

# Med-A-Scoop

July/August  
2018

Dear ISMA Members:

**You are the foundation and face of our profession.**

**Your voice and actions are our greatest assets.**

**I am asking you to give of yourself to support your own personal growth and development.**

Volunteer to become an active member in your District and on the ISMA team as a committee member. There is minimal time commitment involved, just keeping in touch with a committee chair, communicating what is important to you and how to strengthen the value you receive for being an AAMA member. You are the future of your district, state society and national association.

**It is your participation, interest and actions which protect our right to practice and defines our profession.**

Visit our website [ismamedasst.org](http://ismamedasst.org) and review the Bylaws and Procedure Manual. These documents define our organization and how we function. Committees function to assure the strength of our future.

Committee choices are Budget and Finance, Bylaws and Standing Rules, Certification and Recertification, Continuing Education, Medical Assistant Support Fund, Membership, Mentoring, Procedure Manual, Public Relations and Ways and Means. All we ask is that you contact the ISMA committee chair and share your ideas and district activities.

**Please offer a small amount of your time to build your professional profile and expand your horizons. You will not be sorry.** Join me this year as we together form a rock foundation for recognition of the CMA (AAMA) as the premier member of the healthcare team.

I look forward to meeting you during the coming year and learning how to add value to your membership in AAMA.

Jane B. Seelig, CMA-A (AAMA)  
2018-2019 ISMA President

Proud member since 1978, Certified since 1981

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## **Official Website:**

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

***Check out our new look!***

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

## ISMA Physician Advisors 2018-19

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

Scott Guenthner, M.D.  
The Dermatology Center of Indiana Plainfield,  
IN  
2 years

Kristi Peck, M.D.  
Evansville Surgical Associates Evansville, 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)

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.

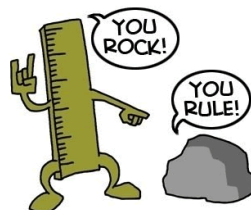
## Indiana State Medical Assistants

### 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**

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  
Cell: 812.786.9479  
E-mail: d.m.wimsett@hotmail.com

### **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)  
3416 Pennsylvania Ave  
Jeffersonville, IN 47130  
Home: 812.288.6025  
Cell: 502.523.0743  
E-mail: mnedds@aol.com

### **Med-A-Scoop Editor Website**

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

## **District Directors:**

### **East Central**

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

### **First District**

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

### **Southeast District**

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

### **St. Joe District**

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

### **Twelfth District**

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

### **West Central District**

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



**INDIANA SOCIETY OF MEDICAL ASSISTANTS  
BOARD OF DIRECTORS MEETING  
BRIGHTWOOD COLLEGE – SOUTH CAMPUS  
INDIANAPOLIS, INDIANA  
JUNE 23, 2018**

- Call to Order** President Jane Seelig, CMA-A (AAMA) called the meeting to order at 3:00 p.m.
- Invocation** The invocation was given by Heidi Sisson, CMA (AAMA), Chaplain
- Medical Assistant Creed** The Medical Assistant Creed was led by Karen Pershing, CMA (AAMA), Vice President
- Introductions** President Jane Seelig, CMA-A (AAMA) requested the Medical Assistant of the Year, Leon Levi, Golden Apple, and Life Time Award Winners to introduce themselves.
- Credentials Report** Dawn Ortega, CMA (AAMA) gave the credentials report. There were 19 members registered for the meeting with a possible voting power of 8, a quorum of 5, a majority vote of 5 and a 2/3 vote of 6.
- Secretary's Report** Recording Secretary, Dianne Wimsett, CMA (AAMA), reported minutes of the April Pre – conference, Annual Business Meeting and the Post Conference meeting were published in the Med-A-Scoop. There were no additions or corrections.
- Treasurer's Report** Treasurer, Joyce Edds, CMA (AAMA), CPT (ASPT) gave the treasurer's report.
- |                      |             |                      |
|----------------------|-------------|----------------------|
| Beginning Balance    | \$29,177.23 |                      |
| Income               | \$ 970.72   |                      |
| Expenses             | \$ 7,945.60 |                      |
| Ending Balance       | \$22,202.35 |                      |
| CD 9561              | \$30,553.97 | CD 70408 \$15,199.54 |
| Eva Irwin CMA Fund   |             | \$ 4,121.91          |
| Student Support Fund |             | \$ 1,407.00          |
- Presentation of Bills** There were no unbudgeted bills presented..
- Correspondence** Paula Schubert, CMA (AAMA) , CPT (IAPS), Corresponding Secretary – We received an email about employment in the Louisville, KY area. We received a letter where local and state dues were indicated and confirmation was submitted, the June BOT and Endowment Meeting highlights are available and a letter identifying the national office nominees.
- Officers 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) The budget for the 2018-2019 year will be a \$22,500
  - Med-A-Scoop** – Pam Neu, CMA (AAMA) – The Med-A-Scoop was published on the website and not printed this quarter. The money saved from returned issues, printing and stamps is just under \$2000. Pam has not been contacted by anyone who has not received the paper copy. Any member who needs a hard copy can print it from the website
  - Website** – The website does have the new officers and directors that were presented at the state conference. If your district has had elections please notify her what information may be published on the website i.e. Name address, phone, and email.
  - Past President** – Clara Poirot, CMA (AAMA), CN-BC – No report.
- Committee Reports –**
- Budget & Finance** – Joyce Edds, CMA(AAMA), CPT (ASPT) – No report
  - Bylaws & Standing Rules** – Paula Schubert, CMA (AAMA), CPT (IAPS) She needs a copy of the District bylaws emailed to her from each district to make sure they are in accordance with the State Bylaws.
  - Certification** – Cate Gardner, CMA (AAMA) – No Report.
  - Conference Guidelines** – Joyce Edds, CMA (AAMA), CPT (ASPT) –The conference guideline are finished. Anyone who wants a copy let her know.
  - Continuing Education** – Karen Pershing, CMA (AAMA) – There were 18 members registered for the class. 3 CEUs were earned. A request was made to offer more administrative CEUS during the workshops.
  - Council of Past Presidents** – Clara Poirot, CMA (AAMA), CN-BC – No report.
  - Historian** – Dorothy Geiger, CMA (AAMA) – Progressing as scheduled.

**ISMA Liaison/Public Policy Affairs** -Tammy Daily, C,MA (AAMA) – The Medical Association convention is September 29-30, 2018 at the Sheraton Keystone Crossing in Indianapolis, IN . It is their 169<sup>TH</sup> annual convention. The Indiana Society of Medical Assistants will be represented there again Our Sponsor /Ad agreement has been competed and sent in. We are a Gold sponsor which includes the lanyards with our ISMA and website information, and our Full Page Ad in the Convention Book. We will also have our information table again at the entrance to the assembly room. Information for the ad will be given to the Creative Coordination, Nick Peetz in early August. Our Color for the Lanyards this year will be blue again. We are proud and pleased to have a Resolution ....Support of the Certified Medical Assistants..... submitted by William Pond, MD from the Fort Wayne Medical Society for the state of Indiana CMA's. This was created by Don Balasa from AAMA for the Indiana Society Also, with the help from Don Balasa once again we have a background with supporting information for the Resolution. We will need to get our hotel reservation in soon. It will be for the nights of 9-29 and 9-30. We wil be represented once again by Jane Seelig, CMA-A (AAMA), Clara Poirot, CMA (AAMA) and Tammy Daily, CMA (AAMA).

**Membership** – Clara Poirot, CMA (AAMA), CN-BC – The Indiana Society of Medical Assistants has 1,334 members.

**Nominating Committee** The election of the nominating committee members are Rita Michel, CMA (AAMA), Jeni Begley,CMA (AAMA) , Joyce Edds, CMA (AAMA), CPT (ASPT), Heidi Sisson, CMA (AAMA), Tammy Daily, CMA (AAMA) and Dorothy Geiger, CMA(AAMA). Pam Neu, CMA (AAMA), MBA made the motion that these members are elected to the Nominating Committee by acclamation. Karen Pershing, CMA (AAMA) second the motion. The motion was passed.

**Mentoring** - Rita Michel, CMA (AAMA) - The 2018-2019 year for the ISMA will start with a new Committee – a Mentoring Committee. At this time Jodi Cadreau serves on this committee from the Southeast District. We are also requesting a committee member from each of the other districts. If you or another member of your district would like to serve, please let her know. Also, we will be looking for all local members to serve on an ISMA committee. If we ask you to help, we hope that each of you will say “yes”.

**Procedure Manual** - Marjorie Mikesell, CMA (AAMA) – No report.

**Eva I. Irvin CMA (AAMA) Medical Assistant Support Fund** – Sandra Johnson, MS, CMA (AAMA), CPC – No report.

**Ways & Means** – Sandra Johnson, MS, CMA (AAMA). CPC – Karen Pershing, CMA (AAMA – St Joseph District provided the raffle basket. Raffle made \$238.00 for the Ways & Means.

**2018 State Conference** – Rita Michel, CMA (AAMA) – The Twelfth District hosted the 62<sup>nd</sup> Annual ISMA Conference at the Oakwood Resort on beautiful Lake Wawasee in Syracuse, Indiana. There were 9 CEUs offered for educational programs. There were 74 persons registered for the conference with 67 full registrations and 7 partial registrations (Saturday only). The total included 3 nonmember guests.

ISMA Conference Income: \$12,570.00

ISMA Conference Expense: \$11,183.26

Profit \$ 1,386.74

A check from 12<sup>TH</sup> District was issued for 50%.

The split of \$693.37.

**2019 State Conference** – June Brown, RMA – The 2019 will be held at Doubletree, in downtown Evansville. There will be 8-9 CEUs offered. The menu has been chosen. The registration will be about the same as the 2018 conference.

**2020 State Conference** – Joyce Edds, CMA (AAMA), CPT (ASPT) - The conference will be held at Wooded Glen in Henryville, Indiana. The date will be confirmed at the next meeting in August.

## **District Reports –**

**East Central District** – Heidi Sisson, CMA (AAMA) – No report.

The East Central District will have an all day workshop on Saturdasy, September 9, 2018 from 8 am to 5 pm at Brightwood College – South Campus -

4200 South East, Indianapolis, IN 46225.

Registration will be at 7:30 am.

Lunch will be from 12:00 pm to 1:00 pm.

There is no charge for Student AAMA members amd Student

AAMA Members – \$25

Non-members \$45.  
There will be 8 CEUs offered  
Registration deadline is August 31<sup>st</sup>.

**First District** – Marianne Hawker-Green, CMA (AAMA) The First district had their last meeting in June until September 11, 2018 at Ivy Tech . The June meeting speaker was Brooke Kline, PA-C from Orthopedic Associates and she spoke on Common Knee Injuries. In May there was no speaker, it was their birthday and installation of officer's party. They are busy planning the state conference in 2019. First District has 199 members.

**St. Joseph District** – Karen Pershing, CMA (AAMA) The St Joseph District held their meeting on May 2, 2018 at Beacon Medical Group. Marjorie Mikesell, CMA (AAMA) was presented her Life Member plaque and certificate. They held their installation of officers.  
President – Marjorie Mikesell, CM A (AAMA), Vice President - Karen Pershing, CMA (AAMA), Treasurer – Brandi Gaumer, CMA (AAMA) and Secretary – Alicia Reichert, CMA (AAMA), Director – Karen Pershing, CMA (AAMA) and Alternate Director – Cate Gardner, CMA (AAMA).  
St. Joseph District agreed to supply the June 23, 2018 raffle basket. Speaker for the June meeting was Chef Randy Z with Cultivate Culinary School of Catering. A meeting was held on June 6<sup>th</sup>. This was a Summer planning meeting. It was decided their would be 4 business meetings a year and no speaker. There will be a fall meeting (October) and Spring (March) Workshop with 6 CEUs available.

**Southeast District** – Sandy Johnson, MS, CPC, CMA (AAMA) , Alt. Director The Southeast District has not met since the last meeting in April. The Southeast District is planning a meeting in the fall The district has been invited to participate in a Medical Assistant Program Open House at Ivy Tech-Sellersburg campus on July 25, 2018. The Open House is to introduce the Credit for Prior Learning (PLA) Certificate that focuses on student graduates who have an Associate of Applied Science Degree in Medical Assisting and other healthcare degrees and combine work experience or military service ro receive credit towards the PLA certificate. Indiana Southeast offers a Bachelor of Applied Science degree in Healthcare that accepts Ivy Tech credits for this Degree. The Southeast Districe has 131 members.

**Twelfth District** – Pam Neu, CMA (AAMA) – The Twelfth District has been resting since the Conference but will be back and running in September. The Twelfth District has 226 members.

**West Central District** – Paula Schubert, CMA (AAMA), CPT (ISPS) - The West Central District held an all day workshop on Saturday, May 19, 2018 at Terre Haute Regional Hospital. There were 12 registered for the class and one guest. There were 8 CEUs offered on 6 different topics. The West Central District has 154 members

### Unfinished Business -

Audio/Visual Equipment – Waiting on Michael Cadreau.

Member input regarding online Med—Scoop – The opinion was to continue practicing the online Med-A-Scoop. Vicki and Donna at Prestige Printing need to be notified.

Update on Bank Signature Cards – Done.

Members planning to attend the AAMA Conference for HOD committees - Sandra Johnson, MS, CMA (AAMA), CPT, Tammy Daily, CMA (AAMA) and Dorothy Geiger, CMA (AAMA).

Final Audit Report of the Treasurer's Books for 2017-2018

The check book Beginning balance of the year was \$44,437.19.

Total Income	\$25,588.02
Total Expenses	\$47,822.86
End of Year balance	\$22,202.35
CD 9561	\$30,553.87
CD 70408	\$15,199.54
Total Funds	\$67,855.76
Eva I. Irwin Fund	\$ 4,121.91
Student Support Fund	\$ 1,407.00

There were a few checks that had not cleared the bank that were Accounted for.

### New Business –

Proposed Time Change for Post Conference Meeting. The Post Conference Board Meeting time has been changed to 6:45 am on Sunday during breakfast . The meeting will end at 8 before the first workshop

Excel Awards – The excel awards were discussed.

Roster Distribution – The roster distribution were handed out.

**Announcements -**

For those receiving checks today a request was made to wait a week to cash checks. Jane Seelig, CMA- A (AAMA) , President will not be at the November meeting. Karen Pershing, CMA (AAMA) will be conducting the meeting.

**Next Meeting** – August 25, 2018  
Brightwood College –  
South Campus, Indianapolis, IN  
Executive Board Meeting - 10 am.  
Meal – 11 am.  
Workshop -12 noon – 3:00 pm  
Board of Directors – 3:15 pm.

**Adjournment** - The meeting was adjourned at 4:13 pm on June 23, 2018 by Jane Seelig, CMA-A (AAMA)

Dianne M. Wimsett, CMA (AAMA)  
Recording Secretary

**DATES TO REMEMBER 2018-2019**

**ISMA BOARD MEETINGS AND WORKSHOPS**

**ALL STATE BOARD MEETINGS WILL BE HELD AT**

Brightwood College  
4200 S. East Street Indianapolis, IN 46227

**Meeting Dates**

August 25, 2018  
November 10, 2018  
February 9, 2019  
April 5-7, 2019

**Med A Scoop Deadline**

July 7, 2018  
September 22, 2018  
December 8, 2018  
February 16, 2019

**Please email all district news for publication directly to:**

**Pam Neu, CMA (AAMA)**

**msneu@yahoo.com**

**All material must be submitted via email and Microsoft Word**

**MED-A-SCOOP**



**ISMA Board of Directors  
Agenda  
August 25, 2018**

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	Jeni Begley, CMA (AAMA), Vice Chair _____ registered _____ voting power _____ 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)
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)
Committee Reports	Med-A-Scoop/Website Development- Pam Neu, CMA-A (AAMA) MBA Immediate Past President- Clara Poirot, CMA (AAMA), CN-BC Budget & Finance- Joyce Edds, CMA (AAMA), CPT (ASPT) Bylaws & Standing Rules- Paula Schubert, CMA (AAMA), CPT (IAPS) Certification-Cate Gardner, CMA (AAMA) Conference Guidelines – Joyce Edds, CMA (AAMA) CPT (ASPT) 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) Procedure Manual- Marjorie Mikesell, CMA (AAMA) Ways & Means- Sandra Johnson, MS, CMA (AAMA), CPC 2019 State Conference- June Brown, RMA 2020 State Conference – Joyce Edds, CMA (AAMA) CPT (ASPT) 2021 State Conference – St. Joseph District
District Reports	East Central District – Heidi Sisson, CMA (AAMA) First District – Marianne Hawker Green CMA (AAMA) St. Joseph District – Karen Pershing, CMA (AAMA) Southeast District – Jodie Cadreau, CMA (AAMA), LMR Twelfth District – Pam Neu, CMA-A (AAMA) MBA West Central District - Rebecca Jones, CMA (AAMA)
Unfinished Business	Audio/Visual Equipment Member input regarding online Med-A-Scoop Prestige Printing advised Med-A-Scoop was no longer being printed
New Business	AAMA Delegates packet AAMA Annual Conference attendee assignments
Announcements	Med-A-Scoop Deadline September 22, 2018 Next meeting November 10, 2018 at Brightwood College Executive Board Meeting 10:00 am Meal 11:00 am Workshop 12 Noon – 3:00 pm Board of Directors Meeting 3:15 pm
Adjournment	





## ***The Coding Corner***

As medical assistants, you are no doubt aware that the Center for Medicare and Medicaid Services (CMS) is in the process of mailing out new Medicare cards. Since the creation of Medicare, the Social Security number has always been the identifying number to submit claims to Medicare. The new cards will be randomly mailed over the next year to 58 million Medicare beneficiaries. As medical assistants, we need to be aware of the impact this may bring to your office.

Why the change? Stolen Social Security numbers can be used to open fraudulent accounts and file bogus tax returns, use for prescription drugs and medical devices and procedures, stealing that individual's money and identity. Even with the new numbers, scammers are creative in obtaining this information, so security of Social Security and Medicare cards and its number is important. AARP reports 60 billion dollars were reported as medical fraud losses in 2017.

What do we, as medical assistants, need to know to prepare for this change in order to assist patients?

An 11-character, randomly generated Medicare Beneficiary Identifier (MBI), unique for that person will replace the old Medicare card with the Social Security number.

The new card will automatically be mailed to the beneficiary as long as a correct, current address is on file. Medicare coverage and benefits will remain the same.

The new card will remain in paper format.

Destroy by shredding or burning the old Medicare card once the new one is received and begin using immediately. Never just toss in the trash.

Only give the Medicare card and/or number to trusted healthcare providers.

Medicare will never call a beneficiary and request personal or private information. Be aware of scammers calling to claim that Medicare needs to verify the identity before the new card is issued, or that the beneficiary needs to pay a fee for the replacement card or to update coverage.



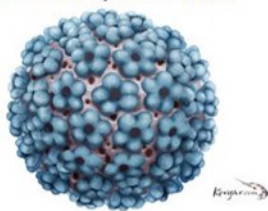
References: *Thieves Target New Medicare Cards*, AARP Bulletin, p. 22, April 2018.

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

Sandra Johnson, MS, CPC, CMA (AAMA)

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

Human Papilloma Virus



**August 25, 2018**

## **ISMA Education Workshop**

**Brightwood College  
4200 S. East Street  
Indianapolis, IN 46227**

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

*Lunch at 11:00 a.m.*

*Lunch will be Sloppy Joes and Pulled Pork  
Please bring a dish to share*

**Workshop: 12:00 – 2:00 p.m. (2 CEU's)**

**Documentary DVD: Someone You Love “The HPV Epidemic”**

**Workshop: 2:00 – 3:00 p.m.**

**Topic: Coding for HPV**

**Speaker: Sandra Johnson, CMA (AAMA), CPC**

**Registration fee includes lunch and workshop**

**\$15.00 Members**

**\$25.00 Non-Members**

**No Charge to Students**

**ISMA Board Meeting**

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

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

**For more information contact**

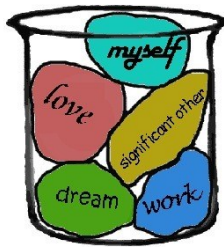
**Karen Pershing, CMA (AAMA)**

**[klpershing@aol.com](mailto:klpershing@aol.com),**

**cell phone (574) 217-5948**

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

Pam Neu, CMA (AAMA), Editor



# NOTICE:

**We are meeting at : Brightwood College  
4200 S. East Street  
Indianapolis, IN 4622**

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

