

# Med-A-Scoop

Dec/Jan  
2017-18

Season's Greetings,

I hope everyone has had a wonderful Christmas season and are gearing up to a great New Year. As you are thinking about your New Year's resolutions be sure to include coming to your local and state medical assistant's meetings. You will make great friends and learn something too, as well as, getting those much needed CEU's.

The November state board meeting was a day of fun, education and great food. **THANKS** to everyone who participated by bringing food and auction items for our silent auction. We had an interesting presentation on immunizations.

Our February 3, State board meeting will be here before we know it and then April will be here for **State Conference** at Oakwood Resort, in Syracuse, Indiana.

**Make plans now to attend April 20-22, 2018.**

Remember Leon Levi and Golden Apple award nominations are due by February 1, 2018. Please get your nominations in by the deadline.

I hope to see you all at the February 3, 2018 State meeting.

Stay warm my friend,

Clara Poirot, CMA (AAMA) CN-BC

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**Official Website:**

**[www.insocmedasst.org](http://www.insocmedasst.org)**

**Check out our new look!**

**A Publication by the  
Indiana Society of  
Medical Assistants, Inc.**

*CMA's—Catch the Vision . . . until you spread  
your wings you will never know how far  
you can fly*

## ISMA Physician Advisors 2017-18

### Scott Guenthner, M.D.

The Dermatology Center of Indiana  
Plainfield, IN  
3 years

### Kristi Peck, M.D.

Evansville Surgical Associates  
Evansville, IN  
2 years

### Jeff Stidam, M.D.

Jewish Hospital  
Louisville, KY  
1 year

## ISMA Honorary Members

1980 Herbert Dixon\*  
1997 Bruce Johnson  
Hubert Irwin\*  
2008 Earl Williams\*  
2013 Jack Begley  
Kathy Heck

## ISMA Life Members

1992 Bonnie Reidenbach, CMA-AC  
1994 Patricia Kennington, RN, CMA\*  
2005 Eva Irwin, CMA\*  
2011 Eulah Dearing, CMA (AAMA)  
2012 June Brown, RMA  
2015 Tammy Daily, CMA (AAMA)

\*Denotes deceased

## Leon Levi Award Recipients

1988 Patricia Kennington, RN, CMA\*  
Jane Seelig, CMA-A  
Pauline Pinnick, CMA  
1990 Bonnie Reidenbach, CMA-AC  
1991 Bettye Yard, CMA-C\*  
1998 Norma Harmon, CMA  
2001 Eva Irwin, CMA\*  
2002 Eulah Dearing, CMA  
2010 Marjorie Mikesell, CMA  
2013 Tammy Daily, CMA (AAMA)  
2014 Sandra Johnson, MS, CMA (AAMA),  
CPC  
2016 Rita Michel, CMA (AAMA)

These physicians and members have contributed much to our society; be sure to thank them!

## Medical Assistant Creed

I believe in the principles and purposes of the profession of medical assisting.  
I endeavor to be more effective.  
I aspire to render greater service.  
I protect the confidence entrusted to me.  
I am dedicated to the care and well-being of all people.  
I am loyal to my employer.  
I am true to the ethics of my profession.  
I am strengthened by compassion, courage, and faith.

## ISMA Mission Statement

The Indiana Society of Medical Assistants, in affiliation with the American Association of Medical Assistants, strives to:

- Promote professional growth of and identify its membership through education and credentialing
- Inspire members to provide honest, loyal and efficient service to the public they serve and the proficient;
- Stimulate a feeling of fellowship and cooperation with the medical professional in improving public relations;
- Encourage and assist medical assistants in forming component chapters.

## Indiana State Medical Assistants

### Code of Ethics

E is for Endeavor in our duties  
T is for Truthfulness in all we do  
H is for Helpfulness to others  
I is for Integrity in our work  
C is for courteous treatment to all  
S is for sincerity in our purpose

**Put them all together they spell ETHICS, A WORD WE MUST UPHOLD TO ATTAIN OUR GOAL**

**J. Marie Theobald Wilhite**



## State Officers:

### President

Clara Poirot, CMA (AAMA), CN-BC  
629 Monroe  
Newburgh, IN 47630  
Home: 812.853.7881  
Cell: 812.455.6697  
E-mail: spiritwind629@hotmail.com

### Vice President

Jane Seelig, CMA-A (AAMA)  
2905 Two Worlds Dr.  
Columbus, IN 47201  
Home: 812.376.0108  
Cell: 812.603.1886  
E-mail: janeseelig@att.net

### Recording Secretary

Jeni Begley, CMA (AAMA)  
3354 North 1150 West  
Delphi, IN 46923  
Cell: 765.412.2779  
E-mail: jeni\_cma@comcast.net

### Immediate Past President

Joyce Edds, CMA (AAMA), CPT (ASPT)  
3416 Pennsylvania Ave  
Jeffersonville, IN 47130  
Home: 812.288.6025  
Cell: 502.523.0743  
E-mail: mnedds@aol.com

### Treasurer

Rita Michel, CMA (AAMA)  
6710 W 600 N  
Huntington, IN 46750  
Home: 260.344.1647  
E-mail: rmichel@onlyinternet.net

### Med-A-Scoop Editor

#### Website

Pam Neu, CMA (AAMA), MBA  
4805 E 640 S  
Wolcottville, IN 46795  
Cell: 260.750.7250  
E-mail: msneu@yahoo.com

## District Directors:

### East Central

Heidi Sisson, CMA (AAMA)  
1007 Amesbury Court  
Indianapolis, IN 46217  
Home: 317.271.8218  
E-mail: hsisson@encompassworld.org

### First District

Marianne Hawker-Green, CMA (AAMA)  
3955 Curdsville Delaware Rd  
Owensboro, KY 42301  
Cell: 270.929.8993  
E-mail: marianneh04@hotmail.com

### Southeast District

Dianne Wimsett, CMA (AAMA)  
1247 Raylee Dr  
Charlestown, IN 47111  
Home: 812.256.4878  
Cell: 812.786.9479  
E-mail: d.m.wimsett@hotmail.com

### St. Joe District

Karen Pershing, CMA (AAMA)  
52438 Oak Manor Dr.  
Granger, IN 46530  
Cell: 574.217.5948  
E-mail: klpershing@aol.com

### Twelfth District

Pam Neu, CMA (AAMA)  
4805 E 640 S  
Wolcottville, IN 46795  
Cell: 260.750.7250  
E-mail: msneu@yahoo.com

### West Central District

Jeni Begley, CMA (AAMA)  
3354 North 1150 West  
Delphi, IN 46923  
Cell: 765.412.2779  
E-mail: jeni\_cma@comcast.net



**INDIANA SOCIETY OF MEDICAL ASSISTANTS  
BOARD OF DIRECTORS MEETING  
Ivy Tech State College  
Indianapolis, IN  
November 11, 2017**

<b>Call to Order</b>	President Clara Poirot, CMA (AAMA), CN-BC, called the meeting to order at 3:12 p.m.														
<b>Invocation</b>	Chaplain Joyce Edds, CMA (AAMA), CPT (ASPT), gave the invocation.														
<b>Medical Assistants Creed</b>	Vice President Jane Seelig, CMA-A (AAMA), led the reciting of the creed.														
<b>Introductions</b>	President Clara Poirot, CMA (AAMA), CN-BC introduced the elected and appointed officers and directors. All past Leon Levi, Golden Apple, and Medical Assistant of the Year Award winners were recognized, as were the past presidents, life members, honorary members and guests.														
<b>Credentials Report</b>	Dianne Wimsett, CMA (AAMA) gave the Credentials Report. There were 15 registered for the meeting with a voting power of 10. A quorum was 6, a majority vote was 6, and a 2/3 vote was 7.														
<b>Secretary's Report</b>	Recording Secretary Jeni Begley, CMA (AAMA), reported minutes of the August meeting were published in the Med-A-Scoop. There were no additions or corrections.														
<b>Treasurer's Report</b>	Rita Michel, CMA (AAMA) reported: <table><tr><td>Beginning balance</td><td>\$38,160.05</td></tr><tr><td>Income</td><td>\$ 500.77</td></tr><tr><td>Expenses</td><td>\$ 5,846.96</td></tr><tr><td>Ending balance</td><td>\$32,813.83</td></tr><tr><td>Certificate of Deposit</td><td>\$45,388.83</td></tr><tr><td>Eva I. Irwin CMA Fund</td><td>\$ 4,359.91</td></tr><tr><td>Student Support Fund</td><td>\$ 1,407.00</td></tr></table>	Beginning balance	\$38,160.05	Income	\$ 500.77	Expenses	\$ 5,846.96	Ending balance	\$32,813.83	Certificate of Deposit	\$45,388.83	Eva I. Irwin CMA Fund	\$ 4,359.91	Student Support Fund	\$ 1,407.00
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Eva I. Irwin CMA Fund	\$ 4,359.91														
Student Support Fund	\$ 1,407.00														
<b>Presentation of Bills</b>	Jane Seelig, CMA-A moved to pay a bill of \$261.06 for the purchase of a microphone, the motion passed.														
<b>Correspondence</b>	There was no correspondence.														
<b>Officer Reports</b>	<p><b>President-</b> Clara Poirot, CMA (AAMA), CN-BC-No report</p> <p><b>Vice President-</b> Jane Seelig, CMA-A (AAMA)-We will be meeting at Brightwood College at the corner of 465 and 31 on the south side of Indianapolis next year. The meeting dates will be June 23, August 25, November 10, February 9, and April 5-7. Med-A-Scoop deadlines will be May 5, July 7, September 22, December 8, and February 16. A motion was made by Pam Neu, CMA (AAMA) to establish a mentoring committee for the 2018-19 list of committees, the motion passed. The committee would consist of members from each District to help bring in new members. The Executive Board meeting will be at 10 am and lunch will be at 11 am. The workshop will be from 12-3 and the Board meeting will be from 3-4. This would begin at the June meeting.</p> <p><b>Secretary-</b> Jeni Begley, CMA (AAMA)-No report</p> <p><b>Treasurer-</b> Rita Michel, CMA (AAMA)-No report</p> <p><b>Med-A-Scoop-</b> Pam Neu, CMA (AAMA) MBA-Received 10 back. So far this year the MAS has cost us \$8,689.36. December 9 is the deadline for the next issue.</p> <p><b>Past President-</b> Joyce Edds, CMA (AAMA), CPT (ASPT)-No report</p>														
<b>Committee Reports</b>	<p><b>Budget &amp; Finance-</b> Rita Michel, CMA (AAMA)-No report, will not be at next meeting</p> <p><b>Bylaws &amp; Standing Rules-</b> Karen Pershing, CMA (AAMA)-Not present</p> <p><b>Certification-</b> Marianne Hawker-Green, CMA (AAMA)-No report</p>														

## Continuing Education

Jane Seelig, CMA-A (AAMA) - There were 19 present for today's workshop, "Immunizations and Vaccine Update for Children and Adults." The workshop for February 3 will be "The Negative Effects of Stress on Clinical Staff and Caregivers."

**Council of Past Presidents-** Joyce Edds, CMA (AAMA), CPT (ASPT)-No report  
**Historian-** Marianne Hawker-Green, CMA (AAMA)-No report

**ISMA Liaison/Public Policy-Affairs-** Tammy Daily, CMA (AAMA)-Not present.  
Jane Seelig, CMA-A passed out booklets from the ISMA Conference with our advertising in it. A lot of doctors stopped by and asked questions.

**Membership-** Joyce Edds, CMA (AAMA), CPT (ASPT) - We have 1,463 members.

**Nominating Committee-** Jeni Begley, CMA (AAMA) The proposed slate of officers is:

Vice President	Karen Pershing, CMA (AAMA)
Recording Secretary	Dianne Wimssett, CMA (AAMA)
Treasurer	Joyce Edds, CMA (AAMA), CPT (ASPT)
Med-A-Scoop	Pam Neu, CMA (AAMA)

**Procedure Manual-** Cate Gardner, CMA (AAMA)-No report.

**Eva I. Irwin Support Fund-** Sandra Johnson, MS, CMA (AAMA), CPC-No report.

**Ways & Means-** Sandra Johnson, MS, CMA (AAMA), CPC & Bruce Johnson, Honorary Member- Raffle \$210, Auction \$406, Total \$616.

Pam Neu, MBA, CMA (AAMA)-We have withdrawn from the services of the ITA group and are now working with Dan Foust in Foust Web Design, LLC. Pam would like to consider placing the MAS strictly on the website as a way of saving close to \$9000. It would be a PDF format, so anyone would be able to print a copy if they choose. We could still have a few print copies at meeting for members who don't have computers or internet.

**2018 State Conference-** Rita Michel, CMA (AAMA)-Credit card payments can be taken. Starting to get speakers lined up and menu finalized. Guest pricing will be in the next Med-A-Scoop.

**2019 State Conference-** June Brown, RMA-Dates will be April 5-7, 2019 at Hilton Doubletree in Evansville.

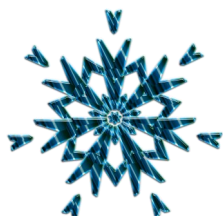
## Website Development

## Chapter Reports

**East Central District-** Heidi Sisson, CMA (AAMA) Director reported they haven't met since her last report. Their next workshop will be January 13, 2018 for 6 CEU's. They have 453 members.

**First District-** Marianne Hawker-Green, CMA (AAMA) Director reported they began having monthly meetings on September 12, 2017 at Ivy Tech; their next meeting is November 14, 2017. The December 12<sup>th</sup> meeting will be a Christmas party. They have 199 members.

**St. Joseph District-** Cate Gardner, CMA (AAMA) their next meeting is in February.



**Southeast District**-Dianne Wimsett, CMA (AAMA) Director reported several members attended National Conference in Cincinnati. They have 139 members.

**Twelfth District**-Pam Neu, CMA (AAMA)-Director reported they have successful workshops in September and November. They have 219 members.

**West Central District**-Jeni Begley, CMA (AAMA)-Director reported they met on 10/7/17 at Grand Travers Pie Company in Terre Haute to elect new officers and plan the Winter Preparedness workshop. New officers are: Mika Brown, CMA (AAMA) President, Kerrie Wilson, CMA (AAMA) Vice President, Lesa Fritzinger, CMA (AAMA) Secretary, Jenifer Begley, CMA (AAMA) Treasurer and Director. Our next meeting will be January 13, 2018. We have 193 members.

## Unfinished Business

**Indiana State Physician's Conference**-Clara Poirot, CMA (AAMA) CN-BC-There was a lot of interest this year and well worth our effort and money.

**Guidelines for State Conference**- Joyce Edds, CMA (AAMA), CPT (ASPT)-Working on it, should be finalized by February meeting.

**District Zip Codes**-Jane Seelig, CMA-A (AAMA) Owen County was added to West Central, if any districts want to add/change counties let Jane know.

**AAMA National Conference**- Clara Poirot, CMA (AAMA) CN-BC -ISMA won the Excel Award for Membership Recruitment. Several of the Delegates shared their experiences.

## New Business

**Disaster Relief**-Rita Michel, CMA (AAMA) a donation of \$500 was approved by the Executive Committee via email for the victims of flooding in Texas and Florida. The Florida Medical Assistants didn't know how they would use the money so no money was sent there. Pam Neu, CMA (AAMA) moved to send the \$500 marked for Florida to Ann Naegele for helping her recover from hurricane damage, the motion was passed.

**Speaker Request for State Conference**- Clara Poirot, CMA (AAMA) CN-BC -We have requested either Patty Licours, CMA (AAMA) or Monica Case, CMA (AAMA) to be our AAMA Representatives for the 2018 State Conference.

## Announcements

### Important Dates to Remember

Medical Assistant of the Year	Nominations by Chapters to President by January 1, 2018 and forwarded to Physician Advisors (3) by February 1, 2018 for judging.
Leon Levi Award	Nominations to President by February 1, 2018 for judging.
Golden Apple Award	Nominations to President by February 1, 2018.

### Important Meeting Dates to Remember

#### Meeting Dates

February 3, 2018  
April 20-22, 2018 (Annual Conference)

#### Med-A-Scoop Deadline

December 9, 2017  
February 23, 2018

## Adjournment

The meeting was adjourned at 4:15 p.m.

Jenifer D. Begley, CMA (AAMA)  
Recording Secretary



## **AGENDA**

ISMA Board of Directors  
February 3, 2018

Call to Order	Clara Poirot, CMA (AAMA) CN-BC, President
Invocation	Joyce Edds, CMA (AAMA), CPT (ASPT) Chaplain
Medical Assistant Creed	Jane Seelig, CMA-A (AAMA) Vice President
Introductions	Clara Poirot, CMA (AAMA) CN-BC President
Credentials Report	Dianne Wimsett, CMA (AAMA) Chairman
Secretary Report	Jeni Begley CMA (AAMA) Secretary
Treasurer Report	Rita Michel, CMA (AAMA) Treasurer
Presentation of Bills	
Correspondence	June Brown, RMA
Officer Report	President- Clara Poirot, CMA (AAMA)
Vice President-	Jane Seelig, CMA-A (AAMA)
	Secretary - Jeni Begley CMA (AAMA)
	Treasurer - Rita Michel, CMA (AAMA) Treasurer
	Med-A-Scoop- Pam Neu, CMA (AAMA)
Committee Reports	Budget & Finance - Rita Michel, CMA (AAMA)
	Bylaws & Standing Rules Karen Pershing, CMA(AAMA)
	Certification- Michelle Bray, CMA(AAMA)
	Continuing Education- Jane Seelig, CMA-A (AAMA)
	Council of Past Presidents- Joyce Edds, CMA (AAMA), CPT (ASPT)
	Historian- Marianne Hawker-Green, CMA (AAMA)
	Website Development, Pam Neu, CMA (AAMA)
	Membership- Joyce Edds, CMA (AAMA), CPT(ASPT)
	Nominating Committee – Jodie Cadreau, CMA (AAMA), LMR
	Procedure Manual- Karen Pershing, CMA(AAMA)
	Public Policy/Affairs Tammy Daily, CMA (AAMA)
	Eva Irwin Support Fund-Sandy Johnson, MS, CMA (AAMA) CPC
	Ways & Means- Sandy Johnson, MS, CMA (AAMA)
	2018 State Conference – Twelfth District
	2019 State Conference – First District
Chapter Reports	East Central District – Heidi Sisson, CMA(AAMA)
	First District – Tammy Daily, CMA(AAMA)
	St. Joseph District – Karen Pershing, CMA(AAMA)
	Southeast District – Diane Wimsett, CMA(AAMA)
	Twelfth District – Pam Neu, MBA, CMA(AAMA)
	West Central District – Jeni Begley, CMA(AAMA)
Unfinished Business	State Conference Guidelines - Joyce Edds, CMA (AAMA), CPT (ASPT)
New Business	2017 Bylaw Amendment change
	Physicians Conference –Tammy Daily
Announcements	Annual Conference - April 20-22, 2018
	M-A-S deadline is February 23, 2018
Adjournment	



## ISMA CODING CORNER

In the last edition, I reported on the Welcome to Medicare Initial Preventive Physical Exam (IPPE). This article will address the Annual Wellness Visit available for Medicare patients with Part B coverage.

The Annual Wellness Visit (AWV) provides annual personalized prevention plan services (PPPS) to Part B Medicare beneficiaries. The AWV is not a physical exam but provides a health risk assessment which includes the following:

- Establishing/reviewing the patient's medical and family histories, past medical and surgical histories, hospitalizations, injuries, and allergies. A review of medications, including supplements is performed.

- Screening the patient for depression, whether new or past experiences.

- Reviewing the patient's functional ability and level of safety based on activities of daily living, fall risk, home safety, and hearing impairment. This can be determined by direct observation or a screening questionnaire.

- Assessment of height, weight, body mass index, and blood pressure.

- Assessment for any cognitive impairment by direct observation or reports or concerns by family members or caretakers.

Once the risk assessment is performed, the physician can establish a written screening schedule for the patient based on health status and screening history, and age-appropriate preventive services covered by Medicare. Risk factors for mental health conditions, risk factors and treatment options related to these are recommended. Patients can be referred to such programs as fall prevention, nutrition, physical activity, tobacco-use cessation, and weight loss.

As part of the AWV, advance care planning can be discussed. This may include future care decisions, family members and others who may need to be included about care preferences, and explanation of advance directives which may involve the completion of standard forms.

As with the IPPE, medical codes for reimbursement by Medicare Part B are located in the Healthcare Common Procedural Coding System (HCPCS) manual. The codes for the AWV are:

- G0438 – Annual wellness visit, including a personalized prevention plan of service (PPS), initial visit

- G0439 - Annual wellness visit, including a personalized prevention plan of service (PPS), subsequent visit

(Reference: Centers for Medicare and Medicaid Services (CMS) – [www.cms.gov](http://www.cms.gov))

Sandra Johnson, MS, CPC, CMA (AAMA)  
[sanljohn@ius.edu](mailto:sanljohn@ius.edu)





## **EAST CENTRAL DISTRICT CHAPTER OF MEDICAL ASSISTANTS WINTER WORKSHOP – 8 CEU’S!!!**

**DATE: SATURDAY, January 20, 2018**

**LOCATION: BRIGHTWOOD COLLEGE, SOUTH CAMPUS - 4200 S. East St., Indianapolis, IN 46227**

**7:30am - 8:00am Registration, Health Recruiter Networking & Continental Breakfast**

**8:00am– 10:00am MOH’s Surgery and Surg Tech experience in OR and questions 2 CEUs**

**10:00am -12:00Pm Doula Prenatal & Wellness support and questions 2 CEUs**

**12:00am – 1:00pm Recruiter BRING RESUME (Lunch provided ) Raffle**

**1:00pm – 3:00pm Bleeding Disorders & How to know if it is Von Willebrands 2 CEUs**

**3:00pm- 5:00pm Pink Ribbon Connection Organization for Breast Cancer 2 CEUs**

**Student AAMA Members: FREE**

**Student Non-members: \$20**

**AAMA Members: \$25**

**Non-members: \$50**

**All Registration Fees include: continental breakfast, luncheon & all workshops!!**

**PLEASE!!REGISTRATION DEADLINE FOR ALL REGISTRATIONS TO BE RECEIVED:**

**JANUARY 15, 2017**

**(PLEASE ALLOW 4-5 DAYS FOR MAILING...)**

**PLEASE SUBMIT REGISTRATION FORM EVEN IF PAYING AT THE DOOR WITH CASH, CHECK, OR CREDIT CARD!!!**

**QUESTIONS? CALL JANE SEELIG@812-603-1886, Michelle Bray @317-652-2014 OR MARCHELLE BRAY@317-652-2013**

Please mail completed registration below with check payable to “East Central District Chapter” to:

Jane Seelig, CMA-A (AAMA)

2905 Two Worlds Drive

Columbus, IN 47201

-----  
**PLEASE PRINT REGISTRATION INFORMATION LEGIBLY!!**

NAME: \_\_\_\_\_

MEMBER # \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

\_\_\_STUDENT AAMA MEMBER \_\_\_STUDENT NON-MEMBER \_\_\_MEMBER-AAMA \_\_\_NON-MEMBER

CHECK # \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_



## EDUCATIONAL PROGRAM

**12:00 Noon**

**TO**

**2:00 PM**

**2 CEUs**

Must have your AAMA  
membership number to  
receive CEUs

Diana Harrington  
Clinical Mental Health  
Counseling Intern  
Certified Histotechnologist  
Compassion Fatigue  
The Negative Effects of  
Stress on Clinical Staff and  
Care Givers

## February 3, 2018 ISMA WORKSHOP

At

Ivy Tech Community College  
9301 E 59<sup>th</sup> St Room 346  
Indianapolis IN 46216

Registration for Workshop at  
11:45 am

**MEAL AT 11:00 AM**

Registration fee includes  
lunch & workshop  
\$15.00 members  
\$25 non-members  
No charge to students

***ISMA Board Meeting***  
***Registration: 2:45-3:00 pm***  
***Business Meeting: 3:00 pm***

For more information contact  
Jane Seelig, CMA-A (AAMA)  
[janeSeelig@att.net](mailto:janeSeelig@att.net)  
812 603 1886 (cell)  
Or  
812 376 0108 (home)

# Indiana Society of Medical Assistants, Inc.

## 62<sup>nd</sup> Annual Conference

**April 20 - 22, 2018**

### **Oakwood Resort**

702 East Lake View Road  
Syracuse, IN 46567  
574-457-7100

### **REGISTRATION FORM**

Deadline: 4/2/2018

*Please Check One:*

Members: \$160 \_\_\_\_\_

Students: \$75 \_\_\_\_\_

Nonmembers: \$200 \_\_\_\_\_

Saturday Workshops \$100  
(includes lunch only for  
one day session) \_\_\_\_\_



***Please call Oakwood Resort for room reservations, 574-457-7100.***

**Room Rate: \$99 Standard Q/Q or King; Suite: \$169**

***In order to obtain the special room rate, please mention the Indiana Society of Medical Assistants, Inc. Conference.***

***Full Registration includes all workshops and meal functions.***

***Please Print:***

Name & Credential: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email: \_\_\_\_\_ District: \_\_\_\_\_

Employer \_\_\_\_\_

First Time Attendee \_\_\_\_\_ Newly Certified \_\_\_\_\_ Newly Recertified \_\_\_\_\_ Member ID # \_\_\_\_\_

Present Office Held: Local \_\_\_\_\_ State \_\_\_\_\_ National \_\_\_\_\_

**Name of Guest(s):** \_\_\_\_\_

Guest Prices for Meal Functions: *(Please list number of guests attending function)*

\_\_\_\_\_ Friday Beach Picnic - \$20 \_\_\_\_\_ Saturday Breakfast Buffet - \$20 \_\_\_\_\_ Saturday Lunch - \$20  
\_\_\_\_\_ Saturday Dinner - \$35 \_\_\_\_\_ Sunday Continental Breakfast - \$15

### **Make Checks Payable to Twelfth District Conference Fund.**

Send completed registration by **April 2, 2018**, to: Rita Michel, CMA (AAMA), 6710 W – 600 N, Huntington, IN 46750. For questions, email: [rmichel@onlyinternet.net](mailto:rmichel@onlyinternet.net) or call cell (260) 358-7282.

Applying for 9 CEUs. *(Total CEUs may be subject to change.)*

If you have food allergies or need a special diet, please indicate here.

\_\_\_\_\_



## **EVA I. IRWIN, CMA (AAMA) MEDICAL ASSISTANT PROGRAM FUND**

The Eva I. Irwin, CMA (AAMA) Medical Assistant Program Fund is to reflect the honors of those that had the privilege of knowing Eva I. Irwin, CMA (AAMA) and what being a Certified Medical Assistant (CMA-AAMA), a Medical Assistant Educator, and an accreditation surveyor of medical assistant programs for the American Association of Medical Assistants (AAMA).

The ISMA will award up to \$500 to an AAMA-accredited medical assisting program to help fund a piece of equipment, software, supplies, etc. Consideration for this award is based on the following criteria:

- Submission of the Eva I. Irwin, CMA (AAMA) Medical Assistant Program Fund application by the program chair, director, coordinator, or full-time faculty member.
- Application must identify specific item for consideration of this award and indicate need related to the program. Please submit information related to item, such as vendor, price, etc.
- Application may be submitted by email or postal mail.
- Application must be submitted by March 15.
- Decision for the award will be considered by committee and announced by April 2. Presentation will be made at the ISMA Annual Conference, or as arranged with the school.

Application can be mailed to the committee chairman below:

Sandra Johnson, MS, CPC, CMA (AAMA)  
Eva I. Irwin Medical Assistant Program Fund  
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Electronic submissions may be submitted via email to [sanljohn@ius.edu](mailto:sanljohn@ius.edu)



**EVA I. IRWIN, CMA (AAMA)**  
**MEDICAL ASSISTANT PROGRAM FUND**  
**APPLICATION**

**School/College/University** \_\_\_\_\_

**Address** \_\_\_\_\_  
(Street) (City/State) (Zip Code)

**Indicate:** \_\_\_\_\_ **Program Director/Chair/Coordinator** \_\_\_\_\_ **Full time Faculty**

**Name/Title/Credentials** \_\_\_\_\_

**Contact Information: Phone (including area code)**

**(Work)** \_\_\_\_\_ **(Home)** \_\_\_\_\_

**(Cell)** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Describe need for program (or attach letter) Please give or attach any specifications in detail.**

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**Please note that this email below is being sent to state society presidents and presidents-elect on behalf of Virginia Thomas, CMA (AAMA), Chair of the Bylaws and Resolutions Committee.**

Kathy

**From:** Kathy Langley <[klangley@aama-ntl.org](mailto:klangley@aama-ntl.org)>

**Sent:** Friday, November 17, 2017 6:17 PM

**Subject:** MANDATORY UPDATES TO STATE BYLAWS

At the 2017 Annual Convention of AAMA in Cincinnati, Ohio, the House of Delegates passed amendments to areas of the AAMA Bylaws which must be adhered to by state societies (mandated). **Any changes required for compliance with the AAMA Bylaws do not require a vote of the state society, House of Delegates or assembly.** State society delegates to AAMA voted on behalf of their state society membership at the AAMA House of Delegates to establish these mandated bylaws.

**Following is the change that was made to the AAMA Bylaws:**

ARTICLE VI: MEMBERSHIP, Section 2, Qualifications

F. Student member

1. Shall be enrolled in a medical assisting program.
2. May choose a two-year student membership term or a one-year student membership term.
  - a. After a two-year student membership term, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - b. After a one-year student membership term, the member is eligible for a second year of student membership as long as the member renews during the member's one-year student membership term. After the second-year of student membership, the member is then eligible only for either associate membership or active membership (if the member meets the active membership requirements).
  - c. No member is eligible for more than a total of two consecutive years of student membership.

As is required by the AAMA Bylaws, these revisions must be returned to the AAMA within 30 days of notification (30 days from the date on this email). After making these changes, please send a copy of the revised state bylaws to me (preferably by email attachment or fax), with a copy to Kathy Langley at the Executive Office ([klangley@aama-ntl.org](mailto:klangley@aama-ntl.org)). (If you need to send them in hard copy via regular mail, please send them to Kathy Langley, and she will forward them to me.)

Once the revisions have been reviewed and found to be correct you will receive a letter of compliance.

Please forward this memo to your state bylaws chair. If you have questions, please feel free to contact me via e-mail at [TrusteeThomas@aama-ntl.org](mailto:TrusteeThomas@aama-ntl.org). Thank you.

*Virginia*

**Virginia Thomas, CMA (AAMA)**

Trustee, 2017-2019

**American Association of Medical Assistants®**

**Ph: 800/228-2262 | Fax: 312/899-1259 | [www.aama-ntl.org](http://www.aama-ntl.org)**

**CMA (AAMA)®: Sets the Bar for Excellence in Medical Assisting**

# Thoughts for 2018

\* She stood in the storm and when the wind did not blow her way-she adjusted her sails. Elizabeth Edwards

\* It's not the load that breaks you down-it is the way you carry it. Lena Horne

## 5 Lessons in Life from Dr. Seuss:

1. Today you are You, that is truer than true. There is no one alive who is Youer than you.
2. Why fit in when you were born to stand out?
3. You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose.
4. Be who you are and say what you feel, because those who mind don't matter and those who matter don't mind.
5. Today I shall behave, as if this is the day I will be remembered.

\* Surround yourself with the dreamers and the doers, the believers and the thinkers, but most of all, surround yourself with those who see greatness within you, even when you don't see it yourself.

\* Never worry about the numbers. Help one person at a time, and always start with the person nearest you. Mother Theresa

\* Before you act—Listen  
Before you react—Think  
Before you spend—Earn  
Before you criticize— Wait  
Before you quit— TRY Ernest Hemingway

\* Be a fountain, not a drain. – Rex Hudler



**Official Newsletter of the  
Indiana Society of  
Medical Assistants, Inc.**  
*An Affiliate of the American Association of  
Medical Assistants*

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Wolcottville, IN 46795

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***NOTICE– If you have a name or address change PLEASE  
Notify  
National AAMA at  
1-800-ACT-AAMA or [www.aama-ntl.org](http://www.aama-ntl.org)***

# **NOTICE:**

**We are meeting at :  
Ivy Tech Community College  
9301 E. 59th Street  
Indianapolis, IN 46216  
Room 346**

**Med-A-Scoop–Official Publication of the  
Indiana Society of Medical Assistants**

