STATE OF CALIFORNIA ARNOLD SCHWARZENEGGER, Governor

Board of Chiropractic Examiners
2525 Natomas Park Drive, Suite 260
Sacramento, California 95833-2931
Telephone (916) 263-5355 FAX (916) 263-5369
CA Relay Service TT/TDD (800) 735-2929
Consumer Complaint Hotline (866) 543-1311
http://www.chiro.ca.gov

NOTICE OF PUBLIC MEETING

LICENSING COMMITTEE

July 17, 2008
Upon Conclusion of Government Relations Committee Meeting
State Capitol
Assembly Room 126
Sacramento, CA 95814

AGENDA

CALL TO ORDER

Approval of Minutes
- April 24, 2008

Public Comment

Discussion and Possible Action
- License Reciprocity with Other States

Discussion and Possible Action
- Multiple Satellite Offices

Discussion and Possible Action
- Recognizing Chiropractic Assistants

Discussion and Possible Action
- Increase of License and Renewal Fees

Public Comment

Future Agenda Items

ADJOURNMENT

LICENSING COMMITTEE
Judge James Duvaras, Retired, Chair
Richard Tyler, D.C.

The Board of Chiropractic Examiners' paramount responsibility is to protect California consumers from the fraudulent, negligent, or incompetent practice of chiropractic care.

A quorum of the Board may be present at the Committee meeting. However, Board members who are not on the committee may observe, but may not participate or vote. Public comments will be taken on agenda items at the time the specific item is raised. The Committee may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at**www.chiro.ca.gov.**

The meeting is accessible to the physically disabled. If a person needs disability-related accommodations or modifications in order to participate in the meeting, please make a request no later than five working days before the meeting to the Board by contacting Marlene Valencia at (916) 263-5355 ext. 5363 or sending a written request to that person at the Board of Chiropractic Examiners, 2525 Natomas Park Drive, Suite 260, Sacramento, CA 95833. Requests for further information should be directed to Ms. Valencia at the same address and telephone number.

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BOARD OF CHIROPRACTIC EXAMINERS
MEETING MINUTES
Licensing Committee
April 24, 2008
2525 Natomas Park Drive, Ste. 120
Sacramento, CA 95833

DRAFT

Committee Members Present
Judge James Duvaras, Retired, Chair
Richard Tyler, D.C.

Staff Present
Brian Stiger, Executive Officer
LaVonne Powell, Senior Staff Counsel
Marlene Valencia, Staff Services Analyst

Call to Order

Judge Duvaras called the meeting to order at 10:48 a.m.

Roll Call

Dr. Tyler called the roll. All committee members were present.

Proposed Procedure for Approving Licenses

Mr. Stiger presented a proposed procedure to approve license applications. Mr. Stiger stated that the Bureau of State Audits found the current process inconsistent with the Initiative Act in that Board Members were excluded from the license approval process. Although the Board disagreed with the finding, this proposed approval process satisfies the audit deficiency.

Dr. Charles Davis, International Chiropractic Association of California, stated that the Board delegated the approval process to the staff because of a lack of a quorum.

Ms. Powell explained the process of license denials and using the proposed ratification process would not delay the process of license approval. Denials based on improper conduct would be resolved through the Statement of Issues process.

Dr. Davis raised a concern that if the Board does not have a quorum the licenses would not be approved.

Ms. Powell commented that the Board would be impacted if it lacked a quorum.

Mr. Stiger explained that the Board Members would receive a list of staff approved applicants for the Board's ratification.

Mr. Stiger expressed his appreciation to Marlene Valencia for her efforts in staying current with processing applications through the staffing reduction.

Dr. Tyler thanked the Board staff for their continued good work.

Ongoing Review of Chiropractic Colleges

Mr. Stiger stated that this is an area that the Board needs to do a better job. Mr. Stiger suggested that a working group be convened to discuss and provide recommendations to the committee for its review.

Ms. Powell asked if this issue deals more with new colleges or existing colleges. Mr. Stiger this pertains to an on-going review.

Judge Duvaras asked if the application that was not approved by the Board is still in existence. Mr. Stiger responded in the affirmative.

MOTION: DR. TYLER MOVED TO INSTRUCT THE EXECUTIVE OFFICER TO DEVELOP A PROPOSED MONITORING PROCESS FOR THE CHIROPRACTIC COLLEGES AND REPORT BACK TO THE COMMITTEE.
SECONDED: JUDGE DUVARAS SECONDED THE MOTION.
VOTE: 2-0
MOTION CARRIED

Judge Duvaras questioned the ability of the staff to monitor all of the Chiropractic Colleges on an annual basis.

Dr. Tyler recommended that the colleges in California should be visited on a yearly basis.

Ms. Powell stated that other boards send site teams comprised of subject matter experts and write a report that is submitted to the committee for a policy perspective.

Judge Duvaras raised a concern about staff reviewing the colleges and recommended that a practicing chiropractor should be included.

Ms. Powell stated that subject matter experts would consist of a trained licensees and educators.

Public Comment:

Carlyle Brackensiek, Society of Industrial Medicine, spoke in support of AB 2969 (Leiber) and asked this bill be placed on the agenda for the next board meeting and consider taking a support position.

Dr. Davis spoke in support of AB 2969.

ADJOURNMENT

Judge Duvaras adjourned the meeting at 11:10.

DRAFT

(c) Examinations shall be written, oral, and practical, covering chiropractic as taught in chiropractic schools or colleges, designed to ascertain the fitness of the applicant to practice chiropractic. Said examination shall include at least each of the subjects as set forth in Section 5 hereof. Identity of the applicants shall not be disclosed to the examiners until after examinations have been given final grades. A license shall be granted to any applicant who shall make a general average of 75 percent, and not fall below 60 percent in more than two subjects or branches of the examination and receive a 75 percent score in all parts of the practical examination as designed by the board. Any applicant failing to make the required grade shall be given credit for the branches passed, and may, without further cost, take the examination at the next regular examination on the subject in which he failed. For each year of actual practice since graduation the applicant shall be given a credit of 1 percent on the general average.

(d) An applicant having fulfilled the requirements of Section 5 and paid the fee thereunder, and having obtained a diplomate certificate from the National Board of Chiropractic Examiners, may offer such certificate together with a transcript of grades secured in said national board examination, and the California Board of Chiropractic Examiners may accept same in lieu of all or a portion of the California board examination as determined by the board.
(Initiative Measure, Stats. 1923, p. xc, § 6. Amended by Stats. 1971, c. 1755, p. 3786, § 5; Stats. 1976, c. 263, p. 550, § 5.)

§ 7. Certificate to practice; issuance; practice authorized

One form of certificate shall be issued by the board of chiropractic examiners, which said certificate shall be designated "License to practice chiropractic," which license shall authorize the holder thereof to practice chiropractic in the State of California as taught in chiropractic schools or colleges; and, also, to use all necessary mechanical, and hygienic and sanitary measures incident to the care of the body, but shall not authorize the practice of medicine, surgery, osteopathy, dentistry or optometry, nor the use of any drug or medicine now or hereafter included in materia medica.
(Initiative Measure, Stats. 1923, p. xc, § 7.)

§ 8. Blind persons

No blind person shall be denied admission into any college or school of chiropractic or denied the right to take any examination given by such school or college or denied a diploma or certificate of graduation or a degree or denied admission into any examination for a state license or denied a regular license to practice chiropractic on the ground that he is blind.
(Formerly § 1000-8.1, added by Stats. 1949, c. 500, p. 859, § 1, adopted Nov. 7, 1950. Renumbered § 1000-8 and amended by Stats. 1971, c. 1755, p. 3787, § 7.)

§ 9. Issuance of licenses to licensees of other states

Notwithstanding any provision contained in any other section of this act, the board, upon receipt of the fee specified in Section 5, shall issue a license to any person licensed to practice chiropractic under the laws of another state, provided said state then had the same general requirements as required in this state at the time said license was issued, and provided that such other state in like manner grants reciprocal registration to chiropractic practitioners of this state.

The applicant shall also provide a certificate from the other state stating that he was licensed by that state, that he has not been convicted of unprofessional conduct, and that there is no charge of unprofessional conduct pending against him.
(Initiative Measure, Stats. 1923, p. xc, § 9. Amended by Stats. 1960, c. 14, p. 136, § 2, adopted Nov. 8, 1960. Amended by Stats. 1971, c. 1755, p. 3787, § 8.)

California Code of Regulations
Title 16

§323. Reciprocity. Interpretation of Section 9 of the Act.

The board makes the following interpretation of Section 9 of the Act which states candidates for licensure are considered to have fulfilled the requirement of reciprocity if they provide the documentation required by the board showing the following:

(a) Graduation from a board approved chiropractic college, and completion of the minimum number of hours and subjects as were required by California law at the time the applicant's license was issued.

(b) Equivalent successful examination in each of the subjects examined in California in the same year as the applicant was issued a license in the state from which he is applying.

(c) They must hold a valid and up-to-date license from the state from which they are reciprocating.

(d) The state from which they are licensed will reciprocate with California.

(e) The board reserves the right to require any additional education or examination for reciprocity.

(f) A nonrefundable application fee of $25.00.

(g) A fee, as set forth in Section 5 of the Act, if licensure is granted.

(h) Five (5) years of chiropractic practice.

NOTE: Authority cited: Section 1000-4(b), Business and Professions Code. Reference: Section 1000-9, Business and Professions Code.
HISTORY:
1. New section filed 1-4-77; effective thirtieth day thereafter (Register 77, No. 2). For prior history, see Register 76, No. 50.
2. Amendment filed 2-15-79; effective thirtieth day thereafter (Register 79, No. 7).
3. Amendment of subsections (a) and (b) filed 7-30-87; operative 8-29-87 (Register 87, No. 32).
4. New subsection (h) filed 7-25-96; operative 8-24-96 (Register 96, No. 30).

State of Ohio
Ohio State Chiropractic Board

Kelly A. Caudill, Executive Director

TO: Whom It May Concern

FROM: Liz Moore, Executive Assistant

DATE: May 14, 2008

RE: **Endorsement/Reciprocity**

The Ohio State Chiropractic Board grants licensure by endorsement/reciprocity on a case by case basis if a licensee does not meet the standard filing requirements for licensure as outline by ORC § 4734.20. The Board does not maintain a list of states that it does or does not reciprocate with.

As stated in ORC § 4734.23 (B)...The state chiropractic board may, for good cause, waive all or part of the educational and testing requirements specified under section 4734.20 of the Revised Code and issue a license to an applicant under this section, if the applicant presents satisfactory proof of being licensed to practice chiropractic in another state or country where the requirements for receipt of the license, on the date the license was issued, are considered by the board to be substantially equivalent to those of this chapter.

A copy of ORC § 4734.20 and ORC § 4734.23 are enclosed for your review.

If you have any questions please do not hesitate to contact this office.

Thank you.

77 South High Street, 16th Floor • Columbus, Ohio 43215-6108
Phone: (614) 644-7032 • *Fax:* (614) 752-2539
Toll Free Consumer Hotline: (888) 772-1384
*website: http://*www.chirobd.ohio.gov • *e-mail:* OSCB.ChiroBd@chr.state.oh.us

Course Description

CHIROPRACTIC ASSISTANT

Class Description: This two-semester course divides a chiropractic assistant role into administrative and clinical semesters.

During the semester, students will learn either administrative (front office) procedures including: terminology, insurance billing, and CPR certification; or they will learn clinical (back office) procedures including: body structure, physical therapy, vitals, patient testing, x-ray development, and CPR and First Aid certification.

Adults pay a $50.00 lab fee and a $35.00 book fee. There is also a $25 non-refundable registration fee

Recommendations: Type 20 wpm.

Students may attend class 6 hours a day to complete in one semester or 3 hours a day to complete in two semesters.

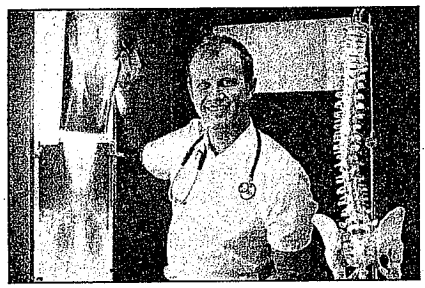
Length: 540 hours

Time: 8 a.m.—11 a.m.
12 p.m.—3 p.m.

POST SECONDARY EDUCATIONAL OPPORTUNITIES

Education & Training after High School - 1, 2, or 4 year or more certificate or degree program such as:

- Business Manager
- Chiropractic
- Physical Therapy



CAREER OPPORTUNITIES

This class provides careers and/or job opportunities in a variety of areas such as:

- Clinical Chiropractic Assistant
- Administrative Office Assistant
- Office Manager

The Sacramento County Office of Education (SCOE) is actively engaged in programs which prepare students for the workforce, whether immediately after graduation or after post-secondary education in a university, community college, technical or trade school.

High school students register with your high school counselor.

Adult students register on-line at www.sacrop.org or by calling the Career Center at (916) 228-2721

Teacher: Kathryn Turner

Cell: (916) 807-3122

Email: kturner@scoe.net

What is Career Technical Education?

The Sacramento County Office of Education, in collaboration with 11 local school districts, believe that all students have the ability to learn and succeed in a relevant, rigorous and engaging curriculum. CTE must provide:

- Standardized Course Work for college, career development, and the workforce
- Engage project-based learning opportunities
- Multiple pathways for college, career, and work
- A curriculum infused with academic coursework
- Sequenced course work in a pathway of learning
- Opportunities to meet UC/CSU requirements for college

California's CTE Model Curriculum Standards are presented in 15 industry sectors of related careers and broad industries.

With each sector there are two or more pathways which details knowledge and technical skills students need to succeed in a specific area.

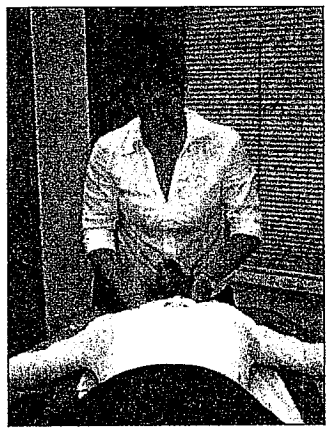
Sacramento County
Office of Education

10474 Mather Boulevard
P.O. Box 269003
Sacramento, CA 95826-9003
Phone: (916) 228-2721
www.sacrop.org

Sacramento County
ROP
Career Technical Educa

CHIROPRACTIC ASSISTANT

Career Technical Education (CTE)
Regional Occupational Programs



Tel: (916) 228-2721
www.sacrop.org

Chiropractic Assisting ROP Course

FACT SHEET

The Chiropractic Assistant Regional Occupational Program (ROP) course offered through the Sacramento County Office of Education is the only ROP course of its kind in California. The course taught by Kathy Turner, is entering its 19th year in Sacramento. The program graduates 50 – 60 qualified chiropractic assistants a year.

The Chiropractic assisting course is a 540 hour course. The two-semester course separates a chiropractic assistant's role into administrative and clinical semesters. During the two semesters students learn;

- Administrative (front office) procedures including;
  - terminology
  - insurance billing / private billing
  - telephone / communication
  - Scheduling of appointments and treatment
  - Narrative reports / records / office correspondence
  - Ethics / HIPPA
  - chiropractic philosophy

Each student must successfully complete 135 hours lecture/laboratory, and a 135+ hour externship in a local Chiropractic office under the direction of the doctor of record to receive an administrative assistant skill.

- Clinical (back office) procedures including;
  - body structure
  - physical therapy
  - vitals
  - patient testing
  - X-ray development
  - CPR and First Aid certification
  - escort patients to/from treatment rooms
  - physiotherapy treatments
  - diathermy
  - ultrasound
  - galvanic
  - hydrotherapy
  - chiropractic philosophy

Each student must successfully complete 135 hours lecture/laboratory, and a 135+ hour externship in a local Chiropractic office under the direction of the doctor of record to receive a clinical assistant skill sheet

Students must obtain both the administrative and clinical skills sheets to qualify for a Sacramento ROP Chiropractic Certificate of Completion.

Sacramento County Office of Education – Regional Occupational Program

CHIROPRACTIC ASSISTANT - CLINICAL

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

CBEDS TITLE: MEDICAL OFFICE SERVICES

CBEDS NO: 4242

HOURS: Total 270 Classroom 171 Laboratory/Pre-clinical 99 CC/CVE

DATE: July 8, 2008

JOB TITLE:	DOT CODES:	JOB TITLE:	DOT CODES:
Chiropractic Assistant	079.364-010		

COURSE DESCRIPTION: This two-semester course divides a chiropractic assistant's role into administrative and clinical semesters. During the two semesters, students will learn both administrative (front office) procedures, including terminology, insurance billing, and clinical (back office) procedures, including body structure, physical therapy, vitals, patient testing, X-ray development, and receive CPR and First Aid certification.

The Administrative Chiropractic Assistant answers telephones, schedules patients' appointments, and completes insurance billing. The Administrative Chiropractic Assistant is responsible for private pay billing, narrative reports and office correspondence.

The Chiropractic Assistant will aid the doctor during physical examinations of patients, give specified office treatments, keep patient records, write patient histories, escort patients to treatment rooms, give physiotherapy treatments, such as diathermy, galvanic, ultrasound or hydrotherapy under the doctor's directive, take and record patient's vitals and assist in X-ray procedures.

All Chiropractic Assistants will be knowledgeable about chiropractic philosophy and medical ethics.

PREREQUISITES:

- ✓ None

METHOD OF STUDENT EVALUATION:

- ✓ Pre and Post test
- ✓ Student Projects
- ✓ Written work
- ✓ Observation record of student performance
- ✓ Completion of assignments and worksheets

METHOD OF INSTRUCTION:

- ✓ Lecture
- ✓ Group and individual applied projects
- ✓ Demonstration
- ✓ Field Trips
- ✓ Guest Speaker

CHIROPRACTIC ASSISTANT - CLINICAL

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

TEXTS USED: **PRIMARY:** *California Chiropractic Journal*
Chiro-Soft
Palmer College of Chiropractic
Chiropractic Assistant Training Manual

SUPPLEMENTAL:

CHIROPRACTIC ASSISTANT - CLINICAL

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

I.	INTRODUCTION	CR	LAB/ CC	STANDARDS
	A. Course Goals, Objectives and Expectations B. Class Policies and Procedures	Hours integrated into subject/ skill content		
II.	**CAREER PLANNING AND MANAGEMENT**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand how to make effective decisions, use career information, and manage personal career plans: 1. Identify the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. 2. List opportunities and requirements for education, training, and licensure. 3. Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options. 4. Identify the role and function of professional organizations, industry, associations, and organized labor in a productive society. 5. Identify past, present, and future career trends. 6. Identify important strategies for self-promotion in the hiring process, such as job search, applications, cover letter, résumé writing, interviewing skills, and preparation of a portfolio.	Hours integrated into subject/ skill content		**Foundation:** 3.0
III.	**TECHNOLOGY**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments: 1. Identify past, present, and future technological advances as they relate to a chosen career pathway. 2. Use technological resources to gain access to, manipulate, and produce information, products, and services. 3. Discuss the influence of current and emerging technology on selected segments of the economy.	Hours integrated into subject/ skill content		**Foundation:** 4.0

CHIROPRACTIC ASSISTANT - CLINICAL

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

IV.	PROBLEM SOLVING AND CRITICAL THINKING	CR	LAB/ CC	STANDARDS
	A. Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking, and problem-solving techniques: 1. Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks. 2. Utilize systematic problem-solving models that incorporate input, process, outcome, and feedback components. 3. Use critical thinking skills to make informed decisions and solve problems. 4. Apply decision-making skills to achieve balance in the multiple roles of personal, home, work and community life.	Hours integrated into subject/ skill content		**Foundation:** 5.0
V.	**HEALTH & SAFETY**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand health and safety policies, procedures, regulations, and practices, including the use of equipment and handling of hazardous materials: 1. Identify the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities. 2. Identify critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies.	Hours integrated into subject/ skill content		**Foundation:** 6.0
VI.	**RESPONSIBILITY AND FLEXIBILITY**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students know the behaviors associated with the demonstration of responsibility and flexibility in personal, workplace, and community settings: 1. Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor. 2. Demonstrate personal responsibility. 3. Discuss the need to adapt to varied roles and responsibilities. 4. Discuss how individual actions can affect the larger community.	Hours integrated into subject/ skill content		**Foundation:** 7.0
VII.	**ETHICS AND LEGAL RESPONSIBILITIES**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand professional, ethical, and legal behavior consistent with applicable laws, regulations,	Hours integrated into		**Foundation:** 8.0

	and organizational norms: 1. Identify the major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations. 2. Demonstrate the concept and application of ethical and legal behavior consistent with workplace standards. 3. Discuss the role of personal integrity and ethical behavior in the workplace.	subject/ skill content		
VIII.	**LEADERSHIP AND TEAMWORK**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand effective leadership styles, key concepts of group dynamics, team and individual decision making, the benefits of workforce diversity, and conflict resolution: 1. Identify the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings. 2. Discuss the ways in which professional associations, such as Skills USA, and competitive career development activities enhance academic skills, promote career choices, and contribute to employability. 3. Discuss the benefits of teamwork. 4. Demonstrate multiple approaches to conflict resolution and their appropriateness for a variety of situations in the workplace. 5. Demonstrate respect for individual and cultural differences, and for the attitudes and feelings of others. 6. Communicate ideas to justify positions, persuade and convince others, confirm responsibility, and evaluate existing policies and procedures.	Hours integrated into subject/ skill content		**Foundation:** 9.0
IX.	**ANATOMY**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Muscular System 1. Locate insertion of individual muscles 2. Describe muscle function B. Nervous System 1. Recognize the different systems 2. Record proper neurological test results C. Skeletal System 1. Label the bones on a skeletal chart 2. Describe types of joints 3. Identify parts of a bone			

CHIROPRACTIC ASSISTANT - CLINICAL

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

X.	EMERGENCY CARE	CR	LAB/ CC	STANDARDS
	A. Demonstrate proper patient assessment during CPR training 1. Demonstrate CPR procedures 2. Demonstrate Heimlich maneuver B. Demonstrate proper patient assessment during First Aid training 1. Practice correct splinting technique 2. Analyze patient's wound and use proper bandaging technique 3. Observe sudden illness signs and symptoms of a patient			
XI.	**PATIENT OBSERVATION & REPORTING**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Demonstrate proper dark room procedures B. Develop observation skills C. Practice correct methods and procedures for reporting D. Analyze range of motion testing E. Employ scoliosis testing techniques F. Role play patient preparation			

Sacramento County Office of Education – Regional Occupational Program

CHIROPRACTIC ASSISTANT - ADMINISTRATIVE

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

CBEDS TITLE: **MEDICAL OFFICE SERVICES**

CBEDS NO: **4242**

HOURS: **Total** **270** **Classroom** **192** **Laboratory/Pre-clinical** **78** **CC/CVE** **0**

DATE: **July 8, 2008**

JOB TITLE:	**DOT CODES:**	**JOB TITLE:**	**DOT CODES:**
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The Chiropractic Assistant will aid the doctor during physical examinations of patients, give specified office treatments, keep patient records, write patient histories, escort patients to treatment rooms, give physiotherapy treatments, such as diathermy, galvanic, ultrasound or hydrotherapy under the doctor's directive, take and record patient's vitals and assist in X-ray procedures.

All Chiropractic Assistants will be knowledgeable about chiropractic philosophy and medical ethics.

PREREQUISITES:

- ✓ None

METHOD OF STUDENT EVALUATION:

- ✓ Pre and Post test
- ✓ Student Projects
- ✓ Written work
- ✓ Observation record of student performance
- ✓ Completion of assignments and worksheets

METHOD OF INSTRUCTION:

- ✓ Lecture
- ✓ Group and individual applied projects
- ✓ Demonstration
- ✓ Field Trips
- ✓ Guest Speaker

CHIROPRACTIC ASSISTANT - ADMINISTRATIVE

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

TEXTS USED: **PRIMARY:** *California Chiropractic Journal*
Chiro-Soft
Palmer College of Chiropractic
Chiropractic Assistant Training Manual

SUPPLEMENTAL:

CHIROPRACTIC ASSISTANT - ADMINISTRATIVE

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

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II.	**CAREER PLANNING AND MANAGEMENT**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand how to make effective decisions, use career information, and manage personal career plans: 1. Identify the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers. 2. List opportunities and requirements for education, training, and licensure. 3. Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options. 4. Identify the role and function of professional organizations, industry, associations, and organized labor in a productive society. 5. Identify past, present, and future career trends. 6. Identify important strategies for self-promotion in the hiring process, such as job search, applications, cover letter, résumé writing, interviewing skills, and preparation of a portfolio.	Hours integrated into subject/ skill content		**Foundation:** 3.0
III.	**TECHNOLOGY**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments: 1. Identify past, present, and future technological advances as they relate to a chosen career pathway. 2. Use technological resources to gain access to, manipulate, and produce information, products, and services. 3. Discuss the influence of current and emerging technology on selected segments of the economy.	Hours integrated into subject/ skill content		**Foundation:** 4.0

CHIROPRACTIC ASSISTANT - ADMINISTRATIVE

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

IV.	PROBLEM SOLVING AND CRITICAL THINKING	CR	LAB/ CC	STANDARDS
	A. Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking, and problem-solving techniques: 1. Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks. 2. Utilize systematic problem-solving models that incorporate input, process, outcome, and feedback components. 3. Use critical thinking skills to make informed decisions and solve problems. 4. Apply decision-making skills to achieve balance in the multiple roles of personal, home, work and community life.	Hours integrated into subject/ skill content		**Foundation:** 5.0
V.	**HEALTH & SAFETY**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand health and safety policies, procedures, regulations, and practices, including the use of equipment and handling of hazardous materials: 1. Identify the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities. 2. Identify critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies.	Hours integrated into subject/ skill content		**Foundation:** 6.0
VI.	**RESPONSIBILITY AND FLEXIBILITY**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students know the behaviors associated with the demonstration of responsibility and flexibility in personal, workplace, and community settings: 1. Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor. 2. Demonstrate personal responsibility. 3. Discuss the need to adapt to varied roles and responsibilities. 4. Discuss how individual actions can affect the larger community.	Hours integrated into subject/ skill content		**Foundation:** 7.0
VII.	**ETHICS AND LEGAL RESPONSIBILITIES**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand professional, ethical, and legal behavior consistent with applicable laws, regulations,	Hours integrated into		**Foundation:** 8.0

	and organizational norms: 1. Identify the major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations. 2. Demonstrate the concept and application of ethical and legal behavior consistent with workplace standards. 3. Discuss the role of personal integrity and ethical behavior in the workplace.	subject/ skill content		
VIII.	**LEADERSHIP AND TEAMWORK**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Students understand effective leadership styles, key concepts of group dynamics, team and individual decision making, the benefits of workforce diversity, and conflict resolution: 1. Identify the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings. 2. Discuss the ways in which professional associations, such as Skills USA, and competitive career development activities enhance academic skills, promote career choices, and contribute to employability. 3. Discuss the benefits of teamwork. 4. Demonstrate multiple approaches to conflict resolution and their appropriateness for a variety of situations in the workplace. 5. Demonstrate respect for individual and cultural differences, and for the attitudes and feelings of others. 6. Communicate ideas to justify positions, persuade and convince others, confirm responsibility, and evaluate existing policies and procedures.	Hours integrated into subject/ skill content		**Foundation:** 9.0
IX.	**BOOKKEEPING TECHNIQUES**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Distinguish the correct diagnosis and billing codes 1. Recognize the need for billing and diagnosis codes 2. Prepare reports using correct coding B. Practice pegboard bookkeeping 1. Analyze bookkeeping entries for balancing 2. Demonstrate legible numbering and lettering 3. Troubleshoot for errors on day sheets C. Apply codes with computer billing 1. Differentiate between advantages of pegboard and computer billing			

CHIROPRACTIC ASSISTANT - ADMINISTRATIVE

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

	2. Use the computer to complete a narrative report 3. Demonstrate proper use and protection of a computer D. Input data for billing procedures			
X.	**EMERGENCY CARE**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Demonstrate proper patient assessment during CPR training 1. Demonstrate CPR procedures 2. Demonstrate the choking rescue techniques 3. Use proper rescue breathing technique 4. Explain the need for personal safety B. Demonstrate proper patient assessment during First Aid training 1. Practice correct splinting techniques 2. Analyze patient's wounds and use proper bandaging techniques 3. Observe sudden illness signs and symptoms of a patient 4. Treat according to patient's needs			
XI.	**OFFICE MANAGEMENT**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Practice proper appointment book scheduling techniques 1. Review the different types of appointment books and their use B. Role play private pay collections C. Suppose that an account has become past due 1. Observe different techniques to arrange for accounts to be paid D. Show professional telephone technique 1. Access fellow students for proper diction, tonality and pronunciation 2. Discuss the proper use of the hold button 3. Practice telephone transfers 4. Use telephone message memos E. Practice patient recall 1. Define which types of patients need re-calls 2. Illustrate a typical re-call situation 3. Assemble all materials needed for patient re-calls			
XII.	**INSURANCE BILLING**	**CR**	**LAB/ CC**	**STANDARDS**
	A. Summarize the Worker's Compensation Laws for California 1. Define the doctor's responsibilities to the patient, insurance carrier and the employer			

	2. Identify the patient's rights and responsibilities concerning worker's compensation 3. Recognize the rights and responsibilities of the employer concerning worker's compensation 4. Complete the forms needed for a worker's compensation case 5. Produce a chart showing Medical Control B. Prepare a complete Personal Injury case file 1. Define what a subpoena is and how it is honored 2. Produce a completed lien 3. Summarize the use of Authorization to Direct Payment C. Properly complete a Private Insurance claim form 1. Organize the information needed for a completed form 2. Use proper bulling and diagnosis coding 3. Chart the laws governing insurance companies 4. Formulate the sequence of the Coordination of Benefits Law			

SKILL PROFICIENCY SHEET

This skill sheet is designed to indicate, as clearly as possible, the student's knowledge and ability to handle tasks required of this course.

Student's Name Insert Last Name, Insert First Name MI.
(Last) (First) (MI)

Period of Instruction 01/01/01 From: 01/01/01 To:

RELATED INSTRUCTION HOURS:	0	EXTERNSHIP HOURS:	0	TOTAL HOURS:	0

CHIROPRACTIC ASSISTANT ADMINISTRATIVE

1 = Limited skills/knowledge 2 = Has average skills/knowledge 3 = Has excellent skills/knowledge

1 2 3	Office Management	1 2 3	Insurance Billings	1 2 3	Bookkeeping Skills
☐ ☐ ☐	Appointment Book Scheduling *2,3,4	☐ ☐ ☐	Workers Compensation *2,3,4	☐ ☐ ☐	Diagnosis and Billing Codes *2,3,4
☐ ☐ ☐	Private Pay Collections *2,3,4,5	☐ ☐ ☐	Personal Injury *2,3,4	☐ ☐ ☐	Pegboard Bookkeeping *2,3,4
☐ ☐ ☐	Telephone Techniques *2,4,5	☐ ☐ ☐	Private Insurance *2,3,4	☐ ☐ ☐	Computer Insurance Billing *2.3.4
	Emergency Care	☐ ☐ ☐	Medicare and Medical *2,3,4	☐ ☐ ☐	Data Input *2,3,4
☐ ☐ ☐	CPR Procedures *2,3,4	☐ ☐ ☐	Insurance Verification *2,3,4,5		**Employability**
☐ ☐ ☐	First Aid Procedures *2,4,5				Prepare a résumé *1,3,5
☐ ☐ ☐	Scenario Evaluations And Treatment *2,3,4,5				Participate in mock interview *1,3,5

*Expected Schoolwide Learning Results (ESLRs)
1. Career Planner; 2. Work Ethic Model; 3. Technology User; 4. Problem Solver/Conflict Resolver; 5. Effective Communicator

Instructor's Signature

Date

The repealed section required recordation of licenses and required a list of licensees be kept by the county clerk, which list was to be open to public inspection.

§ 12. Renewal fee

Licenses issued under the provisions of this section expire at 12 midnight on the last day of the month of birth of licentiates of the board.

On or before July 1, 1991, the board shall establish regulations for the administration of a birth month renewal program. Each person practicing chiropractic within this state shall, on or before the last day of their month of birth of each year, after a license is issued to them as herein provided, pay to the Board of Chiropractic Examiners a renewal fee of not more than one hundred fifty dollars ($150) as determined by the board. The secretary shall mail to all licensed chiropractors in this state, on or before 60 days prior to the last day of the month of their birth each year, a notice that the renewal fee will be due on or before the last day of the month of their birth next following. Nothing in this act shall be construed to require the receipts to be recorded in like manner as original licenses. The failure, neglect or refusal of any person holding a license or certificate to practice under this act in the State of California to pay the annual fee during the time their license remains in force shall, after a period of 60 days from the last day of the month of their birth automatically work a forfeiture of his or her license or certificate, and it shall not be restored except upon the written application therefor and the payment to the board of a fee of twice the annual amount of the renewal fee in effect at the time the restoration application is filed except that a licentiate who fails, refuses or neglects to pay the annual tax within a period of 60 days after the last day of the month of his or her birth of each year shall not be required to submit to an examination for the reissuance of the certificate.
(Initiative Measure, Stats. 1923, p. xcii, § 12. Amended by Stats. 1947, c. 151, p. 680, § 5, adopted Nov. 2, 1948; Stats. 1960, c. 14, p. 137, § 4, adopted Nov. 8, 1960; Stats. 1975, c. 771, p. 1792, § 2, eff. Sept. 16, 1975; Stats. 1978, c. 306, p. 635, § 2, eff. June 29, 1978; Stats. 1983, c. 533, § 2, eff. July 28, 1983; Stats. 1988, c. 1094, § 1.)

§ 12.5. Authority of legislature to fix fees payable by applicants and licensees and per diem compensation of Board of Chiropractic

The Legislature may by law fix the amounts of the fees payable by applicants and licensees and the amount of the per diem compensation payable to members of the board.
(Added by Stats. 1959, c. 1768, p. 4253, § 2.)

§ 13. Health regulations, death certificates, reports

Chiropractic licentiates shall observe and be subject to all state and municipal regulations relating to all matters pertaining to the public health, and shall sign death certificates and made reports as required by law to the proper authorities, and such reports shall be accepted by the officers of the departments to which the same are made.
(Initiative Measure, Stats. 1923, p. xcii, § 13.)

§ 14. Receipts; deposit; monthly report; state board of chiropractic examiners' fund; use

The executive officer shall at the end of each month report to the State Controller the total amount of money received by the board from all sources, and shall deposit with the State Treasurer the entire amount of such receipts, and the State Treasurer shall place the money so received in a special fund, to be known as the "State Board of Chiropractic Examiners' Fund". Such fund shall be expended in accordance with law for all necessary and proper expenses in carrying out the provisions of this act, upon proper claims approved by said board or a finance committee thereof.
(Initiative Measure, Stats. 1923, p. xcii, § 14. Amended by Stats. 1971, c. 1755, p. 3787, § 10.)