

AMERICAN SOCIETY OF PODIATRIC MEDICAL ASSISTANTS

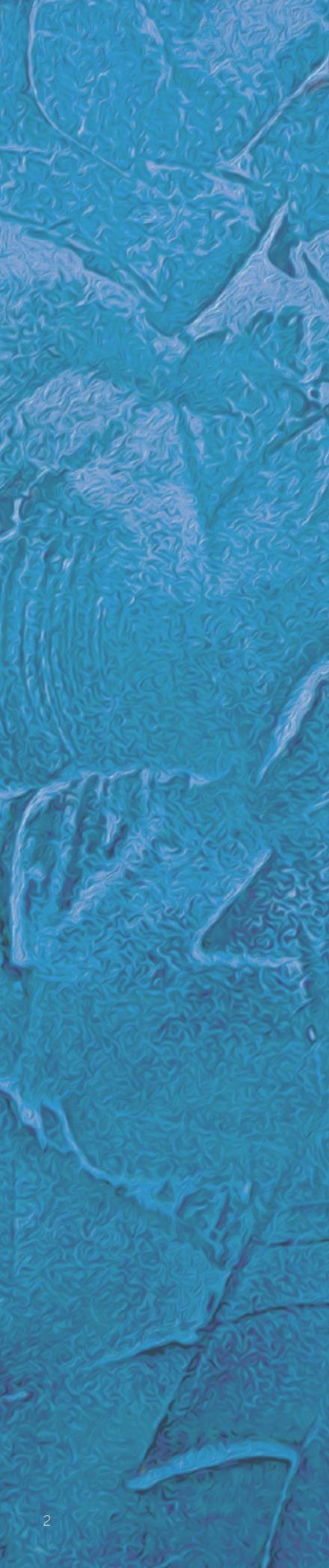


JOURNAL

1ST QUARTER | 2018



Knowledge That
Moves You
Forward!



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Harry Goldsmith, DPM

Credit to APMA for this article

APMA is deeply saddened by the passing on February 7 of Harry Goldsmith, DPM, after a battle with cancer. Dr. Goldsmith was a noted coding expert and a consultant to the APMA Health Policy and Practice department. His vast knowledge of coding was instrumental in the development and evolution of the APMA Coding Resource Center, and he supported APMA's RUC and CPT initiatives, committee activities, and other efforts. Dr. Goldsmith also was a longtime delegate to the APMA House of Delegates, at one time chairing the Resolutions Subcommittee. Dr. Goldsmith was a consultant to many national third-party payers, including Medicare (Southern California), Blue Cross of California, managed care companies, and unions/trusts. He was a noted lecturer and author on topics of managed care, reimbursement, coding and billing, practice management, and fraud and abuse. Dr. Goldsmith was CEO of Codingline, an online forum specializing in foot and ankle coding, reimbursement, and practice management. He was also a consultant to PICA and individual practitioners and groups. He was a staunch and ethical advocate for appropriate coding. Dr. Goldsmith was passionate about podiatry. He was a mentor to countless physicians, and his presentations at various events were eagerly anticipated—and marked by his signature wry sense of humor. He was a member of the Podiatry Management Hall of Fame and recipient of too many accolades and awards to name here. “Harry will be deeply missed,” said APMA Executive Director and CEO James R. Christina, DPM. “He was not only a valued expert, he was a personal friend and confidant and a true friend to the profession, his peers, and the APMA staff.” Dr. Goldsmith attended the Ohio College of Podiatric Medicine (now Kent State University College of Podiatric Medicine) and practiced podiatry in California before devoting himself full-time to consulting. He was certified by the American Board of Foot and Ankle Surgery (administrative diplomate); a Certified Surgical Foot & Ankle Coder; a member of APMA; and a fellow of the American College of Foot and Ankle Surgeons. Dr. Goldsmith is survived by his wife, Susan; sons Brian, Mark, and Jon Goldsmith, DPM, and their families; as well as two brothers. A small, private service will be held in his memory Friday, February 9. You may make a donation to the APMA Educational Foundation in Dr. Goldsmith's memory by visiting www.apma.org/donate.



FROM THE PRESIDENT

My name is Elizabeth Rudy, PMAC. I am currently serving my third year as president of the ASPMA. I have been working in Podiatry for about 12 years with private practice before recently joining ventures with a busy Orthopedic practice in Metairie, Louisiana. On my off-time, I spend it with my family at home in Hammond, Louisiana.



A few years ago, I read in the APMA news magazine about the assistant's certification through the ASPMA. The ASPMA was advertising their PMAC certification both online and at an on-site facility. I knew that I was already roped into the world of Podiatry and wanted to further my education. I signed up to take the clinical certification online and passed the exam a few months later. I obtained my P.M.A.C. and was very proud of my achievement. I still had a feeling that I could do more, be more.... After searching the ASPMA webpage, I came across the board member application and applied for the Secretary position. I was elected onto the board and became a Board of Director member. I was able to attend conferences and lecture to other assistant about Podiatry related topics. I felt that being able to teach and mentor other assistants was something that I could excel with. I have been on the ASPMA Board ever since, and have moved up to the President's position.

The purpose of the ASPMA is to promote, foster, improve, sustain and advance the profession of Podiatric Medical Assistants. Our goal is to elevate the standard of education of Podiatric Medical Assistants. The ASPMA also plays a role in the advancement of the podiatric medical profession and to the improvement of public health.

I recently returned from the SAMs conference in Orlando, Florida at the end of January, along with a few other board members. This was our first year back at the SAMs meeting after several years and it truly was a wonderful conference! We had exceptional speakers and had a great time in Orlando! A few other board members attended the New York Clinical Conference, also at the end of January. We always have a great meeting in New York and look forward to returning next year! Coming up, we have the Midwest Podiatry Conference in April, which is held in Chicago at the Hyatt Regency. This is one of our biggest meetings! We hold the Annual Business Meeting of the ASPMA during this conference and ALL of our members are encouraged to attend! This year at MPC, we will have a variety of new speakers, topics, and events! Please visit the Midwest Podiatry Conference webpage or the ASPMA.org page for program and travel information! Additionally, we will be hosting the Region III meeting in Atlantic City this year in May. The Atlantic City area is remarkable and I invite you all to attend!

Any of our members are welcome to contact me via email: bethpmac@aol.com with any concerns or questions. Also, members may contact the ASPMA at 1-888-88-ASPMA!

Respectfully yours,

Elizabeth Rudy, PMAC
ASPMA President



The Journal is the official publication of the American Society of Podiatric Medical Assistants (ASPMA). ASPMA assumes no responsibility for the statements, opinions and/or treatments appearing in the articles under the author's name. This information is not a substitute for legal or medical advice. The views and opinions of authors and contributors are not necessarily those of the organization. No advertisements should be construed as endorsements of any products or corporation. Although every effort is made to insure validity of all articles and information, ASPMA assumes no responsibility for their content or instruction. Written permission for reproduction of any part of this publication is required from ASPMA.

ASPMA Journal subscription is a benefit of ASPMA membership.

SUBMISSIONS

Interested in having an article published in the ASPMA Journal? ASPMA members may submit articles for publication in the ASPMA Journal. Articles should be no more than 500 words and must be submitted in electronic format. The Journal Editor reserves the right to edit or refuse any article submitted for publication.

Please send your articles to Cheryl at cherylbpmac@gmail.com.

CHANGE OF ADDRESS

Please notify ASPMA Membership Chair by sending your old address and new address. Notifications should be sent ASAP as not to delay any Journal or letter mailings from ASPMA.

Tina Phelps
Membership Chair
602 Bradley Dr. Apt A, Fortville, IN 46040
Email: tinaphelps@yahoo.com

2017-2018 ASPMA OF OFFICERS



PRESIDENT
Elizabeth Rudy, PMAC
Hammond, LA



VACANT



VICE PRESIDENT
Michele Bradice, PMAC
Charleston, SC



SECRETARY
Tara Brown, PMAC
North Brunswick, NJ



EXECUTIVE DIRECTOR
Karen Keathley, PMAC
Elmwood Park, IL

NEWS & NOTES

2017-2018 ASPMA BOARD MEMBERS



SCIENTIFIC CHAIR
Michelle Handley, PMAC
Westmont, IL



MEMBERSHIP CHAIR/
RECERTIFICATION CHAIR
Tina Phelps, PMAC
Yorktown, IN



RECERTIFICATION CHAIR
Kesha Davis, PMAC
Suffolk, VA



JOURNAL EDITOR
Cheryl Bailey, PMAC
Holt, MI



BOARD OF DIRECTORS
Kim Heineman, PMAC
Elkhorn, NE

HERE IS THE PROPOSED SLATE OF OFFICERS FOR THE 2018-2019 TERM:

President: Elizabeth Rudy, PMAC
President Elect: Michele Bradice, PMAC
Vice President: Tara Brown, PMAC
Secretary: Kim Heinemann, PMAC
Executive Director: Karen Keathley, PMAC

Board of Directors:
Michelle Handley, PMAC, Tina Phelps, PMAC,
Kesha Davis, PMAC, and Cheryl Bailey, PMAC

The officers bylaw changes will be voted upon at our next Annual Business Meeting at the Midwest Podiatry Conference on Saturday April 21st, 2018 in Chicago, Illinois.

Welcome Our New Members!

Christina Smith
Orialis Acevedo
Eliabeth Dawn Spears
Caitlyn Chute
Danyele McFadden
Cynthia Kohl
Carmen Grant
Thomas Yanushefski
Colby Lentz
April (Brandi) Wise
Amanda Nastasi
Slye Katelin
Quadria Dendy
Kelly M. Schrott
David Donathan
Amanda Scanlon
Alexandra Spivey
Lori Burns
Laurie Prestine Clarke
Julie Packer
Emily Kiren
Heather Spell
Jessica Howell
Donna Coleman
Jessica Renee Campbell
Kori Leigh Crisp
Michele Lowery
Elixabeth Oliver
Christine Griffin
Nicole DiPippo

Emily J. Brandt
Kimberly Wolfe
Jenna Burchfield
Dolores Black
Shannon Noselli
Jesse Bethune
Amber M. Collins
Valerie Chreene
Erin May
Laneta Morgan Fenstermaker
Christy Raymer
Amy Jones
Jennifer L. Veina
Jessica Robinson
Jamie Ferree
Samantha Fluhr
Katelynn Kelley
Shelly Chadee
Joahanet Vega
Jennifer Kelly
Sarah Danila
Shannon DeChene
Sivia Bautista
Kayla Csencsits
Joanna Wawryca
Makayla Stava
Jenna Nelson
Luis Carbajal
Dila Patel
Madonna Lynn Wyatt
Teresa Jo Goodenow

Jesse Hansen
Katie Fallat
Rebecca Smith
Jaennae Hasenoehrl
Rebekah Marble
Leslie Cannon
Traci Pringle
Felecia Barrett
Misty Carroll
Holly Duncan
Kennedy Laney
Chelsi McHone
Brittany Morgan Pressley
Myla Rice
Syrita Vaughn
Emily S. Pettit
Deidra Hopkins
Kimberli Clarkson
Kelli Johnson
Heather Hyden
Priscilla Painter
Jason McLean
Tammy Piper
Diane Kulas
Christina Salagea
Lenore Bush
Kim Sedlock
Autumn Barr
Erica Smarch
Haylie P. Wink
Dilayna DeLaPava

Jennifer Hauze
Amber Zimmerman
Stephanie Kuharchik
Shelly Forrest
Joey Delgado
Courtney Robinson
Jessica Jordan
Anthony Rostock
Lisa Oswald
Stacy Vue
Julie Freeland
Maureen Wynne
Dawn Valois
Emily Grady
Jamie Konigsfield
Julie Payne
Tammy Freer
Heather Eader
Alexandria Holland
Yvonne Rieke
Sarah Pearcy

Qualifying and Examining Members Receiving Certification

ONLINE CERTIFICATION

Kathleen Coburn, PMAC
Kyla Nesmith, PMAC
Lindsey Well, PMAC
Nicole McClure, PMAC
Caitlyn Chute, PMAC
Wanda Sheridan, PMAC
Shannon Hunsecker, PMAC
Debbie Christopher, PMAC
Crystal Cartagena, PMAC
Ami Pilkins, PMAC
Robin DePalma, PMAC
Teddi Price, PMAC
Katherine Sottung, PMAC
Sarah Burdett, PMAC
Kellie Hucks, PMAC
Jessyca Jones, PMAC
Dina Regan, PMAC
Jessica Garcia, PMAC

NEWS & NOTES



NEW PMAC'S AT CONFERENCES



Bylaw Change for MPC

- D. A former member may be reinstated within a two (2) year period by payment of all past dues and assessments including late payment fees. A former member whose membership has lapsed for more than two (2) years shall make application as a new member.
- E. The DPM Membership dues shall be a one time fee of \$100.

Section 4.2 Finance

- A. Fiscal Year. The fiscal year of this Association shall begin on January 1st of each calendar year and end December 31st of the same year.
- B. General Fund. The general fund shall consist of all monies received other than those specifically allocated to other funds of trusts by these bylaws. This fund shall be used to defray all expenses incurred by this Association not otherwise provided for in these bylaws. The general fund may be divided into operating and reserve divisions at the direction of the Board of Directors. No funds shall be withdrawn from the reserve fund without approval of the Board of Directors.
- C. Audit. The Board of Directors shall have all accounts of this Association audited annually or more often if deemed necessary. The Executive Director shall provide a report from the auditor for the previous fiscal year to the Board of Directors and shall report pre-convention financial status of this Association.

Article V. Officers

Section 5.1 Elected and Salary Officers

- A. Elected Officers. The Elected Officers shall be four (4) in number. President, President-Elect, Vice-President and Secretary.

~~B. Salary Officer. The Salary Officers shall be one (1) in number, the Executive Director. Red equals deletion (text).~~

Section 5.2 Eligibility

Only an Active or Life Member, currently certified, shall be eligible as an Elected Officer. To be eligible for nomination and election to the offices of President and President-Elect, the candidate must previously have served at least one (1) term as an Elected Officer of this Association.

Section 5.3 Nomination

The Nominating Committee shall select a slate of one name for each Office to be filled. The report of the committee shall be published in the pre-convention issue of the Association Journal and presented to the membership at the Annual session, when additional nominations may be made from the floor.

Section 5.4 Elections and Term of Office

The Officers of the Association shall be elected annually at the Annual session of the membership. Election to an office shall require a majority vote. Each officer shall hold office until a successor is elected. The president may serve consecutive terms. The Secretary shall be allowed to serve two (2) consecutive terms in the same office should a nominee not be available within thirty (30) days prior to a vote.

Section 5.5 Selection and Term of Board Positions Not Elected

- A. All other officers other than elected officers shall be selected by majority vote by the Board of Directors. All other non-elected officers shall serve at the pleasure of the Board of Directors, or for such term as shall be fixed by resolution of the Board of Directors.



ASPMA

AMERICAN SOCIETY OF PODIATRIC MEDICAL ASSISTANTS

Introducing

...the NEW
**ASPMA
Health
Insurance
Exchange**



Why shop this Exchange for your health insurance needs?

Assess

& calculate your premium tax subsidy in seconds

Shop

for plans ON & OFF The Exchanges

Enroll

in plans in 15 minutes or less

What's the difference between ON & OFF the Exchange?

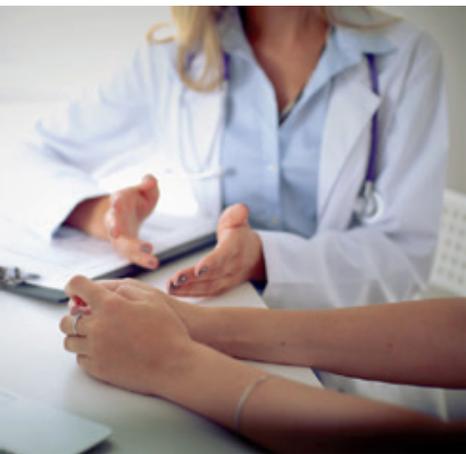
- **ON Exchange** plans primarily are for individuals & families that are going to receive subsidies because of their income.
- **OFF Exchange** plans are not subsidized but in most cases have many more options and lower rates than ON Exchange plans. Compare both and decide for your self.

What is a licensed Exchange Adviser?

A licensed Exchange Adviser is an agent that is also certified to enroll people in the Exchanges. In many cases "Navigators" that are available on the government run sites are unable to answer many questions because they are not licensed to do so. Rates are the same whether you use an agent or not so why not take advantage of FREE advice.

Call 1-888-624-5887 or visit ASPMAHealthPlans.com today!





Self Pay Dispensing in the Office

By Victoria Spoonhoward CMA, PMAC

When patients are coming in for self pay supplies you want to make sure that there are few things done with the office staff and with the patient. Patients want a product that is going to make sure their problem is being correctly treated or that will help with the diagnoses given or symptoms they are experiencing. An example would be fungal nails. Patients want to have clear, healthy nails, not a thick, discolored, fungal nail. When they are told they have a fungal nail, the next question normally “how can this be fixed”? There are multiple things to treat fungus but when it comes to self pay products the staff needs to make sure they know all the information on what they are selling and the details so when a patient is asking you know right away what to tell them. Also the next question from a patient will always be the cost of the product. The following 6 items will be the best process to go by when discussing self pay DME/OTC treatments.

- Make sure staff is aware of the products in the office
- Use the information/ brochure given to your office by the companies representatives
- Educate patient about the different product options
- Inform them the price up front
- Explain how long the product will last, how many times a day and the method of application
- Some companies offer a money back guarantee; this usually requires that the patient keep their receipt or record of purchase.

By selling the self pay products you are not only helping the patient resolve their problem but also adding a new opportunity to generate revenue for the office. Before meeting with representative, it is best to research the product they are selling. This then helps with follow up questions and that you are aware of any side effects that you need to notify the patient about. Which patient should not use the product or the reasons you wouldn't want to recommend a product to a certain patient. In your office you should always have a section where all the supplies that are self pay in a area where patient can see and then that has them asking well what is this and what is it used for then it gets them thinking hmm wonder if I have this or will this help with my problems. 9 times out of 10 you will sell the item if you give them information about the product. Also after the patient purchases some products you should follow up with patient every few months to make sure you see the change also. This then also makes the patient feel like you stand behind what you're selling. Another great selling point for a patient is if it has a money back guarantee. If they use it correctly and are not noticing a difference then that patient knows they can fall back onto well since it's

PERSPECTIVES

not helping I will call the company and get my money back. Just remember you need to make sure that you explain how to use the product if you need to do so many sprays, so many times a day, how much to apply. If that is not done then how does the patient know for sure how to use the product not only that if they go and call the company saying they want their money back they will ask them follow up questions on how they were using it and if it was not done correctly that company may not refund the money. Everyone in the office needs to read the labels when the product comes in. Office staff also needs to look at the brochure that comes with it read over it and if anyone has any questions as a coworker or call the representative. No question is ever a dumb question

when it comes to a product being used on a patient. Having more information is better than not having enough. When a representative comes into the office to explain the product you also need to make sure they give you materials for selling points. Making sure you can have a stand to place the products on to show the patients. Any brochures for the patient to read over when waiting for the doctor or even at home after they have left the office because they will be back 9- 12 weeks if they are a routine patient. Especially if they are an older patient they want to go home and talk it over with their children or spouse. Handouts that can be given to a patient are always better than telling them verbal or even telling them to go online because not everyone can do that.



ASPMA American Society of Podiatric
Medical Assistants

Change of Information

NAME: _____ DATE: _____

NEW NAME: _____

EMPLOYER: _____ APMA# _____

NEW EMPLOYER: _____ APMA# _____

(Please mail any correspondence to the address listed below.) OFFICE HOME

OLD ADDRESS:

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ FAX: _____

NEW ADDRESS:

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____ FAX: _____

OLD: E-MAIL ADDRESS: _____

NEW: E-MAIL ADDRESS: _____

SEND INFORMATION:

TINA PHELPS, PMAC / MEMBERSHIP CHAIR
602 Bradley Dr Apt A, Fortville, IN 46040
FAX: 765-405-1436 / EMAIL: tinaphelps@yahoo.com

Please allow 7-10 days for change to be complete!



Photography

By Kathleen Coburn, PMAC

Remember when you only had your memory to rely on to recall how a patient's diabetic foot ulcer or wound looked like? Now with all the advances in technology over the past few decades we can use color digital photography of to document progress in the patient's chart.

With these images the podiatrist or provider is able to assess any changes from visit to visit. Accurate documentation of the diabetic foot ulcer is critical for developing a good treatment plan. Although a wound assessment in a chart documents location, depth, odor and other details a visual picture captures details that words cannot. Photography often offers a more accurate means for assessment of wound dimensions, base and characteristics over a period of time.

Before the podiatrist sees the patient he or she compares the latest photograph with the one from the patient's previous visit. Patient satisfaction has improved since we have used this technique to track the ulcers or wounds. Patients like that the provider has something visual in the chart to compare between visits.

I have been working in a rural podiatrist office for just over a year. I had a patient say one day "wouldn't it be great to be able to have a visual record of any changes or progress in the ulcer." It was a well-received request and I was given a digital camera, so I can take pictures when patients come in for an appointment. Some regular patients even remind me, "Hey aren't you going to take a picture today?" They really appreciate how pictures enhance our ability to give excellent care.

Providers in the office love it too. They have commented "it is awesome" and "We need to start doing that also."

One patient said, "When I was recently hospitalized the insurance company had required pictures of his feet". He said, "with the number of patients the doctor sees from day to day what a great benefit not to have to remember what my foot looked like from the previous visit." Another patient has said "I also like to see what kind of progress, for better or worse, there has been." And "it sounds like a good idea to me.

PERSPECTIVES

Greetings from the Big Apple #NY18



We just wrapped up the Assistants program at the **NYSPMA Podiatric Clinical Conference and Exhibition** in New York City.

The conference was held at the world-famous Marriott Marquis hotel in Times Square, on what was a seasonably mild January weekend. This event boasted 2 floors of exhibitors, over 2,000 registrants, and 60 Assistants including administrative and clinical support staff.

The Assistant's had their own learning track at this conference, which provided them with necessary continuing education hours and credits. The program consisted of both clinical and administrative lectures and this year we brought some fresh, new material including talks on: Social Media in the Podiatry Office, Core Values, Laser Therapy, Ethics, Basic Foot Anatomy, Empathy in the Workplace, and Wound Care, just to name a few. We even had an enthusiastic group who participated in our round-table discussion entitled "Coffee Talk" which highlighted unique qualities of many different podiatric offices. Everyone shared something and we all walked away learning something valuable.

Whether you are front office, back office, or clinical support staff, we all emerged with fresh ideas, a wealth of knowledge, and a bunch of new peers and friends.

All attendees were invited to submit membership applications for the ASPMA so they could become *certified* Podiatric Medical Assistants, a title that is looked upon with prestige and respect in the specialty field of Podiatry.

We are always taking our knowledge on the road by representing the ASPMA at conferences around the country, which is highly rewarding. We are so fortunate to be able to bring the knowledge of our specialty to others in our field. Podiatry is unique and the communities of clinical and administrative staff are crucial components. Together we can spread the word on the importance of foot health... We hope to see YOU at an upcoming conference in 2018! Check our website for dates and registration information.

Michele Bradice, PMAC
Vice-President, ASPMA

Tara Brown, PMAC
Secretary, ASPMA

Kesha Davis, PMAC
Recertification Chair, ASPMA



PERSPECTIVES

SAM 2018



I would like to thank the Florida Podiatric Medical Association for allowing me and fellow ASPMA board members to be part of the SAM conference 2018.

Who wouldn't like to spend mid-January in beautiful Orlando, Florida?! The SAM (Science & Management Symposium) was held at Coronado Springs Resort on Disney property January 10th-14th. This conference had a lot to offer! There were many opportunities to learn about front and back office policies, procedures and general podiatric knowledge. The review course and Podiatric Medical Assistant Certification exam was also offered. In addition to lectures, this conference allowed for networking with other podiatry offices, a wonderful exhibit hall with the latest products and equipment and an opportunity to have a "magical" vacation with family and friends.



There were several speakers and lecture topics including risk management, insurance appeals and reconsideration, office-based surgery, kinesiology taping, fractures, shockwave therapy and many others. We also had an opportunity to share experiences and ask questions of other podiatric assistants in our session called "Coffee Talk". This was an open forum that allowed everyone an opportunity to share knowledge and discuss successes and difficulties we experience in a podiatric practice. The review course and exam for the Podiatric Medical Assistant Certification was given and we were happy to welcome a new PMAC in our organization! For assistants in Florida



SAM

Science & Management Symposium



requiring initial licensure or recertification for x-ray, an 8-hour course was offered for podiatric x-ray along with the exam for initial certification.

Some other perks of attending the SAM conference were the 196 booths in the exhibit hall with 151 exhibitors to meet, see and learn from and the discounted tickets to the Disney theme parks. We had a wonderful time on Friday evening at the SAM Family Night in Epcot. Here we had a dessert reception in Epcot's Eau de France with the opportunity to meet and talk with other podiatry colleagues, watch the Illuminations fireworks show and ended our evening with the Soarin' ride!

It was an overall great experience! I hope you all get an opportunity to attend a local, regional or national podiatry conference! The experience, the education and the people you meet are well worth it!

Kim Heineman, PMAC
Board of Directors, ASPMA



SAVE THE DATE!

For the 2018 Midwest Podiatry
Conference Assistant's Program

APRIL 19TH - 22ND, 2018

HYATT REGENCY, CHICAGO

**DON'T MISS OUT ON THE OPPORTUNITY TO
ATTEND THE PREMIER ASSISTANT'S PROGRAM!**

Highlights of the program include :

- ❖ PMAC CLINICAL AND ADMINISTRATIVE REVIEW COURSE
 - ❖ PMAC CLINICAL AND ADMINISTRATIVE EXAMS
- ❖ JOINT DPM AND ASSISTANT INFECTION CONTROL WORKSHOP
 - ❖ X-RAY WORKSHOP
- ❖ JOINT SESSIONS WITH DPMs
 - ❖ MUCH MORE!

**THE MPC ASSISTANT'S PROGRAM PROVIDES ATTENDEES
THE PLATFORM TO DEVELOP AND ENHANCE SKILLS,
OBTAIN CUTTING-EDGE CAREER-DRIVEN EDUCATION,
AND GAIN IMPORTANT STRUCTURED NETWORKING
OPPORTUNITIES WITH FELLOW ASSISTANTS AND DPMs.**





Administrative Examination Registration Form

April 18th and 19th, 2018

Hyatt Regency Chicago

Exam Registration Form – for Administrative Exam Only

**** MUST BE A MEMBER OF ASPMA FOR **90 DAYS** TO REGISTER FOR THE EXAM ****

The review course will be offered on Wednesday April 18, 2018

Exam next day Thursday April 19, 2018

Both will be held at: Hyatt Regency Chicago
151 East Wacker Drive, Chicago, IL 60601
You must also be registered to attend the assistants program

(PLEASE PRINT)

Name _____
ASPMA Membership Number _____
Employer _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____
Cell Phone _____

Exam Fee - \$325.00 until March 18th, 2018 includes The Comprehensive Study Guide to Podiatric Medical Assisting, 5th Edition please allow 10 business days for the shipping of the study guide.

Exam fee \$375.00 March 19th, 2018 includes The Comprehensive Study Guide to Podiatric Medical Assisting, 5th Edition **due to the date of your registration you might not receive the study guide before the exam date.**

Deadline to register for the exam is April 11, 2018

Mail completed form and check to:

ASPMA
1616 North 78th Court
Elmwood Park, IL 60707-3548
Phone: (708) 715-0071 FAX: (708) 456-4947 E-mail: karenpmac@aol.com

A \$25 fee will be charged for any returned check

If you wish to pay by credit card you may fax this form

Card # _____ Exp Date _____ / _____
CVV # (3 digit number on back of card) _____
Name on Card _____
Mailing address _____
Billing Zip code _____
Signature Required _____



Midwest Podiatry Conference Clinical Examination Registration Form

April 18th and 19th, 2018

Hyatt Regency Chicago

Exam Registration Form – for Clinical Exam Only

**** MUST BE A MEMBER OF ASPMA FOR **90 DAYS** TO REGISTER FOR THE EXAM ****

The review course will be offered on Wednesday April 18, 2018

Exam next day Thursday April 19, 2018

Both will be held at: Hyatt Regency Chicago
151 East Wacker Drive, Chicago, IL 60601
You must also be registered to attend the assistants program

(PLEASE PRINT)

Name _____
ASPMA Membership Number _____
Employer _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____
Cell Phone _____

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Mail completed form and check to:
ASPMA
1616 North 78th Court
Elmwood Park, IL 60707-3548
Phone: (708) 715-0071 FAX: (708) 456-4947 E-mail: karenpmac@aol.com

A \$25 fee will be charged for any returned check

If you wish to pay by credit card you may fax this form

Card # _____ Exp Date _____ / _____
CVV # (3 digit number on back of card) _____
Name on Card _____
Mailing address _____
Billing Zip code _____
Signature Required _____



American Society of Podiatric Medical Assistants
 In Partnership With
Region III – 69th Annual Scientific Meeting
 Presents the
Region III Assistants Program

A Two Full Day Program – May 3rd and 4th, 2018
Resorts Casino Hotel Atlantic City, NJ

Program will include the ASPMA Clinical Certification Exam only
Separate registration required

We have been invited to attend the Doctor’s Scientific Program on Wednesday May 2nd

REGISTRATION (PLEASE PRINT)

Name _____ PMAC Yes No

Practice Name _____

Address _____

City _____ State _____ Zip _____

Office Phone _____ Fax _____

Email _____

Registration Fee

Early Registration \$125.00
 Registration after April 14, 2018 \$150.00

Refund Policy:

\$25.00 non-refundable administration fee for cancellations after April 1st, 2018
 No Refunds after April 14, 2018

TO REGISTER:

Send check made payable to ASPMA to:

Karen Keathley, PMAC
 1616 North 78th Court
 Elmwood Park, IL 60707-3548

For additional information on Assistant’s Program call 1-708-715-0071
 Hotel reservations should be made directly with the Resorts Casino Hotel at 1-888-797-7700 give group code VAP18

Region III Clinical Examination Registration Form

May 2nd and 3rd, 2018

Resorts Casino Hotel Atlantic City Exam Registration Form – for Clinical Exam Only

**** MUST BE A MEMBER OF ASPMA FOR **90 DAYS** TO REGISTER FOR THE EXAM ****

The review course will be offered on Wednesday May 2, 2018

Exam next day Thursday May 3, 2018

Both will be held at: Resorts Casino Hotel
1133 Boardwalk Atlantic City, NJ 08401
You must also be registered to attend the assistants program

(PLEASE PRINT)

Name _____

Employer _____

ASPMA Membership Number _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Cell Phone _____

Exam Fee - \$325.00 until April 1, 2018 includes The Comprehensive Study Guide to Podiatric Medical Assisting, 5th Edition Please allow 10 business days for shipping of the study guide.

Exam fee \$375.00 after April 2, 2018 includes The Comprehensive Study Guide to Podiatric Medical Assisting, 5th Edition **due to the date you register you might not receive the study guide before the exam.**

Deadline to register for the exam is April 25, 2018

Mail completed form and check to:

ASPMA
1616 North 78th Court
Elmwood Park, IL 60707-3548
Phone: (708) 715-0071 FAX: (708) 456-4947 E-mail: karenpmac@aol.com

A \$25 fee will be charged for any returned check

If you wish to pay by credit card you may fax this form

Card # _____ Exp Date _____ / _____

CVV # (3 digit number on back of card) _____

Name on Card _____

Mailing address _____

Billing Zip code _____

Signature Required _____

SAVE the DATE

IN 2018, THE NATIONAL COMES
HOME TO OUR NATION'S CAPITAL.



THE NATIONAL

APMA ANNUAL SCIENTIFIC MEETING
WASHINGTON, DC / JULY 12-15, 2018

WWW.APMA.ORG/THE NATIONAL

APMA 2018 Annual Scientific Meeting Clinical Examination Registration Form

July 12th and 13th , 2018

Washington, DC

Exam Registration Form – for Clinical Exam Only

**** MUST BE A MEMBER OF ASPMA FOR **90 DAYS** TO REGISTER FOR THE EXAM ****

The review course will be offered on Thursday, July 12, 2018

Exam next day Friday, July 13, 2018

Both will be held at:

APMA 2018 Annual Scientific Meeting

Gaylord National

You must also be registered to attend the assistants program

(PLEASE PRINT)

Name _____

ASPMA Membership Number _____

Employer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Cell Phone _____

Exam Fee - \$325.00 until June 11, 2018 includes The Comprehensive Study Guide to Podiatric Medical Assisting, 5th Edition Please allow 10 business days for shipping of the study guide.

Exam fee \$375.00 after June 11, 2018 includes The Comprehensive Study Guide to Podiatric Medical Assisting, 5th Edition **due to the date of your registration you might not receive the study guide before the exam date.**

Deadline to register for the exam is July 7, 2018

Mail completed form and check to:

ASPMA

1616 North 78th Court

Elmwood Park, IL 60707-3548

Phone: (708) 715-0071 FAX: (708) 456-4947 E-mail: karenpmac@aol.com

A \$25 fee will be charged for any returned check

If you wish to pay by credit card you may fax this form

Card # _____ Exp Date _____ / _____

CVV # (3 digit number on back of card) _____

Name on Card _____

Mailing address _____

Billing Zip code _____

Signature Required _____

FIRST QUARTER 2018 QUESTIONNAIRE

Background, General Knowledge of Podiatry and Administrative

1. What year was it when foot problems first depicted?

- a. 1895
- b. 100 B.C.
- c. 1783
- d. 2500 B.C.

2. When the educational studies increased in the early years what was the first surgical procedure done?

- a. Joint Replacement
- b. Hammer Toes
- c. Ingrown Toenails
- d. Plantar Fasciitis

3. How many current podiatry colleges are in the U.S.?

- a. 2
- b. 10
- c. 9
- d. 6

4. Dr. Root became known as

5. What do you do when the patient requests their medical records?

- a. Notify the doctor immediately
- b. Copies to their medical records with written consent from patient
- c. When records are requested
- d. All the above

6. When were the doctors and civic hospital in Detroit the first podiatry hospital in the U.S.?

- a. 1911
- b. 1843
- c. 1956
- d. 1800

7. The organization known today as ASPMA began in what year?

- a. 1500
- b. 1964
- c. 1970
- d. 1980

8. What are the requirements for the preparation for entry into Podiatry College?

- a. 3 years
- b. 90 semester hours
- c. Both a and b
- d. None of the above

What do the SOAP notes mean and what does each letter mean?

9. S- _____ = _____

10. O- _____ = _____

11. A- _____ = _____

12. P- _____ = _____

13. What does Res Ipsa Loquitor stand for?

14. Who was one of the co-founders of the ASPMA?

- a. John Littlefield
- b. Richard Westervelt
- c. Zelda Walling Vicha
- d. Dr. Felix Von Oefe

15. What is the correct way to edit a patient records?

15-13 correct answers = 5 credits
12-10 correct answers = 4 credits
9-7 correct answers = 3 credits
6-4 correct answers = 2 credits
3-1 correct answers = 1 credit

Name: _____

ORDER FORM FOR CLINICAL EXAM STUDY KIT/EXAM

INCLUDES: The Comprehensive Guide to Podiatric Medical Assisting, 5th Edition;
Exam Registration Form; Listing of Confirmed Exam Sites and Dates

PLEASE PRINT

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Number of Kits at \$325.00 each _____ (U.S. Funds Only)

Price subject to change without notification *** Please add \$10.00 for any kit shipped outside the U.S.

Mail with a check made payable to ASPMA Qualifying and Examining to:

ASPMA
1616 North 78th Street
Elmwood Park, IL 60707

A \$25.00 fee will be charged for all returned checks.

OR

Fax with credit card information and signature to 708-456-4647.

PLEASE PRINT LEGIBLY

Circle One: VISA Mastercard Discover American Express

Card Number: _____

Expiration Date: _____ / _____ CVV Code _____ (3 digit number on back of card)

Name as it appears on card: _____

Billing Address **(if different than above)**: _____

Email (For Receipt): _____

Signature: _____



EXAM REGISTRATION FORM/ STUDY GUIDE

**IF YOU ARE A CURRENT MEMBER OF ASPMA YOU
ARE ELIGIBLE TO TAKE THE ADMINISTRATIVE
CERTIFICATION EXAM.**

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Cell Phone: _____ Requested Exam Site: _____

ADMINISTRATION: Helpful study material "Saunders Medical Office Management Edition" available for purchase on Amazon.

Exam Registration Fee - \$325.00 (If received at least 30 days prior to exam date)

Exam Registration Fee – \$375.00 (If received within 30 days of exam date)

MAIL WITH A CHECK MADE PAYABLE TO ASPMA QUALIFYING AND EXAMINING TO:

ASPMA
1616 North 78th Court
Elmwood Park, IL 60707

A \$25.00 fee will be charged for all returned checks.

OR

Fax with credit card information and signature to 708-456-4947.

PLEASE PRINT LEGIBLY

CIRCLE ONE: VISA MasterCard Discover American Express

Name as it appears on card: _____

Card Number: _____ Expiration Date: ____/____ CVV Code: _____

Billing Address (if different than above): _____

Email (For Receipt): _____

Signature: _____

Upon receipt of your Exam Registration Form, fee, and proof of membership you will be sent a confirmation of registration. Please present this confirmation to the Exam Proctor on the day of the exam.

DELINQUENT INVOICE FOR 2018 ASPMA MEMBERSHIP RENEWAL



YOU WILL BE DROPPED FROM THE MEMBERSHIP ROSTER IF YOUR PAYMENT IN FULL IS NOT RECEIVED BY MARCH 15th, 2018

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Your ASPMA membership dues have not been received for 2018. Payment is due immediately!! Please complete this form in full. ASPMA is a related organization of APMA and our bylaws state that all memberships must be verified. Your doctor MUST be a member in good standing for you to continue your membership in ASPMA. (Forms submitted without the required information will be returned unprocessed)

Upon receipt of your renewal form, you will be issued two stickers for 2018. Place one on your membership card and one on your name badge. If you are a PMAC, your membership will be verified before you can begin your annual recertification process.

RENEWAL FORM (Please print legibly)

Your Name: _____

Your DPM Employer: _____ His / Her APMA # _____

Office Name: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please make your check or money order for \$115.00 in US funds payable to ASPMA and mail to:

Tina Phelps, PMAC, ASPMA Membership Chair
602 Bradley Dr Apt A
Fortville, IN 46040

You will be charged \$25.00 for checks returned by the bank for any reason

For office use only

Date _____ Check# _____ Amount _____

APMA verified _____ Renewal # _____ Processed _____



ASPMA

American Society of Podiatric Medical Assistants

ASPMA 2018 RECERTIFICATION APPLICATION

NAME: _____

EMPLOYER: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ FAX: _____

E-MAIL ADDRESS: _____

All items being used for continuing education credits must be from **2017 ONLY**

MEETINGS— enclose COPY of the meeting certificate with CME credits listed.

National __ Midwest __ Regional __ Goldfarb __ State __ Local __ Other __

Post Graduate Course __ Lecture Presentation __ Articles Written By You __

Articles Read and Summarized (other than JOURNAL questionnaires) __

CPR Course (2017 year listed) __

Health Fair(s) __ In-House Training __ PMAC Review Course __ Other __

JOURNAL 2017 Questionnaires:

1ST Quarter	Warts	Possible 5 Credits	___
2ND Quarter	Osteoporosis	Possible 5 Credits	___
3RD Quarter	Ganglion	Possible 5 Credits	___
4TH Quarter	Peripheral Neuropathy	Possible 5 Credits	___
	X-Ray	Possible 10 Credits	___

*Do NOT use the same topic twice for your recertification questionnaires.

JOURNAL questionnaires are available on the ASPMA website <https://www.aspma.org>

(Click on CERTIFICATION, then click on RECERTIFICATION QUESTIONNAIRES)

Check list for items needed for Recertification

MAKE CHECKS PAYABLE TO ASPMA RECERTIFICATION FUND

(PLEASE NOTE NON-SUFFICIENT CHARGES OF \$25.00 APPLY ON ALL RETURNED CHECKS)

and mail to Tina Phelps, PMAC Recertification Chair 602 Bradley Drive Apt A Fortville, IN 46040 (States A-P)

Kesha Davis, PMAC Recertification Chair 2017 Nanesmond Pkwy Suffolk, VA 23434 (States Q-W)

___ Recertification Renewal fee	\$55.00
___ August 1- December 31, 2017, Renewal fee	\$27.50
___ Hard copy fee for certificate (if applicable)	\$ 5.00
___ Late fee if postmarked after May 1, 2018	\$50.00
___ Full year renewal CME minimum required	20 credits
___ August 1- December 31, 2017, CME minimum required	10 credits

SIGNATURE: _____

ASPMA.ORG

American Society of Podiatric Medical Assistants
912 Centennial Way, Suite 380
Cheryl Bailey, PMAC
Lansing, MI 48917

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Permit No. 689



New ASPMA Board

Please check the ASPMA website (www.aspma.org) for the most up to date information and to register for the exams. Fax your completed form to ASPMA Certification at 708-456-4947. ❖