2019
AAOMS Professional Staff Development Programs

COURSES DESIGNED FOR

your anesthesia skills
your clinical skills
your goals
your future
your OMS office
your success

Seminar
Anesthesia Assistants Review Course | 2
Advanced Protocols for Medical Emergencies in the Oral and Maxillofacial Surgery Office (APME) | 4

Hands-on
Anesthesia Assistants Skills Lab | 6

Online
Medical Terminology and Oral Facial Anatomy 101 | 8
On-Line Anesthesia Review for Dental Anesthesia Assistants | 10

AAOMS.org/OMSstaff
Anesthesia Assistants Review Course (AARC)

March 2–3, 2019 | Westin Tampa Waterside, Tampa, Fla.
Dec. 6–7, 2019* | Sheraton Grand Chicago, Chicago, Ill.

*Held in conjunction with AAOMS Dental Implant Conference. Visit AAOMS.org/DIC for more details.

This course provides 12 continuing dental education credits. CDE/CME for doctors is not available because this course has been created for assistants. See complete continuing education credit statement below.

About the Course
The Anesthesia Assistants Review Course (AARC) is a continuing education course designed for professional staff development to improve anesthesia knowledge and skills. The course is open to oral and maxillofacial surgery assistants and dental assistants employed by dental professionals with valid anesthesia permits.

This intensive review course focuses on principles of anesthesia learned through structured training as well as the latest innovations and methods of anesthesia administration, monitoring and emergency management. Participants also will expand their knowledge of basic sciences, patient evaluation and preparation, anesthetic drugs and techniques, and emergency procedures to achieve better patient care. Developed by AAOMS, this course is taught by AAOMS fellows and members.

Objectives
At the conclusion of this course, participants should be able to:

1. Describe the concepts of medical evaluation of patients for anesthesia.
2. Discuss the mechanical and pharmacological aspects of outpatient anesthesia.
3. Explain the methods of patient monitoring and management of medical emergencies.

Topics Covered
This comprehensive review course includes the following topics:

- **Basic sciences:** Anatomy and physiology of the cardiovascular, pulmonary, circulatory, and central and peripheral nervous systems.
- **Patient evaluation and preparation:** Emphasis on patients with such medical problems as cardiac, pulmonary and metabolic diseases.
- **Anesthetic drugs and techniques:** Up-to-date information on drugs used in administration of local, IV sedation and general anesthesia as well as other administration techniques.
- **Monitoring:** Definitions and descriptions of monitoring techniques and equipment, with an emphasis on equipment maintenance and checks.
- **Emergency procedures:** Highlights of various emergency situations and appropriate treatment plans.

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 12 continuing education credits.

AGD - Accepted Program Provider
FGAD/MAGO Credit
5/1/18 – 6/30/22
Provider ID# 214680

Registration Information
Complete the registration form on page 3 and return it to AAOMS as indicated or register online at AAOMS.org/OMSstaff. Please indicate your sponsoring doctor’s name and specialty designation in the appropriate spaces on the registration form.

NOTE: Badges and registration materials will be sent about one month before the course, you will need to pick up your badge and registration materials onsite.

AAOMS Allied Staff Member Registration
In order to receive the allied staff member rate, an allied staff member application must be on file. If interested in receiving the allied staff member rate, please write to register until your membership has been approved. For questions related to your membership status, please call the AAOMS Membership Department at 800-822-6637.

Cancellation Policy
Cancellations must be made in writing and faxed to AAOMS at 847-678-6279. A $75 cancellation fee will be applied if a written cancellation is received more than 14 days prior to a scheduled course. The entire registration fee will be forfeited if a written cancellation is received less than 14 days in advance.

General Hotel and Travel Information
Please do not make hotel or travel reservations until you have received the email confirmation of your course registration from AAOMS.

If you will be charging your hotel expenses to a credit card other than your personal card (i.e., your practice credit card) and the cardholder will not be present at check-in, you must contact the hotel at least two weeks prior to your scheduled check-in date to arrange billing authorization.

Tampa Hotel and Travel Information
March 2–3, 2019
The Westin Tampa Waterside
725 S. Harbour Island Blvd.
Tampa, FL 33602

Reservations: Reservations can be booked by calling 813-229-5000. Please indicate you are with AAOMS Meetings to receive the special room rate. For online reservations, visit AAOMS.org/OMSstaff.

Room Rates: $209 single/double per night plus tax; $20 additional person fee.

AAOMS special room rate ends on Feb. 8, 2019.

Hotel Parking Cost: Valet parking is $28 per day. Subject to change.

Airport Transportation Cost: Tampa International Airport tax fare is approximately $25 one-way.

Subject to change.

Airport shuttle: $13 one way; call 813-785-9285 to book shuttle service.

Subject to change.

Chicago Hotel and Travel Information
Dec. 6–7, 2019
Sheraton Grand Chicago
301 E. North Water St.
Chicago, IL 60611

Multiple rooms cannot be reserved under the same name. Individual names must be given for each room requested.

Reservations: Please refer to the AAOMS course room block when making hotel reservations. Reservations can be booked beginning in early 2019 by calling 800-325-3535. For online reservations, visit AAOMS.org/OMSstaff.

Room Rates: $249 single/double per night plus tax; $30 additional person fee.

AAOMS special room rate ends on Nov. 6, 2019.

Airport Transportation: Taxi from O’Hare Airport — estimated fare is $50 one-way; taxi from Midway Airport — estimated fare is $42 one-way.

Hotel Parking: Valet is $67; self-park is $55 with no in/out for 24 hours (not operated by Sheraton).

Unless otherwise noted, overnight and/or day parking at host hotels is not included in room rate and/or validated.

Subject to change.
Day 1 Schedule
7 – 8 a.m. Registration, Continental Breakfast
8 – 8:05 a.m. Introduction & Opening Remarks
11:45 a.m. – 12:30 p.m. Lunch (provided by AAOMS)
3:30 p.m. Adjourn

Day 1 Topics
• A Systems Approach
• The Respiratory System Parts I and II
• The Immune and Other Body Systems
• Emergency Scenarios I
• The Cardiovascular System and Introduction to the Conducting System of the Heart, EKG Interpretation
• Emergency Scenarios II

Day 2 Schedule
7 – 7:45 a.m. Continental Breakfast
1 p.m. Adjourn

Day 2 Topics
• The Nervous System and the Endocrine System
• Preparation of the Patient for Anesthesia
• Anesthetic Drugs and Techniques
• Emergency Scenarios III
• Discussions

Schedule subject to change.

2019 Registration Form (register online at AAOMS.org/OMSstaff)
Anesthesia Assistants Review Course (AARC)

Due to limited seating, registration for AARC courses is on a first-come, first-served basis. A check or credit card information must accompany this form in order for your registration to be processed. Registration also is available online at AAOMS.org/OMSstaff.

CHECK THE COURSE FOR WHICH YOU ARE REGISTERING

☐ March 2–3, 2019, Tampa, Fla.
☐ Dec. 6–7, 2019, Chicago, Ill.*

*Held in conjunction with the AAOMS Dental Implant Conference. For more details, visit AAOMS.org/DIC. Dental Implant Conference registration is not required to attend the AARC.

NOTE: Allied staff member pricing is available only to AAOMS fellows/members’ staff who have applied and been approved for AAOMS membership. Registration rates are based on the registrant’s membership status. Memberships are individual.

REGISTRATION FEES

☐ AAOMS allied staff member ID# __________________________ $425
☐ Non-member staff of an AAOMS member** $500
☐ Non-AAOMS member staff $575

**If you are employed by an AAOMS member and you are not an AAOMS allied staff member, you must select the “Non-member staff of an AAOMS member” pricing.

Please use a separate form for each attendee. This form may be photocopied.
Online registration is available at AAOMS.org/OMSstaff.

REGISTRANT

Please print or type. Note that all correspondence about the course will be sent to the contact information you provide here. Any changes to this information should be provided to AAOMS at 800-822-6637.

Registrant First Name Middle Initial Last Name Degree(s)
Sponsoring Doctor Practice Name
Practice Address City State ZIP
Practice Phone Fax
Email (A unique email address is required for each registrant.)

EMPLOYER

☐ AAOMS Member
☐ Other Dental Professional (please specify) _____________________________

Non-AAOMS member/sponsoring dental professional must enclose a copy of their valid anesthesia permit.

PAYMENT INFORMATION

Note: Payment in full must be received prior to course date.

Amount Due $ _____________________________ ☐ Check made payable to AAOMS enclosed
Credit Card: ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

Credit Card Number Security Code Expiration Date
Name of Cardholder Cardholder Signature
Credit Card Billing Address City State ZIP

Please return your completed registration form along with payment as follows:

• Completed credit card information or check (made payable to AAOMS) can be mailed to:
  AAOMS
  Attn: Registration
  9700 W. Bryn Mawr Ave.
  Rosemont, IL 60018-5701

• If paying by credit card, you also can submit by secure fax to AAOMS at 847-678-6279.
Advanced Protocols for Medical Emergencies in the Oral and Maxillofacial Surgery Office (APME)

May 4-5, 2019 | Loews Chicago O’Hare, Rosemont, Ill.

Held in conjunction with the AAOMS Practice Management Stand-Alone Meeting and Beyond the Basics Coding Workshop. Visit AAOMS.org/OMSstaff for more information.

This course provides 12 continuing dental education credits. CDE/CME for doctors is not available because this course has been created for assistants. See complete continuing education credit statement below.

About the Course

The Advanced Protocols for Medical Emergencies in the Oral and Maxillofacial Surgery Office (APME) course curriculum covers emergencies in the office setting that OMS assistants may encounter and helps prepare them to provide assistance. While the APME material is designed for assistants who have previously taken the Anesthesia Assistants Review Course (AARC), having done so is not a prerequisite to attend this course. Topics covered include cardiovascular distress, respiratory distress and allergic reactions. Each topic contains examples presented in detail. This course provides excellent instruction that will ensure the OMS team is well prepared to manage office emergencies.

Objectives

At the conclusion of this program, participants should be able to:
1. Recognize potential and real emergencies.
2. Evaluate the underlying cause(s) of emergency situations.
3. Plan appropriate responses to specific emergencies.
4. Function as an integral part of the oral and maxillofacial surgery team to manage office emergencies.

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 12 continuing education credits.

AGD - Accepted Program Provider
FAGD/MAGD Credit
5/1/18 – 6/30/22
Provider ID# 214680

Registration Information

Space is limited, and registrations will be accepted on a first-come, first-served basis. Attendees can mail or fax the completed registration form or register online at AAOMS.org/OMSstaff. See the course registration form on page 5 or call 800-822-6637 for additional information.

NOTE: Badges and registration materials will be sent about one month prior to the course date. If you register less than one month before the course, you will need to pick up your badge and registration materials onsite.

Registration fees include the required text, which will be delivered to participants onsite.

AAOMS Allied Staff Member Registration

In order to receive the allied staff member rate, an allied staff member application must be on file. If interested in receiving the allied staff member rate, please wait to register until your membership has been approved. Please call the AAOMS Membership Department at 800-822-6637 for questions related to your membership status.

Cancellation Policy

Cancellations must be made in writing and faxed to AAOMS at 847-678-6279. A $75 cancellation fee will be applied if a written cancellation is received more than 14 days prior to a scheduled course. The entire registration fee will be forfeited if a written cancellation is received less than 14 days in advance.

General Hotel and Travel Information

Please do not make hotel or travel reservations until you have received the email confirmation of your course registration from AAOMS.

If you will be charging your hotel expenses to a credit card other than your personal card (i.e., your practice credit card) and the cardholder will not be present at check-in, you must contact the hotel at least two weeks prior to your scheduled check-in date to arrange billing authorization.

Rosemont Hotel and Travel Information

May 4–5, 2019
Loews Chicago O’Hare
5300 N. River Road
Rosemont, IL 60018

Reservations: Reservations can be booked by calling 877-868-9134. Use group code: AOMS519. For online reservations, visit aaoms.org/OMSstaff.

Room Rate: $179 single/double per night plus tax; $10 additional person fee

AAOMS special room rate ends April 12, 2019.

Hotel Parking Cost: Parking at the hotel is $28 for overnight self-park and $38 for valet.

Subject to change.

Airport Transportation Cost: Taxi fare is approximately $20-$45 one-way.

A complimentary shuttle is available from O’Hare International Airport to the Loews Chicago O’Hare hotel. The shuttle runs every 20 minutes and is located by door 2 of the O’Hare Airport baggage claim area.

Subject to change.

Remember Our Overall Goals in the Treatment of Emergencies

Get O₂ to the heart and brain
And get glucose to the brain
Day 1 Schedule
7 – 8 a.m. Registration, Continental Breakfast
8 – 8:30 a.m. Introduction and Opening Remarks
Noon – 12:45 p.m. Lunch (provided by AAOMS)
3:30 p.m. Adjourn

Day 1 Topics
• Loss of Consciousness
• Respiratory Distress
• Chest Pain (Acute Coronary Syndrome)
• Cardiac Dysrhythmias
• Allergic/Drug Reactions

Day 2 Schedule
7 – 7:45 a.m. Continental Breakfast
1 p.m. Adjourn

Day 2 Topics
• Altered Sensation/Changes in Effect
• Blood Pressure Abnormalities
• Other Emergencies
• Organization and Maintenance of the Crash Cart and the Emergency Preparedness Program
• Emergency Scenarios – Parts I and II
• Questions and Answers

Schedule subject to change.

2019 Registration Form (register online at AAOMS.org/OMSstaff)
Advanced Protocols for Medical Emergencies (APME)

Due to limited seating, registration for APME courses is on a first-come, first-served basis. A check or credit card information must accompany this form in order for your registration to be processed. Registration also is available online at AAOMS.org/OMSstaff.

COURSE DATES AND LOCATION
May 4–5, 2019, 5300 N. River Road, Rosemont, IL 60018

NOTE: Allied staff member pricing is available only to AAOMS fellows/members’ staff who have applied and been approved for AAOMS membership. Registration rates are based on the registrant’s membership status. Memberships are individual.

REGISTRATION FEES

- AAOMS allied staff member ID# $425
- Non-member staff of an AAOMS member** $500
- Non-AAOMS member staff $575

*If you are employed by an AAOMS member and you are not an AAOMS allied staff member, you must select the “Non-member Staff of an AAOMS Member” pricing.

Please use a separate form for each attendee. This form may be photocopied. Online registration is available at AAOMS.org/OMSstaff.

REGISTRANT

Please print or type. Note that all correspondence about the course will be sent to the contact information you provide here. Any changes to this information should be provided to AAOMS at 800-822-6637.

<table>
<thead>
<tr>
<th>Registrant First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Degree(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sponsoring Doctor</th>
<th>Practice Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Practice Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Practice Phone</th>
<th>Fax</th>
</tr>
</thead>
</table>

Email (A unique email address is required for each registrant.)

EMPLOYER

- AAOMS Member
- Other Dental Professional (please specify) Non-AAOMS member/sponsoring dental professional must enclose a copy of their valid anesthesia permit.

PAYMENT INFORMATION

Note: Payment in full must be received prior to course date.

Amount Due $__________

- Check made payable to AAOMS enclosed
- Credit Card: □ American Express □ Discover □ MasterCard □ Visa

Credit Card Number

Security Code Expiration Date

Name of Cardholder Cardholder Signature

Credit Card Billing Address

City State ZIP

Space is limited! Please return your completed registration form along with payment by April 19, 2019, as follows:

- Completed credit card information or check (made payable to AAOMS) can be mailed to: AAOMS Attn: Registration 9700 W. Bryn Mawr Ave. Rosemont, IL 60018-5701
- If paying by credit card, you also can submit by secure fax to AAOMS at 847-678-6279.

For information on becoming an AAOMS allied staff member, visit AAOMS.org/AlliedStaff.
Anesthesia Assistants Skills Lab (AASL)


*Held in conjunction with the AAOMS Dental Implant Conference. Visit AAOMS.org/DIC for more details.

Note: This course also will be offered Sept. 20 and 21, 2019, during the AAOMS Annual Meeting in Boston, Mass. Registration information will be made available spring 2019 on AAOMS.org.

This course provides 4 continuing dental education credits. CDE/CME for doctors is not available because this course has been created for assistants. See complete continuing education credit statement below.

About the Course

This four-hour anesthesia workshop for oral and maxillofacial surgery assistants provides hands-on clinical training to assist OMSs with the administration of anesthesia. Participants will rotate through multiple stations that include airway management, intubation, venipuncture, defibrillation, preparation of emergency drugs and mini-code. In addition, the registrants will be exposed to various airway adjuncts, critical cardiac dysrhythmias and defibrillation, and the use of the peak flow meter and glucometer. Course registration is limited. The course has been developed and is taught by members of the AAOMS Committee on Practice Management and Professional Staff Development.

Objectives

At the conclusion of this presentation, participants should be able to:
1. Recognize airway obstruction and describe its management.
2. Utilize the principal airway adjuncts.
3. Describe critical cardiac dysrhythmias.
4. Apply appropriate defibrillation technique.
5. Explain the importance of team management of office emergencies.
6. Demonstrate the preparation and administration of emergency drugs.
7. Utilize the peak flow meter and glucometer.

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 4 continuing education credits.

AGD - Accepted Program Provider
FAGD/MAGD Credit
5/1/18 – 6/30/22
Provider ID 214680

Registration Information

Since this is a hands-on skills lab, space is limited and registrations are accepted on a first-come, first-served basis. Attendees can mail or fax the completed registration form, or register online at AAOMS.org/OMSstaff. Registration is limited to AAOMS member staff only. See the course registration form on page 7 or call 800-822-6637 for more information.

NOTE: Badges and registration materials will be sent about one month prior to the course dates. If you register less than one month before the course, you will need to pick up your badge and registration materials onsite.

AAOMS Allied Staff Member Registration

In order to receive the allied staff member rate, an allied staff member application must be on file. If interested in receiving the allied staff member rate, please wait to register until your membership has been approved. For questions related to your membership status, please call the AAOMS Membership Department at 800-822-6637.

Cancellation Policy

Cancellations must be made in writing and faxed to AAOMS at 847-678-6279. A $75 cancellation fee will be applied if a written cancellation is received more than 14 days prior to a scheduled course. The entire registration fee will be forfeited if a written cancellation is received less than 14 days in advance.

General Hotel and Travel Information

Please do not make hotel or travel reservations until you have received the email confirmation of your course registration from AAOMS.

If you will be changing your hotel expenses to a credit card other than your personal card (i.e., your practice credit card) and the cardholder will not be present at check-in, you must contact the hotel at least two weeks prior to your scheduled check-in date to arrange billing authorization.

Chicago Hotel and Travel Information

Dec. 7, 2019
Sheraton Grand Chicago
301 E. North Water St.
Chicago, IL 60611

Multiple rooms cannot be reserved under the same name. Individual names must be given for each room requested.

Reservations: Please refer to the AAOMS course room block when making hotel reservations. Reservations can be booked beginning in early 2019 by calling 800-325-3535. For online reservations, visit AAOMS.org/OMSstaff.

Room Rates: $249 single/double per night plus tax
AAOMS special room rate ends on Nov. 6, 2019.

Airport Transportation: Taxi from O’Hare Airport – estimated fare is $50 one-way; taxi from Midway Airport – estimated fare is $42 one-way.
2019 Registration Form (register online at AAOMS.org/OMSstaff)
Anesthesia Assistants Skills Lab (AASL)

Due to limited seating, registration for AASL courses is on a first-come, first-served basis. A check or credit card information must accompany this form in order for your registration to be processed. Registration also is available online at AAOMS.org/OMSstaff.

COURSE DATES AND LOCATION
Dec. 7, 2019* – Chicago, Ill.*
*Held in conjunction with the AAOMS Dental Implant Conference. For more details, visit AAOMS.org/DIC. Dental Implant Conference registration is not required to attend the AASL.

NOTE: Allied staff member pricing is available only to AAOMS fellows’/members’ staff who have applied and been approved for AAOMS membership. Registration rates are based on the registrant’s membership status. Memberships are individual.

REGISTRATION FEES

- AAOMS allied staff member ID# ____________________________ $375
- Non-member staff of an AAOMS member** $425

**If you are employed by an AAOMS member and you are not an AAOMS allied staff member, you must select the "Non-member Staff of an AAOMS Member" pricing.

Please use a separate form for each attendee. This form may be photocopied.
Online registration is available at AAOMS.org/OMSstaff.

REGISTRANT
Please print or type. Note that all correspondence about the course will be sent to the contact information you provide here. Any changes to this information should be provided to AAOMS at 800-822-6637.

<table>
<thead>
<tr>
<th>Registrant First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Degree(s)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sponsoring AAOMS Member Name</th>
<th>Practice Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Practice Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Practice Phone</th>
<th>Fax</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email (A unique email address is required for each registrant.)</th>
</tr>
</thead>
</table>

PAYMENT INFORMATION
Note: Payment in full must be received prior to course date.

Amount Due $ ____________________________
- Check made payable to AAOMS enclosed

Credit Card: - American Express   - Discover   - MasterCard   - Visa

<table>
<thead>
<tr>
<th>Credit Card Number</th>
<th>Security Code</th>
<th>Expiration Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Cardholder</th>
<th>Cardholder Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Credit Card Billing Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
</table>

Space is limited! Please return your completed registration form along with payment by Nov. 22, 2019, as follows:

- Completed credit card information or check (made payable to AAOMS) can be mailed to:
  AAOMS
  Attn: Registration
  9700 W. Bryn Mawr Ave.
  Rosemont, IL 60018-5701

- If paying by credit card, you also can submit by secure fax to AAOMS at 847-678-6279.

For information on becoming an AAOMS allied staff member, visit AAOMS.org/AlliedStaff.
About the Course

Through the study of medical terminology, you will be introduced to the language of medicine. Basic word elements, as well as the rules of building and analyzing medical terms, will be explained. The course emphasizes spelling, definition, usage and pronunciation. In addition, you will gain an understanding of the anatomical structures of the oral cavity, face and skull, along with common oral and maxillofacial diagnoses and treatments.

This course is designed for AAOMS fellows and members and their:
- Clinical staff (anesthesia assistants and surgical assistants).
- Professional staff (practice managers, coders and billers).
- Administrative staff working with patients and/or vendors who would benefit from being well-versed in oral and maxillofacial surgery terminology to better represent the practice.

Objectives

At the conclusion of this presentation, participants should be able to:
1. Identify the root, combining forms, prefixes and suffixes of medical terms.
2. Use roots, combining forms, prefixes and suffixes to analyze and determine the meaning of medical terms.
3. Recognize, spell and pronounce medical terms accurately to assure effective communication.
4. Locate the key anatomical structures of the oral cavity, face and skull.
5. Apply correct medical terms to the anatomy of the body, with an emphasis on oral and maxillofacial structures.
6. Describe common oral and maxillofacial conditions and their associated treatments.

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 7 continuing education credits.

AGD - Accepted Program Provider
FAGD/MAGD Credit
5/1/18 – 6/30/22
Provider ID# 214680

The American Association of Oral and Maxillofacial Surgeons is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians.

The American Association of Oral and Maxillofacial Surgeons designates this enduring material for a maximum of 7 AMA PRA Category 1 Credit(s)™.

Physicians should claim only the credit commensurate with the extent of their participation in the activity.

Registration Information

Please allow 10 business days for confirmation of your online course registration. Your user ID and password will be emailed to you. Once this is received, you will have 60 days to complete the online course.

Registration for online courses is final. No refunds will be granted for online courses. A $100 per registrant re-registration fee will be applied for reactivation of expired log-in information. This re-registration fee applies only to registrations made within the last year.

Cancellation Policy

Registration for the online courses is final. No refunds will be granted for online courses. AAOMS will allow only one 30-day extension of a registrant’s access to an online coding course upon written request up to 10 days prior to expiration of the registrant’s access. Requests for extension within 10 days of expiration or thereafter will require a $100 reactivation fee. Once an extension is granted, the username and password will expire upon completion of the online course OR at the end of the 30-day extension period. This re-registration fee applies only to registrations made within the last year.
2019 Registration Form (register online at AAOMS.org/OMSstaff)
Medical Terminology and Oral Facial Anatomy 101

REGISTRATION FEES

- AAOMS Fellow/Member ID# ___________________________ $175
- AAOMS Allied Staff Member ID# ________________________ $175
- AAOMS Resident ID# ____________________________ $50
- Non-member Staff of an AAOMS Member* $250

*If you are employed by an AAOMS member and you are not an AAOMS allied staff member, you must select the “Non-member Staff of an AAOMS Member” pricing.

Please use a separate form for each attendee. This form may be photocopied. Online registration is available at AAOMS.org/OMSstaff.

REGISTRANT

Please print or type. Note that all correspondence about the course will be sent to the contact information you provide here. Any changes to this information should be provided to AAOMS at 800-822-6637.

Registrant First Name Middle Initial Last Name Degree(s)

For Professional Staff: Sponsoring AAOMS Member Name Practice Name

Practice Address City State ZIP

Practice Phone Fax

Email (A unique email address is required for each registrant.)

IMPORTANT NOTE: You must provide a separate unique email address for each registrant. Multiple people cannot register using the same email address.

PAYMENT INFORMATION

Note: Payment in full must be received prior to beginning the course.

Amount Due $ ___________________________ ☑ Check made payable to AAOMS enclosed

Credit Card: ☑ American Express ☑ Discover ☑ MasterCard ☑ Visa

Credit Card Number Security Code Expiration Date

Name of Cardholder Cardholder Signature

Credit Card Billing Address City State ZIP

Please return your completed registration form along with payment as follows:

- Completed credit card information or check (made payable to AAOMS) can be mailed to:
  AAOMS
  Attn: Registration
  9700 W. Bryn Mawr Ave.
  Rosemont, IL 60018-5701

- If paying by credit card, you also can submit by secure fax to AAOMS at 847-678-6279.

Registration for online courses is final. No refunds will be granted for online courses. A $100 per registrant re-registration fee will be applied for reactivation of expired login information. This re-registration fee applies only to registrations made within the last year.

For information on becoming an AAOMS allied staff member, visit AAOMS.org/AlliedStaff.
On-Line Anesthesia Review for Dental Anesthesia Assistants

Visit AAOMS.org/OMSstaff and register today!

This course provides 4 continuing dental education credits. CDE/CME for doctors is not available because this course has been created for assistants. See complete continuing education credit statement below.

About the Course

The On-Line Anesthesia Review for Dental Anesthesia Assistants is a continuing education course that focuses on the principles of anesthesia administration. This online program provides a condensed version of the in-person Anesthesia Assistants Review Course (AARC) and offers participants the flexibility to study at their own pace and learn from the comfort of their offices and homes. Once enrolled, you will have 45 days total to successfully complete the course for up to 4 CDE hours of credit.

This course is designed for:

• Oral and maxillofacial surgical assistants.
• Dental anesthesia assistants employed by dental professionals with valid anesthesia permits.

Objectives

At the conclusion of this presentation, participants should be able to:

1. Describe the concepts of medical evaluation of patients for anesthesia.
2. Discuss the mechanical and pharmacological aspects of outpatient anesthesia.
3. Explain the methods of patient monitoring and management of medical emergencies.

Topics Covered

This concise review course includes the following topics:

• Basic sciences: Anatomy and physiology of the cardiovascular, pulmonary, circulatory, and central and peripheral nervous systems.
• Patient evaluation and preparation: Emphasis on patients with such medical problems as cardiac, pulmonary and metabolic diseases.
• Anesthetic drugs and techniques: Information on drugs used in administration of local, IV sedation and general anesthesia as well as other administration techniques.
• Monitoring: Definitions and descriptions of monitoring techniques and equipment, with an emphasis on equipment maintenance and checks.
• Emergency procedures: Highlights of emergency situations and appropriate treatment plans.

Registration Information

Register online at AAOMS.org/OMSstaff. You will need to create a username and password for this course. The On-Line Anesthesia Review for Dental Anesthesia Assistants course fee is $325. You will have 45 days total to complete the online course. Note: It is helpful to have a computer equipped with speakers because the online course has an audio component.

Cancellation Policy

Registration for the course is final and no refunds will be granted. AAOMS will allow one 20-day extension of a registrant’s access to the AAOMS On-Line Anesthesia Review for Dental Assistants course upon written request up to 10 days prior to expiration of the registrant’s access. Extensions requested within 10 days of expiration or thereafter will require a $100 reactivation fee.

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 4 continuing education credits.

AGD - Accepted Program Provider
FAGD/MAGD Credit
5/1/18 – 6/30/22
Provider ID# 214680

There is an audio component to this online course; a computer with speakers is helpful.

AAOMS does not provide handouts for this online course.
Visit the AAOMS Practice Management and Professional Staff Development pages at AAOMS.org/PracticeManagement for the latest news, resources, course information and answers to your frequently asked questions.
AAOMS Allied Staff Membership
Benefits OMS Staff and the Practice

AAOMS allied staff membership has something to enhance the knowledge and skills of all professional staff members in the practice and is a bargain at only $40*!

- Reimbursement staff have first-hand access to coding and billing advice that can reduce claim errors and shorten reimbursement time.
- Practice managers learn the latest in infection control and management strategies to help them excel in their many roles in the practice.
- Clinical staff education includes anesthesia courses, assisting skills labs and protocols for managing office emergencies.
- All AAOMS allied staff members receive direct online access to AAOMS Today and other important publications such as the OMS Staff Communiqué.

- The exclusive AAOMS Allied Staff Members Group on LinkedIn offers the opportunity to network with colleagues from OMS practices across the country.
- Participation in the AAOMS Career Line, the official job board of AAOMS.

Allied staff members receive discounted registration rates on the many courses and programs available through AAOMS. More than 1,000 allied staff members are already taking advantage of the benefits of AAOMS membership. Join today!

*Applications received Jan. 1 to Sept. 30 pay $40 for membership through the end of the calendar year. Applications received Oct. 1 to Dec. 31 pay $55 for membership through the following calendar year. These rates apply only to new applicants. To reinstate a lapsed membership, please contact membership@aaoms.org or call 800-822-6637, ext. 4381.

Download an application at AAOMS.org/AlliedStaff and become a member today!