



Registration is now open for the Podiatric Medical Assistant's Programs during the North Carolina Foot & Ankle Society's Winter Scientific Seminar, Friday, January 17, 2025 at the Grandover Resort. The Grandover Resort is located at 1000 Club Road, Greensboro NC 27407.

The cost to attend is \$175 per person. Registration fees include materials, breakfast, lunch, and reception and morning and afternoon refreshment breaks. A schedule is included below.

Podiatric Medical Assistants Programs

Programs for PMAs will be held on Friday, January 17, 2025, beginning at 8:00 am. We are very pleased to have Sarah Clark joining us again this year. She has planned an excellent series, building upon last year's program and discussions with practice personnel. Administrative and clinical staff will have separate programs in the morning and join together after lunch. Clinical programs are still being arranged.

Programs include disaster planning, cyber-security, and Artificial Intelligence in the medical practice. After lunch, staff will join together to learn about furthering documentations skills, avoiding sabotaging office efficiency, ending with an exciting game and program wrap-up.

Dinner Meeting for Office Managers

At the request of office and practice managers, Sarah has scheduled a **dinner meeting for Thursday, January 16, 2025; 6:00 - 8:00 pm.** Join fellow office managers for a special dinner designed just for you! This event offers a relaxed setting to connect, network, and participate in a live listserv-style discussion. You'll engage in small-group conversations about the topics that matter most to you—submitted by attendees ahead of time. No doctors, owners, or other staff—just a focused evening of learning, sharing, and collaborating with your peers. Please register for the Podiatric Medical Assistants Program to participate. **This activity is for office and practice managers only.**

Reservations

Make sleeping room reservations by calling 336-294-1800. Let Reservations know that you are with the NC Foot & Ankle Society to receive the group rate of \$239.00 (single or double), plus state and local taxes, and resort service fees. Please call the number above during business hours to reach Grandover reservations directly! OR click [HERE](#) to reserve your room online!

The **Radiology Certification Program** has separate registration this year. Online registration link and registration form are available on [Society Meetings](#) tab on our website. Additional information regarding Radiology Certification is available [HERE](#).

You're welcome to contact the Society office with questions. We look forward to seeing you at the Grandover!

Jean U Kirk, Executive Director
919-872-2224
contact@ncfootandankle.org

North Carolina Foot & Ankle Society's Winter Scientific Seminar
Thursday, January 16 - Friday, January 17, 2025
Grandover Resort • Greensboro, North Carolina

Thursday, January 16, 2025		
6:00 pm – 8:00 pm	Office Managers' Dinner Meeting Leadership Skills and Open Forum discussion Please submit questions to Sarah Clark sarah@sarahclarkconsulting.com This activity is for Office and Practice Managers only. You must be registered to participate in the Podiatric Medical Assistants' Program to participate <i>Sponsored by Redi-Thotics</i>	Sarah Clark

Friday, January 17, 2025		
7:00 am – 5:00 pm	Registration Open	Grandville Prefunction
7:30 am	Continental Breakfast in Exhibits	Grandville ABD
8:00 am – 5:00 pm	General Sessions for Podiatric Medical Assistants	
Back Office Staff • Kevin McDonald, DPM • Nottingham Room (2nd floor)		Front Office Staff • Sarah Clark, MS, ATC • Whitehall Room (1st floor)
	8:00 am – 8:10 am	Welcome and Introductions
	8:10 am – 9:10 am	Prepared for Anything: Closing the Gaps in Disaster Planning and Emergency Action for Medical Practices
	9:10 am – 10:00 am	Cyber Security
10:00 am - 10:30 am	Morning Refreshment Break in Exhibits	Grandville ABD
	10:30 am – 11:30 am	AI in Practice: Who, What, Where, When, Why!
	11:30 am - Noon	Question and Answer Session
Noon – 1:00 pm	Buffet Lunch	Second Floor
1:00 pm – 5:00 pm	General Sessions all Podiatric Medical Assistants	Whitehall Auditorium
1:00 pm – 1:10 pm	Welcome and Introductions	Sarah Clark, MS, ATC
1:10 pm – 2:30 pm	Confessions of a Consultant: Office Habits That Sabotage Efficiency (And How to Fix Them!)	
2:30 pm – 3:00 pm	Mastering Clinical Documentation: What's Missing, What Matters, and How to Elevate Your Practice Part	
3:00 pm – 3:30 pm	Afternoon Refreshment Break in Exhibits	Grandville ABD
3:30 pm – 4:00 pm	Mastering Clinical Documentation: What's Missing, What Matters, and How to Elevate Your Practice Part 2	Sarah Clark, MS, ATC
4:00 pm – 5:00 pm	Game and Wrap Up	
6:00 pm – 7:30 pm	Reception in Exhibits	Grandville ABD