Registration information

Please complete and mail or fax this form to:

Ontario Chiropractic Association
20 Victoria St., Suite 200, Toronto, ON M5C 2N8
Fax: 416-860-0857
Attention: Anne Davidson

Registration

Your office must be a registered user of the Patient Management Program in order to enroll in the training session. Payment must be received at the time of registration to confirm the booking. In an effort to accommodate as many offices as possible, one staff person per office may register for a session. If more than one person wishes to attend, please write the names below and they will be placed on a waiting list in the event extra space is available.

Additional Staff?

❏ Yes   ❏ No
If yes, please specify:

_____

_____

Cancellation Policy

Changes and cancellations are subject to a $25 administration fee. The OCA must receive all cancellation requests in writing by fax or email by the end of business on the Tuesday prior to the course start date. Full fees will apply and refunds will not be provided for cancellations received after that date. All classes are subject to a minimum number of registrants. A full refund will be provided if a class is cancelled.

For more information

Please contact: Anne Davidson
416-860-4161, 1-877-327-2273 ext. 4161
Fax: 416-860-0857
email: adavidson@chiropractic.on.ca

Registration

Name _____

Home Phone _____

Dr.'s Name _____

Clinic Address _____

City _____

Postal Code _____

Phone _____

Fax _____

Email _____

Session Location _____

Session Date _____

❏ Session 1   ❏ Session 2   ❏ Session 1 & 2

❏ Bringing laptop   ❏ Require laptop

Registration fee per person

Session 1	$195	+	25.35 HST	=	$220.35
Session 2	$195	+	25.35 HST	=	$220.35
Session 1 & 2	$350	+	45.50 HST	=	$395.50

Method of payment

❏ Visa   ❏ MasterCard   ❏ Cheque (enclosed) *

* Cheques may be postdated to two weeks prior to session

Card number _____

Expiry Date _____

Name on card _____

Signature _____

PMP
OCA'S PATIENT MANAGEMENT PROGRAM

PUTTING EXPERIENCE INTO PRACTICE

TRAINING SESSIONS

2011 – 2012

Your practice profits
when you invest in your staff

*Training is tax deductible
Structured CE credits apply*

I'm so glad my friend convinced me to go to the Basic training day (session 1). It's like I've been working in my office for 2 years and someone just showed me where the light switches are today!

— *Lisa Ryder - Ottawa Basic*

Dates 2011 - 2012

Classes: 9 a.m. - 4 p.m.

Toronto
OCA Office
20 Victoria Street, Suite 200, Toronto

Session 1	Session 2
September 10	September 11
January 14	January 15
March 24	March 25
May 26	May 27

Sudbury
The Quality Inn & Conference Centre
390 Elgin Street South, Sudbury

Session 1	Session 2
September 17	September 18

Niagara-on-the-Lake
White Oaks Conference Resort and Spa
253 Taylor Rd. SS4, Niagara-on-the-Lake

Session 1	Session 2
November 12	November 13

Sarnia
Holiday Inn Sarnia/Point Edward
1498 Venetian Blvd., Point Edward

Session 1	Session 2
April 14	April 15

Ottawa
Les Suites Hotel
130 Besserer Street, Ottawa

Session 1	Session 2
May 5	May 6

Session Overview

Session 1 — Key Fundamentals *

This session will appeal to new and experienced users alike. This is a hands-on, instructor-led course that provides the opportunity to apply the information as it is being taught. Practicing the techniques in class allows everyone to be more engaged and also improves user retention.

Function keys, shortcuts and hot keys are demonstrated showing quicker, easier ways to perform common tasks. We will look at new patients and process patient activity. This class explores customization options in PMP, discusses using the appointment scheduler, examines some PMP reports and reviews correct backup procedures.

This class offers ample opportunity for learning, sharing and testing your skills.

> **I have used PMP for 7 years and today I learned so many shortcuts that will save time.**
>
> — *Laurie Bradshaw – Toronto Basic*

Session 2 — Best Practices *

This session was designed for the office staff that are responsible for producing reports and completing third party billings. The session is structured to focus upon current topics of interest and subjects that are of relevance in a chiropractic office. This may include enhancements within PMP, regulatory changes, auto insurance and WSIB. A solid understanding of the functions in PMP and the concepts in chiropractic offices is a prerequisite. Contact support for detailed topics that may apply to your session.

> **Another great session. Simple, to the point!**
>
> — *Benoit Chagnon, DC – Ottawa Basic*

* *This is a hands-on course. Every participant requires a laptop. Bring your own, or if you let us know at registration, and subject to availability, we'll provide you with one for the session.*

Updated manuals are provided for all attendees.

PMP Instructors

Liz Pridham
Software Support Representative
After many years working with chiropractors as a chiropractic assistant, office manager and bookkeeper, Liz joined the OCA in 2004. As part of the software support department she offers support and training to PMP users – chiropractors and their staff. Liz's chiropractic experience and her background in accounting give her the ability to offer practical examples and suggestions so you can apply PMP in your office for maximum results.

Lauren James
Manager, Software Support Development
Lauren began her career with chiropractors in 1985, joined the OCA in 1999 and took on the role of department manager in 2006. Lauren provides PMP training and she is instrumental in the development of the PMP. Her knowledge and insight regarding the chiropractic profession and PMP software make her a valuable resource for troubleshooting user issues and testing program enhancements and updates.

Anne Davidson
Software Support Representative
Anne has been a member of the OCA support team since 1998. Prior to joining the OCA she had over 10 years experience as a CHA working with chiropractors and their patients. Anne provides support for software users, coordinates PMP Training sessions, creates orders, and tests program updates.

Craig MacDonald
Software Support Representative
Craig is the most recent addition to the software support team at the OCA. From previous positions, Craig brings experience with software development, software testing, hardware and end user support.

> **The entire weekend was AMAZING!!**
> **The explanations were simple & effective.**
> **Thanks, you have made my life easier.**
>
> — *Lori Arnold – London Basic & Advanced*