

Indiana Society of Medical Assistants

Med-A-Scoop

January/
February
Issue
2016

Pearls of Wisdom

It is hard to believe that the year is almost over. I hope each and every one of you have had a wonderful Christmas and are enjoying a Happy New Year. We had another great workshop, as always, with many great questions for the speaker. We had more great food than we could eat for our Souper Saturday. I want to thank each of you who brought an item for the Silent Auction and all the good food.

Our next workshop is February 20, 2016. Our speaker will be **Cindy Hunter, Genetic Counselor at IU Health**. If you know someone who has not been to our workshop in a while or even someone new, please invite them to join us. Please-if there is bad weather during this meeting-reach out to a board member to make sure everything is still scheduled as planned. The last two years we've had to change our workshop in February due to bad weather.

We are still taking recipes for our cookbook, please if you have any, send them to me or Sandy. I plan to start this project in January and this is National Soup month. We could always use soup recipes! From the Souper Saturdays past-we have great cooks! I would like to have the cook book ready for our conference in April and I hope to see you in February.

Joyce Edds, CMA (AAMA) CPT (ASPT)
ISMA President

You can't go back and make a new start, but you can start right now and make a brand new ending. ~James R. Sherman



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Make Sure Your Recipe is

Included!

Our cookbook needs just a few more recipes from our members! Please send your favorites to:

Sandy Johnson, CMA (AAMA), MS, CPC

sanljohn@ius.edu

Please include your name and your local chapter/district. Also include the source of your recipe, if not an original.



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INDIANA SOCIETY OF MEDICAL ASSISTANTS
Board of Directors Meeting
Harrison College
Brookville Road, Indianapolis IN
Saturday, November 14, 2015

Call to Order: President Joyce Edds, CMA (AAMA), CPT (ASPT) called the meeting to order at 4:20 pm.

Invocation: Cate Gardner, CMA (AAMA) gave the invocation.

Medical Assistants Creed: Clara Poirot, CMA (AAMA) CN-BC led all in reciting of the Creed.

Credentials Report: There were 19 members registered for the meeting. Voting power was 12, 2/3 vote was 8, quorum and majority vote was 7.

Resignation: Paula Schubert, CMA (AAMA) CPT (ISPA) submitted a letter of resignation as ISMA Treasurer due to unforeseen family obligations.
Rita Michel, CMA (AAMA) accepted the appointment to complete Paula's term of office. The appointment was unanimously approved by the Board of Directors.

Introductions: President Edds introduced the elected, appointed officers, District Directors and guests.

Honored Member Recognition: Past Indiana Society Presidents, Medical Assistants of the Year, Leon Levi Award Recipients, Golden Apple Award Recipients, Life members and Honorary members were recognized.

Secretary Report: Jane Seelig, CMA-A (AAMA) indicated the minutes were published in the Med-A-Scoop. There were no corrections

Treasurer's Report: Rita Michel, CMA (AAMA) presented the treasurer's report.

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| Balance on Hand August 8, 2015 | \$50,316.64 |
| Income: | \$415.00 |
| Expenses: | \$4246.70 |
| Balance on Hand November 14, 2015 | \$46,484.94 |
| Certificate of Deposit CD 9561 | \$28109.56 |

Presentation of Bills: There were no non-budgeted bills to present.

Correspondence: Thank you letters from Ivy Tech Foundation Assistant Vice President of Development Kevin J Honigford Indianapolis, Ivy Tech Foundation Ayana Blair Executive Director Evansville, and Ivy Tech Community College Northeast Oliver Barie Executive Director Resource Development for \$250 donations from the Eva I Irwin CMA (AAMA) Educational Program Support Fund.
Letter of appreciation from the Wounded Warrior Project for the \$554.00 donation in honor of Earl Williams and Santa Bruce Johnson from Adam Silva Chief Development Officer.
Letter from Sue M. Hawes, CMA (AAMA) MBS, CMPE, RHIT, Chair of the Bylaws and Resolutions Committee advising that there were no new changes to the AAMA Bylaws for 2015-2016.
Thank you note from AAMA Past President Charlene Couch CMA (AAMA) for the hand towels, socks and gift card.

Officer Reports: **Pam Neu, CMA (AAMA) Med-A-Scoop Editor** –There were some mailed issues returned and over 30 individuals requested emailed copies. Committee Reports:

Bylaws: No report

Certification: No report

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| Continuing Ed: | Clara Poirot, CMA (AAMA) reported that there were 23 members present for the presentation by Gloria Kay, CPC, CPC-I, COBGC from the Indiana State Medical Association on Documentation Challenges. The February workshop will be Cindy Hunter regarding Genetic Counseling. |
| Website Development | Pam Neu, CMA (AAMA) There was a delay in posting the Med-A-Scoop to the website. |
| Membership | Jeni Begley, CMA (AAMA) reported our current membership is 1,465. |
| Procedure Manual | No report |
| ISMA Liaison | Tammy Daily, CMA (AAMA) The IN State Medical Association Convention booklet had our advertisement on page 34. Marilyn Carter is the contact for the convention in 2016. She will be contacted in February regarding our participation. |
| Eva I Irwin CMA (AAMA) | |
| Education Support Fund | Sandra Johnson, MS, CPC, CMA (AAMA) reported that the application will be in the next issue of the Med-A-Scoop. The application deadline is in March with the presentation in April at the conference. |
| Ways and Means: | Sandra Johnson, MS, CPC, CMA (AAMA) reported raffle proceeds were \$207.00 and the auction proceeds were \$495.00. |
| 2016 State Conference | Jane Seelig, CMA-A (AAMA) announced that the conference will be held April 22-24, 2016 at the Hilton Garden Inn in Edinburgh IN. The conference schedule, registration form and hotel reservation information was distributed. |
| 2017 State Conference | Jeni Begley, CMA (AAMA) reported that the conference will be held in Lafayette at the Holiday Inn City Centre April 21-23, 2017. The theme is "Make Your CMA Sizzle". The welcome party will be a movie and popcorn. |
| 2018 State Conference | Pam Neu, CMA (AAMA) they are working on site selection. |
| Chapter Reports | |
| East Central District | Michelle Bray CMA (AAMA) , Director reported the next workshop will be January 23, 2016. At the last meeting new officers were elected due to the resignation of Paula Schubert, CMA (AAMA) CPT (ISPA) as President. Marchelle Bray CMA (AAMA) is Vice President, Josephine Taylor, CMA (AAMA) is Secretary and Dawn Ortega CMA (AAMA) is Ways and Means Chair. The chapter has 385 members. |
| First District | Tammy Daily, CMA (AAMA) Director reported that at the September meeting Dr. Smith spoke on Fecal Incontinence. The October workshop was a Hospice Update. They held their Card/Game Party fundraiser with a profit of \$805.00. A \$500.00 donation was made to Albion Fellows Bacon Center. They will have a catered dinner and Ornament exchange in December. The January meeting will have a speaker on Suicide update. They have 176 members. |
| St. Joseph District | Karen Pershing CMA (AAMA) Director reported that the September speaker was Dawn Thackston, MS, RN, CNN Group Manager on Seasonal Affective Disorder. October speaker was Dr. Liz Hay on ADD/ADHD, November speaker was Dawn Thackston, MS, RN, CNN Group Manager on Transcranial Magnetic Stimulation and they hosted a Fall Workshop with 5 CEUs. |
| Southeast District | Dianne Wimsett, CMA (AAMA) Director reported a Christmas Project is planned with a donation to provide dinners to homeless in the area through Colgate Cares. They have 145 members. Wishes for a happy holiday season were extended to all. |
| Twelfth District | Pam Neu, CMA (AAMA) Director reported that the November workshop topic was "Updates in the Laboratory" with a very exciting speaker. The December topic is "Holiday Eating". |
| West Central District | Jenifer Begley CMA (AAMA) Director reported that they met in October with a workshop on Medicare billing. They have 202 members. |
| Unfinished Business | |
| 2015 Conference | Karen Pershing CMA (AAMA) Director reported that the 2015 ISMA Conference had 57 total attendees; 43 full registrations, 8 students, 5 Saturday only registrations and 2 spouses. A check for \$1964.93 was presented to ISMA as their half of the proceeds. |

National Reports

Paula Schubert, CMA (AAMA), CPT (IAPS) reported her excitement of being on the team that came in second in the Knowledge Bowl, how impressed she was with the Conference, speakers and House of Delegates. **Jeni Begley, CMA (AAMA)** reported on the workshops attended, committee meetings attended as a member of the Credentials Committee and experiences riding the Portland transit system. **Pam Neu, CMA (AAMA), Tammy Daily, CMA (AAMA) and Clara Poirot, CMA (AAMA), CN-BC** reported travel difficulties. They were impressed with the topics and speakers. **Bruce Johnson, Honorary Member** reported on the points of interest in the area.

New Business

Life Membership **Motion**

Pam Neu CMA (AAMA) moved that full dues be paid by the state society for Life Members from 2015 forward. The motion was approved unanimously.

Announcements:

The deadline for nominees for Medical Assistant of the Year, Leon Levi, and Golden Apple awards is January 1, 2016.
The next meeting is February 20, 2016
The Med-A-Scoop deadline is December 27, 2015.

Adjourn:

The meeting adjourned at 5:38 pm

Jane B. Seelig, CMA-A (AAMA)
Recording Secretary

DATES TO REMEMBER
2015-2016 ISMA STATE BOARD MEETINGS AND WORKSHOPS

ALL State Board Meetings will be held at
Harrison College
Main Medical Campus
8150 Brookville Rd., Indianapolis, IN 46239

Meeting Dates

Feb 20, 2016
April 22-24, 2016

Med-A-Scoop Deadline

December 27, 2015
March 1, 2016

Agenda
ISMA Board of Directors
February 20, 2016

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|-------------------------|--|
| Call to Order | Joyce Edds, CMA (AAMA), CPT (ASPT) President |
| Invocation | Cate Gardner, CMA (AAMA), Chaplain |
| Medical Assistant Creed | Clara Poirot, CMA (AAMA), CN-BC, Vice President |
| Credentials Report | Marianne Hawker, CMA (AAMA), Chairman |
| Introductions | Joyce Edds, CMA (AAMA), President |
| Secretary Report | Jane Seelig CMA-A (AAMA), Secretary |
| Treasurer Report | Rita Michel, CMA (AAMA), Treasurer |
| Presentation of Bills | |
| Correspondence | Sandra Johnson, MS, CMA (AAMA), CPC |
| Officer Report | President-Joyce Edds, CMA (AAMA) CPT, (ASPT) President Vice President-Clara Poirot, CMA (AAMA) Secretary-Jane Seelig, CMA-A (AAMA), Secretary Treasurer-Rita Michel, CMA (AAMA) Med-A-Scoop-Pam Neu, CMA (AAMA) |
| Committee Reports | Budget & Finance- Rita Michel, CMA (AAMA), Bylaws & Standing Rules-Rita Michel, CMA (AAMA) Certification-Sandy Johnson, MS, CMA (AAMA), CPC Continuing Education-Clara Poirot, CMA (AAMA) Council of Past Presidents-Jeni Begley, CMA (AAMA) Historian-Dianne Wimsett, CMA (AAMA) Website Development-Pam Neu, CMA (AAMA) Membership-Jeni Begley, CMA (AAMA) Procedure Manual-Jane Seelig, CMA-A (AAMA) ISMA Liaison-Tammy Daily, CMA (AAMA) Public Policy/Affairs-Tammy Daily, CMA (AAMA) Scholarship-Sandy Johnson, MS, CMA (AAMA), CPC Ways & Means-Sandy Johnson, MS, CMA (AAMA), CPC 2016 State Conference-Jane Seelig, CMA-A (AAMA) 2017 State Conference-Jeni Begley, CMA (AAMA) 2018 State Conference-Twelfth District, Pam Neu |
| Chapter Reports | East Central District-Michelle Bray, CMA (AAMA) First District-Tammy Daily, CMA (AAMA) St. Joseph District-Karen Pershing, CMA (AAMA) Southeast District-Dianne Wimsett, CMA (AAMA) Twelfth District- Pam Neu, CMA (AAMA) West Central District-Jeni Begley, CMA (AAMA) |
| Unfinished Business | |
| New Business | Proposed budget for 2016-Rita Michel, CMA (AAMA) Report from Nominating committee |
| Announcements | Next meeting is our Annual Conference April 22-24, 2016 I will need the reports from officers and committee reports by April 1, 2016 |



**INDIANA SOCIETY OF MEDICAL ASSISTANTS
ISMA BOARD MEETING AND WORKSHOP
Saturday, February 20, 2016**



1-3p.m.

**Harrison College-Medical Campus
8150 Brookville Rd.
Indianapolis, IN**

**Cindy Hunter
Genetic Counselor at IU Health
(Two CEU's)**

**You must have you Membership ID number for CEU credits
We can no longer use SSN's**

**Cost includes Lunch & Workshop
\$15.00 Members
\$20.00 Nonmembers
\$10.00 Students**

**Registration for Workshop 11:30 a.m.
Must be registered for workshop by Lunch 12:00 p.m.
Workshop 1-3 p.m.**

**ISMA Board Meeting immediately following:
Executive Committee Meeting – 3:30 - 4:00 p.m.
Registration for Business Meeting 3:45 - 4:00 p.m.
Business Meeting – 4:00 p.m.**

**Question? Contact Clara Poirot, CMA (AAMA)
(812) 455-6697 or (812) 853-7881**

ISMA CODING CORNER



We all know now the world did not end on October 1, 2015, with the implementation of ICD-10-CM. As CMAs, we take a deep breath, jump in, and master a new skill, as we have done with ICD-10-CM.

One thing that has not changed is the sequencing of diagnostic codes. In outpatient/physician billing, the **first-listed diagnosis** is the main reason for the patient encounter, taking the majority of resources for the visit. It is also listed first for the visit to inform the insurance company of the primary reason for the patient to seek treatment for that visit. This may be a sign, symptom, or a diagnosed disease or condition.

Sign – Visible evidence that the physician can determine objectively (overactive bowel sounds, laceration to the skin)

Symptom – A subjective, descriptive term, usually in the patient's own words (pain, lethargy)

Signs and symptoms are coded until a definitive diagnosis is made. If symptoms are presented leading to a diagnosis, then only the diagnosis is coded. For example, chest congestion, fever, cough may be symptoms related to a diagnosis of bronchial pneumonia (J18.0).

ICD-10-CM has many codes for pneumonia based on descriptive types. Examples given are just a few of these:

Aspiration pneumonia in a newborn – P24.81

Pneumonia due to inhalation of fumes, vapors, chemicals – J68.0

Staphylococcus pneumonia (MRSA) – J15.212

Influenza with pneumonia – J11.00

Acute pneumonia – J18.9

It is important to code symptoms until a diagnosis is determined. For example, symptoms of increased thirst with urination, tiredness, sores that do not heal, can be related to diabetes. Until testing is performed and results evaluated by the physician, symptoms should be coded until the documentation is entered into the medical record as a disease process.

Sandra Johnson, MS, CPC, CMA (AAMA)



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 a 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 e-mail or postal mail.
- Application must be received by March 1.
- Decision for the award will be considered by committee and announced by April 1. Presentation can be made at the ISMA Annual Conference, or as arranged with the school.

Application can be mailed to this committee chairman below:

Sandra Johnson, MS, CPC, CMA (AAMA)
Eva I. Irwin Medical Assistant Program Fund
5713 Bethany Rd.
Charlestown, IN 47111

Electronic submissions can be e-mailed to sanljohn@ius.edu



INDIANA

Society of
Medical Assistants



AN AFFILIATE OF THE
AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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

School/College/University _____

Address _____

(Street)

(City/State)

(Zip Code)

Indicate: _____ Program Director/Chair/Coordinator _____ Fulltime 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 any specifications in detail.

(Must be received by March 1)

St. Joseph District Spring Workshop

Saturday – March 5, 2016

Elkhart General Hospital – Auditorium B (West Wing 1st Floor)
600 East Blvd – Elkhart, IN 46514

Members \$35.00

Students \$25.00

Non-members \$40.00

6 CEU's

Light Breakfast and Lunch provided

Registration: 7:30 to 8:20 a.m. Light Breakfast

Workshop #1: 8:30 – 9:30 a.m. - TBA

Workshop #2: 9:40 – 10:40 a.m. - TBA

Workshop #3: 10:50 – 11:50 a.m. - TBA

Lunch: 12:00 – 12:45 Provided

Workshop #4: 12:50 – 1:50 p.m. - TBA

Workshop #5: 2:00 – 3:00 p.m. - TBA

Workshop #6: 3:10 – 4:10 p.m. - TBA

Name: _____

Address: _____

Phone Number: (_____) _____

Chapter: _____

Please mail registration and check made out to: **St. Joseph District**

Brandi Gaumer, CMA (AAMA)

P.O. Box 18

North Liberty, Indiana 46554

Deadline for registration is February 26, 2016

Questions email: Klpershing@aol.com with subject marked CMA (AAMA) Workshop

Or call Brandi Gaumer, CMA (AAMA) at 574-315-9110 or

Karen Pershing, CMA (AAMA) at 574-217-5948

If you send email to Karen I will update you with topics once they are confirmed.

**Official Newsletter of the
Indiana Society of
Medical Assistants, Inc.**

*An Affiliate of the American Association of
Medical Assistants*

Pam Neu, CMA (AAMA), Editor
4805 E 640 S
Wolcottville, IN 46795

Return Address Requested



**NOTICE– If you have a name or address change PLEASE Notify
National AAMA at
1-800-ACT-AAMA or www.aama-ntl.org**

Directions to Harrison College-Medical Campus
8150 Brookville Road
Indianapolis, IN 46239

From the North

Take I-465 East (turns into I-465 South) to the Brookville Road (Hwy 52) Exit 47. Turn right (East) onto Brookville Road. Go through one stoplight. Turn left at the second light and right onto the road behind the gas station. This leads into the school parking lot. Enter the building at the door on the far right.

From the West

Take I-465 South (turns into I-465 East) to the Brookville Road (Hwy 52) Exit 47. Turn right (East) onto Brookville Road. Go through one stoplight. Turn left at the second light and right onto the road behind the gas station. This leads into the school parking lot. Enter the building at the door on the far right.

From the East

Take I-465 South to the Brookville Road (Hwy 52) Exit 47. Turn right (East) onto Brookville Road. Go through one stoplight. Turn left at the second light and right onto the road behind the gas station. This leads into the school parking lot. Enter the building at the door on the far right.

From the South

Take I-465 East to the Brookville Road (Hwy 52) Exit 47. Turn right (East) onto Brookville Road. Go through one stoplight. Turn left at the second light and right onto the road behind the gas station. This leads into the school parking lot. Enter the building at the door on the far right.