

**Board of Chiropractic Examiners**

2525 Natomas Park Drive, Suite 260  
Sacramento, California 95833-2931  
Telephone (916) 263-5355 FAX (916) 263-5369  
CA Relay Service TT/TDD (800) 735-2929  
Consumer Complaint Hotline (866) 543-1311  
<http://www.chiro.ca.gov>

**NOTICE OF PUBLIC MEETING****Licensing Committee****September 4, 2008**

**Upon Adjournment of the Scope of Practice Committee  
2525 Natomas Park Drive, Suite 100  
Sacramento, CA 95833**

**AGENDA****CALL TO ORDER****Approval of Minutes**

- July 17, 2008

**Public Comment****Discussion and Possible Action**

- Recognition of Chiropractic Assistants

**Discussion and Possible Action**

- California Law and Professional Practice Examination

**Discussion and Possible Action**

- License Fee Increase

**Discussion and Possible Action**

- Petition for Extension of Period to Dispose of David E. Jackson, A Professional Corporation, COR 248

**Public Comment****Future Agenda Items****ADJOURNMENT****LICENSE COMMITTEE**

Hugh Lubkin, D.C., Chair  
Richard Tyler, D.C.

**The Board of Chiropractic Examiners' paramount responsibility is to protect California consumers from the fraudulent, negligent, or incompetent practice of chiropractic care.**

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A quorum of the Board may be present at the Committee meeting. However, Board members who are not on the committee may observe, but may not participate or vote. Public comments will be taken on agenda items at the time the specific item is raised. The Committee may take action on any item listed on the agenda, unless listed as informational only. All times are approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. The meeting may be cancelled without notice. For verification of the meeting, call (916) 263-5355 or access the Board's Web Site at [www.chiro.ca.gov](http://www.chiro.ca.gov).

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The meeting is accessible to the physically disabled. If a person needs disability-related accommodations or modifications in order to participate in the meeting, please make a request no later than five working days before the meeting to the Board by contacting Marlene Valencia at (916) 263-5355 ext. 5363 or sending a written request to that person at the Board of Chiropractic Examiners, 2525 Natomas Park Drive, Suite 260, Sacramento, CA 95833. Requests for further information should be directed to Ms. Valencia at the same address and telephone number.

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**BOARD OF CHIROPRACTIC EXAMINERS  
MEETING MINUTES  
Licensing Committee  
July 17, 2008  
State Capitol  
Assembly Room 126  
Sacramento, CA 95814**

### Committee Members

Judge James Duvaras, retired, Chair  
Richard Tyler, D.C.

### Staff Present

Brian Stiger, Executive Officer  
Marlene Valencia, Staff Services Analyst  
Valerie James, Office Technician

### Call to Order

Dr. Tyler called the meeting to order at 12:09 p.m.

### Roll Call

Dr. Tyler called the roll. Judge James Duvaras was absent. In the absence of Judge Duvaras, Dr. Tyler assumed the role as committee Chair.

### Approval of Minutes

April 24, 2008

Dr. Tyler tabled the approval of the minutes until the next meeting.

### License Reciprocity with Other States

Dr. Tyler shared his experience when he reciprocated to California from Vermont and he expressed the need for the Board to review the differences between each state to ensure applicants reciprocating to California are fully qualified.

Mr. Stiger explained the current process for an applicant to reciprocate to California and requested clarification from the committee that a letter from another state's licensing board would satisfy one of the requirements contained in the Initiative Act.

Dr. Tyler tabled the decision on this issue until the next meeting.

### **Public Comment**

Dr. Weltch expressed his concern regarding the discrepancies of the requirements from other states.

### **Recognizing Chiropractic Assistance**

Mr. Stiger informed the committee that representatives from Sacramento County requested that the Board certify Chiropractic Assistant in California. Mr. Stiger also explained that the Sacramento County's program may be in danger of losing its funding if the Chiropractic Assistants are not certified.

Dr. Tyler has discussed this issue with the California Chiropractic Association (CCA) and supports the certifying of Chiropractic Assistants. He also expressed his concern about the chiropractor's responsibility and liability regarding insurance.

### **Public Comment**

Kristine Shultz, CCA, informed the Board that CCA does not have a position on this issue. Ms. Shultz expressed her concern to the Board of the recent problems with Chiropractic Assistants in that they must meet local requirements because they practice massage therapy.

Dr. Davis expressed the value of having a formal training for the Chiropractic Assistants.

### **Multiple Satellite offices**

Dr. Tyler expressed his concern with Quality Medical Examiners (QME) having several satellite offices and the actual need to have a large number of satellite offices.

Dr. Davis expressed his concerns with trying to decrease the amount satellite offices the Board would run into restraint of trade issues.

Mr. Stiger expressed his concern with multiple satellites and that the intent of establishing a satellite office is to treat patients. He expressed concerns that chiropractors who have an excessive amount of satellite offices may be using these offices for illicit activity. He also explained that the chiropractor should be supervising the employees at each location.

### **Increase of license and Renewal Fees**

Dr. Tyler expressed his concern raising licensing fees at this time due to the financial times.

Dr. Davis asked how long has it been since the Board has increased the License Fees and what the future budget looks like.

Mr. Stiger informed the Board that the Board is currently spends more than it brings in and that the reserve will be spent down in fiscal year 2012/2013.

Licensing fees were last raised in 1991 and it would require legislation to enact. Mr. Stiger stated that raising licensing fees is inevitable.

### **Future Agenda Items**

Dr. Tyler would like all Licensing items discussed to be placed on the agenda due to lack of quorum.

### **Adjournment**

Dr. Tyler adjourned the meeting at 12:45 p.m.

DRAFT

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**Memorandum**

**Date:** September 4, 2008

**To:** Licensing Committee  
Board of Chiropractic Examiners

**Via:**   
Brian Stiger  
Executive Officer

**From:**   
April Alameda  
Program Analyst

**Subject:** Recognition of Chiropractic Assistants

The Sacramento County, Office of Education (SCOE) informed the Board that the Chiropractic Assistant Regional Occupational Program is in danger of losing their funding because the State of California does not license or certify chiropractic assistants. The SCOE asked if the Board would consider the certification or licensing of chiropractic assistants.

This matter was discussed at the Board meeting on July 30 – 31, 2008. As a result, the Committee was directed to move forward with amending California Code of Regulations 312 to establish specific standards for chiropractic assistants. We recommend the Committee research and determine suitable training and experience requirements for chiropractic assistants to be presented to the full Board for discussion and possible action.

## What is Career Technical Education?

The Sacramento County Office of Education, in collaboration with 11 local school districts, believe that all students have the ability to learn and succeed in a relevant, rigorous and engaging curriculum. CTE must provide:

- Standardized Course Work for college, career development, and the workforce
- Engage project-based learning opportunities
- Multiple pathways for college, career, and work
- A curriculum infused with academic coursework
- Sequenced course work in a pathway of learning
- Opportunities to meet UC/CSU requirements for college

California's CTE Model Curriculum Standards are presented in 15 industry sectors of related careers and broad industries.

With each sector there are two or more pathways which details knowledge and technical skills students need to succeed in a specific area.

**Sacramento**  
Office of Education  
**Sacramento**  
County

10474 Mather Boulevard  
P. O. Box 269003  
Sacramento, CA 95826-9003  
Phone: (916) 228-2721  
[www.sacrop.org](http://www.sacrop.org)



Sacramento County  
**ROP**  
Career Technical Education

## CHIROPRACTIC ASSISTANT

*Career Technical Education (CTE)  
Regional Occupational Programs*



Tel: (916) 228-2721

[www.sacrop.org](http://www.sacrop.org)

## Course Description

### CHIROPRACTIC ASSISTANT

**Class Description:** This two-semester course divides a chiropractic assistant role into administrative and clinical semesters.

During the semester, students will learn either administrative (front office) procedures including: terminology, insurance billing, and CPR certification; or they will learn clinical (back office) procedures including: body structure, physical therapy, vitals, patient testing, x-ray development, and CPR and First Aid certification.

Adults pay a \$50.00 lab fee and a \$35.00 book fee. There is also a \$25 non-refundable registration fee  
*Recommendations: Type 20 wpm.*

Students may attend class 6 hours a day to complete in one semester or 3 hours a day to complete in two semesters.

**Length:** 540 hours

**Time:** 8 a.m.—11 a.m.  
12 p.m.—3 p.m.

## POST SECONDARY EDUCATIONAL OPPORTUNITIES

Education & Training after High School - 1, 2, or 4 year or more certificate or degree program such as:

- Business Manager
- Chiropractic
- Physical Therapy



## CAREER OPPORTUNITIES

This class provides careers and/or job opportunities in a variety of areas such as:

- Clinical Chiropractic Assistant
- Administrative Office Assistant
- Office Manager

The Sacramento County Office of Education (SCOE) is actively engaged in programs which prepare students for the workforce, whether immediately after graduation or after post-secondary education in a university, community college, technical or trade school.

High school students register with your high school counselor.

Adult students register on-line at [www.sacrop.org](http://www.sacrop.org) or by calling the Career Center at (916) 228-2721

Teacher: Kathryn Turner

Cell: (916) 807-3122

Email: [kturner@scoe.net](mailto:kturner@scoe.net)



## Chiropractic Assisting ROP Course

### FACT SHEET



Sacramento County  
**ROP**  
Career Technical Education

The Chiropractic Assistant Regional Occupational Program (ROP) course offered through the Sacramento County Office of Education is the only ROP course of its kind in California. The course taught by Kathy Turner, is entering its 19<sup>th</sup> year in Sacramento. The program graduates 50 – 60 qualified chiropractic assistants a year.

The Chiropractic assisting course is a 540-hour course. The two-semester course separates a chiropractic assistant's role into administrative and clinical semesters. During the two semesters students learn;

- Administrative (front office) procedures including;
  - terminology
  - insurance billing / private billing
  - telephone / communication
  - Scheduling of appointments and treatment
  - Narrative reports / records / office correspondence
  - Ethics / HIPPA
  - chiropractic philosophy

Each student must successfully complete 135 hours lecture/laboratory, and a 135+ hour externship in a local Chiropractic office under the direction of the doctor of record to receive an administrative assistant skill.

- Clinical (back office) procedures including;
  - body structure
  - physical therapy
  - vitals
  - patient testing
  - X-ray development
  - CPR and First Aid certification
  - escort patients to/from treatment rooms
  - physiotherapy treatments
  - diathermy
  - ultrasound
  - galvanic
  - hydrotherapy
  - chiropractic philosophy

Each student must successfully complete 135 hours lecture/laboratory, and a 135+ hour externship in a local Chiropractic office under the direction of the doctor of record to receive a clinical assistant skill sheet

Students must obtain both the administrative and clinical skills sheets to qualify for a Sacramento ROP Chiropractic Certificate of Completion.

**CHIROPRACTIC ASSISTANT - ADMINISTRATIVE**

CR = Classroom    LAB/CC = Laboratory/Shop/Community Classroom

**CBEDS TITLE:**        **MEDICAL OFFICE SERVICES**

**CBEDS NO:**            **4242**

**HOURS:**    **Total** **270**    **Classroom** **192**    **Laboratory/Pre-clinical** **78**    **CC/CVE** **0**

**DATE:**            **July 8, 2008**

<b>JOB TITLE:</b>	<b>DOT CODES:</b>	<b>JOB TITLE:</b>	<b>DOT CODES:</b>
Chiropractic Assistant	079.364-010		

**COURSE DESCRIPTION:** This two-semester course divides a chiropractic assistant's role into administrative and clinical semesters. During the two semesters, students will learn both administrative (front office) procedures, including terminology, insurance billing, and clinical (back office) procedures, including body structure, physical therapy, vitals, patient testing, X-ray development, and receive CPR and First Aid certification.

The Administrative Chiropractic Assistant answers telephones, schedules patients' appointments, and completes insurance billing. The Administrative Chiropractic Assistant is responsible for private pay billing, narrative reports and office correspondence.

The Chiropractic Assistant will aid the doctor during physical examinations of patients, give specified office treatments, keep patient records, write patient histories, escort patients to treatment rooms, give physiotherapy treatments, such as diathermy, galvanic, ultrasound or hydrotherapy under the doctor's directive, take and record patient's vitals and assist in X-ray procedures.

All Chiropractic Assistants will be knowledgeable about chiropractic philosophy and medical ethics.

**PREREQUISITES:**

- ✓ None

**METHOD OF STUDENT EVALUATION:**

- ✓ Pre and Post test
- ✓ Student Projects
- ✓ Written work
- ✓ Observation record of student performance
- ✓ Completion of assignments and worksheets

**METHOD OF INSTRUCTION:**

- ✓ Lecture
- ✓ Group and individual applied projects
- ✓ Demonstration
- ✓ Field Trips
- ✓ Guest Speaker

**CHIROPRACTIC ASSISTANT - ADMINISTRATIVE**

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**TEXTS USED:**

**PRIMARY:**    *California Chiropractic Journal*  
*Chiro-Soft*  
*Palmer College of Chiropractic*  
*Chiropractic Assistant Training Manual*

**SUPPLEMENTAL:**

Sacramento County Office of Education – Regional Occupational Program

**CHIROPRACTIC ASSISTANT - ADMINISTRATIVE**

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

I.	<b>INTRODUCTION</b>	CR	LAB/ CC	<b>STANDARDS</b>
	<p>A. Course Goals, Objectives and Expectations</p> <p>B. Class Policies and Procedures</p>	Hours integrated into subject/ skill content		
II.	<b>CAREER PLANNING AND MANAGEMENT</b>	CR	LAB/ CC	<b>STANDARDS</b>
	<p>A. Students understand how to make effective decisions, use career information, and manage personal career plans:</p> <ol style="list-style-type: none"> <li>1. Identify the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.</li> <li>2. List opportunities and requirements for education, training, and licensure.</li> <li>3. Develop a career plan that is designed to reflect career interests, pathways, and postsecondary options.</li> <li>4. Identify the role and function of professional organizations, industry, associations, and organized labor in a productive society.</li> <li>5. Identify past, present, and future career trends.</li> <li>6. Identify important strategies for self-promotion in the hiring process, such as job search, applications, cover letter, résumé writing, interviewing skills, and preparation of a portfolio.</li> </ol>	Hours integrated into subject/ skill content		<b>Foundation:</b> 3.0
III.	<b>TECHNOLOGY</b>	CR	LAB/ CC	<b>STANDARDS</b>
	<p>A. Students know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments:</p> <ol style="list-style-type: none"> <li>1. Identify past, present, and future technological advances as they relate to a chosen career pathway.</li> <li>2. Use technological resources to gain access to, manipulate, and produce information, products, and services.</li> <li>3. Discuss the influence of current and emerging technology on selected segments of the economy.</li> </ol>	Hours integrated into subject/ skill content		<b>Foundation:</b> 4.0

**CHIROPRACTIC ASSISTANT - ADMINISTRATIVE**

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IV.	PROBLEM SOLVING AND CRITICAL THINKING	CR	LAB/ CC	STANDARDS
	<p>A. Students understand how to create alternative solutions by using critical and creative thinking skills, such as logical reasoning, analytical thinking, and problem-solving techniques:</p> <ol style="list-style-type: none"> <li>1. Apply appropriate problem-solving strategies and critical thinking skills to work-related issues and tasks.</li> <li>2. Utilize systematic problem-solving models that incorporate input, process, outcome, and feedback components.</li> <li>3. Use critical thinking skills to make informed decisions and solve problems.</li> <li>4. Apply decision-making skills to achieve balance in the multiple roles of personal, home, work and community life.</li> </ol>	Hours integrated into subject/skill content		Foundation: 5.0
V.	HEALTH & SAFETY	CR	LAB/ CC	STANDARDS
	<p>A. Students understand health and safety policies, procedures, regulations, and practices, including the use of equipment and handling of hazardous materials:</p> <ol style="list-style-type: none"> <li>1. Identify the policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities.</li> <li>2. Identify critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies.</li> </ol>	Hours integrated into subject/skill content		Foundation: 6.0
VI.	RESPONSIBILITY AND FLEXIBILITY	CR	LAB/ CC	STANDARDS
	<p>A. Students know the behaviors associated with the demonstration of responsibility and flexibility in personal, workplace, and community settings:</p> <ol style="list-style-type: none"> <li>1. Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor.</li> <li>2. Demonstrate personal responsibility.</li> <li>3. Discuss the need to adapt to varied roles and responsibilities.</li> <li>4. Discuss how individual actions can affect the larger community.</li> </ol>	Hours integrated into subject/skill content		Foundation: 7.0
VII.	ETHICS AND LEGAL RESPONSIBILITIES	CR	LAB/ CC	STANDARDS
	<p>A. Students understand professional, ethical, and legal behavior consistent with applicable laws, regulations,</p>	Hours integrated into		Foundation: 8.0

**CHIROPRACTIC ASSISTANT - ADMINISTRATIVE**

CR = Classroom LAB/CC = Laboratory/Shop/Community Classroom

	<p>and organizational norms:</p> <ol style="list-style-type: none"> <li>1. Identify the major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations.</li> <li>2. Demonstrate the concept and application of ethical and legal behavior consistent with workplace standards.</li> <li>3. Discuss the role of personal integrity and ethical behavior in the workplace.</li> </ol>	subject/ skill content		
<b>VIII.</b>	<b>LEADERSHIP AND TEAMWORK</b>	<b>CR</b>	<b>LAB/ CC</b>	<b>STANDARDS</b>
	<p>A. Students understand effective leadership styles, key concepts of group dynamics, team and individual decision making, the benefits of workforce diversity, and conflict resolution:</p> <ol style="list-style-type: none"> <li>1. Identify the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings.</li> <li>2. Discuss the ways in which professional associations, such as Skills USA, and competitive career development activities enhance academic skills, promote career choices, and contribute to employability.</li> <li>3. Discuss the benefits of teamwork.</li> <li>4. Demonstrate multiple approaches to conflict resolution and their appropriateness for a variety of situations in the workplace.</li> <li>5. Demonstrate respect for individual and cultural differences, and for the attitudes and feelings of others.</li> <li>6. Communicate ideas to justify positions, persuade and convince others, confirm responsibility, and evaluate existing policies and procedures.</li> </ol>	Hours integrated into subject/ skill content		<b>Foundation:</b> 9.0
<b>IX.</b>	<b>BOOKKEEPING TECHNIQUES</b>	<b>CR</b>	<b>LAB/ CC</b>	<b>STANDARDS</b>
	<p>A. Distinguish the correct diagnosis and billing codes</p> <ol style="list-style-type: none"> <li>1. Recognize the need for billing and diagnosis codes</li> <li>2. Prepare reports using correct coding</li> </ol> <p>B. Practice pegboard bookkeeping</p> <ol style="list-style-type: none"> <li>1. Analyze bookkeeping entries for balancing</li> <li>2. Demonstrate legible numbering and lettering</li> <li>3. Troubleshoot for errors on day sheets</li> </ol> <p>C. Apply codes with computer billing</p> <ol style="list-style-type: none"> <li>1. Differentiate between advantages of pegboard and computer billing</li> </ol>			

Sacramento County Office of Education – Regional Occupational Program

**CHIROPRACTIC ASSISTANT - ADMINISTRATIVE**

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	<ul style="list-style-type: none"> <li>2. Use the computer to complete a narrative report</li> <li>3. Demonstrate proper use and protection of a computer</li> </ul> <p>D. Input data for billing procedures</p>			
<b>X.</b>	<b>EMERGENCY CARE</b>	<b>CR</b>	<b>LAB/CC</b>	<b>STANDARDS</b>
	<ul style="list-style-type: none"> <li>A. Demonstrate proper patient assessment during CPR training                             <ul style="list-style-type: none"> <li>1. Demonstrate CPR procedures</li> <li>2. Demonstrate the choking rescue techniques</li> <li>3. Use proper rescue breathing technique</li> <li>4. Explain the need for personal safety</li> </ul> </li> <li>B. Demonstrate proper patient assessment during First Aid training                             <ul style="list-style-type: none"> <li>1. Practice correct splinting techniques</li> <li>2. Analyze patient's wounds and use proper bandaging techniques</li> <li>3. Observe sudden illness signs and symptoms of a patient</li> <li>4. Treat according to patient's needs</li> </ul> </li> </ul>			
<b>XI.</b>	<b>OFFICE MANAGEMENT</b>	<b>CR</b>	<b>LAB/CC</b>	<b>STANDARDS</b>
	<ul style="list-style-type: none"> <li>A. Practice proper appointment book scheduling techniques                             <ul style="list-style-type: none"> <li>1. Review the different types of appointment books and their use</li> </ul> </li> <li>B. Role play private pay collections</li> <li>C. Suppose that an account has become past due                             <ul style="list-style-type: none"> <li>1. Observe different techniques to arrange for accounts to be paid</li> </ul> </li> <li>D. Show professional telephone technique                             <ul style="list-style-type: none"> <li>1. Access fellow students for proper diction, tonality and pronunciation</li> <li>2. Discuss the proper use of the hold button</li> <li>3. Practice telephone transfers</li> <li>4. Use telephone message memos</li> </ul> </li> <li>E. Practice patient recall                             <ul style="list-style-type: none"> <li>1. Define which types of patients need re-calls</li> <li>2. Illustrate a typical re-call situation</li> <li>3. Assemble all materials needed for patient re-calls</li> </ul> </li> </ul>			
<b>XII.</b>	<b>INSURANCE BILLING</b>	<b>CR</b>	<b>LAB/CC</b>	<b>STANDARDS</b>
	<ul style="list-style-type: none"> <li>A. Summarize the Worker's Compensation Laws for California                             <ul style="list-style-type: none"> <li>1. Define the doctor's responsibilities to the patient, insurance carrier and the employer</li> </ul> </li> </ul>			

**CHIROPRACTIC ASSISTANT - CLINICAL**

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	<p>and organizational norms:</p> <ol style="list-style-type: none"> <li>1. Identify the major local, district, state, and federal regulatory agencies and entities that affect the industry and how they enforce laws and regulations.</li> <li>2. Demonstrate the concept and application of ethical and legal behavior consistent with workplace standards.</li> <li>3. Discuss the role of personal integrity and ethical behavior in the workplace.</li> </ol>	subject/ skill content		
<b>VIII.</b>	<b>LEADERSHIP AND TEAMWORK</b>	<b>CR</b>	<b>LAB/ CC</b>	<b>STANDARDS</b>
	<p>A. Students understand effective leadership styles, key concepts of group dynamics, team and individual decision making, the benefits of workforce diversity, and conflict resolution:</p> <ol style="list-style-type: none"> <li>1. Identify the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings.</li> <li>2. Discuss the ways in which professional associations, such as Skills USA, and competitive career development activities enhance academic skills, promote career choices, and contribute to employability.</li> <li>3. Discuss the benefits of teamwork.</li> <li>4. Demonstrate multiple approaches to conflict resolution and their appropriateness for a variety of situations in the workplace.</li> <li>5. Demonstrate respect for individual and cultural differences, and for the attitudes and feelings of others.</li> <li>6. Communicate ideas to justify positions, persuade and convince others, confirm responsibility, and evaluate existing policies and procedures.</li> </ol>	Hours integrated into subject/ skill content		<b>Foundation: 9.0</b>
<b>IX.</b>	<b>ANATOMY</b>	<b>CR</b>	<b>LAB/ CC</b>	<b>STANDARDS</b>
	<p>A. Muscular System</p> <ol style="list-style-type: none"> <li>1. Locate insertion of individual muscles</li> <li>2. Describe muscle function</li> </ol> <p>B. Nervous System</p> <ol style="list-style-type: none"> <li>1. Recognize the different systems</li> <li>2. Record proper neurological test results</li> </ol> <p>C. Skeletal System</p> <ol style="list-style-type: none"> <li>1. Label the bones on a skeletal chart</li> <li>2. Describe types of joints</li> <li>3. Identify parts of a bone</li> </ol>			



Sacramento County Office of Education – Regional Occupational Program

**CHIROPRACTIC ASSISTANT - CLINICAL**

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X.	EMERGENCY CARE	CR	LAB/ CC	STANDARDS
	A. Demonstrate proper patient assessment during CPR training <ol style="list-style-type: none"> <li>1. Demonstrate CPR procedures</li> <li>2. Demonstrate Heimlich maneuver</li> </ol> B. Demonstrate proper patient assessment during First Aid training <ol style="list-style-type: none"> <li>1. Practice correct splinting technique</li> <li>2. Analyze patient's wound and use proper bandaging technique</li> <li>3. Observe sudden illness signs and symptoms of a patient</li> </ol>			
XI.	PATIENT OBSERVATION & REPORTING	CR	LAB/ CC	STANDARDS
	A. Demonstrate proper dark room procedures B. Develop observation skills C. Practice correct methods and procedures for reporting D. Analyze range of motion testing E. Employ scoliosis testing techniques F. Role play patient preparation			

## SKILL PROFICIENCY SHEET

This skill sheet is designed to indicate, as clearly as possible, the student's knowledge and ability to handle tasks required of this course.

Student's Name Insert Last Name Insert First Name MI      Period of Instruction 01/01/01 01/01/01  
 (Last)                      (First)                      (MI)                      From:                      To:

RELATED INSTRUCTION HOURS: 0	EXTERNSHIP HOURS: 0	TOTAL HOURS: 0
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# CHIROPRACTIC ASSISTANT ADMINISTRATIVE

1 = Limited skills/knowledge    2 = Has average skills/knowledge    3 = Has excellent skills/knowledge

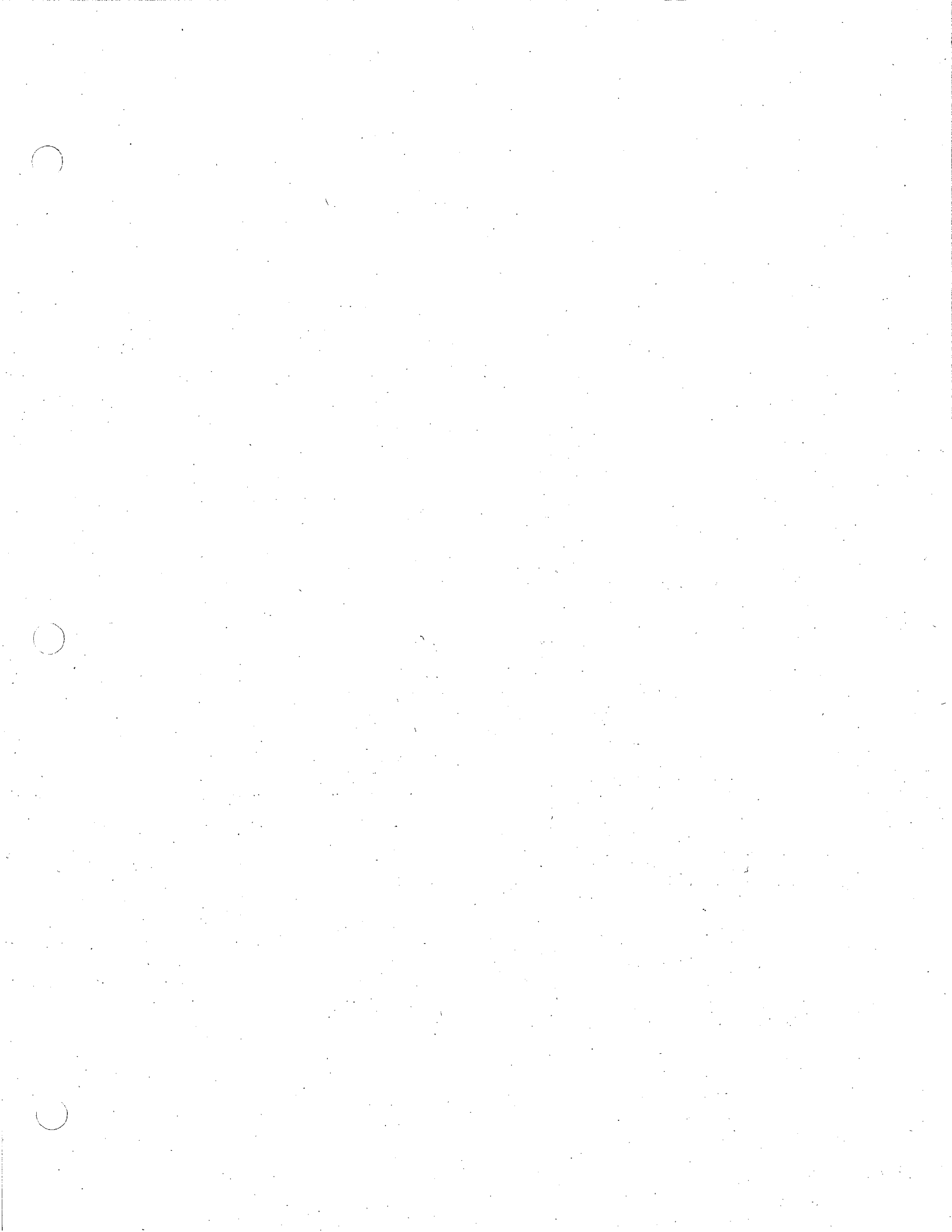
1	2	3	Office Management	1	2	3	Insurance Billings	1	2	3	Bookkeeping Skills	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appointment Book Scheduling *2,3,4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers Compensation *2,3,4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Diagnosis and Billing Codes *2,3,4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Pay Collections *2,3,4,5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Personal Injury *2,3,4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pegboard Bookkeeping *2,3,4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Telephone Techniques *2,4,5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Insurance *2,3,4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer Insurance Billing *2,3,4	
			<b>Emergency Care</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medicare and Medical *2,3,4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Input *2,3,4	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CPR Procedures *2,3,4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insurance Verification *2,3,4,5	<b>Employability</b>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Aid Procedures *2,4,5									Prepare a résumé *1,3,5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scenario Evaluations And Treatment *2,3,4,5									Participate in mock interview *1,3,5

\*Expected Schoolwide Learning Results (ESLRs)

1. Career Planner; 2. Work Ethic Model; 3. Technology User; 4. Problem Solver/Conflict Resolver; 5. Effective Communicator

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date



# Memorandum

To: **Brian Stiger, Executive Officer, Board of Chiropractic Examiners,  
Department of Consumer Affairs**

From: **Michael Christensen, Legal Intern  
Department of Consumer Affairs**

Date: **July 17, 2008**

Re: **License Fees**

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You have indicated that the Board wants to raise license fees and have asked how to go about getting approval to raise the fees. The current state of the law is that license fees are not to exceed \$150, pursuant to section 12 of the Chiropractic Initiative Act. Any changes to the maximum amount originally had to be approved by the voters, but section 12.5 (added later by voter approval) permits the legislature to fix the amount *without* voter approval. You are correct that you can use 12.5 to sponsor legislation to raise the fees. It may be helpful to point out that the \$150 maximum has been around since 1983!

I have attached an analysis of the proposition approved by the voters in 1960 that gives the Legislature authority to fix the fees.

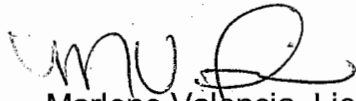
# MEMORANDUM

To: LICENSING COMMITTEE

Date: August 28, 2008

Via: Brian J. Stiger  
Executive Officer

From:



Marlene Valencia, Licensing Analyst  
Board of Chiropractic Examiners

Subject: DAVID E. JACKSON, A Professional Corporation  
COR 248

On July 21, 2008, the Board received a letter from attorney Gary E. Munger. Mr. Munger is representing Gale Jackson, the spouse of Dr. David E. Jackson who passed away on April 7, 2008. Dr. Jackson was 100% shareholder of the above-named corporation. Mrs. Jackson, is not a licensed chiropractor but is listed as the Vice-President and Secretary of the corporation.

According to §312.2 of the California Code of Regulations, "*..the unlicensed heirs or trustees of the chiropractor must dispose of the practice within six (6) months.*"

Mrs. Jackson is asking for an extension of the period to dispose of the chiropractic practice until Melissa G. Allen, Dr. Jackson's granddaughter can obtain her licensure and formally take control of the practice. It is anticipated that she will obtain licensure in March 2009. Mrs. Jackson has hired two licensed chiropractors to attend to the practice and its patients: Dr. Charles Lundin (DC 24825) and Dr. Dionne Bassano (DC 26807).

After review of all documentation, it has been verified that the request for extension was received in a timely manner; the Board received a copy of the death certificate on August 19, 2008; license verifications were completed on both Dr. Lundin and Dr. Bassano. They are currently in active status and have no history of disciplinary action. It is our determination that the criteria for requesting an extension has been met.

Attached you will find Mr. Munger's letter, the Board's response and a copy of §312.2 of the California Code of Regulations.

Attachments

BOARD OF  
CHIROPRACTIC EXAMINERS

08 JUL 21 PM 3:24

LAW OFFICES OF  
GARY E. MUNGER AND ASSOCIATES  
SUITE 307  
8221 EAST THIRD STREET  
DOWNEY, CALIFORNIA 90241  
TELEPHONE: 562-923-6588  
FAX: 562-861-2119

July 17, 2008

CHIROPRACTIC BOARD  
2525 Natomas Park Dr., Suite 260  
Sacramento, CA 95833-2931

RE: Dr. David E. Jackson, Deceased, License No.10527

Members of the Board:

I am an attorney representing Gale Jackson, the spouse of the above named chiropractor who is deceased as of April 7, 2008. Please consider this a petition to extend the period to dispose of a chiropractic practice under Section 312.2 of the code.

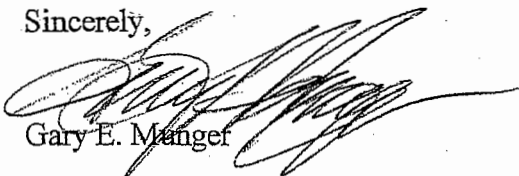
Dr. Jackson was practicing as a professional corporation and Mrs. Jackson is now the president of the corporation and has hired two licensed chiropractors to attend to the decedent's practice and patients, namely Dr. Charles Lundin and Dr. Dionne Bessano, License Nos. 24825 and 26807, respectively. Further, Melissa G. Allen, Dr. Jackson's granddaughter, is completing her chiropractic training December 12, 2008, and is apprenticing under the two above referred doctors. Her official license is anticipated March, 2009. It was Dr. Jackson's intent to make her a partner in the practice and he was training and supervising Ms. Allen prior to his demise.

Please extend the period of disposition of this practice until Ms. Allen completes her doctorate degree requirements, is licensed, and formally takes control.

In the interim, the practice is in capable hands and servicing Dr. Jackson's long term patients, and will continue with all the proper proprieties.

Please contact me if there are questions regarding the foregoing.

Sincerely,



Gary E. Munger

GEM:fp

CC: Gale Jackson  
Melissa Allen

**COR248**

**Board of Chiropractic Examiners**

2525 Natomas Park Drive, Suite 260  
Sacramento, California 95833-2931  
Telephone (916) 263-5355 FAX (916) 263-5369  
CA Relay Service TT/TDD (800) 735-2929  
Consumer Complaint Hotline (866) 543-1311  
[www.chiro.ca.gov](http://www.chiro.ca.gov)



August 6, 2008

Gary E. Munger, Attorney  
8221 East Third Street, Suite 307  
Downey, CA 90241

RE: David E. Jackson, DC 10527  
David E. Jackson, A Professional Chiropractic Corp, COR248

Mr. Munger:

The Board of Chiropractic Examiners (Board) has received your petition to extend the period to dispose of Dr. David Jackson's chiropractic corporation on behalf of his spouse, Gale Jackson.

Your petition will be agendaized for the next Licensing Committee meeting and it is anticipated that it will go before the full board in September 2008. However, in order for the Board to present your petition and update its licensing records, we need a copy of the death certificate for Dr. Jackson.

If you have any further questions, you may contact me at 916-263-5363.

Sincerely,

A handwritten signature in black ink, appearing to read "MValencia".

Marlene Valencia  
Licensing Analyst

Unlicensed individuals who exceed the permitted scope of practice set forth in this regulation shall be in violation of Section 15 of the Chiropractic Act and shall be prohibited from applying for a California chiropractic license for such time as may be determined by the board. Student doctors participating in board approved preceptorship programs are not to be considered "unlicensed individuals" when working in said program.

NOTE: Authority cited: Section 4(b) of the Chiropractic Initiative Act of California (Stats. 1923, p. lxxxviii). Reference: Section 15 of the Chiropractic Initiative Act of California (Stats. 1923, p. lxxxviii) and Section 25668.1, California Health and Safety Code; Section 30403 of Title 17, California Administrative Code.

**HISTORY:**

1. Repealer and new section filed 7-16-79; effective thirtieth day thereafter (Register 79, No. 29).
2. Amendment filed 2-1-80; effective thirtieth day thereafter (Register 80, No. 5).

**§312.1. Ownership of a Chiropractic Practice.**

No unlicensed individual may own a chiropractic practice regardless of the form in which the practice is established (individual ownership, partnership, corporation, etc.). This does not preclude a layperson from owning the facilities in which the practice is conducted, and the equipment provided. It does prohibit a layperson from being in a position of making and/or influencing decisions relating to diagnosis, or treatment of patients which are matters requiring chiropractic licensure.

NOTE: Authority cited: Section 1000-4(b), Business and Professions Code. Reference: Sections 1000-7, 1000-10 and 1000-15, Business and Professions Code.

**HISTORY:**

1. New section filed 7-30-87; operative 8-29-87 (Register 87, No. 32).

**§312.2. Ownership of Practice upon the Death or Incapacity of a Licensee.**

In the event of the death of a chiropractic licensee, or the legal declaration of the mental incompetency of the licensee to practice, the unlicensed heirs or trustees of the chiropractor must dispose of the practice within six (6) months. At all times during that period the practice must be supervised by a licensed chiropractor. The board will consider a petition to extend this period if it is submitted within four (4) months after the death or the declaration of incompetence of the licensee, including identification of any extenuating circumstances that will prevent compliance.

NOTE: Authority cited: Section 1000-4(b), Business and Professions Code. Reference: Sections 1000-7, 1000-10 and 1000-15, Business and Professions Code.

**§313. Inducing Student to Practice Chiropractic.**

No licensee of chiropractic in the State of California shall offer or cause to be offered to a student or prospective student of chiropractic any promise or inducement, either written or verbal, which may induce said student or prospective student to believe he or she, during the freshman, sophomore, junior or senior years, or within the time that he or she shall be a student in, and/or before graduation from chiropractic school or college, and/or before receiving a license from the board, may be legally employed in any chiropractic private office, or