

# Med-A-Scoop

Dear Members:

I hope you have had a wonderful holiday season. It is a great time to get together with family and friends and celebrate what is truly important in our lives.

We had a great time at our November meeting with our Souper Saturday and silent auction. Thanks to all who participated. Jane did a great job arranging an educational presentation on using Microsoft Word and Excel. It was very informative and gave us details on the finer points of the software.

I want to encourage ALL of our membership that these workshops and meetings are **not** just for the executive board but for everyone. It is a great support network and allows us to exchange ideas with others. It is also a great way to get much needed CEUs.

Jane has arranged to have Dr. Michael Murphy speak at our February meeting, he will discuss Mohs surgery.

Our next meeting will be on Saturday, February 11, 2017, at Harrison College, Main Medical Campus at 8150 Brookville Rd., Indianapolis, Indiana. **Everyone is invited to join us.**

Also mark your calendar and make plans to join us for the State Conference in West Lafayette on April 21-23, 2017.

I look forward to seeing you at our February meeting.

Clara Poirot, CMA (AAMA) CN-BC  
ISMA President



**CMA's The Great Transformers**

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### **2017 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** **Med-A-Scoop Deadline**  
**April 21-23, 2017** **March 3, 2017**

Please mail or email all district news for  
publication directly to:

Pam Neu, CMA (AAMA)  
4805 East 640 South  
Wolcottville, IN 46795  
Email: [msneu@yahoo.com](mailto:msneu@yahoo.com)

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

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

## ISMA Physician Advisors 2016-17

### Scott Guenther, M.D.

The Dermatology Center of Indiana  
Plainfield, IN  
1 year

### Jeff Stidam, M.D.

Jewish Hospital  
Louisville, KY  
2 years

### Kristi Peck, M.D.

Evansville Surgical Associates  
Evansville, IN  
3 years

## 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  
2015 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

Michelle Bray, CMA (AAMA)  
10730 Cobblestone Drive  
Indianapolis, IN 46234-9797  
Home: 317.271.8218  
E-mail: michellebray69@yahoo.com

### First District

Tammy Daily, CMA (AAMA)  
701 Meyer Ave  
Evansville, IN 47710  
Phone: 812.424.5730  
Cell: 812.549.5036  
E-mail: onceadaily2@wowway.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  
klpershing@aol.com

### Twelfth District

Kimberly Leyman, CMA (AAMA)  
3126 Kenaston Dr.  
Fort Wayne, IN 46815  
Cell: 260.580.4231  
leyman13@gmail.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  
Harrison College-Medical Campus  
Indianapolis, IN  
November 5, 2016**

- Call to Order** President Clara Poirot, CMA (AAMA), CN-BC, called the meeting to order at 4:00 p.m.
- Invocation** Chaplain Joyce Edds, CMA (AAMA), CPT (ASPT), gave the invocation.
- Medical Assistants Creed** Immediate Past President Joyce Edds, CMA (AAMA), CPT (ASPT), led the reciting of the creed.
- Introductions** 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.
- Credentials Report** Dianne Wimsett, CMA (AAMA) gave the Credentials Report. There were 18 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.
- Secretary's Report** Recording Secretary Jeni Begley, CMA (AAMA) advised those assembled that the minutes of the August 27, 2016 meeting were published in the Med-A-Scoop. There were no additions or corrections.
- Treasurer's Report** Rita Michel, CMA (AAMA)
- |                        |             |
|------------------------|-------------|
| Beginning balance      | \$53,001.91 |
| Income                 | \$ 455.00   |
| Expenses               | \$ 6,712.12 |
| Ending balance         | \$46,744.79 |
| Certificate of Deposit | \$29,911.46 |
| Eva I. Irwin CMA Fund  | \$ 4,179.19 |
| Student Support Fund   | \$ 1,407.00 |
- Presentation of Bills** None
- Correspondence** Corresponding Secretary June Brown, RMA, read the correspondence. We received a thank you note from the Indiana State Medical Association for our sponsorship and advertising support.
- Officer Reports** President- Clara Poirot, CMA (AAMA), CN-BC-No report  
 Vice President-Jane Seelig, CMA-A (AAMA)-No report  
 Secretary-Jeni Begley, CMA (AAMA)-No report  
 Treasurer-Rita Michel, CMA (AAMA)-No report  
 Med-A-Scoop-Pam Neu, CMA (AAMA) MBA - 1,600 copies were sent out, was not sent out via email.  
 Past President- Joyce Edds, CMA (AAMA), CPT (ASPT)-No report
- Committee Reports** **Budget & Finance**-Rita Michel, CMA (AAMA)-No report, will not be at next meeting  
**Bylaws & Standing Rules**-Karen Pershing, CMA (AAMA)-Presented proposed Bylaw amendment 16-14 Article X, which was presented, voted on, and passed at the 2016 AAMA National House of Delegates.  
**Certification**-Michelle Bray, CMA (AAMA)-No report  
**Continuing Education**-Jane Seelig, CMA-A (AAMA)-There were 17 present for today's workshop. Jane asked that chapters submit info on local network candidates for job opportunities for June meeting as she wants to have a job fair and wants input from chapters.  
**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) The physician's conference was promising for CMAs. Clara, Jane, and Tammy went the weekend after National, there were over 8,000 physicians there. There is a possibility of a resolution next year defining Medical Assistant credentials and education.

**Membership-** Joyce Edds, CMA (AAMA), CPT (ASPT) - We have 1,520 members.

**Nominating Committee-**Jodi Cadreau, CMA (AAMA), LMR-Working on it.

**Procedure Manual-**Karen Pershing, CMA (AAMA)-Working on it.

**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 \$295, Auction \$420, Total \$715. St. Joseph Chapter donated the basket for the raffle. It was decided that the chapters would start rotating who donated the raffle basket for each meeting. First District will donate the basket for the February meeting.

**Website Development-**Pam Neu, MBA, CMA (AAMA)-No report.

**2017 State Conference-**Jeni Begley, CMA (AAMA)-The cost is: Members \$150, Non-Members \$175, Students \$75. The phone number to make reservations is 765-423-1000, rooms are \$130 per night.

**2018 State Conference-**Rita Michel, CMA (AAMA)-The hotel has been contracted.

## Chapter Reports

**East Central District-**Heidi Sisson, CMA (AAMA) Alternate Director reported their fall workshop was successful. Their next workshop will be January 21, 2017. They have 397 members.

**First District-**Tammy Daily, CMA (AAMA) Director reported they began having monthly meetings in September; their next meeting is November 8, 2016. The December meeting will be a Christmas party, in January they will have a speaker. They have 185 members.

**St. Joseph District-**Karen Pershing, CMA (AAMA) Director reported they had meetings on September 7, and October 8. Their next meeting is February 1, 2017 and are may have a spring workshop in March 2017. They have 250 members.

**Southeast District-**Dianne Wimsett, CMA (AAMA) Director reported they have not met since August 2016. A few of their members attended the AAMA National Conference in September. They are busy getting ready for the holidays and will be having their annual Christmas get together. They have 131 members.

**Twelfth District-**Kimberly Leyman, CMA (AAMA)-No report

**West Central District-**Jeni Begley, CMA (AAMA)-Director reported they have been meeting monthly to plan the 2017 state conference and plans are going well. The next meeting is November 14, 2016 at Holiday Inn. They had a workshop on October 29, and will be having a Christmas party on December 10. They have 193 members.

## Unfinished Business

**Indiana State Physician's Conference-**Tammy Daily, CMA (AAMA)-See ISMA Liaison report above.

**Guidelines for State Conference-** Joyce Edds, CMA (AAMA), CPT (ASPT)-Working on it.

**National Conference Reston, VA 2016-** Clara Poirot, CMA (AAMA), CN-BC-There were 624 registered for conference. She attended several interesting workshops. Karen Pershing, CMA (AAMA) expressed gratitude for being alternate delegate and being able to attend the workshops and House of Delegates. Pam Neu, MBA, CMA (AAMA) went to workshops for educators. Tammy Daily, CMA (AAMA) expressed gratitude for being a delegate. She enjoyed the workshops and felt the hotel and surrounding area were very nice. Joyce Edds, CMA (AAMA), CPT (ASPT) enjoyed the clinical workshops. She regretted missing some of the workshops due to her delegate duties. Tammy Daily, CMA (AAMA) and Pam Neu, MBA, CMA (AAMA) were on the winning Knowledge Bowl team.

## New Business

**AAMA Speaker Rep for 2017 State Conference-** Clara Poirot, CMA (AAMA), CN-BC-Sent notification to Kathy Langley for Vice President Lisa Lee to choose a speaker for us.

## Announcements

### Important Dates to Remember

**Medical Assistant of the Year Nominations** by Chapters to President by January 1, 2017 and forwarded to Physician Advisors (3) by February 1, 2017 for judging.

**Leon Levi Award** Nominations to President by February 1, 2017 for judging.

**Golden Apple Award** Nominations to President by February 1, 2017.

**Nominating Slate (Officers)** Slate of Officers to be presented at February 2017 State Board Meeting

## Important Meeting Dates to Remember

### Meeting Dates

February 11, 2017

April 21-23, 2017 (Annual Conference)

### Med-A-Scoop Deadline

December 21, 2016

March 3, 2017

## Adjournment

The meeting was adjourned at 5:01 p.m.

Jenifer D. Begley, CMA (AAMA)

Recording Secretary

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## December 2016 ISMA LIAISON REPORT

### **REMINDER:** Indiana Medicaid transitioning to new information system

On December 5, Indiana Medicaid transitions its long-time processing system, IndianaAIM, to the new CoreMMIS system, expected to provide greater accuracy and efficiency in processing claims for services. The new system will also deliver a new provider interface called the Provider Healthcare Portal to replace Web interchange. The portal will be your most effective tool for conducting IHCP-related business.

If your physicians are Medicaid providers, you must register for the new system at

[www.ismanet.org/go/IM120516](http://www.ismanet.org/go/IM120516)

If you have difficulty or concerns, you can communicate through a special mailbox at

[coremmis.golive@hpe.com](mailto:coremmis.golive@hpe.com)

### **AMERICA'S HEALTH RANKINGS REPORT:**

Indiana is ranked 41<sup>st</sup> in the nation for the overall health of its citizens. It is below average in 25 of 34 measures and ranks among the worst in the nation in the following categories:

35<sup>th</sup> worst in drug deaths.

36<sup>th</sup> worst in infant mortality

44<sup>th</sup> worst in percentage of smokers

44<sup>th</sup> worst in obesity

48<sup>th</sup> worst in public health funding

Improving our state's collective health cannot be done overnight, said ISMA Executive Vice President Julie Reed. It will take a concerted and collaborative effort. ISMA is here to help. She believes that ISMA has the knowledge and motivation to create real change and the key to success is our collective dedication and combined focus.

When the next Report comes out, hopefully rankings will see improvements.

***Tammy Daily, CMA (AAMA) ISMA Liaison***

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“The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have it make some difference that you have lived and lived well.”

— [Ralph Waldo Emerson](#)

“You were put on this earth to achieve your greatest self, to live out your purpose, and to do it courageously.”

— [Steve Maraboli, Life, the Truth, and Being Free](#)

**AGENDA**  
ISMA Board of Directors  
February 11, 2017

Call to Order	Clara Poirot, CMA (AAMA) CN-BC, President
Invocation	Joyce Edds, CMA (AAMA), CPT (ASPT) Chaplain
Medical Assistant Creed	Joyce Edds, CMA (AAMA), CPT (ASPT)
Credentials Report	Joyce Edds, CMA (AAMA), CPT (ASPT)
Introductions	Clara Poirot, CMA (AAMA) CN-BC President
Secretary Report	Jeni Begley CMA (AAMA) Secretary
Treasurer Report	
Presentation of Bills	
Correspondence	June Brown, RMA
Officer Report	President- Clara Poirot, CMA (AAMA), CN-BC
Vice President-	Jane Seelig, CMA-A (AAMA)
	Secretary - Jeni Begley CMA (AAMA)
	Treasurer -
	Med-A-Scoop- Pam Neu, CMA (AAMA), MBA
Committee Reports	Budget & Finance -
	Bylaws & Standing Rules Karen Pershing, CMA(AAMA)
	Certification-Sandy Johnson MS, CMA (AAMA) CPC
	Continuing Education– Tammy Daily, CMA (AAMA)
	Council of Past Presidents- Joyce Edds, CMA (AAMA),CPT(ASPT)
	Historian- Marianne Hawker-Green, CMA (AAMA)
	Website Development, Pam Neu, CMA (AAMA), MBA
	Membership- Joyce Edds, CMA (AAMA), CPT(ASPT)
	Procedure Manual-
	ISMA Liaison-Tammy Daily, 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)
	2017 State Conference – Jeni Begley, CMA (AAMA)
	2018 State Conference –
	2019 State Conference -
Chapter Reports	East Central District – Michelle Bray, CMA(AAMA)
	First District – Tammy Daily, CMA(AAMA)
	St. Joseph District – Karen Pershing, CMA(AAMA)
	Southeast District – Diane Wimsett, CMA(AAMA)
	Twelfth District – Kimberly Leyman, CMA(AAMA)
	West Central District – Jeni Begley, CMA(AAMA)
Unfinished Business	State Conference Guidelines - Joyce Edds, CMA (AAMA),CPT(ASPT)
New Business	Delegate reports from National conference
Announcements	<b>Leon Levi Award</b> Nominations to President by February 1, 2017 <b>Golden Apple Award</b> Nominations to President by Feb. 1, 2017. Next meeting February 11, 2017 M-A-S deadline is MARCH 3, 2017-No Exceptions!
Adjournment	

## ISMA CODING CORNER



### TELEMEDICINE

All of us in health care are familiar with the term “telemedicine” and the recent hype surrounding this delivery of health care services. eHealth is another related term that includes telehealth, electronic medical records, and other health information technology.

Telemedicine is the use of telecommunication and information technology to provide clinical health care services from a distance via phone, email, webcam. Typically this method of providing health care services has been limited to remote areas lacking local immediate medical facilities. A good example is Doctors Without Borders who relay questions via technology about difficult cases in Niger, South Sudan, and other locations around the world. In isolated locations in the United States, Virtual Care Centers (“hospitals without beds”) provide remote support for intensive-care units, emergency rooms, and other programs in smaller hospitals that may not have a physician onsite 24/7.

Are we sacrificing quality for convenience? Typically, services rendered are non-emergency, such as colds, flu, ear-aches, and skin rashes. However, health care providers can’t listen to your heart, culture your throat, or feel your swollen glands, leading to misdiagnosis. The AMA has approved new ethical guidelines to recognize the limitations of such services and ensure that physicians have sufficient information to make clinical assessments and evaluations.

So, what does this new trend of health care delivery have to do with medical coding? The 2017 publication of CPT now has indicators of encounters and services that may be provided via telemedicine, including office visits, consultations (office and inpatient), nursing facility care, and counseling services. These evaluation and management codes are recognized in CPT by a star.

Many employers and health care plans are allowing coverage of virtual visits. Insurers are not on board for reimbursement of phone, email, or video visits, and still prefer the physician physically see the patient. Many large healthcare providers are offering eHealth services at a nominal fee, usually less than a physical office visit, but do not file with insurance companies.

The Wall Street Journal reports a Harris poll in May 2016 of 2,033 adults indicated the following statistics:

#### Concerns

Insurance coverage 43%  
Security of date 37%  
Losing personal relationship 35%  
Internet connection issue 34%

#### Benefits

Convenience 59%  
Potential cost savings 40%  
Ease of prescription refills 35%  
More frequent communication 26%

Sandra Johnson, MS, CPC, CMA (AAMA)

[sanljohn@ius.eud](mailto:sanljohn@ius.eud)





## EDUCATIONAL PROGRAM

1:00 PM

TO

3:00 PM

2 CEUs

Must have your AAMA membership number to receive CEUs

**MOHS SURGERY**

Presented by

**Michael Murphy MD**

The Indiana Skin Cancer Center PC  
701 E County Line Rd Ste 208  
Indianapolis IN 46143

# FEBRUARY 11, 2017 ISMA WORKSHOP

At

HARRISON COLLEGE

8150 Brookville Rd

Indianapolis IN 46239

Registration for Workshop at  
11:30 am

MEAL AT 12:00 NOON

Registration fee includes lunch  
& workshop

\$15.00 members

\$25 non-members

\$5.00 students

**ISMA Board Meeting**

**Registration: 3:45-4:00 pm**

**Business Meeting: 4:00 pm**

For more information contact  
Jane Seelig, CMA-A (AAMA)

[janeseelig@att.net](mailto:jane.seelig@att.net)

812 603 1886 (cell)

Or

812 376 0108 (home)



# ISMA 61<sup>st</sup> Annual Conference

April 21-23, 2017

*Holiday Inn-Downtown*

515 South St. Lafayette, IN 47901  
(765) 423-1000

## “Make Your CMA Sizzle”

Please circle

<b>Member</b>	<b>\$150.00</b>
<b>Non Member</b>	<b>\$175.00</b>
<b>Student</b>	<b>\$75.00</b>
<b>Saturday only \$90.00 (banquet not included)</b>	

Name and Credential: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Chapter: \_\_\_\_\_

Membership ID#: \_\_\_\_\_

**Please send completed registration to:**

**Jackie Vukobratovich  
5659 N Bluegrass Circle  
Lafayette, IN 47905  
765-491-3228**

First Time Attendee: \_\_\_\_\_ Newly Certified \_\_\_\_\_ Recertified \_\_\_\_\_

Chapter Officer Held \_\_\_\_\_

Make checks payable to **West Central District**-Credit Cards are not accepted

**Guests are \$75 extra for food**

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

# ISMA 61<sup>st</sup> Annual Conference Schedule

Holiday Inn-Downtown  
515 South St. Lafayette, IN 47901

## Friday April 21

5 p.m. Registration Open  
6 p.m. Pre-board Meeting  
7 p.m.– 10 p.m. Welcome Party Movie and Popcorn **2 CEU**

## Saturday April 22

7:00 -8:00 a.m. Breakfast  
8:30-10:30 a.m. Seminar **2 CEU**  
10:30-10:45 a.m. Break  
10:45-12:00 p.m. Annual Business Meeting  
12:15-1:15p.m. Lunch **1 CEU**  
1:30-3:30p.m. Seminar **2 CEU**  
3:30-3:45p.m. Break  
3:45-4:45p.m. Seminar **1 CEU**  
7:00-? Banquet and Installation  
President’s Reception to Follow



## Sunday April 23

7:00-8 a.m. Breakfast workshop **1 CEU**  
9:00-11:00a.m. Workshop **2 CEU**  
11:00-12:00 p.m. Post Conference Board Meeting



## “Make Your CMA Sizzle”





**St Joseph District Spring Workshop  
March 18, 2017  
Elkhart General Hospital – Auditorium B  
Elkhart, Indiana**

**Members: \$35.00**

**Non Members: \$40.00  
6 CEU's**

**Students: \$25.00**

- 7:45 – 8:25 a.m. Registration and Breakfast (included)
- 8:30 – 9:30 a.m. TBA
- 9:40 – 10:40 a.m. TBA
- 10:50 – 11:50 a.m. TBA
- 12:00 – 12:45 p.m. Lunch (included)
- 1:00 – 2:00 p.m. TBA
- 2:10 – 3:10 p.m. TBA
- 3:20 – 4:20 p.m. TBA

**Mail registration to: Marjorie Mikesell, CMA (AAMA)  
2847 Jamestown Court S  
Mishawaka, Indiana 46545**

**Checks made out to: St. Joseph District**

---

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

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**EMAIL ADDRESS/PHONE NUMBER:** \_\_\_\_\_

**CHAPTER:** \_\_\_\_\_

**Send all questions/comments to: Karen Pershing, CMA(AAMA) at [klpershing@aol.com](mailto:klpershing@aol.com) or call Marjorie Mikesell CMA(AAMA) at (574) 259-6075**

# Be Prepared to Stay Safe and Healthy in Winter

**Winter storms and cold temperatures can be hazardous. Stay safe and healthy by planning ahead. Prepare your home and cars. Prepare for power outages and outdoor activity. Check on older adults.** Although winter comes as no surprise, many of us are not ready for its arrival. If you are prepared for the hazards of winter, you will be more likely to stay safe and healthy when temperatures start to fall.

## Take These Steps for Your Home

Many people prefer to remain indoors in the winter, but staying inside is no guarantee of safety. Take these steps to keep your home safe and warm during the winter months.

Winterize your home.

- Install weather stripping, insulation, and storm windows.

- Insulate water lines that run along exterior walls.

- Clean out gutters and repair roof leaks.

Check your heating systems.

- Have your heating system serviced professionally to make sure that it is clean, working properly, and ventilated to the outside.

- Inspect and clean fireplaces and chimneys.

- Install a smoke detector. Test batteries monthly and replace them twice a year.

- Have a safe alternate heating source and alternate fuels available.

- Prevent carbon monoxide (CO) emergencies.

  - Install a CO detector to alert you of the presence of the deadly, odorless, colorless gas. Check batteries when you change your clocks in the fall and spring.

  - Learn symptoms of CO poisoning: headache, dizziness, weakness, upset stomach, vomiting, chest pain, and confusion.

Wear appropriate outdoor clothing: layers of light, warm clothing; mittens; hats; scarves; and water-proof boots.

Work slowly when doing outside chores.

When planning to travel, be aware of current and forecast weather conditions.

Be ready to check on family and neighbors who are especially at risk from cold weather hazards.

## Don't Forget to Prepare Your Car

Get your car ready for cold weather use before winter arrives.

- Service the radiator and maintain antifreeze level; check tire tread or, if necessary, replace tires with all-weather or snow tires.

- Keep gas tank full to avoid ice in the tank and fuel lines.

- Use a wintertime formula in your windshield washer.

- Prepare a winter emergency kit to keep in your car in case you become stranded. The kit should include:

  - cell phone, portable charger, and extra batteries;

  - blankets;

  - food and water;

  - booster cables, flares, tire pump, and a bag of sand or cat litter (for traction);

  - compass and maps;

  - flashlight, battery-powered radio, and extra batteries;

  - first-aid kit; and

  - plastic bags (for sanitation).

## Equip in Advance for Emergencies

Be prepared for weather-related emergencies, including power outages.

- Stock food that needs no cooking or refrigeration and water stored in clean containers.

- Ensure that your cell phone is fully charged.

- When planning travel, be aware of current and forecast weather conditions.

- Keep an up-to-date emergency kit, including:

Battery-operated devices, such as a flashlight, a National Oceanic and Atmospheric Administration (NOAA) Weather Radio, and lamps;  
extra batteries;  
first-aid kit and extra medicine;  
baby items; and  
cat litter or sand for icy walkways.

Protect your family from carbon monoxide.

Keep grills, camp stoves, and generators out of the house, basement and garage.

Locate generators at least 20 feet from the house.

Leave your home immediately if the CO detector sounds, and call 911.

### **Take These Precautions Outdoors**

Many people spend time outdoors in the winter working, traveling, or enjoying winter sports. Outdoor activities can expose you to several safety hazards, but you can take these steps to prepare for them:

Wear appropriate outdoor clothing: wear a tightly woven, preferably wind-resistant coat or jacket; inner layers of light, warm clothing; mittens; hats; scarves; and waterproof boots.

Sprinkle cat litter or sand on icy patches.

Learn safety precautions to follow when outdoors.

Work slowly when doing outside chores.

Take a buddy and an emergency kit when you are participating in outdoor recreation.

Carry a cell phone.

### **Do This When You Plan to Travel**

When planning travel, be aware of current and forecast weather conditions.

Avoid traveling when the weather service has issued advisories.

If you must travel, inform a friend or relative of your proposed route and expected time of arrival.

Follow these safety rules if you become stranded in your car.

Stay with your car unless safety is no more than 100 yards away, but continue to move arms and legs.

Stay visible by putting bright cloth on the antenna, turning on the inside overhead light (when engine is running), and raising the hood when snow stops falling.

Run the engine and heater only 10 minutes every hour.

Keep a downwind window open.

Make sure the tailpipe is not blocked.

Above all, be ready to check on family and neighbors who are especially at risk from cold weather hazards: young children, older adults, and the chronically ill. If you have pets, bring them inside. If you cannot bring them inside, provide adequate, warm shelter and unfrozen water to drink.

No one can stop the onset of winter. However, if you follow these suggestions, you will be ready for it when it comes.\* [www.cdc.gov](http://www.cdc.gov)



## 14 Tips for a Healthy Valentine's Dinner

### Don't let your heart cloud your judgment about safe and healthy food choices.

When it comes to Valentine's Day you've got choices: flowers or chocolate; dine in, dine out; gourmet cuisine or home cooking. Whatever you choose, make sure you celebrate love with a safe and heart healthy meal.

### Americans dine out—a lot.

Consider this: each year, consumers spend about half of every food dollar dining out<sup>1</sup> while [60% of foodborne outbreaks](#) [1.43 MB] involved food prepared in a restaurant. These numbers aren't meant to alarm you, but to encourage safe and healthy choices.

### TAKE IT TO HEART

*This Valentine's Day make the choice to lead a heart-healthy lifestyle.*

Heart disease causes one in four deaths in the United States

90% of Americans (2 years and older) consume too much sodium

More than 75% of sodium Americans eat comes from processed and restaurant food—not the salt shaker

### Table for Two

Follow these seven simple steps to keep your valentine safe and healthy while eating out.

**Assess the scene.** Look for certificates that show food-safety practices (for example, most recent health inspection score and manager's completion of food-safety training). Note whether the glasses, silverware, napkins and tablecloths are clean.

**Beware of unlikely sources of sodium.** More than 40% of sodium that we eat comes from these common foods: bread and rolls, cold cuts and cured meats, pizza, poultry, soups, sandwiches, cheese, pasta dishes, meat dishes, and snacks.

**Know the facts.** Look up the nutritional information in advance. Most major restaurant chains have this data online.

**Order it cooked thoroughly.** Remember that foods like meat, poultry, and fish need to be cooked to a temperature high enough to kill harmful bacteria that may be present.

**Ask before ordering.** Raw or undercooked eggs can be a hidden hazard in foods like Caesar salad, custards, and some sauces, unless they are commercially pasteurized. Also, most restaurants offer lower sodium options for entrees and dressings, so check the menu or ask the staff for suggestions.

**Sharing is caring.** If you do dine out, consider ordering one entrée to share. Many restaurant servings are enough for two.

**Get that doggie bag in the fridge—fast.** If you're not going straight home (within two hours of being served or one hour if temperatures are above 90°F), leave the leftovers at the restaurant.

### A Quiet Night In

Remember these seven tips for takeout, delivery, or preparing your sweetheart's favorite home-cooked meal.

**Choose low sodium options.** Spice up your meal with seasonings and avoid prepackaged mixes that may contain a lot of salt (or look for low-sodium or salt-free versions).

**Make recipes healthier.** Look for [healthy substitutions](#) for saturated fats, trans fats and cholesterol in your favorite baked goodies.

**Steer clear of frying.** Opt for [cooking methods](#) that add little or no fat, like roasting, grilling, or steaming.

**Keep HOT Food HOT!** Once food is cooked it should be held at an internal temperature of 140°F or above.

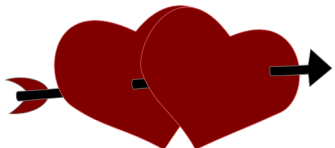
Just keeping food warm (between 40°F and 140°F) encourages fast growth of germs that cause food poisoning. is not safe. Use a food thermometer to make sure your meal stays out of the danger zone.

**Keep COLD Food COLD!** Cold foods should be kept at 40°F or below.

**Follow the two-hour rule.** Throw away all perishable foods such as meat, poultry, eggs, and casseroles that have been left at room temperature longer than two hours (one hour in temperatures above 90°F).

**Continue the celebration.** If your romantic dinner is just too big to finish, go ahead and put it in the [fridge or freezer](#)—but eat it within three to four days.

[National Restaurant Association: Facts at a Glance](#)



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

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**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.

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