



A. COURSE / SEMINAR TITLE

Maryland Chiropractic Assistant Renewal Program

B. DESCRIPTION OF THE COURSE

This 10 hour Chiropractic Assistant program is unlike other training programs for key personnel within the chiropractic practice. This program gives chiropractic assistants firsthand knowledge in compliance, understanding patient safety measures including training on air borne pathogens (i.e. COVID-19 disease prevention), as well as privacy and security of personal health information. Proper coding, billing, and other operational tasks essential to the performance of the practice is covered.

The program contains the following courses:

- Documentation: Clinical Decision Making, Diagnosis, and Treatment Plan (1 CE)
- Medicare Documentation: Procedures Codes and Modifiers, Demonstrating a Subluxation (1 CE)
- Clinical Terminology & Documentation: History and Examination, Informed Consent, Subsequent Visits (2 CE)
- Documentation: CPT Coding, Common Billing Errors, and HIPAA Compliance through EHR Systems (1 CE)
- Patient Safety (3 CE) - Maryland
- Documentation: Compliance Program Requirements, Preventing Fraud Waste & Abuse, Applying HIPAA Safeguards to Protect PHI (2 CE)

C. EDUCATIONAL OBJECTIVES

Upon completion of this seminar, participants are expected to be able to perform chiropractic clinical assistant tasks with knowledge of:

1. Foundational knowledge of clinical terminology



2. Patient safety – recognizing hazards, understanding the CDC and OSHA guidelines for airborne pathogens (i.e. COVID-19 disease), informed consent, understanding red flags.
3. Documentation consisting of patient intake forms, HIPAA policy compliance, Medicare documentation requirements, proper coding and billing procedures, fraud, waste, and abuse.

D. DESCRIPTION OF TEACHING METHODS USED

This seminar/course will utilize:
Recorded Video

E. COSTS

\$100

F. REGISTRATION

To register please visit: <https://marylandchiro.com/>

G. INSTRUCTORS

The course will be taught by the following instructor below. Please click the instructor name for a full biography.

Scott Munsterman, DC, FICC, CPCO ([Bio](#)) ([CV](#))

H. REFUND AND CANCELLATION POLICIES

Refund Policy: Online Courses require payment in full before access is given to the course. Online Courses are non-refundable and non-transferrable.

I. LOCATION, DATE AND TIME

The seminar is held online and on-demand, 24/7 via the Best Practices Academy online learning system at www.bestpracticesacademy.com.



J. NUMBER OF CREDIT HOURS & REQUIRMENTS FOR OBTAINING CREDIT

This course is approved for 10 hours of continuing education credit through the Maryland Chiropractic Association. Upon successful completion Best Practices Academy will directly report the credit hours received to the Maryland Chiropractic Association within 30 days. In order to receive the full ten (10) hours the participant must:

- Attend and Participate in the complete course. Technology capabilities track online course attendance.
- Pay all tuition fees for the course as stated above

K. COMMERCIAL RELATIONSHIPS

This seminar is sponsored by Best Practices Academy & ChiroArmor.

L. PRIOR SKILL, KNOWLEDGE OR EXPERIENCE NEEDED

General knowledge of chiropractic practice and procedures is helpful but not necessary.