

**REGISTER
ONLINE!**

See Registration
Info for details.

ELEVATE!

**AAMA
2018**



LEADERSHIP & EDUCATION

AAMA 62nd Annual Conference
September 14–17, 2018 • Salt Lake City, Utah



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS®

PROGRAM AGENDA

CEU Category Codes

- G = General
- A = Administrative
- C = Clinical

Registration Open

Thursday, September 13, 7–9 PM

FRIDAY, SEPTEMBER 14

Registration Open: 7 AM–6 PM

Continental Breakfast: 7 AM

First-Timers and Students Reception: 7:30–8:30 AM

Health Care Fraud

8–10 AM The FBI estimates that health care fraud costs American taxpayers \$80 billion a year. Discuss health care fraud schemes and fraudulent claims. Know the consequences and penalties for fraud. Learn what to do when you suspect potentially fraudulent conduct and how to report it. Understand what is required when a federal agency comes to the medical practice. (2 GA)

Organ and Tissue Donations

8–10 AM Approximately 20 people die each day waiting for a transplant. Examine what is involved in donating organs and tissues for both living and recently deceased donors, including screening, examinations, evaluating tissue, how to recover transplantable tissue, and legal issues. Understand how to approach the family of someone who has recently passed. Address the billing and coding procedures related to donations. (2 GAC)

Instructional Design—Back to the Basics

8–10 AM Discuss learning objectives, how they relate to instructional design, and the use of Bloom's Taxonomy. Identify what skills, knowledge, and attributes are embedded in the curriculum and coursework. Describe the importance of formative assessments in student outcomes. Discuss curriculum development and classroom delivery formed through theoretical perspectives and course objectives that allow students to learn progressively. (2 G)

Board of Trustees, Endowment Meetings: 9 AM–NOON

Appetite Suppression Medications

10:30 AM–12:30 PM Learn why the use of appetite suppressants is on the rise and how they work on the brain's neurotransmitters serotonin and norepinephrine. Understand the requirements of the Food and Drug Administration for approved weight-loss medications. Learn the pros and cons associated with prescription therapy, including the potential lasting side effects, medication dependence, and risk of birth defects. Know the lengths to which patients will go to access these drugs. Discuss successful weight management tools that are available to patients for daily use. (2 AC)

Occupational Therapy

10:30 AM–12:30 PM Occupational therapists provide services that use adaptive measures to increase the mobility of surgical patients, young children, and older adults. They work with the ability of patients to improve their lifestyles and stay in their own homes. Discuss the connection between occupational therapy and the medical treatment provided in the medical facility. Understand the role of the medical assistant with the therapy patient. (2 C)

De-escalation of Classroom Conflict

10:30 AM–12:30 PM Adults are complex learners with life experiences that differ greatly. Educators need to be able to de-escalate student conflict when it arises. Define and discuss terms associated with de-escalation and conflict. Learn about the available approaches and resources, such as trauma-informed strategies and the Crisis Prevention Institute. Apply de-escalation techniques to role-played situations of student conflict. (2 G)

How to Survive a Deposition

1:30–3:30 PM How does a lawsuit affect the medical assistant, the employer, or place of employment? What are the legal responsibilities? Learn about the court process, legal terminology and definitions, and what type of documentation may be required during a court investigation. Discuss what a deposition is and what to expect before, during, and after presenting a deposition—including who can be questioned and the effect

of the Health Insurance Portability and Accountability Act (HIPAA) on the process. Hear examples of medical court cases, what errors were discovered, and how they might have been avoided. (2 GA)

Deskercize!

1:30–3:30 PM Sitting at a desk and being sedentary for too long affects mental alertness, energy levels, posture, and joint health. Exercise can counteract all of these effects and more. Learn techniques and exercises that can be done at a desk with minimal or no equipment. Get up and "deskercize!" (2 GC)

MAERB Forum

1:30–3:30 PM As the sponsoring organization for the Medical Assisting Education Review Board (MAERB), the AAMA hosts a session for MAERB members to discuss new and continuing accreditation projects, initiatives, and issues with directors of programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This session is also useful for MAERB surveyors, educators within CAAHEP-accredited medical assisting programs, and educators interested in applying for CAAHEP accreditation. In addition to sharing information, MAERB invites program directors to share their thoughts and suggestions.

CMA (AAMA) Knowledge Bowl Certifying Board Featured Program

4–6 PM A vast range of knowledge is required to be an effective CMA (AAMA). This popular session is "infotainment" for medical assisting, as you will have fun and learn at the same time. Compete with your colleagues to see how much you know about what you do every day, or just come and cheer the teams on! (2 GAC)

Welcome and Awards Celebration

7:30–10 PM Join this opening event that welcomes attendees to the AAMA 62nd Annual Conference! We lead off with this informal mix-and-mingle event, where you can rub elbows with your Board of Trustees and fellow attendees, enjoy some munchies, socialize with friends both old and new, and join in the applause for the deserving states and individuals recognized at this year's Excel Awards.

SATURDAY, SEPTEMBER 15

Registration Open: 7 AM–6 PM

Continental Breakfast: 7 AM

Neurological Disorders

8–10 AM Discuss frontotemporal dementia, Creutzfeldt-Jakob disease, and sundowning. Learn the signs and symptoms of these disorders, and explore diagnosis strategies. Discuss demographics, risk factors, onset, and presentation of these disorders. Understand how they affect patients and caregivers and what the challenges may be. (2 C)

If Your Feet Hurt, You Hurt All Over

8–10 AM People who work on their feet at least 8–10 hours per day can experience a variety of medical conditions: plantar fasciitis, bunions, blisters, hammertoes or other metatarsal deformities, corns, calluses, diabetes-related foot care issues, gout, arthritis (osteoarthritis or rheumatoid), and Morton's neuroma. Learn what impact these issues have on daily living. Understand the potential medical or surgical care that can be provided by podiatrists, orthopedic surgeons, and family practice providers during routine medical visits. Know the durable medical assistive options for patients with foot problems. (2 C)

Do You Remember How to Communicate?

8–10 AM The best educators are first-rate communicators who understand that clear communication is a two-way process. Discuss how to prepare to communicate by anticipating the receiver's viewpoint and feelings. Learn how to confirm the other person's understanding. Discover how to evaluate the effectiveness of communication and how to value constructive feedback and use it to grow. (2 G)

Orientation of Committees: Credentials, Pages & Tellers, and Reference: 9–10 AM

HOD Delegate/Alternate Orientation

10:30 AM–12:30 PM Join the Speaker and Vice Speaker of the House for an informative session that will help both newcomers and seasoned volunteers fulfill their

duties as delegates and alternates. Learn the rules of the House of Delegates (HOD), the voting process, how to present a motion, and other functions of the House.

Medicare Health Assessments

10:30 AM–12:30 PM Part of Medicare's annual wellness exam, health assessments provide health care professionals with yearly updated information to track patient wellness. They allow insight into patients' medical well-being outlook. They also provide the opportunity to discuss potential medication changes and to conduct essential cognitive assessments. Learn strategies for wellness exams, how to get necessary updates from the Centers for Medicare & Medicaid Services (CMS), and what documentation Medicare requires. (2 AC)

DMAT Preparedness

10:30 AM–12:30 PM When a disaster strikes the area, having a disaster medical assistance team (DMAT) is crucial. Learn how medical assistants can play a valuable role on this team. Role-play medical treatment cases. Discuss the emergency plan within a medical practice, including the necessary supplies and equipment. Review examples of emergency plans that include DMAT scenarios to enable a better understanding of cases that might necessitate medical treatment. (2 AC)

A Review of MACRA's Quality Payment Program—MIPS Quality Measures

Continuing Education Board Practice Managers Featured Program

10:30 AM–12:30 PM Study an overview of reporting on the quality measures for the Merit-Based Incentive Payment System (MIPS) of the Medicare Access and CHIP (Children's Health Insurance Program) Reauthorization Act (MACRA) as they relate to medical practices. Obtain a brief review regarding the calculation of scoring and eligible providers. Discuss available quality measures and get tips for selecting quality measures appropriate for a provider's practice. Examine a review of information collected during the 2017 performance year. (2 A)

State Leaders: 1–3 PM

(This session is for state society leaders. Chapter leaders also are welcome.)

SART—Sexual Assault Response Team

1–3 PM A sexual assault examination is a complicated and emotional process that begins at the moment an assault is reported. Knowing and understanding the steps to submitting a report or finding local resources can make a difference to the health and care of patients. Know the requirements to be a sexual assault response team (SART) member and the role of certified advocates. Understand the procedures for reporting a sexual assault. Learn about the examination process and the survivor's options, rights, and aftercare. Discuss challenges that may arise when examining a patient with this type of assault history and what resources are available. (2 AC)

Workers' Compensation Fraud

1–3 PM Take workers' compensation fraud awareness to a new level. Explore the next step in the battle to deter and prevent fraud. Learn about the red flags, attitudes, and surveillance techniques that would assist in investigations. Find out how to put a case together. Understand the need to critically review claims with clear-cut guidelines for the practice. Know what steps the insurance companies will take in conducting investigations. (2 GA)

Differentiated Instruction Methodology

1–3 PM Students vary in culture, socioeconomic status, language, gender, motivation, ability, personal interests, and more. Differentiated instruction (DI) methodology is a framework for effective teaching that helps educators plan their curriculum with those differences in mind. Learn about providing different avenues of learning: acquiring content and processing, constructing, and making sense of ideas. Understand what DI is and its purpose in the classroom. Discuss key methods of incorporating DI. Compare and contrast ways of implementing DI into the medical assisting curriculum. Share ways that educators can build on DI methods in their programs. (2 G)

Active Shooter Response Preparedness

3:30–5:30 PM No one wants to think about worst-case scenarios, but having a plan in place for that moment can save lives. Learn about designating a safety team and getting local law enforcement involved to help

PROGRAM AGENDA

Separate Registration Required

THURSDAY, SEPTEMBER 13

Training of Trainers—Prevention of an Alcohol-Exposed Pregnancy: The Medical Assistant's Role

8 AM–5 PM The Mountain Plains Fetal Alcohol Spectrum Disorders (FASDs) Practice and Implementation Center (Mountain Plains PIC) is sponsoring a one-day Training of Trainers (ToT) event, cosponsored by the AAMA. The purpose of this ToT is to develop a group of trainers who are prepared to disseminate information to medical assistants about fetal alcohol spectrum disorders (FASDs) and the role of the medical assistant in reducing alcohol-exposed pregnancies (AEP). FASDs are completely preventable if there is no prenatal exposure to alcohol.

All participants will receive copies of training materials and learn the curriculum during the morning session of the training. In the afternoon, each participant will have an opportunity to practice and receive feedback on their training techniques.

Participation Details

- Participation is free.
- Participants will receive 6.5 AAMA CEUs (AC) and a certificate of completion.
- The AAMA is sponsoring one night of lodging at the Hilton Salt Lake City Center and per diem for the day of the training for each participant (General Services Administration rates apply).
- Additional travel costs will be the responsibility of each participant.
- The ToT is limited to 15 participants.

Note: Registration in the FASDs ToT workshop does not include any other conference activities or meals. You must register for the conference and/or purchase meal tickets to participate in the conference.

All participants must:

- Submit the online interest form by Friday, May 11, 2018, using the link included below. The Mountain Plains PIC staff will review all submissions and will notify participants of their acceptance status on Friday, June 1, 2018.
- Take the "Introduction to FASDs: The Medical Assistant's Role" online primer course or show that an in-person training course on this topic has been completed by submitting a certificate of attendance prior to Wednesday, September 12, 2018.
- Have the ability to present FASD training in a workshop, webinar, clinical, or academic setting.
- Be able to travel to and fully participate in the ToT.

To learn more about the event and to submit an interest form for consideration, visit <https://casatunr.wufoo.com/forms/w1nkquun0fmicon/>.

initiate a program and practice drills. Understand ways to stay calm and react in a manner that will facilitate safety. Discuss the lasting psychological effects of these types of violent events and how current media events can also affect staff and patients. (2 A)

Communication Skills and Strategies for FASD Prevention

3:30–5:30 PM Identify and practice communication skills that can aid in prevention of fetal alcohol spectrum disorders (FASDs), and study other behavioral health interventions as well. Based on the principles of motivational interviewing, discuss five commonly used strategies that actually serve as roadblocks to communication. Explore helpful alternatives that serve as superhighways by promoting rapport, reducing resistance, and eliciting motivation from patients. Participate in active learning and practice. Apply communication strategies to discussions about FASDs with patients and colleagues. (2 GA)

Wound Care

3:30–5:30 PM Wound care treatment is conducted frequently in outpatient settings. Know the kinds of wounds requiring this treatment, types of care available, frequency of treatment, and the outcomes. Review the related insurance and billing issues. Understand the medical assistant's role as part of the team treating these patients. (2 AC)

Credentials Desk Open: 5–7 PM

Management Survival Training

6–8 PM New and seasoned practice managers have to navigate the jungle of managing a health care practice. Explore the skills every manager must learn, including communication, documentation, time management, and how to deal with difficult people. Understand the different styles of management and when and how to use each style. Learn skills managers need to survive each day, and understand how to use those skills to best manage employees. Know when and how to appropriately use technology in management. (2 GA)

LEAP (Leaders in Education and Practice) Forum: 6–8 PM

SUNDAY, SEPTEMBER 16

Credentials Desk Open

6:30–7:45 AM

Continental Breakfast

7 AM

Registration Open

7:30 AM–5 PM

House of Delegates

8–9:30 AM

Meet the Candidates

9:30–11:30 AM

Publishers Showcase

11 AM–5 PM

Reference Committees: Reports, Bylaws, Resolutions

1:30–3 PM

Credentials Desk Open

5:30–6:15 PM

House of Delegates Reconvenes

6:30–10 PM

MONDAY, SEPTEMBER 17

Registration Open: 7 AM–12:30 PM

Helping Patients Achieve Balance

8–10 AM Learn strategies to show patients how to achieve an effective balance in life by identifying healthy components needed to enhance professional and personal development. Discover ways to eliminate unnecessary stress, and obtain ideas in finding fulfillment and success. Determine a patient's stress by discussing work, home environment, and other commitments. Discuss ways to modify stressors, including suggestions on coping mechanisms or groups that could help. Assist the patient in ways to put stressors in perspective and achieve a balance with home, work, play, and family needs. (2 AC)

Pharmacology Review

8–10 AM Pharmacology is an ever-evolving science of how drugs impact the biological system. Identify the 100 drugs used most in today's medical practice and their common applications, side effects, and interactions. Review common dosage routes, calculations, and conversions. Comprehend the most frequent drug administration errors and their adverse consequences. (2 C)

Service and Therapy Animals

10:30 AM–12:30 PM Know the facts about service animals and what the difference is between service and therapy animals. Understand the different types of service animals and specific ways in which they may benefit patients. Review the legal questions that may be asked of a patient with an animal and what the options are if the patient is not truthful or the animal is disruptive. (2 GA)

Opioids

10:30 AM–12:30 PM Opioid and heroin abuse has become a crisis in America. Discover how to help patients who need controlled drugs, the limits of opioid medication that can be given to any patient, and the recent changes in pharmacy and insurance coverage for these drugs. Discuss naloxone (Narcan), how it is used, and its availability for patients and medical providers. Review examples of questions used in a patient interview to provide the health care provider with detailed and accurate information to provide safe medical treatment. (2 C)

Presidents Luncheon: 1:30–3:30 PM

Usher in the new association year at this inaugural event and salute your state leaders during the Parade of Presidents.

Separate Registration Required

MAERB Workshops

The following workshops require a separate registration or application process. You can sign up for the Accreditation Workshop or apply to attend the Surveyor Training Workshop, even if you do not intend to register for the conference. Advance registration is required. For further information on the workshops, contact the Accreditation Department at 800/228-2262.

Note: Registration in an Accreditation Workshop or Surveyor Training Workshop does not include any other conference activities or meals. You must register for the conference and/or purchase meal tickets to participate in the conference.

SATURDAY

Accreditation Workshop: 2015 Standards

8 AM–5 PM To register, go to the Medical Assisting Education Review Board (MAERB) website at www.maerb.org, and then go to the Educators tab for registration information. *This session is limited to 50 participants.*

MONDAY

Surveyor Training Workshop: 2015 Standards

8 AM–6 PM To apply to serve as a surveyor and attend the training, go to the Medical Assisting Education Review Board (MAERB) website at www.maerb.org, and then go to the Surveyors tab for application information. *New surveyors will be given priority.*

REGISTRATION INFO

Conference and Hotel Information—Please Read Carefully

SAVE MONEY!

Guests of the Hilton Salt Lake City Center receive a conference registration discount. You must provide your Hilton Salt Lake City Center reservation confirmation number upon registration to receive the discount. Members of the AAMA receive preferred rates on conference registration fees. Nonmembers can qualify for member discounts by applying for membership on or before the conference registration deadline of **August 14, 2018**.

How to Register

Preconference registrations must be received at the AAMA by **August 14, 2018**. After that time, you must register on site.

Online: Register online via the AAMA website (www.aama-ntl.org) under News & Events/Conference/Register for the Conference. Registrants will be prompted to sign in or create a new account and then redirected to the registration page.

By Mail: Complete the attached form and mail it with payment (**no purchase orders**) to AAMA Conference Services, 20 N. Wacker Dr., Ste. 1575, Chicago, IL 60606. Credit card registrations may be faxed to 312/899-1259.

On site: Payment is required at registration, as is proof of AAMA membership (if you are registering at the member rate) and your Hilton Salt Lake City Center reservation confirmation number (if you are staying at the host hotel).

If you preregister, a confirmation will be emailed after your registration has been processed. Approximately two weeks

prior to the conference, a registration packet—including a badge, ribbons, conference program, and preconference newsletter—will be sent to those who preregistered.

Registration Types

Full Registrations include admission to continuing education (CE) sessions, Welcome and Awards Celebration, Publishers Showcase, continental breakfasts, and Presidents Luncheon.

Daily Registrations include any food functions and CE sessions offered on the day of registration.

Student Daily Registrations include CE sessions and any scheduled meals on the day of registration. A copy of the medical assisting student's ID (current at the time of conference) or current AAMA student membership card must accompany student registration.

Accreditation Workshop Registrations include admission only to the specified workshop. *This registration does not include any other conference activities or meals. Attendees must register for the conference or purchase meal tickets to participate in those activities.*

Note: Admission to the House of Delegates is free to AAMA members, but if you are not also a conference registrant, you must obtain an admission armband from the AAMA Registration Desk.

Cancellation and Refund Policy

To cancel your registration, you must notify AAMA Conference Services in writing. Cancellations received by August 14, 2018, will be refunded minus a \$40 non-refundable administrative fee. Cancellations received August 15–September 7 will be refunded minus a \$75

nonrefundable administrative fee. Absolutely no refunds will be granted after September 7, 2018.

Travel Information and Things to Do

The Hilton Salt Lake City Center is located at 255 South West Temple, Salt Lake City, Utah (801/328-2000). Visit the hotel website at www.hiltonsaltlakecity.com for maps, driving directions, information on parking, and local attractions and events.

The hotel is approximately 15 minutes from the Salt Lake City International Airport. Taxis average \$25, SuperShuttle typical minimum charge is \$16, and Uber and Lyft average \$15 for a one-way ride.

Hotel Reservations

Reservations at the Hilton Salt Lake City Center must be made on or before Monday, **August 27, 2018**. After that date, reservations will be taken on a space-available basis at the best available rate at that time. **Reserve early**, as the room block may fill up and additional rooms cannot be guaranteed. All registrations must be guaranteed with a credit card at the time of reservation. Room rates are \$169 (single or double occupancy), \$184 (triple occupancy), and \$194 (quadruple occupancy) and are subject to applicable state and local taxes (currently 12.6 percent and subject to change). To make reservations, go online or call the hotel:

• <https://bit.ly/2Kp7xVD>

• 1/800-HILTONS

If you call, tell the reservationist you are with the AAMA to get the special group rate.



REGISTRATION FORM

Side 1 of 2

INSTRUCTIONS: (1) Review all the information. (2) From the Program Agenda, select the sessions you plan to attend (make sure times do not overlap). (3) Mark those sessions or special events below. (*Seating at sessions cannot be guaranteed and is provided on a first-come, first-served basis. Early arrival is recommended.*) Attendance of 90 percent at each session is required to earn CEU credit.



FRIDAY, SEPTEMBER 14		
<input type="checkbox"/>	7:30–8:30 AM	First-Timers and Students Reception
<input type="checkbox"/>	8–10 AM	Health Care Fraud
<input type="checkbox"/>	8–10 AM	Organ and Tissue Donations
<input type="checkbox"/>	8–10 AM	Instructional Design—Back to the Basics
	9 AM–NOON	Board of Trustees, Endowment Meetings
<input type="checkbox"/>	10:30 AM–12:30 PM	Appetite Suppression Medications
<input type="checkbox"/>	10:30 AM–12:30 PM	Occupational Therapy
<input type="checkbox"/>	10:30 AM–12:30 PM	De-escalation of Classroom Conflict
<input type="checkbox"/>	1:30–3:30 PM	How to Survive a Deposition
<input type="checkbox"/>	1:30–3:30 PM	Deskercize!
	1:30–3:30 PM	MAERB Forum
<input type="checkbox"/>	4–6 PM	CMA (AAMA) Knowledge Bowl
<input type="checkbox"/>	7:30–10 PM	Welcome and Awards Celebration
SATURDAY, SEPTEMBER 15		
<input type="checkbox"/>	8–10 AM	Neurological Disorders
<input type="checkbox"/>	8–10 AM	If Your Feet Hurt, You Hurt All Over
<input type="checkbox"/>	8–10 AM	Do You Remember How to Communicate?
	9–10 AM	Orientation of Committees: Credentials, Pages & Tellers, and Reference
	10:30 AM–12:30 PM	HOD Delegate/Alternate Orientation
<input type="checkbox"/>	10:30 AM–12:30 PM	Medicare Health Assessments
<input type="checkbox"/>	10:30 AM–12:30 PM	DMAT Preparedness
<input type="checkbox"/>	10:30 AM–12:30 PM	A Review of MACRA's Quality Payment Program—MIPS Quality Measures

SATURDAY, SEPTEMBER 15		
	1–3 PM	State Leaders
<input type="checkbox"/>	1–3 PM	SART—Sexual Assault Response Team
<input type="checkbox"/>	1–3 PM	Workers' Compensation Fraud
<input type="checkbox"/>	1–3 PM	Differentiated Instruction Methodology
<input type="checkbox"/>	3:30–5:30 PM	Active Shooter Response Preparedness
<input type="checkbox"/>	3:30–5:30 PM	Communication Skills and Strategies for FASD Prevention
<input type="checkbox"/>	3:30–5:30 PM	Wound Care
	5–7 PM	Credentials Desk Open
<input type="checkbox"/>	6–8 PM	Management Survival Training
<input type="checkbox"/>	6–8 PM	LEAP Forum
SUNDAY, SEPTEMBER 16		
	6:30–7:45 AM	Credentials Desk Open
	8–9:30 AM	House of Delegates
	9:30–11:30 AM	Meet the Candidates
	11 AM–5 PM	Publishers Showcase
	1:30–3 PM	Reference Committees: Reports, Bylaws, Resolutions
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	6:30–10 PM	House of Delegates Reconvenes
MONDAY, SEPTEMBER 17		
<input type="checkbox"/>	8–10 AM	Helping Patients Achieve Balance
<input type="checkbox"/>	8–10 AM	Pharmacology Review
<input type="checkbox"/>	10:30 AM–12:30 PM	Service and Therapy Animals
<input type="checkbox"/>	10:30 AM–12:30 PM	Opioids
<input type="checkbox"/>	1:30–3:30 PM	Presidents Luncheon

Clip, photocopy both sides of this form, and send this page to AAMA Conference Services.

REGISTRATION FORM

Conference registrations must be received by the AAMA by August 14, 2018. After that date, you must register on site. You must provide a reservation confirmation number from the Hilton Salt Lake City Center to receive the conference registration discount.

The **host hotel** is **Hilton Salt Lake City Center (HSLCC)**. Enter the HSLCC host hotel reservation confirmation number: _____

	HSLCC/Host Hotel Guest	Not an HSLCC Hotel Guest
<input type="checkbox"/> AAMA Member Package	\$340	\$400
<input type="checkbox"/> Nonmember Package	475	575
<input type="checkbox"/> Student Rate per Day*	45	45
<input type="checkbox"/> Member Rate per Day*	100	135
<input type="checkbox"/> Nonmember Rate per Day*	175	275
Total Amount Owed:	\$ _____	\$ _____

* If you are paying a daily rate, please check below the days you are purchasing:

Friday, Sept. 14 Saturday, Sept. 15 Sunday, Sept. 16 Monday, Sept. 17

Name: _____ Member ID: _____

Vendor permission: I authorize the AAMA to provide the Publishers Showcase exhibitors with my name and contact information.

Address: _____

City/State/ZIP: _____

Day Phone: _____ Evening Phone: _____

Email: _____

Payment Method (purchase orders not accepted). Check one:

Check (number: _____) enclosed, made payable to AAMA in the amount of \$ _____

Charge my: American Express Visa Mastercard Discover

Card #: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

Send the completed registration form with payment to:

American Association of Medical Assistants
20 N. Wacker Dr., Ste. 1575
Chicago, IL 60606

Only those making payment by credit card may fax their registrations to AAMA at 312/899-1259. Do not mail this form if you already have faxed it in.

Note: If you have any allergies that would impact your participation in the conference, such as a food allergy (including peanut, tree nut, or shellfish), please provide the AAMA with notice of such allergies. While the AAMA will use reasonable efforts to accommodate your needs, the AAMA shall not be responsible for any injuries, damages, additional costs, or losses to you as a result of any party's—the hotel, or any conference vendor—failure to accommodate your needs.

The AAMA reserves the right to use any photograph/videography taken at any AAMA event—without further notification—within AAMA print and electronic materials, including, but not limited to, CMA Today, newsletters, the website, and in videos and social media platforms. By registering for and attending the Annual Conference, you agree to permit the AAMA to use photographs and/or video featuring your likeness at the AAMA's sole discretion.



Shown larger than actual size.
(Actual size is 7/8" in diameter.)

Conference Tacs and Charms

A complimentary conference lapel tac or charm will be given to each attendee as part of their registration. You will select your tac or charm on site.

Badge Ribbons

Select the ribbons that are appropriate for you. They will be mailed to you with your registration packet. A limited supply of ribbons also will be available on site at the AAMA Registration Desk. Ribbons for board members, past national presidents, and Annual Conference volunteers will be available on site. Ribbons for years of membership (including national life members) will be available on site.

Note: Delegates and alternates pick up their ribbons when they check in at the Credentials Desk. Ribbons for Credentials Desk volunteers, pages, and tellers will be distributed on site.

National Level Ribbons

- National Strategy Team Member
- National Task Force Member
- National Committee Member

General Attendee Ribbons

- Educator
- Practitioner
- Student
- New CMA (AAMA)
- First-Time Attendee
- State President
- Surveyor
- CE Program Planner

Clip, photocopy both sides of this form, and send this page to AAMA Conference Services.