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A. COURSE / SEMINAR TITLE

Chiropractic Assistant Program

B. DESCRIPTION OF THE COURSE

This 16 hour Chiropractic Assistant program is unlike other training programs for key personnel within the chiropractic practice. The people you have chosen to work with you in your practice are literally your eyes, ears, and hands as you work hard to provide exceptional care for your patients. This program gives your staff 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. Help your staff become knowledgeable in all aspects of the practice so you can focus on taking care of your patients.

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 human anatomy, physiology, clinical terminology, and common conditions and treatments.
2. Patient safety – recognizing hazards, understanding the CDC and OSHA guidelines for airborne pathogens (i.e. COVID-19 disease), informed consent, understanding red flags, etc.
3. Documentation consisting of patient intake forms, HIPAA policy compliance, Medicare documentation requirements, proper coding and billing procedures, fraud, waste, and abuse.
4. Ethics and Boundaries including sexual harassment, patient relationships pertaining to appropriate behaviors and ethical judgement.



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D. DESCRIPTION OF TEACHING METHODS USED

This seminar/course will utilize:
Recorded Video

E. COSTS

\$159

F. REGISTRATION

To register please visit: www.bestpracticesacademy.com

G. INSTRUCTORS

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

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

Dr. Karen Korth, NCC, PCMH, CCE, CPHPA ([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. PACE RECOGNITION STATUS

Best Practices Academy is recognized by the PACE program of the Federation of Chiropractic Licensing Boards.



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PACE Approved States for continuing education credits: a complete list can be found at www.bestpracticesacademy.com

K. NUMBER OF CREDIT HOURS & REQUIRMENTS FOR OBTAINING CREDIT

This course is approved for 16 hours of continuing education credit through PACE (see approved states in section J). Upon successful completion Best Practices Academy will directly report the credit hours received to the PACE organization within 30 days along with providing the participant with a verification letter by email. In order to receive the full sixteen (16) hours the participant must:

- Attend and Participate in the complete course. Technology capabilities track online course attendance.
- Complete the Continuing Education Verification Form
- Pay all tuition fees for the course as stated above
- Provide a current email address for verification letter
- Complete the Course Evaluation Form

L. COMMERCIAL RELATIONSHIPS

This seminar is sponsored by Best Practices Academy & ChiroArmor.

M. PRIOR SKILL, KNOWLEDGE OR EXPERIENCE NEEDED

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