

Registration Form

The Iowa Board of Certification presents Session 6 of
IBC's 6-part Training Series:

***“Documentation: Progress Notes,
Releases, Correspondence, etc.”***



Presenter: Angie Davis, MS, CADC

May 4, 2018

1:00-4:15

**Location: UnityPoint Health-St. Luke's Hospital
810 1st Ave. NE
Cedar Rapids, IA
(call 319-363-4429 if directions are needed)**

Full Name: _____

Organization: _____

Work Address: _____

City: _____ **State:** _____ **Zip/Postal Code:** _____

Telephone: (____) _____ **Fax:** (____) _____ **Email:** _____

Professional Credential: _____ **How did you hear about this training?** _____

Training Description:

A necessary skill of any professional is that of documentation. How and what do I write? To whom am I writing it? Are there different ways to say the same thing? How much is determined by my employer, and what is expected by state or national guidelines? This installment tackles the subject of correspondence and documentation. Participants will be presented with standard correspondence and documentation as well as challenged with ethical dilemmas related to correspondence and documentation.

Training Cost: \$40.00 - *to be included with this Registration form*

Credit: 3.0 hours, Generic

About the Presenter:

Angela Davis is a human services professional who has been involved in the helping professions for 16 years with work in nursing, therapy, education and case management. Angela currently partners with businesses across Iowa to provide education and training with intentions to both broaden and strengthen the field of health and human services. Angela contributes to the field by providing in-service trainings, cross-training services, collaborative strategies, and community education trainings. Each experience is based upon research with objectives tailored to the participant – this means that you will walk away with useable skills the day of training. Her approach is primarily focused on transformational learning where each participant meets their objectives in 2 ways: 1) Take risks, challenging the status quo with new concepts, partnerships and techniques, and 2) Gain knowledge and abilities to enhance their current skillset. Angela is also a member of IBC's Board of Directors.

Complete this registration form and mail it to IBC with the \$40.00 fee (this can be paid on the IBC website with Dwolla or mail check/money order) to 225 NW School St., Ankeny, IA – 50023, or fax to 515-965-5540. **All registrants will be sent email verification of registration for this training.** Certificates of completion will be provided at the conclusion of the training. Note: refunds for a cancellation will not be given with less than a 7-day notice.

Note: Opinions presented by the trainer are not necessarily those of IBC