

# THE ROADMAP *to* DAADOM

Don't get lost on your journey to become a Diplomate of the American Association of Dental Office Management (DAADOM). Follow this step-by-step process to reach your goal without a misstep.



## PRE-TRIP CHECKLIST



- Are you an AADOM member in good standing for at least one year prior to induction?
- Do you currently hold an AADOM Mastership (MAADOM) designation?
- Have you attended at least three AADOM Annual Conferences within the past five years (the year of induction does not meet this requirement)?

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## CHECKPOINT 1 GETTING STARTED

- Enroll in program (\$75)

## CHECKPOINT 3 EDUCATION & VOLUNTEER REQUIREMENTS

- Complete AADOM's "Leadership 3.0" with Ginny Hegarty
- Complete the on-demand HIPAA training modules HIPAA Compliance Training, Privacy Officer Training, and HIPAA Breach Training.
- Earn at least 150 CE credits within the last five years of enrollment
  - 75 CEs must be AADOM-approved CE hours (from AADOM's e-Campus or DPLN meetings)
  - 75 CEs may be AGD-PACE and/or ADA-CERP-approved
- Complete at least 16 hours of community service (dental or medical related)

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## CHECKPOINT 2 WRITE ARTICLES

- Write four articles for inclusion in AADOM and industry publications. (Articles must be submitted after enrollment & approved by AADOM editor before application is submitted.)
  - Three articles for inclusion in AADOM publications
  - One article for inclusion in another industry publication (AADOM will determine the outside industry publication for inductee).

## FINAL STOP CHECKLIST

- Must be registered for a conference prior to submitting application and must attend conference the year of induction.
- Have my four articles been submitted and approved?
- Documents to be submitted:
  - CE report from your member portal (150 CEs within five years of induction)
  - Verification letter for 16 hours of community service
  - Completed Diplomate Application Form and \$450 application fee

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## DAADOM MAINTENANCE

DAADOMs must renew annually to maintain their DAADOM designation. Annual maintenance includes:

- Accruing 25 AADOM-approved Continuing Education (CE) credits each calendar year. 12 of these credits can be from AGD/PACE and/or ADA/CERP approved CE.
- Being an AADOM Member in Good Standing and following AADOM's Code of Conduct.
- Attending at least 3 AADOM Conference every 5 years.
- Paying a \$50 annual maintenance fee (or \$35 for lifetime members).