koch DPM, IPMA President-Elect2:00 – 4:00 p.m. *Podiatric Surgeries* –
Patrick A. DeHeer DPM, Columbus IN

This session will include pre-op, instructions, surgical videos and post-op care: dressing removal, cleaning the post-op site and suture removal.

4:00 – 4:15 p.m. Afternoon Break

CONTINUING EDUCATION APPROVAL:
Applied to the Commission on Accreditation of Podiatric Medical Assisting Certification
For 13.50 CME Credits

TRACK #2

FRIDAY – OCTOBER 15, 2010

- 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:
 General Information and Knowledge of the Profession – 50 questions
 Anatomy/Biomechanics – 69 questions
 Terminology – 50 questions
 Clinical Testing and Procedures – 50 questions
 Surgical Assisting and Instrumentation – 50 questions
 Radiology – 80 questions
 Medical Emergencies and CPR – 51 questions
- 10:00 – 10:30 a.m. Coffee Break**
- 12:30 – 1:30 p.m. Lunch – Doctors and Assistants – Innovation Hour**
- 3:30 – 4:00 p.m. Afternoon Break**

SATURDAY – OCTOBER 16, 2010

- 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**

CONTINUING EDUCATION APPROVAL:

Applied to the Commission on Accreditation of Podiatric Medical Assisting Certification For 8 CME Credits