



SUBMISSION GUIDE

ASOA PRACTICE MANAGEMENT COURSE SUBMISSIONS:

August 12–October 14, 2022

TABLE OF CONTENTS

Important Dates	3
General Information.....	4
Abstract Submission Process	6
Course Audience	6
Post Submission Information.....	6–8

IMPORTANT DATES

August 12	Submission site for ASOA practice management courses open 2022/2023 Financial Interest Disclosures and ASCRS Faculty CME Review site open
October 14	Deadline for ASOA practice management course submissions Deadline for Financial Interest Disclosures and ASCRS Faculty CME Review
December 16	ASOA submission status notifications are sent via email to lead instructor

GENERAL INFORMATION

SUBMISSION DEADLINE: **OCTOBER 14, 2022**

OVERVIEW

The American Society of Ophthalmic Administrators (ASOA) strives to provide the highest quality continuing education to administrators, practice management staff, and the ophthalmic community. ASOA welcomes course submissions that promote this goal and meet the educational needs of attendees. Presenting at the Annual Meeting provides national recognition and exposure as well as the opportunity to share best practices and ideas with colleagues.

ASOA gives strong preference to submissions from its members and to material that has not been presented elsewhere. Course submissions are limited to eight (as the lead instructor) per consulting company. As a result of attendee feedback, the 2023 Program Committee will be actively seeking submissions from administrators presenting alone, as part of a panel, or in conjunction with a consultant. The 2023 Program Committee will also take into account prior year course evaluations completed by attendees and reviewed by the ASOA Board of Directors, Program Committee, and ASOA staff.

Unless otherwise approved, all courses will be 60 minutes in length. If more time is needed, please enter the course twice as parts one and two. Instructors must arrive on time and end at the designated time. If an instructor fails to appear for a presentation without notifying ASOA in advance, or has not provided the required handout, he/she may not be eligible to submit for future meetings.

FINANCIAL INTEREST

All instructors and faculty members must provide full financial interest disclosure to submit courses for consideration. See page 10 for details.

SUBMISSION CHECKLIST

- ✓ Notify all faculty members that they must complete the Financial Interest Disclosure and Faculty CME Review by October 14, 2022. Faculty cannot be added to the course submission until the disclosures are completed.
- ✓ Confirm the valid email address of each faculty member before starting the online submission process.
- ✓ Confirm that the title is entered in title case, is 10 words or less, and does not include product/trade names.
- ✓ Confirm that the learning objectives are formatted correctly.

ABSTRACT SUBMISSION PROCESS

KNOWLEDGE PATHWAYS

The ASOA Annual Meeting is organized by functional pathways. Each pathway corresponds to a position or common division of responsibilities within an ophthalmic practice. When completing the course submission, please identify the appropriate pathway.

- Business Management
- Coding & Billing
- Human Resources
- Leadership & Strategic Management
- Marketing & Business Development
- Risk Management and Compliance
- Sub-Specialties (Ambulatory Surgery Center, Optical, Retina, Cosmetics, Hearing, etc.)
- Technology

COURSE LEVEL

Indicate if the course material is introductory, mid-level, or experienced.

COURSE TITLE (LIMITED TO 10 WORDS)

The title should concisely reflect the content of the course. For CME purposes, product/trade names cannot be used in the title. Generic descriptors are required. Titles with product/trade names may be rejected. Titles should follow title case rules and may be edited by ASOA staff.

COURSE DESCRIPTION (LIMITED TO 800 CHARACTERS)

The course description will be used in the online program, Meeting App, and other materials (subject to editing) and will be the basis on which attendees select their sessions. Keep the reader in mind and explain the content of the course and what the audience will learn. Begin your course description with the words “This course will ...”

COURSE LEARNING OBJECTIVES

Together with the description, the learning objectives will be used by the Program Committee to review and rate the submission. Please provide two to three specific objectives that define what the attendee can expect to learn from the course. Well-written objectives are action-oriented and can be observed and measured. Learning objectives should **NOT** be a re-statement of your course description but should add new information to enhance the Program Committee’s understanding of your planned presentation.

Learning objectives should serve as a completion to the sentence “At the end of this course, attendees will be able to ...”

Example of poorly worded objectives:

- Teach a course about practice marketing and competition
- Understand managed competition

Example of appropriately worded objectives:

- Design a basic practice marketing plan
- Define managed competition

COURSE AUDIENCE

Describe the intended audience for this presentation. Specifically include the content level, practice size, and any other information that will assist the Program Committee in determining programming topics that best suit the needs of meeting attendees.

SAMPLE COURSE DESCRIPTION AND LEARNING OBJECTIVES

TITLE: Compliance Dilemmas

INSTRUCTORS: Alan E. Reider, MPH, JD, Donna M. McCune, CCS-P, COE, CPMA, FASOA

COURSE DESCRIPTION: This course will present a series of case studies examining compliance issues and the potential attention paid to them. Instructors will present an interactive session designed to assist administrators with the challenge of staying current with changing regulations.

LEARNING OBJECTIVES: At the end of this course, attendees will be able to:

- Identify possible reimbursement issues under scrutiny
- Develop a plan to evaluate and correct problems
- Discuss the legal approach to cope with compliance issues

PRESENTATION AUDIENCE: Suitable for all levels of practice administrators. Geared more toward large practices with more than 7 physicians.

POST-SUBMISSION INFORMATION

PEER REVIEW PROCESS

All submissions will be peer-reviewed by the ASOA Program Committee and should align with ASOA educational objectives. As a result of attendee feedback, the 2023 Program Committee will be actively seeking submissions from administrators presenting alone, as part of a panel, or in conjunction with a consultant. The 2023 Program Committee will also take into account prior year course evaluations completed by attendees and reviewed by the ASOA Board of Directors, Program Committee, and ASOA staff. Submissions will be graded on content and quality and will be accepted based on ASOA creating an overall balanced program. Notifications will be sent out to authors by December 16, 2022.

NON-ACCEPTANCE

- Abstract submissions that are commercially biased will not be accepted.
- If the instructor/faculty did not present his/her scheduled presentation the previous year and did not follow the withdrawal guidelines, the submission will not be accepted.
- If the submission information has been published or presented elsewhere, the submission may not be accepted.
- If the lead instructor/faculty have not completed their individual Financial Interest Disclosure by Monday, October 14, the submission will not be accepted.
- Abstract submissions that exceed the limit of submissions per consulting group (eight as lead instructor) will not be accepted.

HANDOUTS

If your course is accepted, you will be required to submit an electronic handout. Handouts will be available online and in the conference app. Instructions and information about the format for course handouts will be included in the presentation acceptance letter. **Failure to provide a handout will impact the course evaluation and may be cause for non-acceptance of future submissions.**

SCHEDULING

Programming is scheduled in one-hour segments. If your course requires more than 60 minutes, you should submit two sessions and give your presentation as parts one and two. **By your submission you are agreeing to be available to present at any time during the Annual Meeting.**

ASOA ANNUAL MEETING REGISTRATION AND EXPENSES

Presenters working in the field of ophthalmology must register and pay to attend the Annual Meeting. All travel and hotel expenses are the responsibility of the presenter. As a submitter, you are responsible to communicate all requirements and deadlines to co-presenters.

DISCLOSURE OF UNAPPROVED/OFF-LABEL USE

If a presentation concerns the use of a drug or device that has not been approved by the U.S. Food and Drug Administration or concerns off-label use of a drug or device approved by the FDA for other use, this must be disclosed during the presentation.

COPYRIGHT ASSIGNMENT STATEMENT

By my signed acceptance of the terms and conditions of this agreement, and in consideration of the opportunity to speak and present my work at the ASOA Annual Meeting, I hereby grant the American Society of Ophthalmic Administrators, a strategic partner of the American Society of Cataract and Refractive Surgery (the “Societies”), a royalty-free, perpetual worldwide license to copy, reproduce, film, distribute and/or sell the work in any media or format in connection with the Annual Meeting or sale or other distribution of materials, as well as authority to use my name, likeness, photograph, and biographical data in connection with its use and promotion of the works. I understand that I will receive no royalty or other monetary compensation from the Societies for this license of rights and the use of my works by the Societies in connection with the Annual Meeting. ASCRS and ASOA will not use the works for any purposes unrelated to the Annual Meeting or sale/distribution of Annual Meeting materials without my written permission prior to use.



The Societies understand and agree that the above grant of rights does not constitute a transfer of copyright and that I remain free to present the materials or revised versions thereof elsewhere for any purposes. I represent and warrant that the works are my own original work or that I have obtained all necessary permissions and authorizations from all individuals or entities that may otherwise have a right, title, or interest in the works; that I have full right and power to make this license; that the works do not violate any copyright, proprietary or personal rights of others; and that the works are factually accurate and contain no matter libelous or otherwise unlawful. I further agree to indemnify and hold harmless the Societies and their respective officers, directors, employees, and volunteers from any and all claims of copyright infringement made against the Societies and arising out of the work and my presentation of the work at the ASOA Annual Meeting.