



**Registration Form**

Office Name:	Contact:		
Address:	City:	State:	Zip:
Phone:	Fax:		
Email Address:			Account #:

**PARTICIPANT INFORMATION**

Participant Names	Chiro Scribe Seminar	Class Dates	Fee
	<b>Module 1 Introduction to Chiropractic Documentation</b>	<b>Thursday, February 22nd 9:00am to 12:00pm</b>	<b>\$280.00 Each person</b>
	<b>Module 2 Introduction to Chiropractic Specific Documentation</b>	<b>Thursday, March 15th 9:00am to 12:00pm</b>	-
	<b>Module 3 Daily Notes</b>	<b>Thursday, April 12th 9:00am to 12:00pm</b>	-
	<b>Module 4 Practical Exercises</b>	<b>Thursday, May 10th 9:00am to 12:00pm</b>	-
<b>TOTAL</b>			

**CANCELLATION POLICY**

Genius Solutions requests five (5) days notice for cancellations. If less than five (5) days notice is given, Client will be charged the full seminar fee. All other cancellations are subject to a \$25 cancellation fee. By registering you agree to these terms and understand all cancellation fees.

**PAY BY CREDIT CARD**

You may pay your registration fees by using your MasterCard, Visa or American Express card. If you wish to use this method of payment, please complete **ALL** of the following information.

<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express		
	Cardholder Name (Please Print)	
Card Number – Please print clearly	Exp. Date	Security Code
Signature of Cardholder	Billing Address for this Credit Card	

**Please fax completed form to 586-751-9230. Genius Solutions will fax back a confirmation**

# Chiro Scribe

Join us for a 4-part (with optional 5th onsite) training course with Ted A. Arkfeld, DC, MS, CPC

We are launching a new educational program for chiropractic assistants called Chiro Scribe. This program will educate and train assistants to document history and examination findings for new and established patient examinations and daily notes. The doctor will come into the exam or treatment room, and be face to face with the patient while the Chiro Scribe is either taking notes on our laminated sheets or documenting directly into ehrThomas.

The Chiro Scribe program consists of 4-Modules to be held at Genius once a month for 4-months, commencing on Thursday, February 22nd. The cost is \$280.00 per person for all 4-modules, each module will run from 9:00am to 12:00pm. **The final day for registrations will be February 15th.** (\*Note: You are paying for the entire series. These modules are not available for individual sale because it is a full course with functional test at the end.)

## Module 1 --- Introduction to Chiropractic Documentation Thursday, February 22nd @ 9:00am to 12:00pm EST Module 1

What constitutes a medical file?  
Chiropractic definition  
Medical terminology  
Medical abbreviations used in documenting a patient chart  
Spinal Anatomy

## Module 2 --- Introduction to Chiropractic Specific Documentation Thursday, March 15th @ 9:00am to 12:00pm EST Module 2

Evaluation & Management Coding Documentation Requirements  
History  
Examination  
Past Medical History  
Family History  
Social History  
Orthopedic Tests  
Neurological Tests

## Module 3 --- Daily Notes Thursday, April 12th @ 9:00am to 12:00pm EST Module 3

SOAP Notes  
Subjective  
Objective  
Assessment  
Plan  
Hands-on examples

## Module 4 --- Practical Exercises Thursday, May 10th @ 9:00am to 12:00pm EST

Module 4 In this module, we bring it all together and the CAs will document case examples in both written form and using ehrThomas. The CAs will also undergo a practical test in which they must pass with a 75% score.

## Optional 5th Session

## Date and Time TBD

Schedule a day to visit Arkfeld Advanced Chiropractic in Gaylord, MI to see the flow in an functional office setting.