

State of Arizona Board of Chiropractic Examiners

Legal Updates and Newsletter

A MESSAGE FROM THE CHAIRMAN OF THE BOARD

Chiropractic Assistants

By: James J. Badge, D.C.

We as a profession have a great appreciation of the work our chiropractic assistants provide for us. We also have a great appreciation when they are well trained and knowledgeable. I wish to take

the appropriate course work to have a clear understanding of how best to assist you in your office.

The Board has selected a very clear training path to provide the CA with a broad

Here are 4 steps to remember when it comes to hiring a chiropractic assistant. Just remember, EVER. Employ, Verify (or Notify) Educate and Register.

this opportunity to remind us all that we, as chiropractic physicians, have a duty to ensure that our chiropractic assistants are a benefit to the profession as a whole. One of the most important things we can do for our chiropractic assistants is ensure they are registered properly with the Board. When they are properly registered the Board ensures that they have taken

knowledge base in order to provide real assistance to their supervising physicians. CAs receive training in chiropractic principles, management of common diseases, history taking, recordkeeping, professional standards of conduct and CPR.

There has often been times where we have questions

Fall 2015



Douglas A. Ducey
Governor



James Badge, D.C.
Chairman

Richard Guarino, D.C.
Vice-Chairman

Norris Nordvold
Public Member

Gregory Katsaros, D.C.
Professional Member

April Hamilton
Public Member



Justin Bohall
Interim Executive
Director



like, “Who should we register and how do we register them? Do I have to do it in a certain time?” Here are 4 steps to remember when it comes to hiring a chiropractic assistant. Just remember **EVER**. **E**mploy, **V**erify (or Notify) **E**ducate and **R**egister.

Step 1. E – Employ: Let’s start at the beginning. When we hire an individual who physically works with patients or promote someone from the front office to begin to work more closely with patients this person is now a chiropractic assistant. These individuals do not need to have prior training to be called a Chiropractic Assistant.

Step 2. V- Verify or Notify: If you have hired an individual who is already registered as a chiropractic assistant you can contact the Board to Verify or receive a copy of their registration paperwork. If they have never been registered before then you as the Supervising Chiropractor need to notify the Board of hiring or promoting someone to the level of Chiropractic Assistant within 7 calendar days of beginning work with patients. There is no cost associated with this and no restrictions on the number of

chiropractic assistants you may notify the Board about. On the Board website is the Chiropractic Assistant Employment form. The CA Employment form is a very simple, one page form that can be sent to the Board by fax, email or regular mail. I might even suggest printing out several copies and including them in your new hire paper work that you give your employees.

Step 3. E – Educate: Chiropractic Assistants must begin a Board approved CA training course within 3 months of being hired as a CA. A list of approved courses can be found on the Board website. There are a few online courses for CAs as well as many in-person training courses. Contact the Board office if you have any questions about training or approved courses.

Step 4. R – Register: The Chiropractic Assistant must complete their training within 1 year of being hired as a CA. Supervising Chiropractors must register the CA upon completion. Again the registration form is available on the Board website. The registration form can be sent to the Board by fax, email or regular mail. The Board office

will process the registration and return a registered copy for your use.

All of the Rules surrounding Chiropractic Assistants can be found in A.A.C. R4-7-1101 to 1103 and on the Board website. Chiropractic Assistants are important and it is equally important that we continue to protect the public as well as the profession to ensure that our Chiropractic Assistants are qualified, well trained and Registered. Take a few steps to ensure that the CAs in your office are properly registered with the Board and when it comes to CAs just remember the 4 steps of **EVER**.

Fee Change

Effective April 1, 2015 any license renewal not postmarked or received by the Board office by December 31, 2015 will be subject to a late fee of **\$200**.

Continuing Education Requirements

Please be reminded that in calendar year 2016 and all

even numbered years, all D.C.'s Licensed in the State of Arizona are required to complete two hours of continuing education in record keeping to be eligible for license renewal.

This 2 hour requirement is not in addition to, but part

www.chiroboard.az.gov/about-us/publications

Board Website

The Board's website www.Chiroboard.az.gov is a useful and convenient

Please ensure that the courses you wish to take have met the requirements and have approval prior to registration. The Board will not grant approval to courses that have already been completed.

of the 12 hours of continuing education required annually.

While you are not required to complete a specific record keeping course to fulfill this requirement, the course you choose must meet the continuing education requirements set forth in statute and rule to qualify for credit. A list of all of the courses that have been approved by the Board is posted on our website and there are several courses that may be used to fulfill this requirement on that list.

tool to be utilized by the Public and the Profession. We hope you will find the website to be helpful and informative. Most forms required for submission to the Board are available on the website along with Statute and Rule, Frequently Asked Questions, a Search option and a list of the Board Approved Continuing Education Courses. The Board Staff is available to help you navigate the website should you need any assistance.

Returning Members to the Board and Board Elections

The Board would like to recognize Mr. Norris Nordvold has been reappointed by Governor Douglas A. Ducey for another five year term to the State of Arizona Board of Chiropractic Examiners.

The Board would also like to recognize the formal addition of Mrs. April Hamilton to the State of Arizona Board of Chiropractic Examiners. Mrs. Hamilton's was appointed to Board by Governor Janice K. Brewer effective January 2, 2015.

Meet the Board Members

Ms. April Hamilton is an attorney practicing in the areas of employment, litigation, education and general civil matters. Ms. Hamilton's professional experience includes representing corporate clients, individuals,

Arizona school districts and Arizona governmental entities on a wide range of legal issues. Ms. Hamilton is active in the Junior League of Phoenix and the Arizona Women Lawyers Association and serves on the March of Dimes Advocacy Committee.

Change of Address

All licensees are required by law to keep their addresses and telephone numbers current with the Board. Those who fail to notify the Board of a change in their mailing, office or home address or their office or home telephone number in writing within 30 days of the change are subject to a \$50.00 penalty.

To assist in making the notification of your address change to the Board easier, there is a form available on the Board website at www.chiroboard.az.gov/about-us/forms You may

submit your change to the Board by mail, fax or email.

WHAT is a Business Entity?

As you are likely aware, the Chiropractic Act now requires Business Entities to register with the Board and to renew that registration on an annual basis. These new laws and rules give the Board jurisdiction over the Business Entity in a continued effort to protect the health, safety and welfare of the public.

A Business Entity is any entity (sole proprietorship, corporation, clinic, franchise, business, club, LLC, or LLP) providing chiropractic services that is owned by any individual who is NOT an Arizona licensed healthcare professional.

If the entity is owned IN ANY PART by an Arizona licensed healthcare professional, it is NOT a “Business Entity” and does not have to register with

the Board as a “Business Entity”.

A Year in Review

In Fiscal Year 2015 the Board had a total of 2516 Licensees. The Board issued 77 new Licenses, 60 New PMMTP Certificates and 10 New Acupuncture Certificates.

The Board received 98 complaints and adjudicated 64 complaints in total. 13 complaints were dismissed while 38 received a Non-Disciplinary Advisory Letter.

14 complaints resulted in a Disciplinary Action.

Board Staff received 516 Notice of Chiropractic Assistant Employment Forms and registered 253 Chiropractic Assistants.

A copy of the Annual Report can be found on the Board website at www.chiroboard.az.gov/about-us/publications

SB1008, 2015 Legislation by the Board.

On April 1, 2015 Governor Ducey signed into law SB1008 with an immediate effective date.

SB1008 authorizes the State of Arizona Board of Chiropractic Examiners to issue licensure by

Endorsement to qualified candidates; provides new maximum amounts and the ability to adjust various fees on an annual basis following review by the Board in a public hearing; and includes minor technical changes.

This legislation exemplifies the Board's continuing efforts to modernize and upgrade the delivery of services; technology; and

the professional appearance of the Board ensuring improved processes for obtaining and retaining qualified individuals for

licensure in the state while protecting the health, safety and welfare of the citizens of Arizona.

The Board is currently awaiting direction on the requirements for the Licensure by Endorsement application process.

FCLB & NBCE Annual Meetings to be held in Phoenix

The State of Arizona is pleased to host The Federation of Chiropractic Licensing Boards and the National Board of Chiropractic Examiners for

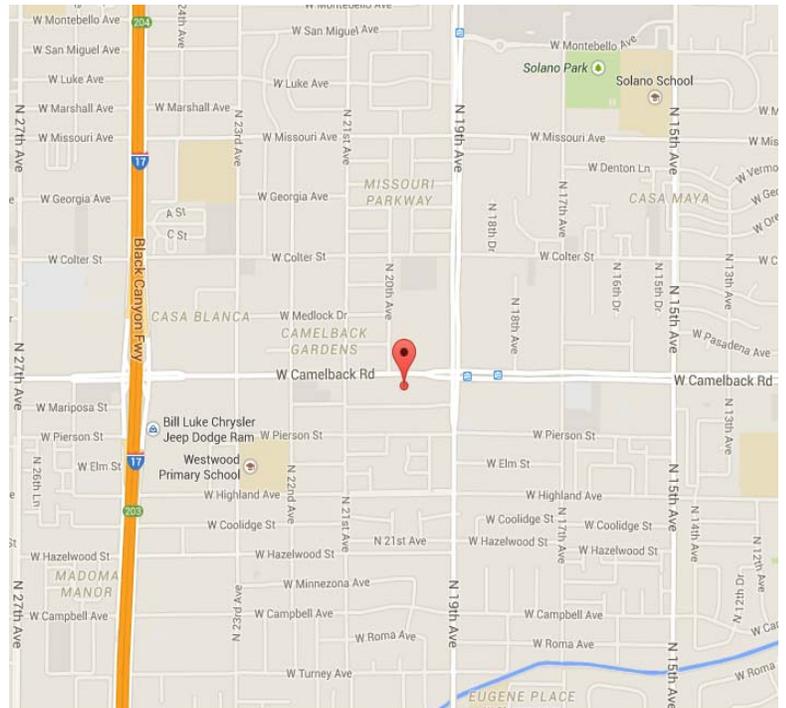
the 90th Annual meeting in Phoenix in May of 2016.

Remember the 2016 License Renewal must be recieved or Postmarked by December 31, 2015.

Upcoming Board Meeting Dates

November 18, 2015
December 16, 2015
January 13, 2016
February 17, 2016
March 23, 2016
April 13, 2016
May 18, 2016
June 15, 2016
July 13, 2016
August 17, 2016
September 14, 2016
October 19, 2016
November 16, 2016
December 14, 2016

Board Office Location



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