



IPS Two Day Training Syllabus

- **Day One**

- Hour One: Orientation- all staff members
 - OA Workshop explaining OA program
 - General Q & A
- Hour Two:
 - 15 mins: Clinical, billing and reception staff
 - New patient paperwork
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 - Consult paperwork and establishing medical necessity.
 - 30 mins: Clinic staff only
 - 15 mins- X-Ray review, Kellgen Lawrence grading scale
 - 15 mins- Arthrogram and injection documentation
- Hour Three: PT Staff (if applicable)
 - 15 -20mins: Progression of exercise overview, PT documentation
 - 20-30 mins: DME Bracing demonstration and paperwork
- Hour Four- Lunch/Marketing
- Hour Five: New patient consults- live demonstration with 2 potential patients
- Hour Six: Post training dinner meeting.
 - Q&A of Day One and introduction to Day Two

- **Day Two**

- Hour One- Preparations and introduction to equipment
 - 15 mins: Review supplies and inventory, set up procedure room
 - 15 mins: Demonstrate fluoroscope and patient positioning on procedure chair, fluoroscope positioning
 - 15 mins: Review of samples of documents- Sara's pearls
 - 15 mins: Dry run- mock procedure
- Hours Two-Four- Live injections