

# New Coordinator Workshop

Presented by the Association of Family Medicine Administration  
Sheraton Kansas City Hotel at Crown Center

---

---

Thursday, March 23, 2017

- 12:00 – 1:00 p.m.: **Registration**  
[Atlanta Ballroom Foyer]
- 1:00 – 1:15 p.m.: **Welcome**  
[Atlanta Ballroom]
- 1:15 – 1:45 p.m.: **Laying the Foundation - ACGME**  
Jennie Faulkner, C-TAGME
- 1:45 – 2:45 p.m.: **ACGME FM Requirements**  
Part 1 - Contracts and Agreements – Bobbi Kruse, AA  
Part 2 - Volume and Curriculum Requirements – Eileen Morroni, C-TAGME  
Scholarly Activity Requirements – Lisa Marquise, PhD  
Part 3 - Evaluations - Diana Davila, ASBA, C-TAGME
- 2:45 – 3:00 p.m.: **Break**
- 3:00 – 3:30 p.m.: **Keeping Track - Documentation**  
Jennie Faulkner, C-TAGME
- 3:30 – 4:00 p.m.: **American Board of Family Medicine - What is the Coordinator's Role?**  
Cheryl Haynes, BA, C-TAGME
- 4:00 – 4:30 p.m.: **Scheduling Basics**  
Diana Davila, ASBA, C-TAGME  
Annette Sheets, C-TAGME
- 4:30 – 4:45 p.m.: **Professional Development/Resources**  
Debbie Blackburn, C-TAGME
- 4:45 – 5:15 p.m.: **Q & A**
- 6:00 p.m. **Dutch Treat Dinners**  
(Sign up at registration or during break)

### **Additional Networking Opportunity**

NCW & RAD Panel Discussion/Q&A  
Saturday, March 25<sup>th</sup>  
10:15 AM – 12:00 PM  
[Atlanta Ballroom]

### **WEBINARS**

**Date, 2017** - Orientation/Onboarding/Credentialing: Cheryl Haynes, BA, C-TAGME, Bobbi Kruse, AA

**April 26, 2017** - Recruiting/Transfers: Diana Davila, ASBA, C-TAGME, Jennie Faulkner, C-TAGME