

## Grading Criteria

**This course is a pass / fail course. Your participation time is also clocked.**

**There is a multiple choice examination at the end of the course materials. This is a four hour course with 14 multiple choice and true false questions used for the evaluation. You must log 4 hours and pass the examination with a 75% or higher to pass this course. Your time is displayed on the upper right when at your Home tab.**

## Course Description

**This course work is designed for doctors of chiropractic to provide for continuing education. The course will utilize interactive learning tools to guide the doctor through a course. There will be an examination at the end of the course consisting of multiple choice questions.**

## Online Conduct

I believe that the following is probably not very necessary. Nevertheless, for the sake of clarity, please realize that the Institute and I cannot and will not be responsible for the content of any personal messages, which are sent from one student directly to another student using the Online email delivery system. It is expected that all students will adhere to accepted codes of professional, personal, and civil conduct when conversing online, using email, or engaging in any real time online chat sessions. Failure to abide by such codes of conduct and etiquette may result in withdrawal from the course and a failing grade.

## Personal Involvement and Time

Doctors often have the misconception that taking a course online is easier since they don't have to physically go to a classroom. When taking an online course there are some things that become easier for students. For example, it becomes easier NOT to go to class. The good news is that this class has no assignments! It also becomes easier to get behind. While this medium gives doctors flexibility in attending class, Remember that taking a course online is just more convenient, not easier! Set time aside and get the job done, then go for a run, or a round of golf, or spend some time with your family instead of driving, flying or just sitting!

## **Course Objectives**

In this course the learner will:

1. Be introduced to the Colorado Board of Chiropractic Examiners Record Keeping Requirements
2. Review the importance of legibility in medical documentation
3. Review the components of the initial patient visit, established patient visit and management plan.
4. Remember steps for effective ancillary documentation.
5. Become oriented with state laws regarding medical record maintenance and destruction.
6. Familiarize themselves with current concepts in electronic medical records