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A Publication by the Indiana Society of Medical Assistants

Dear ISMA Member:

**SAVE THE DATE AND MARK YOUR CALENDAR!!!**

Our next meeting is **February 8** and promises to be another great learning experience for 3 CEUs. Arrive at 11:00 am to explore the culinary skills of our membership’s pitch-in lunch then plan to stay after the workshop to participate in the Board of Directors meeting. Your voice is important to direct the future of our society.

Now is the time to register for the ISMA State Conference **April 3-5, 2020**, in Nashville at the Abe Martin Lodge in Brown County State Park. Southeast District has planned a sensational weekend filled with education, friendship, and time to shop! This allows you to have fun while you earn the CEUs you need to keep your CMA credential current.

**Keep focused for the 2020 Vision for the Certified Medical Assistant!**

Hope everyone enjoyed a healthy and happy holiday season and your loved ones brought in the New Year with joy and a lot of energy. Your caring attitude and positive outlook will shine in 2020.

Jane Seelig, CMA-A (AAMA)  
ISMA President 2018-2020

**CHOICES CHANCES CHANGES  
YOU MUST MAKE A CHOICE  
TO TAKE A CHANCE  
OR YOUR LIFE WILL NEVER CHANGE**

**CHOOSE TO EXPLORE THE OPPORTUNITIES FOR GROWTH THAT ISMA MEMBERSHIP OFFERS.**

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 profession in Improving public relations;
- Encourage and assist medical assistants in forming component chapters.

**January/February 2020 Issue**

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## 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.**

## ISMA Physician Advisors

### 2019-2020

Kristi Peck, M.D.  
Evansville Surgical Associates  
Evansville, IN  
3 years

Jeff Stidam, M.D.  
Jewish Hospital Louisville, KY  
2 years

Scott Guenthner, M.D.  
The Dermatology Center of Indiana  
Plainfield, IN  
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)  
2018 Marjorie Mikesell, 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)  
2019 Pam Neu, CMA (AAMA), MBA

## Golden Apple Recipients

2000 Eva Irwin, CMA\*  
2003 Sandra Johnson, MS, CMA  
(AAMA), CPC  
2004 Nancy Measell, CMA  
2005 Cindy Abel, BS, CMA  
2006 Pam Neu, CMA (AAMA), MBA  
2009 Jennifer Weathers, CMA (AAMA)  
2010 Rita Michel, CMA (AAMA)  
2012 Nina Thierer, CM A (AAMA)  
2019 Sherry Braye, CMA (AAM), BS

\*Denotes Deceased

**CMA**



## State Officers:

### 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

### Vice President

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

### Recording Secretary

Dianne Wimsett, CMA (AAMA)  
1247 Raylee Dr  
Charlestown, IN 47111  
Home: 812.256.4878  
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### Immediate Past 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

### Treasurer

Joyce Edds, CMA (AAMA), CPT (ASPT)  
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Jeffersonville, IN 47130  
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### 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

Paula Schubert, CMA (AAMA), CPT (ASPT)  
1620 Peacock Road  
Richmond, IN 47374  
Home: 765.462.6642  
E-mail: schubertpaula63@gmail.com

### First District

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

### Southeast District

Sandra Johnson, CMA (AAMA), CPC  
5713 Bethany Road  
Charlestown, IN 47111  
Cell: 502.267.1628  
E-mail: sanljohn@ius.edu

### St. Joe District

Brandi Gaumer, CMA (AAMA)  
613 W Maple Ave  
N. Liberty, IN 46554  
Cell: 574.315.9110  
E-mail: Blauderback86@gmail.com

### Twelfth District

Rita Michel, CMA (AAMA)  
6710 W 600 N  
Huntington, IN 46750  
Cell: 260.358.7282  
E-mail: rmichel@onlyinternet.net

### West Central District

Melissa Taylor, CMA (AAMA)  
5717 Huston Rd  
West Lafayette, IN 47906  
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E-mail: mk.curtis@yahoo.com



**ISMA Board of Directors Agenda  
February 08, 2020  
Franciscan Educational Services Center  
421 N. Emerson Ave  
Indianapolis IN 46143**

Call to Order	Jane Seelig, CMA-A (AAMA), President
Invocation	Heidi Sisson, CMA (AAMA), Chaplain
Medical Assistant Creed	Karen Pershing, CMA (AAMA), Vice President
Credentials Report	June Brown, RMA, Chair
	_____ registered _____ voting power <u>7</u> quorum _____ majority _____ 2/3
Introductions	Jane Seelig, CMA-A (AAMA), President
Secretary's Report	Dianne Wimsett, CMA (AAMA)
Treasurer's Report	Joyce Edds, CMA (AAMA) CPT (ASPT)
Presentation of Bills	Jane Seelig, CMA-A (AAMA), President
Correspondence	Paula Schubert, CMA (AAMA), CPT (IAPS) Corresponding Secretary
Officer Reports	President- Jane Seelig, CMA-A (AAMA) Vice President- Karen Pershing, CMA (AAMA) Secretary- Dianne Wimsett, CMA (AAMA) Treasurer- Joyce Edds, CMA (AAMA) CPT (ASPT) Med-A-Scoop/Website Development- Pam Neu, CMA-A (AAMA) MBA Immediate Past President- Clara Poirot, CMA (AAMA), CN-BC
Committee Reports	Budget & Finance- Joyce Edds, CMA (AAMA), CPT (ASPT) Bylaws & Standing Rules- Cate Gardner, CMA (AAMA) Certification- Jeni Begley, CMA (AAMA) Continuing Education- Karen Pershing, CMA (AAMA) Council of Past Presidents- Clara Poirot, CMA (AAMA), CN-BC Eva I Irwin CMA (AAMA) Medical Assistant Support Fund- Sandra Johnson, MS, CMA (AAMA), CPC Historian- Dorothy Geiger, CMA (AAMA) ISMA Liaison- Tammy Daily, CMA (AAMA) Membership- Clara Poirot, CMA (AAMA), CN-BC Mentoring- Rita Michel, CMA (AAMA) Nominating – Rita Michel, CMA (AAMA) Procedure Manual- Paula Schubert, CMA (AAMA), CPT (IAPS) Ways & Means- Sandra Johnson, MS, CMA (AAMA), CPC 2020 State Conference – Joyce Edds, CMA (AAMA) CPT (ASPT) 2021 State Conference – Karen Pershing, CMA (AAMA) 2022 State Conference – Jane Seelig, CMA-A (AAMA)
District Reports	East Central District – Paula Schubert, CMA (AAMA), CPT (IAPS) First District – Marianne Hawker Green CMA (AAMA) St. Joseph District – Brandi Gaumer, CMA (AAMA) Southeast District – Sandra Johnson, CMA (AAMA), MS, CPC Twelfth District – Rita Michel, CMA (AAMA) West Central District – Melissa Curtis, CMA (AAMA)
Unfinished Business	Honor Flight Guardian requirements
New Business	Proposed Budget AAMA Board of Trustees Resignations Annual Reports are due by March 1
Announcements	Next meeting April 3, 2020 at Abe Martin Lodge, Nashville IN Raffle Baskets for State Ways and Means Door Prizes for Annual Business Meeting
Adjournment	

**INDIANA SOCIETY OF MEDICAL ASSISTANTS  
BOARD OF DIRECTORS MEETING  
St. Francis Franciscan Health Education Center  
Greenwood, IN 46143  
November 2, 2019**

- Call to Order** President Jane Seelig, CMA-A (AAMA) called the meeting to order at 3:50 p.m.
- Invocation** Chaplain Heidi Sisson, CMA (AAMA) gave the invocation.
- Medical Assistant Creed** Vice President, Karen Pershing, CMA (AAMA) led the reciting of the Medical Assistant Creed.
- Credentials Report** June Brown, RMA, Chair, gave the credentials report.  
There were 20 registered for the meeting with a voting power of 12, a quorum of 7, a majority of 7, and a 2/3 vote of 8.
- Introductions** President Jane Seelig, CMA-A (AAMA) asked the Medical Assistants of the Year, Leon Levi, Golden Apple, Life Members, Immediate Past Presidents, Appointed Officers, and Honorary Members to stand for recognition of their dedication to ISMA.
- Secretary's Report** Dianne Wimsett, CMA (AAMA) reported that the minutes from the August 17 meeting were printed in the Med-A-Scoop. The report was filed for audit.
- Treasurer's Report** Joyce Edds, CMA (AAMA), CPT (ASPT) gave the Treasurer's Report.
- |  |             |
|--|-------------|
| Balance                                    | \$27,553.93 |
| Total Income                               | \$22,237.89 |
| Total Expense                              | \$ 5,224.93 |
| Total as of November 1, 2019               | \$44,566.89 |
| Certificate of Deposit (#9561)             | \$30,967.38 |
| Certificate of Deposit (#70408)            | \$15,420.62 |
| Total of CD's                              | \$46,388.00 |
| Eva I. Irwin, CMA (AAMA)<br>Education Fund | \$ 4,121.91 |
- The report was filed for audit.
- Presentation of Bills** There were no unbudgeted bills presented.
- Correspondence** Paula Schubert, CMA (AAMA), CPT (IAPS), Corresponding Secretary, read the Correspondence, A sympathy card was mailed to Karen Pershing.
- Board of Trustees – Debbie Houston  
House of Delegates – Highlights  
Wounded Warriors  
Indiana Medical History Museum  
ISMA Representative Report – Rebecca Norman and Melissa Curtis  
Achievement Award – Publication/Website Development – Pam Neu, CMA (AAMA)  
MBA  
Qualifications – Officers and Trustees  
Bobby Costigan – Letter -CMA Position – Are medical assistants allowed to take a verbal order in the State of Indiana.  
Pictures – National – Electronic.  
Letter – Sent with our request for AAMA Representative for April 2020.

## Officer's Reports

**President** – Jane Seelig, CMA-A (AAMA) – No Report.

**Vice President** – Karen Pershing, CMA(AAMA) – No Report.

**Secretary** – Dianne Wimsett, CMA (AAMA) – No Report.

**Treasurer** – Joyce Edds, CMA (AAMA), CPT (ASPT) – No Report.

**Med-A-Scoop/Website Development** – Pam Neu, CMA-A (AAMA), MBA – No Report.

It was decided that jobs will be listed on Website for 3 months.

**Immediate Past President** – Clara Poirot, CMA (AAMA), CN-BC- No Report.

**Budget & Finance** – Joyce Edds, CMA (AAMA), CPT(ASPT) – Going to check on Registration for State Conference in April 2020. Requested officers turn in registrations so that the rooms could be taken care of.

**Bylaws & Standing Rules** – Cate Gardner, CMA (AAMA) – Looking them over.

**Certification** - Jeni Begley. CMA (AAMA) – No Report.

**Continuing Education** – Karen Pershing, CMA (AAMA) - The topic of this Workshop was Good Board Practices and the Significance of Bylaws and Understanding Documentation and Defense of Care. There were 3 CEUs offered (A, G). The workshop was presented by Donald Balasa, JD, MBA, CEO and Legal Counsel and Sharon Whitaker, RN, BSN, Risk Management Consultant IU Health. There were 38 in attendance.

**Council of Past Presidents** – Clara Poirot, CMA (AAMA), CN-BC – No Report.

**Eva I. Irwin, CMA (AAMA) Medical Assistant Support Fund** – Sandra Johnson, MS, CMA(AAMA), CPC – The criteria and deadline will be in the next Med-A-Scoop.

**Historian** – Dorothy Geiger, CMA (AAMA) – No Report.

**ISMA Liaison** – Tammy Daily, CMA (AAMA) – Tammy read a report sent from Melissa Curtis – ISMA Physicians Conference that was held September 14 and 15.

**Membership** – Clara Poirot, CMA (AAMA), CN-BC – The Indiana Society of Medical Assistants has 1,644 members.

**Mentoring** – Rita Michel, CMA (AAMA) – A report was given about how every member can be a leader. There was a list handed out about ten ways to be a leader.

Mentor's role – As a mentor, it gives you pride in knowing that you have helped someone achieve goals made for themselves; you can watch them grow; and maybe even for lifelong friendship. Mentee's Role – "Tell me and I will forget, show me and I may remember, involve me and I'll learn." – Ben Franklin. The members decided to have a copy of this report printed in the Med-A-Scoop and Annual Business Meeting book.

**Nominating** - Rita Michel – CMA (AMMA) – The nominating committee is pleased to submit the following slate of nominated officers for the 2020-2021 business year.

President -	Karen Pershing, CMA (AAMA)
Vice President -	Dianne Wimsett, CMA (AAMA)
Recording Secretary -	Heidi Sisson, CMA (AAMA)
Treasurer -	Paula Schubert, CMA (AAMA)
Med-A-Scoop & Website Development	Pam Neu, CMA (AAMA), MBA

Credentials and paid dues will be checked to verify all is in order as of December 31, 2019.

**Procedure Manual** – Paula Schubert, CMA (AAMA), CPT (IAPS) – The history of the procedure manual is being worked on and this should be passed on to the PIPs before the next meeting.

**Ways & Means** – Sandra Johnson, MS, CMA (AAMA), CPC – The Silent Auction was held for the November meeting. The amount raised from the auction was \$506. The raffle basket for the February 2020 meeting will be donated by the East Central District.

**2020 State Conference** – Joyce Edds, CMA (AAMA), CPT (ASPT) – The plans are coming along. We will be contacting Chris Fouke, Director of Sales, Abe Martin Lodge about the room registration issue that was brought up. There will be parking passes for members that will be attending the conference.

**2021 State Conference** – Brandi Gaumer, CMA (AAMA) – There was nothing new to report from the last meeting. Plans are still being made.

### **District Reports**

**East Central District** – Paula Schubert, CMA (AAMA), CPT (IAPS) – Our chapter will be meeting Saturday, November 9, 2019 at Hancock Regional Hospital. The meeting will be held at the Sue Ann Workman Cancer Center, 801 N. State St., Greenfield, IN 46140. The meeting will be held in the Cancer Center conference Center. Donald A. Balasa will present Credential Clarifications. Kit Paternoster will present Senior Services and How to notice senior abuse and neglect.

Dates for future meeting:

November 9, 2019	Hancock Regional Hospital - Greenfield
January 18, 2020	IU Health Saxony - Fishers.
May 2, 2020	IU North
September 26, 2020	Avon
November 14, 2020	Greenfield

Our membership is 454.

**First District** – Marianne Hawker Green, CMA (AAMA) – First District has continued to be a very active Chapter. First District has started back with the monthly meetings. Our first meeting was September 10<sup>th</sup>, speaker was Jenni Guth, BSN, RN. SCRNP from Deaconess and her topic was “Surviving a Stroke from which she is a survivor. Our October 8 speaker was from Tri-State ColoRectal Heather Matheson and she spoke on Colon Cancer. Our Speaker is from 6:30 – 7:30 and then we have our meeting. One CEU is earned for each speaker. We meet at Ivy Tech College, Evansville campus. The December meeting will be an ornament exchange and a dirty Santa gift. First District is very happy to have the support from their Medical Assisting Program Professors and the students. Most attend our meetings and join us in our endeavors. First District has 245 members.

**St. Joseph District** – Brandi Gaumer, CMA (AAMA) – St. Joseph District had a Fall Workshop on October 26 at Elkhart General Hospital worth 6 CEUs. There were 25 members in attendance. Topics included Rock Steady Boxing; Telehealth; Wound staging and Identification; Shoulder & Knees; CBD treatment; and Gynecology Updates. St. Joseph District donated \$500 cash to VFW Post 9820 and Cultivate to sponsor backpacks for children. Our next meeting is January 8<sup>th</sup> at Beacon Medical Group Administration Building. St. Joseph has 303 members.

**Southeast District** – Sandra Johnson, MS, CPC, CMA(AAMA) – Our district hosted a fall workshop on October 12 at Ivy Tech Community College in Sellersburg. We recognized those in attendance for their work as Certified Medical Assistants by serving continental breakfast, goody bags, and a raffle drawing of various items donated by members and publishers. Sandra Johnson, MS, CPC, CMA (AAMA) presented the film, Someone You Love, the HPV Epidemic, with a discussion following about statistics, vaccines, and other preventive measures for this disease. Seventeen people were in attendance. We were very honored to have ISMA President, Jane Seelig, CMA-A (AAMA), with us to talk with members about AAMA and to provide assistance with questions about certification and recertification. Jane brought pamphlets and brochures that members could take with them for their employers and employees in their workplaces. Several members



showed an interest in helping with the state conference next April. We plan to have a meeting for this purpose in January. We would like to thank Pam Burton, Ed.M., CMA (AAMA), Associate Professor, School of Health Sciences, Medical Assisting Program Chair of the Sellersburg campus for allowing us to host this workshop at this Ivy Tech location. We will host our annual Christmas pitch-in at Joyce Edds house on December 7. The Southeast District will be donating our annual Christmas donation of \$300 to a Apartment Fire Victim in Charlestown. The Southeast District has 157 members.

**Twelfth District** – Rita Michel, CMA (AAMA) – No Report. Nothing new since the last State meeting. National has been contacted for a list of nonmembers, members, active members, and non active members.

**West Central District** – Jeni Begley, CMA (AAMA) – A combined meeting was held on September 21 with the East Central District. There were 19 West Central District members that attended the meeting and 9 non members. A chapter meeting was held after the workshop. West Central has 201 members.

#### **Unfinished Business**

**AAMA National Conference Reports** – Delegates Jane Seelig, Karen Pershing, Rita Michel, Joyce Edds, Dianne Wimsett, and Jeni Begley reported on the National Conference.

#### **New Business**

**Honor Flight** – There was discussion about the age requirement for chaperones, There will be further checking on the age requirement. If Bruce is unable to go it was suggested to have Paula Schubert to go.

**Recognition of Members** – Board of Director Meeting

#### **Eligibility of Pilot Program Requirements for the CMA (AAMA) Certification Exam**

**Member – Frank Favatta** – Speech – National Conference – The state of Montana has submitted a letter about the behavior. It was decided for our state to also submit a letter to Don Balasa, The Executive Board and The Board of Trustees.

#### **Announcements**

Deadline for all state award nomination submissions to President Jane Seelig is December 31, 2019; Medical Assistant of the Year, Leon Levi, and Golden Apple.

Guidelines for nomination are #12 of Bylaws Standing Rules.

Med-A-Scoop Deadline is December 7, 2019.

Future Meeting Dates and Meeting Dares and Deadline for Med-A-Scoop

#### **Meeting**

June 6, 2020

August 15, 2020

November 7, 2020

February 13, 2021

April 16, 17, and 18, 2021

#### **Med-A-Scoop Deadline**

April 25, 2020

June 27, 2020

September 26, 2020

December 18, 2020

February 26, 2021

Next Meeting February 8, 2020, at St. Franciscan Health Education Center, 421 North Emerson Avenue, Greenwood, IN 46143 in Rooms 5 and 6.

Executive Board Meeting

10:00 am

Meal

11:00 am

Workshop

12 Noon – 3:00 pm

Board of Directors Meeting

3:15 pm

The meeting was adjourned at

5:15 pm.

**Dianne Wimsett, CMA (AAMA)**

**Recording Secretary**

## ISMA CODING CORNER

The holidays are here! And ICD-10-CM contains codes for accidents and incidents that occur this time of year. Here are a few to share with you –

Shopping on Black Friday for the Verizon phone with free year of Disney and free \$250 Mastercard Gift Card to the first 50 customers.

Shopping is a contact sport. W51.XXA, accidental striking against or being bumped into by another person, initial encounter



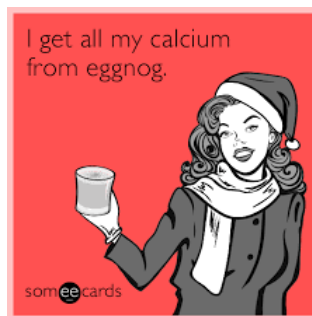
A 3-year-old child is discovered tasting the poinsettia and taken to the ER

T63.791A, toxic effect of contact with other venomous plant, accidental (unintentional), initial encounter



Holiday party with really good eggnog, resulting in a hangover

F10.929, alcohol use, unspecified, with intoxication, unspecified



**Happy Holidays!**

Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA)

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

Reference: AmeriHealth News Center  
[provcomm.amerihealth.com](http://provcomm.amerihealth.com)

**WELCOME TO THE INDIANA SOCIETY OF MEDICAL ASSISTANTS'  
64th ANNUAL CONFERENCE  
2020 Vision for the Certified Medical Assistant**



**April 3 – 5, 2020**

**Hosted by Southeast District, Indiana Society of Medical Assistants**

**Abe Martin Lodge  
Brown County State Park  
1450 State Rd. 46 W  
Nashville, IN 47448**

**INDIANA SOCIETY OF MEDICAL ASSISTANTS, INC.**  
**64<sup>TH</sup> ANNUAL CONFERENCE**  
**APRIL 3-5, 2020**  
**BROWN COUNTY STATE PARK**  
**ABE MARTIN LODGE NASHVILLE, IN 47448**

**ROOM RESERVATION AND CONFERENCE REGISTRATION FORM**

**Deadline: March 6, 2020**

***Please call Abe Martin Lodge for room reservations 877-563-4371, Code 0403SD Room rate \$119.00***

**Indiana Society of Medical Assistants, Inc. Conference**

Name and 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 night-\$16.00    \_\_\_\_ Saturday Breakfast \$16.00    \_\_\_\_ Saturday Lunch \$16.00

\_\_\_\_ Saturday Dinner/Banquet \$24.00    \_\_\_\_ Sunday Breakfast \$16.00

Members \_\_\_\_ \$175.00    Students \_\_\_\_ \$150.00    Non-members \_\_\_\_ \$200.00

Saturday workshops only which includes breakfast and lunch...\$130.00

A full schedule of workshops, meetings, and additional information published in next Med-A-Scoop.

**Make checks payable to Southeast District Conference Fund**

Send completed registration form by March 6, 2020

To: Sandra Johnson

5713 Bethany Rd

Charlestown, IN 47111

Make check payable to **ISMA Southeast District**

Call Sandy Johnson at 812-256-5917 or

Joyce Edds at 812-288-6025 with any questions.



## WEBSITE

**We were HACKED! Our server was literally destroyed in a vicious attack and we are having to reconstruct the whole website. It is a tedious job but we are working on it! Please be patient as we are working on this massive task. I will email you when it is done.**

**Sorry for the inconvenience!**

**Pam Neu and Web Team**



# ISMA Officers 2019-2020

## ELECTED

<b>President</b>	Jane Seelig, CMA-A (AAMA) 2905 Two Worlds Dr Columbus IN 47201 812-603-1886 (c) <a href="mailto:ianeseelig@att.net">ianeseelig@att.net</a>	<b>Vice President</b>	Karen Pershing, CMA (AAMA) 52438 Oak Manor Dr Granger IN 46530 574 217 5948 (c) <a href="mailto:klpershing@aol.com">klpershing@aol.com</a>
<b>Recording Secretary</b>	Dianne Wimsett, CMA (AAMA)  1247 Raylee Dr Charlestown IN 47111 812 786 9479 (c) <a href="mailto:d.m.wimsett@hotmail.com">d.m.wimsett@hotmail.com</a>	<b>Treasurer</b>	Joyce Edds, CMA (AAMA) CPT (ASPT) 3416 Pennsylvania Ave Jeffersonville IN 47130 502 523 0743 (c) <a href="mailto:mnedds@aol.com">mnedds@aol.com</a>
<b>Immediate Past Pres</b>	Clara Poirot, CMA (AAMA) CN-BC 629 Monroe Newburgh IN 47630 812 455 6697 (c) <a href="mailto:spiritwind629@hotmail.com">spiritwind629@hotmail.com</a>	<b>Med-A-Scoop Editor</b>	Pam Neu, CMA (AAMA) 4805 East 640 South Wolcottville IN 46795 260 750 7250 (c) <a href="mailto:msneu@yahoo.com">msneu@yahoo.com</a>

## APPOINTED

<b>Corresponding Secretary</b>	Paula Schubert, CMA (AAMA) CPT (IASP) 1620 Peacock Rd Richmond IN 47374 765-462-6642 <a href="mailto:Schubertpaula63@gmail.com">Schubertpaula63@gmail.com</a>
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<b>Chaplain</b>	Heidi Sisson, CMA (AAMA) 1007 Amsbury Ct Indianapolis IN 46217 317 372 1594 (c) <a href="mailto:hsisson@encompassworld.org">hsisson@encompassworld.org</a>
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# ISMA Committee Chairs 2019-2020

<b>Audit-Financial Reports</b>	Sandra Johnson, MS. CMA (AAMA) CPC
<b>Audit-Minutes</b>	Heidi Sisson, CMA (AAMA)
<b>Budget and Finance</b>	Joyce Edds, CMA (AAMA) CPT (ASPT)
<b>Bylaws and Standing Rules</b>	Cate Gardner, CMA (AAMA)
<b>Certification</b>	Jeni Begley, CMA (AAMA)
<b>Continuing Education</b>	Karen Pershing, CMA (AAMA)
<b>Council of Past Presidents</b>	Clara Poirot, CMA (AAMA) CN-BC
<b>Credentials</b>	June Brown, RMA
<b>Eva I. Irwin CMA (AAMA) Medical Assistant Program Fund</b>	Sandra Johnson, CMA (AAMA), MS, CPC
<b>ISMA Liaison/Public Policy/Affairs</b>	Tammy Daily, CMA (AAMA)
<b>ISMA 2020 Annual Conference</b>	Sandra Johnson, CMA (AAMA) MS, CPC
<b>Mentoring</b>	Rita Michel, CMA (AAMA)
<b>Membership</b>	Clara Poirot, CMA (AAMA) CN-BC
<b>Procedure Manual</b>	Paula Schubert, CMA (AAMA) CPT (IAPS)
<b>Ways and Means</b>	Sandy Johnson, CMA (AAMA), MS, CPC Bruce Johnson, Honorary Member
<b>Website Development</b>	Pam Neu, CMA (AAMA)

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# BE A LEADER

*Do It Now! Sometimes 'later' becomes 'never'.*

Every member can be a leader. “What can I do?” you may ask. Each member is an asset and has something to offer that will benefit the group. Whether a newer member or a ‘seasoned’ member, we need to find what strength we can bring to that group to support our professional organization.

### **Tens Ways to Be a Leader:**

1. Invite another member or co-worker to attend a local or state meeting. *All members know someone who*
2. *would like to get CEUs...often these are free.*
3. Offer to drive someone to the meeting. *Sharing a ride is a great time for networking whether for work, local chapters/districts or the state society meetings.*
4. Offer to serve on a committee. *By being involved, we learn the purpose of that committee and how it functions. We may then feel confident to serve as a chair of the committee sometime in the future.*
5. Request a list of inactive or non-renewing members to contact and invite them to programs, meetings, etc. *Inquire what will keep them invigorated and interested for future activities.*
6. Make a new member feel welcome. *Each of us can fondly recall who reached out to us when we first joined.*
7. Urge students to become AAMA members. *Help them to realize the many benefits of joining.*
8. Encourage students to become certified by sitting for the CMA (AAMA) Certification Examination following graduation. *You may even want to form a study group in preparation of the exam.*
9. Say “Yes” if someone asks you to serve as an officer for your local or state organization...*but ONLY if you agree to be fully committed to the responsibilities of that office.*
10. Read and frequently review the Local, State and National Bylaws and Procedures. *Being familiar with these will help guide us in our growth with the organization.*
11. Spread your wings and make a difference. Join the AAMA Volunteer Leadership Team. *There are many Boards and Task Forces from which to choose.*

### **Mentor’s Role:**

*As a mentor, you provide guidance, motivation, emotional support, and role modeling. It gives you pride in knowing that you have helped someone achieve goals they have made for themselves; you can watch them grow; and possibly even form lifelong friendships.”*

### **Mentee’s Role:**

*“Tell me and I will forget, show me and I may remember. Involve me and I’ll learn.”*

– Benjamin Franklin

Rita Michel, CMA (AAMA)  
Mentoring Committee Chair



# DATES TO REMEMBER

## 2019-2020 ISMA STATE BOARD MEETINGS AND WORKSHOPS

State Board Meetings will be held at  
St. Francis Franciscan Health Education Center  
421 N. Emerson Ave  
Greenwood IN 46143

### Meeting Deadline

June 6, 2020  
August 15, 2020  
November 7, 2020  
February 13, 2021  
April 16, 17, and 18, 2021

### Med-A-Scoop Deadline

April 25, 2020  
June 27, 2020  
September 26, 2020  
December 18, 2020  
February 26, 2021

Please mail or e-mail all district news for publication directly to

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

### ADDITIONAL DEADLINES

Membership Dues	<u>December 31, 2019</u> to be eligible to vote at ISMA Annual Conference
Medical Assistant of the Year	Nominations by Chapters to President by <u>January 1, 2020</u> and forwarded to Physician Advisors (3) by <u>February 1, 2020</u> for judging. Award to be presented at Annual State Conference Banquet.
Leon Levi Award	Nominations to President by <u>February 1, 2020</u> for judging. Award to be presented at Annual State Conference Banquet.
Golden Apple Award	Nominations to President by <u>February 1, 2020</u> . Award to be presented at Annual State Conference Banquet.
Nominating Slate (Officers)	Slate of Officers to be presented at the <u>February 8, 2020</u> State Board Meeting.
Bylaws, Standing Rules, Resolutions	Any proposed changes to Bylaws, Standing Rules, Etc. must be provided to the membership 60 days prior to Annual State Conference ( <b>February 3, 2020</b> )



## **ISMA Workshop and State Board Meeting**

**February 8, 2020**

**Lunch at 11:00 a.m.**

**Lunch: Please bring a dish to share**

***New Location***

**St. Francis Franciscan Health Education Center**

**421 Emerson Ave.**

**Greenwood, Indiana 46143**

**Executive Board Meeting 10:00 a.m. to 11:00 a.m.**

### **ISMA EDUCATIONAL WORKSHOP**

**Registration for Workshop at 11:45 a. m.**

**Workshop: 12:00 – 3:00 p.m. (3 CEU's) (No Charge)**

**Topic: CBD and Opiates**

**Speaker: Gerald (Jerry) Wasik, Pharmacist**

### **ISMA Board Meeting**

**Registration 3:00 to 3:15 p.m.**

**Business Meeting 3:15 p.m.**

**For more information contact**

**Karen Pershing, CMA (AAMA)**

**[klpershing@aol.com](mailto:klpershing@aol.com), cell phone (574) 217-5948**

# Simple Home Workouts

By Kara Mayer Robinson



For days when you don't feel like going to the gym or gearing up for an outdoor workout like running or biking, make it simple with these at-home cardio workouts.

## Circuit Train

Circuit training pumps up your heart rate and builds strength in a short amount of time.

To create an at-home circuit, first choose three to four cardio exercises like jumping jacks, jogging in place, step-ups, mountain climbers, burpees, and jumping rope. Then choose three strength training exercises like pushups, planks, abdominal crunches, tricep dips, wall sits, lunges, and squats.

Alternate between cardio and strength training exercises. Do 30-second bursts of each for 3 to 4 minutes. Repeat this circuit two to three times.

## Jump Rope

Jumping rope burns calories, elevates your heart rate, and improves coordination, muscle elasticity, and brain function. Plus, it's fun, easy, and takes up very little space.

After a short warmup, do 30-second intervals of jumps, followed by 15 to 30 seconds of rest. Mix it up with a combination of single-leg jumps, split-leg jumps, wide-to-narrow jumps, running in place, and taking off and landing on both feet.

## Box or Kickbox

"Think inside the box," says Grant Roberts, an Internal Sports Medicine Association-certified fitness trainer who works with celebs like Eva Longoria and Zachary Levi. Boxing and kickboxing are stellar conditioning workouts you can easily do at home while channeling your inner aggressor and relieving stress.

Fire up YouTube or on-demand TV for a wide range of boxing and kickboxing workouts to follow along with at home. Or create your own. Alternate 1-minute intervals of jabs, crosses, and kicks and 1-minute intervals of active recovery like shadow boxing, jogging in place, or skipping rope. Gradually increase the time of your active intervals. "If you can work your way up to three 12-minute rounds with 1-minute rests in between, you'll feel like a champion," Roberts says.

## Climb Stairs

"Got some stairs in your home?" asks Roberts. "Include them in your cardio workout." An at-home stair-climbing workout is about as simple as it gets. Set a timer for your preferred workout length, walk up and down your stairs, and repeat until it beeps. Start with just a few minutes, then work your way up to longer stair-climbing workouts as you feel stronger.

Strength training bonus: Take breaks for calf raises. Put the balls of your feet on one step, then use your calf muscles to raise up as high as you can. Lower your body as far as you can, then return to your starting position and repeat.

Reference: [WebMD.com/fitness-exercise](http://WebMD.com/fitness-exercise)

Start slow and steady with realistic goals.



# Dealing with Stress



## **Find out how to manage stress after a traumatic event by following CDC's tips for self-care.**

The Centers for Disease Control and Prevention (CDC) provides the following information to help individuals cope with stress.

Strong emotions like fear, sadness, or other symptoms of depression are normal, as long as they are temporary and don't interfere with daily activities. If these emotions last too long or cause other problems, it's a different story.

Sometimes stress can be good. It can help you develop skills needed to manage potentially threatening situations. Stress can be harmful, however, when it is prolonged or severe enough to make you feel overwhelmed and out of control.

Physical or emotional tension are often signs of stress. They can be reactions to a situation that cause you to feel threatened or anxious. Stress can be related to positive events (such as planning your wedding) or negative events (such as dealing with the effects of a natural disaster).

## **Symptoms of Stress**

### **Common reactions to a stressful event include:**

- Disbelief and shock
- Tension and irritability
- Fear and anxiety about the future
- Difficulty making decisions
- Feeling numb
- Loss of interest in normal activities
- Loss of appetite
- Nightmares and recurring thoughts about the event
- Anger
- Increased use of alcohol and drugs
- Sadness and other symptoms of depression
- Feeling powerless
- Crying
- Sleep problems
- Headaches, back pains, and stomach problems
- Trouble concentrating

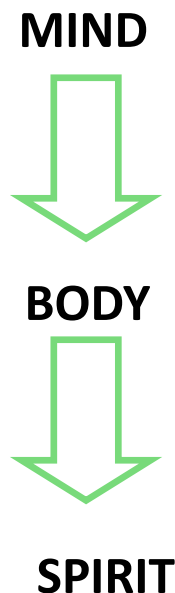
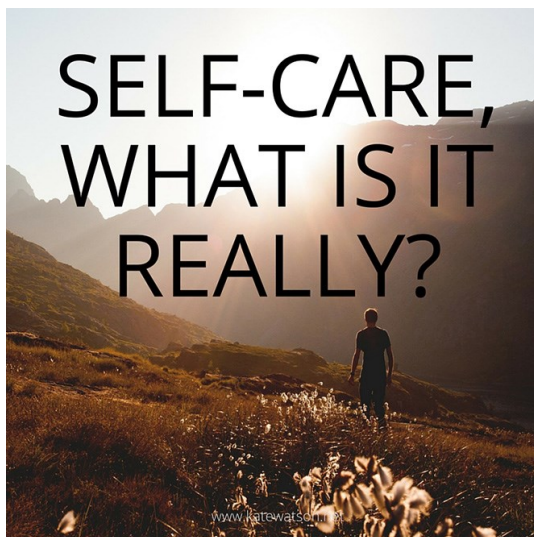
## Tips for Self-Care

The best ways to manage stress in hard times are through self-care.

- **Avoid drugs and alcohol.** They may seem to be a temporary fix to feel better, but in the long run drugs and alcohol can create more problems and add to your stress—instead of taking it away.
- **Find support.** Seek help from a partner, family member, friend, counselor, doctor, or clergy person. Having someone with a sympathetic, listening ear and sharing about your problems and stress really can lighten the burden.
- **Connect socially.** After a stressful event, it is easy isolate yourself. Make sure that you are spending time with loved ones. Consider planning fun activities with your partner, children, or friends.
- **Take care of yourself.**
  - Eat a healthy, well-balanced diet
  - Exercise regularly
  - Get plenty of sleep
  - Give yourself a break if you feel stressed out—for example, treat yourself to a therapeutic massage
  - Maintain a normal routine

**Stay active.** You can take your mind off your problems with activities like helping a neighbor, volunteering in the community, and taking the dog on a long walk. These can be positive ways to cope with stressful feelings.

Reference: CDC.gov





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

Pam Neu, CMA (AAMA), Editor



**Have you paid your 2020 Dues?**

**Deadline is: December 31, 2019**

**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)**

**Our meeting for **February** is being held at:**

St. Francis Franciscan Health Education Center  
421 N. Emerson Ave  
Greenwood IN 46143  
in rooms 5 and 6

**NOTE the CHANGE!!**