

# Assistants Tracks

# 9

## Assistants Track 1: Administrative

### Program Schedule

Friday, November 9 and Saturday, November 10

Friday Registration: 8:00 a.m. – 9:00 a.m.

Friday Lectures: 9:00 a.m. – 4:30 p.m.

Saturday Lectures: 9:00 a.m. – 1:30 p.m.

LUNCHES INCLUDED

### Friday Topics\*

**Featuring — PPMAA Annual Luncheon & Basket Raffle**

Wound Care

Recognition and Diagnosis of Vascular Disease in the Lower Extremities

Risk Management for the Podiatric Medical Assistant  
Skin Disorders and Diseases

### Saturday Topics\*

Overview of the Diabetic Foot

Effective Medicine Reconciliation

Pearls for Post-Op Podiatry Management

*\*Subject to Change Without Notice*

*Track I Attendees Must Register with the Goldfarb Foundation to attend the course. Registration with the Foundation can be done either at [www.goldfarbfoundation.org](http://www.goldfarbfoundation.org) or use form on page 10. For questions about Track 1, contact Paula Stout, RTR, ARRT, PMAC, current PPMAA President, at [pstout@atlanticbb.net](mailto:pstout@atlanticbb.net) or call 814-226-0717.*

## Assistants Track 2: ASPMA Exam

PLEASE NOTE: Assistants MUST BE a member of ASPMA prior to registering for the exam. For questions about Track 2, contact Elizabeth Rudy, PMAC, at 504-450-0243 or [bethpmac@aol.com](mailto:bethpmac@aol.com).

### Program Schedule

Friday, November 9 —

ASPMA Clinical Review Course

8:00 a.m. – 5:00 p.m.

Saturday, November 10—

ASPMA Clinical Certification Exam

- 8:00 a.m. – 11:00 a.m.
- After 11:00 a.m. – grading on-site
- Join Administrative Track 1 at the conclusion of the exam

### Exam Categories Covered:

- Anatomy/Biomechanics
- Clinical Testing and Procedures
- General Information/Knowledge of Podiatry/Administrative Responsibilities
- Medical Emergencies and CPR
- Radiology
- Surgical Assisting & Instrumentation
- Terminology

Clinical Exam Study Kit Order Form – \$150 each when buying separately

Go to: <http://tinyurl.com/ASPMAStudyGuideForm>

- 1) Track II Attendees Must Register with the Goldfarb Foundation to attend the course and lectures.
- 2) Track II Attendees Must also Register Separately with ASPMA to take the ASPMA Exam.  
Both forms are on page 10.



# 10

# Assistants Tracks 1 & 2/Office Staff Goldfarb Foundation Registration Form

First Name\* \_\_\_\_\_ Last Name\* \_\_\_\_\_ Title\* \_\_\_\_\_

Address #1\* \_\_\_\_\_ Address #2\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

Phone\* \_\_\_\_\_ Fax\* \_\_\_\_\_ Email\*\* \_\_\_\_\_

\* Required Information

\*\*A valid email address is required to receive your confirmation email.

### Track 1: Administrative Program

- PPMAA Members \$160\*
- Non-PPMAA Members \$185

### Track 2: ASPMA Review & Exam Program:

TRACK 2 MUST ALSO complete the separate exam registration form at bottom of this page.

- PPMAA Members \$160\*
- Non-PPMAA Members \$185

\*PPMAA Members Must Send Copy of Membership Card in with Registration.

### APMA CODING SEMINAR

Thursday, November 8

- Office Staff \$130

### Goldfarb Foundation Payment Method

- CHECK ENCLOSED: \$ \_\_\_\_\_  
Make payable to Goldfarb Foundation
- CREDIT CARD: \_\_MC \_\_VISA \_\_AMEX \_\_DISCOVER

CC No. \_\_\_\_\_ Exp. \_\_\_\_\_

**MAIL: Goldfarb Foundation**  
**Attention: Lara Beer-Caulfield**  
**757 Poplar Church Rd.**  
**Camp Hill, PA 17011**  
**FAX: 717-761-4091**  
**PHONE: 800-841-3668, x214**  
**WEB: www.goldfarbfoundation.org**

## Assistants Track 2 - Exam Registration Form

SEND this Exam Registration Form and payment separately, along with copy of current ASPMA Membership Card for the ASPMA exam to:

ASPMA, 109 1st Street, Itasca, IL 60143-2114

PHONE: 1-888-882-7762

Or FAX with credit card information and signature to 847-773-9976

- \$325\* ASPMA Exam Fee On & Before October 12
- \$375\* ASPMA Exam Fee October 13 & After

\* NOTE: New Pricing reflects ASPMA Study Guide Included in Prices

Assistant's Name\* \_\_\_\_\_

Doctor's Name/Practice\* \_\_\_\_\_

Address\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

Phone, Fax, Email\* \_\_\_\_\_

\* Required Information

CHECK: Payable to ASPMA Qualifying and Examining. A \$25 fee will be charged for all returned checks.

CREDIT CARD TYPE: \_\_\_\_\_ (MC, VISA, AMEX, & DISCOVER accepted) CVV Code \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

ASPMA Website: www.aspma.org. For questions about the ASPMA Exam, contact Elizabeth Rudy, PMAC, at 504-450-0243 or bethpmac@aol.com