

**REGISTER
ONLINE!**

See Registration
Info for details.



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS.

AAMA 63rd Annual Conference
September 13–16, 2019 • Greensboro, NC

PROGRAM AGENDA

CEU Category Codes

G = General

A = Administrative

C = Clinical

Registration Open

Thursday, September 12, 7–9 PM

FRIDAY, SEPTEMBER 13

Registration Open: 7 AM–6 PM

Continental Breakfast: 7 AM

First-Timers and Students Reception:

7:30–8:30 AM

Transform Your Work and Classroom into a Highly Engaging Experience

Special General Session Featured by the North Carolina State Society

8–10 AM Learn fundamental principles that successful leaders and educators can use to foster engagement in this energetic, thought-provoking, and interactive session. Employee and student engagement means creating a culture in which everyone is intellectually and emotionally tied to a meaningful vision. Engaged groups are loyal, committed, creative, and innovative. They are more productive than their disengaged counterparts and deliver high-level results while positively impacting outcomes. (2 G)

Board of Trustees, Endowment

Meetings: 9 AM–NOON

Risk Management in the Medical Office

10:30 AM–12:30 PM Managing risk in a medical practice is an everyday event. Learning the risks and how to mitigate them is a job for everyone in health care. Learn how to identify risks common to the health care environment, how to mitigate those risks and thereby provide better health care to patients, and how to incorporate risk management into the daily work routine. (2 GA)

Cranial Remolding for Plagiocephaly

10:30 AM–12:30 PM Plagiocephaly, or flat head syndrome, affects 47 percent of infants. Review the condition, how it begins in utero, and how cranial remolding can rectify the condition. Learn the meaning, causes, and classifications of the condition. Discover how to identify normal cranial growth measurements for babies up to 12 months old. Gain an understanding of the casting procedure for cranial remolding orthosis (CRO) and how CRO redirects head growth to improve proportion and symmetry in infants. (2 C)

Hybrid Learning: The Traditional Classroom and Online Learning

10:30 AM–12:30 PM Hybrid learning is becoming more common in medical assisting programs. The ability to combine the online environment and traditional classroom provides a balance in course scheduling, student availability, and convenience. Hybrid learning provides the student with a program that balances educational needs and leads to successful completion of the medical assisting program. Examine the concept of hybrid learning as well as examples of courses taught in the online environment that also implement skills in the traditional classroom. Discuss the transition between faculty-taught and applied-learning processes. Understand the differences in student learning and the cost savings and expenses of hybrid courses. (2 G)

The Diagnosis and Treatment of Epilepsy

1:30–3:30 PM Learn about the characteristics of each type of epileptic seizure, such as grand mal and petit mal, and how each is treated. Discuss diagnostic testing to determine the presence of seizures—sleep deprivation, partial sleep deprivation, ambulatory electroencephalogram (EEG), and 24-hour monitoring in an epilepsy monitoring unit. Understand the first aid needed for a person having a seizure. (2 GC)

Rock Steady Boxing

1:30–3:30 PM Exercise, especially the Rock Steady Boxing program, can help those with Parkinson disease. Receive a brief review of the disease and the challenges patients face as they learn to cope with the disease. Discover how and why Rock Steady Boxing can help patients with Parkinson disease, the key concepts of Rock Steady Boxing, and which symptoms the method will help combat. (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. 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 assistants, 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 63rd Annual Conference! Add your applause for the deserving states and individuals recognized at this year’s Excel Awards. Following that, you will mix-and-mingle with your Board of Trustees and fellow attendees, enjoy some munchies, and socialize with friends both newly formed and long-standing.

SATURDAY, SEPTEMBER 14

Registration Open: 7 AM–6 PM

Continental Breakfast: 7 AM

Effective Marketing for the Practice Manager

Continuing Education Board Practice Managers Featured Program

8–10 AM Marketing is an essential aspect of competing in today’s health care environment. Managers need to market to not only patients but also potential employees. Each audience requires a different approach. Learn the basics of marketing, how to develop a marketing



plan that works, and how to tailor marketing to different audiences. Understand the importance of follow-up and how to track the effectiveness of the marketing strategy. Learn how to use current technology and social media to enhance marketing—while protecting confidentiality—and how to determine the right mix of marketing for the practice. (2 GA)

After You Call—Know the Protocol

8–10 AM Everyone knows to call 911 in an emergency, but do you know the safety protocol after you hang up? Review planning for possible emergencies to ensure the safety of patients and employees. Learn how to implement a threat assessment for patients, visitors, and facility staff. Understand how to develop protocols for fire and other emergencies (including the use of common acronyms, such as PASS [pull, aim, squeeze, and sweep] and RACE [rescue, alarm, confine, and extinguish/evacuate]) so that employees will know how to react in an emergency. Examine the importance of continuity of operations following an emergency. Learn how to develop, write, exercise, and evaluate a plan and about the 17 facilities impacted by the Centers for Medicare & Medicaid Services (CMS) Emergency Preparedness Rules. (2 GC)

Medical Scribing as Part of the Curriculum

8–10 AM With the rules of meaningful use in place, an increasing number of medical practices are utilizing scribes so providers can better focus on patients during the office visit. Incorporating a medical scribe course into the medical assisting program is a proactive way to keep the profession current and invaluable. Examine what a medical scribe is, what tools students need to become a scribe, and how to incorporate this material into the medical assisting program. Additionally, learn how to identify medical practices that employ scribes and explore networking strategies. (2 GA)

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. If you have never served as a delegate or alternate before, this session is a must! If you have served, come for an invaluable refresher.

HPV Misconceptions

10:30 AM–12:30 PM While there is a great deal of information about the human papillomavirus (HPV) available through public sources, misinformation and misconceptions abound. Discover how to guide patients to the proper resources to help them make informed decisions. Learn about HPV, discuss some of the different types of infections linked to HPV, and review current screening recommendations from the American College of Obstetricians and Gynecologists. Review the current guidelines for abnormal Papanicolaou tests (pap smears), including follow-up and a review of related gynecology topics. (2 GC)

Veterans Benefits and You

10:30 AM–12:30 PM Review various veterans benefits and how to guide patients to take advantage of those benefits. Learn how to increase awareness of Veterans Service Officers. Understand the connection between the medical field and veterans benefits, and discuss how medical assistants can help patients who are veterans. (2 GA)

How to Teach Professionalism and Professional Communication

10:30 AM–12:30 PM Teaching professionalism and effective professional communication to students affects patient care, safety, coworker relations, and job-advancement opportunities. Define professionalism and how to convey its importance to students. Review the different types of professional communication, examine scenarios in which professional communication is important, and explore the various mechanisms for practicing and enhancing professional communication. Discuss the importance of professionalism in the workplace and the effects of professional appearance. Learn ways to teach professionalism and discuss the challenges educators face teaching millennials. (2 G)

State Leaders: 1–3 PM

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

Rheumatoid Arthritis

1–3 PM Rheumatoid arthritis (RA) is a chronic systemic inflammatory disorder that primarily affects the joints and may result in deformed and painful joints and loss of function. Review the causes, signs, and symptoms of RA, as well as what history should be taken, how it is diagnosed and treated, the prognosis, and some of the potential extra-articular complications of RA. (2 GC)

Communication Skills for Medical Assistants: Strategies for FASD Prevention

1–3 PM Identify and practice communication skills that can aid in fetal alcohol spectrum disorders (FASDs) prevention, and study other behavioral health interventions. Based on the principles of motivational interviewing, discuss five commonly used strategies that 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. (2 G)

Teaching Community Involvement

1–3 PM Students who learn from and engage in the local community benefit from relationships with local employers and community centers. They are key to making their community better through volunteering, and they foster career-advancement opportunities by creating relationships with potential employers. Discuss the rationale for community involvement, the different types and modes of local interaction for the student, how to build relationships with community partners, and the benefits of successful and meaningful community engagement for both the student and the community. (2 G)

Skin Cancer

3:30–5:30 PM Learn to identify the most frequently diagnosed types of skin cancer and distinguish the different types of treatment methods for each. Explore preventive alternatives after diagnosis of precancerous cells. Identify the role of medical assistants in assisting with the various treatment methods. (2 GC)

PROGRAM AGENDA

Separate Registration Required

THURSDAY, SEPTEMBER 12

FASD Training of Trainers

Language Matters: Communication Strategies to Reduce Stigma and Help Prevent AEPs

8 AM–5 PM The Medical Assistant Fetal Alcohol Spectrum Disorders (FASD) Practice Improvement Collaborative (MA- PIC) and the AAMA are cosponsoring a one-day Training of Trainers (ToT) event. The purpose of this ToT is to develop a group of trainers who can train other medical assistants about the importance of communicating with patients in a way that reduces the stigma associated with risky alcohol use and the role of the medical assistants in reducing alcohol-exposed pregnancies (AEP) and FASDs.

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 Sheraton Greensboro at Four Seasons (\$109) and per diem for the day of the training

(\$56) 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, June 3, 2019, using the link included below. The MA-PIC staff will review all submissions and will notify participants of their acceptance status on Friday, June 28, 2019.
- 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 before Wednesday, September 11, 2019.
- 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/w162x6pc109j1q/>.

Hospice and the Grieving Process

3:30–5:30 PM The participation of a hospice in the end-of-life process provides proven support and comfort for family and friends, and it helps complete the grieving process. Study hospice protocols for end-of-life support as well as support options for family and friends after life has ended, including when there is a sudden death without hospice support. (2 GA)

LEAP (Leaders in Education and Practice) Forum: 3:30–5:30 PM

Credentials Desk Open: 5–7 PM

Cultural Awareness in the Office

6–8 PM Cultural and religious beliefs and traditions have the potential to hinder patient examinations, create obstacles, and lead to misunderstandings when health care professionals are uninformed. Gain familiarity with various religions and cultures as well as their corresponding traditions to improve your ability to put patients at ease. (2 G)

Update on How to Avoid Identity Theft

6–8 PM Identity theft is a serious problem that is occurring more frequently and even reaching into the workplace. Learn how to be proactive and avoid mistakes that can lead to identity theft. Discuss unsafe computer use and other strategies that can help safeguard important identity information. (2 A)

Motivational Interviewing for the Educator

6–8 PM Faculty and educators may need to provide additional coaching on appropriate behavior to students. Motivational interviewing is a collaborative, goal-oriented method of communication that pays particular attention to the language of change. Learn how to use this communication technique with students to facilitate positive behavior. A measure of student success is also a measure of the educator’s success. (2 G)



SUNDAY, SEPTEMBER 15

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–4 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 16

Registration Open: 7 AM–12:30 PM

Assisted Reproductive Technology

8–10 AM The current state of in vitro fertilization (IVF) technology varies according to the clinical setting. Advances in the laboratory and patient assessment have helped many people have children. Review the IVF cycle as well as the menstrual cycle, ovarian stimulation, and the retrieval process. Understand the insemination and fertilization processes and what takes place during embryo culture and development. Learn about the embryo selection, cryopreservation process, and cell division. Discuss implantation improvements. (2 C)

Mohs Surgery

8–10 AM Mohs micrographic surgery was developed by Frederic Mohs, MD, in the 1930s, and it has since become the most effective technique for removing basal cell carcinomas and squamous cell carcinomas, with a 98 percent or higher cure rate. The Mohs technique is tissue sparing, removing the cancer cells and leaving as much healthy tissue as possible. Learn which type of skin cancer is a candidate for Mohs treatment, how to distinguish cancerous cells from normal tissue, and the Mohs surgery process. (2 C)

High-Fat/Low-Fat Diets

10:30 AM–12:30 PM There is so much information on what diet types are recommended that it is hard to determine how to eat! For instance, studies show that low-fat diets are no more effective for weight management than other diets. So, what materials are appropriate for patient education for those with specific medical issues? Where can the medical assistant find reliable resources for educational use? Explore the different types of diets that are recommended for specific patients and why. Examine possible contraindications for each diet. (2 C)

Modifiers: When to, How to, and Why to

10:30 AM–12:30 PM Accuracy of coding is highly influenced by the proper use of modifiers. Claims may be delayed or even denied if modifiers are misused, which can raise the risk of audits. Review descriptions and explanations of the modifiers. Discuss all modifier types (evaluation and management [E/M], Healthcare Common Procedure Coding System [HCPCS], surgical, procedural, laboratory, and anesthesia) and which are at a higher risk of audit. Examine examples of each modifier used correctly and the most common modifier mistakes. (2 A)

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 MAERB Accreditation Workshops or apply to attend the MAERB Surveyor Training Workshop, even if you do not intend to register for the conference. Advance registration is required. For more information on the workshops, contact the Accreditation Department at 800/228-2262.

MAERB 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.*

SATURDAY

Accreditation Self-Study Workshop

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.*

Initial Accreditation Workshop

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 25 participants.*

MONDAY

Surveyor Training Workshop

8 AM–1 PM Go to the Medical Assisting Education Review Board (MAERB) website at www.maerb.org, and then go to the Surveyors tab for application information. *This event is by invitation only.*

REGISTRATION INFO

Conference and Hotel Information—Please Read Carefully

SAVE MONEY!

Guests of the Sheraton Greensboro at Four Seasons receive a conference registration discount. You must provide your Sheraton Greensboro at Four Seasons 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 13, 2019**.

How to Register

Preconference registrations must be received at the AAMA by **August 13, 2019**. 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 Sheraton Greensboro at Four Seasons reservation confirmation number (if you are staying at the host hotel).

If you preregister, you will receive a confirmation email after your registration has been processed. Approximately two weeks before 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, Publishers Showcase and Dessert Break, and Presidents Luncheon.

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

Student Daily Registrations include any 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 13, 2019, will be refunded minus a \$40 non-refundable administrative fee. Cancellations received August 14–September 6 will be refunded minus a \$75 nonrefundable administrative fee. Absolutely no refunds will be granted after September 6, 2019.

Travel Information and Things to Do

The Sheraton Greensboro at Four Seasons is located at 3121 West Gate City Boulevard, Greensboro, North Carolina (336/292-9161). The hotel features two restau-

rants and three lobby bars and is conveniently located adjacent to the Four Seasons Town Centre with more shopping at 200 stores and specialty shops. Maps, driving directions, and more local information can be found on the hotel website: <https://www.marriott.com/hotels/travel/gsosi-sheraton-greensboro-at-four-seasons/>.

The hotel is approximately 15–20 minutes from the Piedmont Triad International Airport (GSO). The hotel offers a complimentary shuttle service on a limited basis, from 7 AM to 11 PM. Call the shuttle from the hotel phone at baggage claim or your cell phone to 336/292-9161. Once dispatched, it averages 25–30 minutes to arrive for pick-up, based on availability. Taxis cost approximately \$35 one-way, and Uber is also available. For those driving, parking is complimentary for all AAMA attendees.

Hotel Reservations

Reservations at the Sheraton Greensboro at Four Seasons must be made on or before Monday, **August 19, 2019**. 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 may not be available. All registrations must be guaranteed with a credit card at the time of reservation. Room rates are \$164 (single, double, triple, or quadruple occupancy) and are subject to applicable state and local taxes (currently 12.75 percent and subject to change). To make reservations, go online or call the hotel:

- <https://book.passkey.com/e/49870144>
- 800/242-6556, ext. 1

If you call, tell the reservationist you are with the American Association of Medical Assistants Annual Conference 2019 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. If you do not have a paid conference registration covering a specific day, you are not eligible to receive CEU credit for any sessions attended that day.

FRIDAY, SEPTEMBER 13		
☐	7:30–8:30 AM	First-Timers and Students Reception
☐	8–10 AM	Transform Your Work and Classroom into a Highly Engaging Experience
	9 AM–NOON	Board of Trustees, Endowment Meetings
☐	10:30 AM–12:30 PM	Risk Management in the Medical Office
☐	10:30 AM–12:30 PM	Cranial Remolding for Plagiocephaly
☐	10:30 AM–12:30 PM	Hybrid Learning: The Traditional Classroom and Online Learning
☐	1:30–3:30 PM	The Diagnosis and Treatment of Epilepsy
☐	1:30–3:30 PM	Rock Steady Boxing
	1:30–3:30 PM	MAERB Forum
☐	4–6 PM	CMA (AAMA) Knowledge Bowl
☐	7:30–10 PM	Welcome and Awards Celebration
SATURDAY, SEPTEMBER 14		
☐	8–10 AM	Effective Marketing for the Practice Manager
☐	8–10 AM	After You Call—Know the Protocol
☐	8–10 AM	Medical Scribing as Part of the Curriculum
	9–10 AM	Orientation of Committees: Credentials, Pages & Tellers, and Reference
	10:30 AM–12:30 PM	HOD Delegate/Alternate Orientation
☐	10:30 AM–12:30 PM	HPV Misconceptions
☐	10:30 AM–12:30 PM	Veterans Benefits and You
☐	10:30 AM–12:30 PM	How to Teach Professionalism and Professional Communication

SATURDAY, SEPTEMBER 14		
	1–3 PM	State Leaders
☐	1–3 PM	Rheumatoid Arthritis
☐	1–3 PM	Communication Skills for Medical Assistants: Strategies for FASD Prevention
☐	1–3 PM	Teaching Community Involvement
☐	3:30–5:30 PM	Skin Cancer
☐	3:30–5:30 PM	Hospice and the Grieving Process
☐	3:30–5:30 PM	LEAP Forum
	5–7 PM	Credentials Desk Open
☐	6–8 PM	Cultural Awareness in the Office
☐	6–8 PM	Update on How to Avoid Identity Theft
☐	6–8 PM	Motivational Interviewing for the Educator
SUNDAY, SEPTEMBER 15		
	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–4 PM	Publishers Showcase
	1:30–3 PM	Reference Committees: Reports, Bylaws, Resolutions
	5:30–6:15 PM	Credentials Desk Open
	6:30–10 PM	House of Delegates Reconvenes
MONDAY, SEPTEMBER 16		
☐	8–10 AM	Assisted Reproductive Technology
☐	8–10 AM	Mohs Surgery
☐	10:30 AM–12:30 PM	High-Fat/Low-Fat Diets
☐	10:30 AM–12:30 PM	Modifiers: When to, How to, and Why to
☐	1:30–3:30 PM	Presidents Luncheon

REGISTRATION FORM

Side 2 of 2

Conference registrations must be received by the AAMA by August 13, 2019. After that date, you must register on site. You must provide a reservation confirmation number from the Sheraton Greensboro at Four Seasons—and book within the official AAMA room block at <https://book.passkey.com/e/49870144>—to receive the conference registration discount.

The **host hotel** is **Sheraton Greensboro at Four Seasons (SGFS)**. Enter the SGFS host hotel reservation confirmation number: _____

	SGFS/Host Hotel Guest	Not an SGFS Hotel Guest
☐ AAMA Member Package	\$350	\$400
☐ Nonmember Package	475	575
☐ Student Rate per Day*	50	50
☐ Member Rate per Day*	120	150
☐ Nonmember Rate per Day*	180	280
Total Amount Owed:	\$ _____	\$ _____

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

☐ Friday, Sept. 13 ☐ Saturday, Sept. 14 ☐ Sunday, Sept. 15 ☐ Monday, Sept. 16

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, 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 will also 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