

# MANDATORY!



COLLEGE OF CHIROPRACTORS OF ONTARIO

## RECORD KEEPING WORKSHOP

JUNE 13, 2017

CCO is holding a record keeping workshop on **June 13, 2017**, following the Legislation & Ethics examination.

The workshop is **FREE** for candidates writing the Legislation & Ethics examination on June 13, 2017, or CCO members within their **FIRST YEAR OF REGISTRATION** with CCO.

There is a **FEE** for all other CCO members - \$200 per person. (Cheques/money orders payable to the College of Chiropractors of Ontario.)

Please note, all members holding a **GENERAL (ACTIVE)** certificate of registration who have not yet attended a workshop are **REQUIRED** to attend. Failure to attend a workshop will lead to a referral to the Executive Committee for further action.

The workshop features a **STEP-BY-STEP** approach that will include:

- value of good record keeping
- importance of sign-in sheets
- schedule of care / financial plans
- informed consent - when and how
- patient visit from start to finish (consultation, history, examination, report of findings, treatment, SOAP notes, dismissal)
- re-assessment, progress examinations and outcomes assessment
- x-rays and x-ray reports
- professional portfolio
- privacy legislation

**Come for the workshop, stay for the food:**

### DATE

June 13, 2017

### LOCATION

The Old Mill Resort and Spa  
21 Old Mill Road  
Toronto, ON  
M8X 1G5  
(416) 236-2641

TIME: 11:45 p.m. - 3:30 p.m.

Check CCO's web site at [www.cco.on.ca](http://www.cco.on.ca) for updated information.

CCO will provide members with a buffet lunch.

**To register:** Please confirm your attendance with **Ms Rose Bustria**, Administrative Assistant, via e-mail at [bustria@cco.on.ca](mailto:bustria@cco.on.ca) or **Fax: 416-925-9610**. (Tel.: 416-922-6355, ext. 101).

**Presenters:** Dr. J. Bruce Walton (Director of Professional Practice), Mr. Joel Friedman (Director, Policy and Research).

**Space is limited so book early!**

**GOOD RECORD KEEPING = PEACE OF MIND!**