AAOMS Resources

- Support your busy practice
- Educate your staff
- Enhance your clinical knowledge

We're here for you.

At AAOMS, our goal is to provide you with high-quality products and services. Please contact us with your comments and ideas for new products. Call 800-822-6637 or email communications@aaoms.org.

Patient Education

The Fall 2018 AAOMS Product Catalog is filled with an array of valuable products for the busy oral and maxillofacial surgery practice. Here are just a few of our featured items:

- **New edition!** The completely revised *Office Anesthesia Evaluation Manual (OAE)* includes two new chapters addressing the unique concerns and considerations in treating pediatric and geriatric patients. Find the complete product listing on page 11.

- **Updated!** The *Oral and Maxillofacial Surgery Buy-Ins and Pay-Outs* manual has been updated to include considerations relative to the 2017 Tax Cuts and Jobs Act plus an analysis of recent buyout trends. More details can be found on page 7.

Increase patient understanding

Build confidence in the mind of patients with detailed guides covering the scope of OMS topics.

Expand referral base to grow a practice

Provide personalized patient education materials to referring doctors to keep your expertise top of mind.

Extend the visibility of OMS expertise

Encourage communication among professionals in your area with resources designed to demonstrate the benefits of choosing an OMS.
Patient Information Pamphlets

Updated in 2018 to better align with the AAOMS Informational Campaign, these pamphlets offer concise, patient-friendly descriptions covering the scope of oral and maxillofacial surgery topics. Space is available on the back of each pamphlet for you to imprint your name and office information – perfect for use in waiting rooms, for referrals or at community presentations. ©2018

Member: $40/100 | Non-member: $120/100

Nutrition
Obstructive Sleep Apnea
Oral, Head and Neck Cancer
TMJ Treatment and Surgery
The Oral and Maxillofacial Surgeon
Treatment of Facial Injury
Wisdom Teeth Management

Available in Spanish

Anestesia
(Canada, Mexico)
Cancer de la boca, la cabeza y el cuello
(Oral, Head and Neck Cancer)
Cirugía de implantes dentales
(Dental Implant Surgery)
Cuidado de las muelas del juicio
(Wisdom Teeth Management)
Tratamiento de lesiones faciales
(Treatment of Facial Injury)

Patient Information Pamphlet Kit

This best-value kit includes 100 each of our six best-selling pamphlets and a 6-slot display rack. Pamphlets include:
- Dental Implant Surgery
- Oral, Head and Neck Cancer
- TMJ Treatment and Surgery
- The Oral and Maxillofacial Surgeon
- Treatment of Facial Injury
- Wisdom Teeth Management

Member: $240 | Non-member: $720
Patient Education Guides

These guides offer expanded topic descriptions and detailed illustrations. The larger-size guides cover the full scope of oral and maxillofacial surgery topics to help patients review key points discussed during consultations. Space is available on the back of each guide for you to imprint your name and office information. ©2018

Minimum order per title is 25 copies.

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Pamphlet Display Racks

Display your patient education materials in style. Convenient, sturdy, clear acrylic racks with the AAOMS logo are available to professionally display your Patient Information Pamphlets and Patient Education Guides. Each slot holds up to 30 pamphlets. Racks can be placed on a counter or easily mounted to your waiting room wall.

Patient Information Pamphlet 6-Slot Display Rack
Member: $60 | Non-member: $180

Patient Education Guide 4-Slot Display Rack
Member: $60 | Non-member: $180

Patient Education Guide Kits

Set A includes 100 copies of the following guides plus a 4-slot display rack.
• Corrective Jaw Surgery
• Dental Implant Surgery
• TMJ Treatment and Surgery
• Wisdom Teeth Management

Member: $465 | Non-member: $1,395

Set B includes 100 copies of the following guides plus a 4-slot display rack.
• Dental Implant Surgery
• Facial Cosmetic Surgery
• TMJ Treatment and Surgery
• Wisdom Teeth Management

Member: $465 | Non-member: $1,395

Best value for new and expanding practices.
Laminated Version of USA Today Supplement:
A Guide to Dental Implants

Full-size, spiral-bound and laminated copies of the supplement on dental implants are a practical, long-lasting addition to your waiting room and handy for presentations. Produced in 2004.

This item is only available to AAOMS members.
Member: $45

Materials include:
• Patient information collateral
• An award-winning consumer website
• Procedure-specific and specialty-focused videos
• New! Animated videos

Download informational materials at AAOMS.org/InfoCampaign

Promote your practice and educate patients with the resources of the AAOMS Informational Campaign

The Safe Use and Disposal of Prescription Medications

Safety Tips
• Take your medication only as directed.
• Carefully note the time a medication was administered and consider writing it down.
• Do not cut pills in half or crush them to make them easier to swallow. This can change the way the medication is released into your system and can have serious consequences.
• Never share your medication with someone else, as this is illegal.
• Do not take more than prescribed, even if pain relief is less than desirable. This could result in an accidental overdose especially when you are new to a medication.
• Store medication in a safe place that only you can access:
  — In a locked drawer
  — On high shelf
  — In a lock box or home safe
• Keep all medicines out of the reach of children and pets.
• Keep medications in their original packaging until you are ready to take them.
• If you see or experience any of the following symptoms, get emergency help right away:
  — slow heartbeat
  — trouble breathing or slow, shallow breathing
  — severe sleepiness
  — cold, clammy skin
  — faintness
  — dizziness
  — confused thinking
  — trouble walking or talking
  — faintness
  — unusual sweating
Parents and guardians should administer the medication as directed to ensure patient safety and to avoid misuse.

Remember, medications are safe and effective when used as directed and under the care of a professional.
Model Medical Practice OSHA Exposure Control Compliance Plan and Training

The federal Occupational Safety and Health Administration (OSHA) regulations require each practice location to have a written plan detailing:

- Job titles and duties that may expose employees to infection.
- Work routines to minimize exposure.
- How the Hepatitis B vaccination may be obtained from the employer.
- Required follow-ups of incidents and exposure.
- Steps to alert employees of biohazards.
- Recordkeeping requirements.
- Bloodborne pathogen exposure control.

This publication – which includes a print manual and a USB drive containing a narrated PowerPoint presentation – provides a comprehensive guide to meeting annual OSHA requirements in the OMS practice. It is a must-have resource for training your staff and meeting your annual and new employee education requirements. ©2015

**Member:** $295  |  **Non-member:** $885

OSHA Exposure Control Training Module USB Drive

The perfect resource for satellite locations. The OSHA USB Drive provides the same information as the print manual in a convenient, electronic format. ©2015

**Member:** $84  |  **Non-member:** $252

Complete HIPAA Compliance Plan and Guide

Implement an effective HIPAA compliance plan in your practice. The comprehensive guide covers:

- Penalty provisions
- New business associate rules and requirements
- Breach notifications
- PHI disclosure requirements for privacy and security

The complete plan includes a USB drive containing guide templates in three different formats and narrated PowerPoint presentations. Modules include:

- Privacy/security training complete with staff training sessions.
- Compliance instructions and breach definitions plus notification requirements.

©2013

**Member:** $424  |  **Non-member:** $1,272

Model Medical Practice Personnel Policy Manual and Workplace Harassment Training Compliance Plan

Create a personnel policy manual tailored to your practice's unique needs. The manual provides a comprehensive template covering the issues you should address while creating or updating your practice's manual. Resources include:

- Sample personnel forms and documents
- Guidelines for social media policies
- A staff training module on how to recognize and deal with workplace harassment
- Instructions for managers on handling complaints and investigations

©2014

**Member:** $260  |  **Non-member:** $780

Fulfill legal requirements
Keep current with HIPAA, OSHA and other workplace regulations to avoid costly fines.

Implement effective plans
Create and update compliance plans using comprehensive templates designed to fit your practice's unique needs.

Maintain safety
Educate your team on the importance of workplace safety with narrated modules designed to fulfill workplace education requirements.

Practice Compliance
Maximize financial gains
Navigate the maze of financial responsibilities and reimbursement issues using OMS-specific guides and templates.

Understand best practices
Learn the ins and outs of practice management to develop plans and policies fit to your unique needs.

Plan for continued success
Create a strategy designed to benefit you every step of your career – from residency to retirement.

Office Design and Construction for the Oral and Maxillofacial Surgeon, 3rd Edition
Eight image-filled case studies guide you through building, designing or retrofitting your office. The latest edition of Office Design and Construction for the Oral and Maxillofacial Surgeon will help you define your project, manage schedule and budget, and comply with green building standards. ©2016

Member: $165 | Non-member: $495

Oral and Maxillofacial Surgery Buy-Ins and Pay-Outs
This manual offers a step-by-step guide through the legal and financial aspects of entry and exit within an OMS practice. Recent updates include:
• Negotiation of partnership tracks for new surgeons
• Goodwill valuations and the importance of building referral bases
• Financial and legal considerations relative to the 2017 Tax Cuts and Jobs Act
• Clarifications on the restrictive covenant law
• An analysis of buy-out trends
Appendices include sample language for shareholders' agreements, employment agreements and stock option letters. ©2018

Member: $128 | Non-member: $384

Selling Your Oral and Maxillofacial Surgery Practice
This instructive manual provides in-depth reviews of the many legal and financial factors involved when considering the sale of your practice – including the initial question of whether you should sell the practice at all. Learn all the steps involved in selling your practice from finding potential buyers and determining basic sale terms to securing the right professional assistance. Legal aspects explored include:
• Restrictive covenants
• Post-sale employment terms
• Security interests
• Maximizing tax advantages
©2017

Member: $124 | Non-member: $372

Retirement Planning for the Oral and Maxillofacial Surgeon
Have you planned for your financial security when you decide to retire or phase down your practice? This manual can help you develop the best strategy for your situation. The comprehensive manual addresses:
• Retirement, estate and pension plans
• Buy-ins and pay-outs
• Ethical issues of practice closure
Also includes sample letters to announce:
• New partnership
• Doctor’s retirement
• Notification of a doctor’s death
• Discontinuation of practice
©2017

Member: $96 | Non-member: $288

AAOMSstore.com

Our comprehensive Practice Management Manual includes information about business start-up and organization, revenue cycle management, strategic planning, retirement, human resources management, risk management, practice marketing and other essential resources for all OMS practices. ©2010

Member: $125 | Non-member: $375

Professional Courtesy Policy Template USB Drive

Under Stark regulations, medical practices may only provide professional courtesy in accordance with a bullet point list of rules. To comply, the courtesy policy also must be in writing and approved by the practice's governing body. This template, provided on a USB drive, furnishes a complete set of Stark-compliant policies for the various types of practices (corporations, LLCs, sole proprietorships, etc.) and appropriate adopting resolutions. ©2015

Member: $97 | Non-member: $291


The must-have reference for your coding and billing policies guides you through the insurance process from filing to appealing. The manual includes to-the-point information on:
- Claim filing and reimbursement regulations
- Updated Medicare information
- HIPAA regulations
- Examples of fraud abuse and regulations
- Coding compliance
- Appropriate documentation
- Managed care policies

The updated manual includes Affordable Care Act considerations, procedure-specific appeal examples, sample letters and denial-specific flow charts. ©2018

Member: $225 | Non-member: $585


The e-book contains the same valuable information as the print edition, formatted for easy reading on your computer or electronic device.*

Member: $225 | Non-member: $400

Available online only at AAOMSstore.com.

*See AAOMSstore.com for system requirements and details.

Find monthly product specials and promotions online at AAOMSstore.com
Earn Continuing Education credits
Fulfill yearly education requirements online with the OMS Knowledge Update series.

Encourage training for surgical assistants
Promote staff development and training using manuals developed specifically for the OMS assistant.

Develop comprehensive anesthesia programs
Prepare for rigorous anesthesia evaluations and certifications to comply with AAOMS and state dental board requirements.

Parameters of Care: AAOMS Clinical Practice Guidelines for Oral and Maxillofacial Surgery (AAOMS ParCare), Sixth Edition 2017
AAOMS ParCare 2017 reflects the contributions of many OMS opinion leaders and includes guidelines for treatment and outcome expectations for 11 designated areas of oral and maxillofacial surgery:
• Anesthesia in outpatient facilities
• Cleft and craniofacial surgery
• Dental and craniomaxillofacial implant surgery
• Dentoalveolar surgery
• Diagnosis and management of pathological conditions
• Facial cosmetic surgery
• Patient assessment
• Reconstructive surgery
• Surgical correction of maxillofacial skeletal deformities
• Temporomandibular joint surgery
• Trauma surgery
©2017

Member: $100 | Non-member: $300

Journal of Oral and Maxillofacial Surgery Slipcases
Organize your journals using these sturdy slipcases. Each holds one year’s worth of issues of the Journal of Oral and Maxillofacial Surgery.

Member: $37 | Non-member: $111
Complimentary slipcase labels available. See AAOMSstore.com for details.

Alveolar Split Bone Augmentation Surgical Update Reprint
Written for the professional dental and medical audience, AAOMS Surgical Updates are peer-reviewed, informative publications for the oral and maxillofacial surgeon, general dentist, office assistant and medical specialist. Each issue includes a quiz offering the reader two CE credits. ©2017

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OMS Knowledge Update PDF Series

The OMS Knowledge Self-Study Program: Volumes Three and Four are exclusively downloadable as PDFs. Visit AAOMSstore.com for system requirements and details.

OMS Knowledge Update, Volume Three

Volume Three contains sections on anesthesia, TMJ, pediatric surgery, trauma, cosmetic surgery, infections and emerging technologies. This program also includes multiple-choice, self-assessment questions and annotated suggestions for additional reading. Up to 42 continuing education credits are available upon completion of program requirements. Produced in 2001.*

Volume Three

Member: $100 | Non-member: $300

OMS Knowledge Update, Volume Four

Volume Four contains sections on pathology and oncology; ambulatory office anesthesia and coexisting disease; physical evaluation and diagnosis and critical care medicine; dentoalveolar surgery; and sleep apnea. This program includes 240 multiple-choice, self-assessment questions arranged by topic. Up to 30 continuing education credits are available upon completion of program requirements. Produced in 2006.*

Volume Four

Member: $100 | Non-member: $300

Available online only at AAOMSstore.com.

*See AAOMSstore.com for system requirements and details.

Earning CE credit has never been easier or more convenient

Preview the comprehensive resource at AAOMS.org/OMSKU

OMS Knowledge Update, Volume V (Online)

OMSKU V, the online home-study resource, gives you access to articles, videos, slide presentations, tutorials and other materials written by leaders in their area of expertise. Complete the 13 chapters when and where you want with this innovative online format. Chapters include:

- Anesthesia
- Cosmetic Surgery
- Dental Implants
- Head and Neck Infections
- History of OMS
- Microneurosurgery
- Obstructive Sleep Apnea
- Orthognathic Surgery
- Pathology
- Patient Assessment
- Reconstructive Surgery
- TMJ
- Trauma

Up to 115 continuing education credits are available upon completion of program requirements.

Available for purchase online only at AAOMS.org/OMSKU

Seasonal bundles available at discounted pricing.
The popular anesthesia reference has been completely updated to reflect revisions made to the AAOMS Office Anesthesia Evaluation (OAE) requirements. The 9th Edition features:

• Increased focus on managing the pediatric patient.
• Expanded emergency protocols with added mock drills.
• Newly added OMS-specific flowcharts for perioperative and intra-operative airway problems.
• Patient selection tools to identify patients with increased risk.
• Standards for evaluator preparation to ensure consistent evaluations nationwide.

To address the growing aging population in the United States, the Office Anesthesia Evaluation (OAE) Manual includes a chapter focused on the geriatric patient.

The comprehensive guide offers select algorithms from the Advanced Cardiovascular Life Support (ACLS), the American Heart Association’s Pediatric Advanced Life Support (PALS) and AAOMS Parameters of Care.

Anesthesia assistants studying for the Dental Anesthesia Assistant National Certification Examination (DAANCE) also will benefit from this manual. While not required for certification, the OAE is intended to supplement exam preparation. ©2018


The Office Anesthesia Evaluation Manual, 9th Edition is a comprehensive and convenient reference to help your team comply with state society office anesthesia evaluation requirements and state dental board regulations.

**SASS 1: Basics of Office Surgical Assisting, 4th Edition**
Perfect for the new assistant on your surgical team or the seasoned assistant looking for reference material, SASS 1 provides an understanding of:
- Current CDC infection control guidelines
- Commonly used instruments and materials
- Patient evaluations and preparations
- Office protocols for various procedures
The 4th Edition includes expanded imagery to demonstrate injection techniques, updated medication references, prophylaxis recommendations and local anesthetic tables. ©2017

**Member and Professional Allied Staff: $65**
Non-member: $195

**SASS 2: Dental Implant Assisting, 4th Edition**
SASS 2 covers the basic science of implantology, types of implants, surgical techniques, complication and postoperative care. The new edition includes information on:
- Bone/implant application
- Complications and post-op considerations
- Hard and soft tissue grafting
- Patient evaluation
- Patient prep/operatory set-up
- Resorbable membranes
- Sinus augmentation and nerve repositioning
- The team approach
- Treatment planning
- Types of implants
The latest edition includes updated medication references, expanded emphasis on endosteal implant procedures and cone-beam computed tomography (CBCT) considerations. ©2017

**Member and Professional Allied Staff: $65**
Non-member: $195

Prepared by the Resident Organization of AAOMS (ROAAOMS), this pocket-sized guide is filled with essential information on basic patient care and is a valuable tool for quickly obtaining answers to questions that arise during treatment. It also serves as an organized resource for review of material required for board certification and OMS practice. ©2017

**Member and Resident: $65**
Non-member: $195
Sheraton Grand Chicago
Chicago, Ill.
Nov. 29 – Dec. 1

Register by Oct. 31 for the early-bird rate!

AAOMS.org/DIC
JOIN THE DAANCE!

For you, for your anesthesia team, for the patient.

The Dental Anesthesia Assistant National Certification Examination (DAANCE) – AAOMS is pleased to offer this self-study course and certification to all dental anesthesia assistants*.

You know the importance of your contribution to quality patient care. If your practice administers anesthesia, your advanced knowledge becomes even more critical. Have the confidence and skills that you and your patients deserve. Join the DAANCE!

Created by the American Association of Oral and Maxillofacial Surgeons – the dental specialty known for its stringent member anesthesia evaluation program – DAANCE is a two-part CE program exclusively for dental anesthesia assistants employed by dental specialists holding an anesthesia permit.

Successful completion of the comprehensive self-study material and quizzes, and a standardized computer-based exam earns you:

- Continuing education credit:
  The American Association of Oral and Maxillofacial Surgeons is an ADA CERP Recognized Provider.
  ADA CERP is a service of the American Dental Association to assist dental professionals in identifying quality providers of continuing dental education. ADA CERP does not approve or endorse individual courses or instructors, nor does it imply acceptance of credit hours by boards of dentistry.
  The American Association of Oral and Maxillofacial Surgeons designates this activity for 36 continuing education credits.

- Dental Anesthesia Assistant National Certification Examination lapel pin
- Dental Anesthesia Assistant National Certification Examination recognition

Program registration is available year-round. For program requirements and details, visit AAOMS.org/daance or call AAOMS at 800-822-6637.

*Program open to any assistant employed by a licensed dentist who holds required state anesthesia permit(s).

A minimum of six (6) months employment as a dental anesthesia assistant is recommended prior to registering for the DAANCE program to maximize its benefit.
AAOMS Gift Certificates

Available in $25 and $50 denominations, these certificates are only redeemable for orders placed via mail.

Access additional resources online at AAOMS.org

AAOMS Conference Recordings
Take the meeting home with you! An extensive collection of audio and video recordings of AAOMS conferences is available for purchase. Visit AAOMS.org/Recordings for more information.

Complimentary Practice Management Resources
AAOMS offers members downloadable coding, advocacy and position papers, and Informational Campaign videos. Visit AAOMS.org/Practice-Resources for more information.

CE on Demand
AAOMS offers a variety of online self-study programs, courses, webinars and articles to help you earn continuing education credits where and when you decide. Visit AAOMS.org/CEonDemand for more information.
Visit the AAOMS Product Resource Center Booth

Whether you’re interested in education, regulatory compliance or a new marketing effort, the AAOMS Product Resource Center booth has a hands-on display of the latest materials for the busy OMS practice. Find us at the next Dental Implant Conference and Annual Meeting!