

Med-A-Scoop

Jan/Feb
Issue
2015

Pearls of Wisdom

I hope everyone had a Happy Thanksgiving, Merry Christmas and a Happy New Year. It's hard to believe that it is 2015 already; this year has gone by quickly.

I know we all have busy schedules and things can creep upon us before we know it. I hope you have remembered to stay current with your membership with AAMA and CEU's. I know with winter just setting in and the cold weather we like to stay inside were its warm, but I do encourage you to be a part of the workshop and board meeting February 21, 2015, and then it will be time for our Conference in April, mark your calendars now.

Our November workshop and Souper Saturday was a big hit as always. Thanks to everyone who participated in any way.

Just a little FYI, I have started a new job with Louisville Heart Specialist's, if you need to reach me the best way is to leave a message on my cell phone or email me and I will get back with you as soon as I can.

Take care, stay warm, and I hope to see you in February.

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

“Alone we can do so little; together we can do so much”



Helen Keller

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WANTED!!

Recipes for our ISMA Ways & Means Cookbook

Please send your recipes for the state cookbook by electronic submission to:

Sandy Johnson, CMA (AAMA), MS, CPC

sanljohn@ius.edu

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



ISMA Physician Advisors 2014-15

Scott Guenther, M.D.

Dermatology Center of Indiana
Plainfield, IN

Deane Smith, M.D.

Ohio Valley Colon and Rectal Surgeons
Evansville, IN

Jeff Stidam, M.D.

Jewish Hospital
Louisville, KY

ISMA Honorary Members

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

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

*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

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 patients.
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 profession;
- 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

Joyce Edds, CMA (AAMA), CPT (ASPT)
3416 Pennsylvania Ave
Jeffersonville, IN 47130
Home: 812.288.6025
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Vice President

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Recording Secretary

Jane Seelig, CMA-A (AAMA)
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Immediate Past President

Jeni Begley, CMA (AAMA)
Cell: 765.412.2779
E-mail: jeni_cma@comcast.net

Treasurer

Jodie Elmore, CMA (AAMA) LMR
Cell phone 812-267.2195
E-Mail: jodieelmore@gmail.com
Put CMA in subject box

Med-A-Scoop Editor

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Janet Boyer, CMA (AAMA)
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bluebutterfly4@Att.net

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Nina Thierer, CMA (AAMA) , CPC
6616 Arnel Ave
Fort Wayne, IN 46835-3821
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E-mail: ntteach2001@yahoo.com

West Central District

Jeni Begley, CMA (AAMA)
Cell: 765.412.2779
E-mail: jeni_cma@comcast.net



INDIANA SOCIETY OF MEDICAL ASSISTANTS
Board of Directors Meeting
Harrison College
Brookville Road, Indianapolis IN
Saturday, November 8, 2014

Call to Order: President Joyce Edds, CMA (AAMA), CPT (ASPT) called the meeting to order at 4:15 pm.

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

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

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

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

Credentials Report: There were 18 members registered for the meeting. Voting power was 18, 2/3 vote was 8, quorum and majority vote was 7.

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

Treasurer's Report: Jodie Elmore, CMA (AAMA), LMR presented the report.

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|--------------------------------|-------------|
| Balance on Hand August 9, 2014 | \$28,255.39 |
| Income: | \$ 972.50 |
| Expenses: | \$3040.21 |
| Balance on Hand August 9, 2014 | \$40,187.68 |
| Certificate of Deposit CD 9561 | \$28,856.70 |
| Certificate of Deposit CD 3788 | \$14,710.96 |

Motion: Rita Michel, CMA (AAMA) moved that CD 3788 \$14,710.96 be reinvested for 48 months at the First Source Bank as they are paying 1.5% APR. Jane Seelig CMA-A (AAMA) seconded the motion.

Unanimous approval by the Board of Directors.

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

Correspondence: Charlene Couch, CMA (AAMA) AAMA President sent a letter clarifying the election of Sue Hawes, CMA as Trustee.

MAERB notification that initial accreditation was awarded to National College in South Bend and Fort Wayne.

Delegate Reports: All delegates and alternate reports were presented regarding AAMA conference activities and workshops attended.

Officer Reports: **Pam Neu, CMA (AAMA) Med-A-Scoop Editor** –There were 35 returned issues. Please contact Pam with suggestions for changes in future issues.

Committee Reports:

- Bylaws: Being updated and brought into compliance with the changes approved at the AAMA annual conference.
- Certification: No report.
- Continuing Ed: **Clara Poirot, CMA (AAMA)** reported that there were 21 members present for the presentation by State Trooper Tammy Watson regarding Prescription Drug Abuse. The February workshop presenter will be Jill Henry CEO of the Susan G. Komen Breast Tissue Bank.
- Website Development: **Pam Neu, CMA (AAMA)** Progress is being made in updating the website. Information regarding the scholarship and zip codes for chapter identification will be added. Also a member only section is being developed.
- Membership: **Jeni Begley, CMA (AAMA)** reported that we have 1,374 members.
- Procedure Manual: **Jane Seelig CMA-A (AAMA)** is updating the manual. She and Rita worked together for coordination of the Bylaws and the Procedure Manual.
- ISMA Liaison: **Tammy Daily, CMA (AAMA)** The DEA and ISMA have completed a drug disposal guideline.

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| Scholarship | Sandra Johnson, MS, CPC, CMA (AAMA) It is recommended that the scholarship be renamed “The Eva I. Irwin CMA (AAMA) Medical Assistant Program Fund” to provide up to \$500 financial support to a medical assisting program for the purchase of a piece of equipment, software, supplies, etc. The program must be AAMA accredited. The application and guidelines are posted on the website with a Feb 1 deadline. |
| Ways and Means: | Sandra Johnson, MS, CPC, CMA (AAMA) reported raffle proceeds were \$156 and the Auction proceeds were \$401.00. |
| 2015 State Conference | Cate Gardner, CMA (AAMA) announced that the Conference will be held April 24-26, 2015 at Essenhous Inn in Middlebury IN. The theme is “Healthcare in the Heartland”. A registration form was distributed, \$165.00 for members, \$185.00 for non-members and \$100.00 for students. Registration deadline is March 25, 2015. Room rates are \$105 for two occupants, \$115 for 3 occupants and \$120 for four occupants. |
| 2016 State Conference | Jane Seelig, CMA-A (AAMA) announced that the conference will be held April 22-24, 2016 at the Hilton Garden Inn in Edinburgh IN. The theme is “CMA’s after Hours”. Trooper Tammy has agreed to speak at the conference. The annual business meeting will be held on Friday evening to allow for more shopping time on Saturday afternoon. |
| 2017 State Conference | Jeni Begley, CMA (AAMA) reported that she and Jackie Vukobratovich are conference co-chairs and exploring possible venues and discussing themes. |
| Chapter Reports | |
| East Central District | Rebecca Norman, CMA (AAMA), CMBS Director reported a September 20 workshop by Aspire Mental Health was held at Ivy Tech Conference Center in Anderson. An all day CMA review course was presented by Rebecca, Jane Seelig and Paula Schubert on September 27 at Harrison College. The 2016 conference fund raiser was the sale of Mike’s Car Wash tickets for \$8.00 each. See Jane Seelig if you are interested in purchasing tickets. There are 247 members. |
| First District | Tammy Daily, CMA (AAMA) Director reported they met at Ivy Tech- Evansville with a workshop on Men’s Health Update presented by Marianne Hawker-Green for Krista Kain, BS, Medical Consultant for Auxilium Pharmaceuticals. The next meeting was October 14 on Elder Abuse and Elder Law presented by Glen Deig, Attorney at Law. There were eight members attending the AAMA Conference, many of them first timers. There are 187 members |
| St. Joseph District | Janet Boyer, CMA (AAMA) Director reported great speakers for the September 3, October 1 and November 5 meetings. |
| Southeast District | Dianne Wimsett, CMA (AAMA) Director had no written report |
| Twelfth District | Nina Thierer CMA (AAMA) BS CPC CBCS Alternate Director reported a September meeting with a presentation by Donna Ditton on Laughter is Good Medicine and October presentation by Heather Copen on Is Your Office Prepared for ICD-10. An all day workshop is planned for November 15. |
| West Central District | Jenifer Begley CMA (AAMA) Director had no written report. |
| Unfinished Business | Approved AAMA bylaws were discussed. |

Our participation with the Indiana State Medical Association Annual Conference at the Westin Hotel in Indianapolis September 5-7, 2015 was reported by President Edds. Joyce, Clara and Tammy represented our society. Flash drives were given to the Convention attendees in their registration packets with information submitted to them by us regarding ISMA State Officers, District Directors, Physician Advisors the Medical Assistant Creed, Mission Statement and Code of Ethics. Also information for the Annual Conference in St. Louis, dates to remember for workshops and the articles by Don Balasa published on Credentials and Meaningful Use. Pamphlets and other information was distributed from the table regarding membership and examination registration.

New Business

Announcements:

The Med-A-Scoop deadline is January 3, 2015.

Letters of nomination for Medical Assistant of the Year, Golden Apple, and Leon Levi are due by January 1, 2015, to President Edds.

Adjourn:

The meeting adjourned at 5:36 pm

Jane B. Seelig, CMA-A (AAMA)

Recording Secretary

INDIANA SOCIETY OF MEDICAL ASSISTANTS

ISMA BOARD MEETING AND WORKSHOP

Saturday, February 21, 2015

1-3p.m.

Harrison College-Medical Campus

8150 Brookville Rd.

Indianapolis, IN

Jill Henry

Chief Operating officer

Susan G. Komen Tissue Bank

at IU Simon Cancer Center

(2 CEUs)

You must have you Membership ID number for CEU credits

We can no longer use SSN's

Cost includes Lunch & Workshop

\$15.00 Members

\$20.00 Nonmembers

\$10.00 Students

Registration for Workshop 11:30 a.m.

Must be registered for workshop by Lunch 12:00 p.m.

Workshop 1-3 p.m.

ISMA Board Meeting immediately following:

Executive Committee Meeting - 3:30 - 4:00 p.m.

Registration for Business Meeting 3:45 - 4:00 p.m.

Business Meeting - 4:00 p.m.

Question? Contact Clara Poirot, CMA (AAMA)

(812) 455-6697 or (812) 853-7881

Spiritwind629@hotmail.com

Agenda

ISMA Board of Directors
February 21, 2015

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|-------------------------|--|
| Call to Order | Joyce Edds, CMA (AAMA), CPT (ASPT) President |
| Invocation | Cate Gardner, CMA (AAMA), Chaplain |
| Medical Assistant Creed | Clara Poirot, CMA (AAMA), Vice President |
| Credentials Report | Marianne Hawker, CMA (AAMA), Chairman |
| Introductions | Joyce Edds, CMA (AAMA), President |
| Secretary Report | Jane Seelig CMA-A (AAMA), Secretary |
| Treasurer Report | Jodie Elmore, CMA (AAMA), LMR Treasurer |
| Presentation of Bills | |
| Correspondence | Sandra Johnson, MS, CMA (AAMA), CPC |
| Officer Report | President-Joyce Edds Vice President-Clara Poirot Secretary-Jane Seelig Treasurer-Jodie Elmore Med-A-Scoop-Pam Neu |
| Committee Reports | Budget & Finance-Jodie Elmore Bylaws & Standing Rules-Rita Michel Certification-Sandy Johnson Continuing Education-Clara Poirot Council of Past Presidents-Jeni Begley Historian-Dianne Wimsett Website Development-Pam Neu Membership-Jeni Begley Procedure Manual-Jane Seelig ISMA Liaison-Tammy Daily Public Policy/Affairs-Tammy Daily Scholarship-Sandy Johnson Ways & Means-Sandy Johnson 2015 State Conference-Cate Gardner 2016 State Conference-Jane Seelig 2017 State Conference-West Central |
| Chapter Reports | East Central District-Rebecca Norman First District-Tammy Daily St. Joseph District-Janet Boyer Southeast District-Dianne Wimsett Twelfth District-Nina Thierer West Central District-Janet Heide |
| Unfinished Business | |
| New Business | |
| Announcements | Med-A-Scoop deadline is Feb 28, 2015, State Conference April 24-26, 2015, at Essenhaus Inn, Middlebury IN |

INDIANA SOCIETY OF MEDICAL ASSISTANTS

59th Annual Conference

“Healthcare in the Heartland”

April 24-26, 2015

Das Essen haus Inn- Middlebury, IN

***Registration Deadline-March 25, 2015**

***No cancellation after April 10, 2015**

Registration fees: \$165.00 for member, \$185.00 for nonmember, \$100.00 for student

Name _____ Phone (____) _____

Address _____

City _____ State _____ Zip _____

Employer _____

District (Chapter) Name _____

Current Office Held: Local _____ State _____ National _____

Are you a member _____ nonmember _____ student _____

Please mark all that apply:

CMA _____ other (Indicate) _____ Educator _____ Student _____

Lifetime Member _____ First Conference _____ New CMA (since April 2014) _____

Newly Recertified (since April 2014) _____ Medical Assistant of the Year (Year) _____

Leon Levi Award _____ Golden Apple Recipient (Year) _____

Past State President (Year) _____ Number of years CMA _____

Complete and send registration form and check made payable to **St. Joseph District Conference Fund** and send to:

Karen Pershing, CMA (AAMA)
52438 Oak Manor Drive
Granger, IN 47530

Questions can be directed to: Cate Gardner, CMA (AAMA) at phone # 574-265-1973

HOPE TO SEE EVERYONE THERE!

DATES TO REMEMBER
2014-2015 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

February 21, 2015

April 24-26, 2015

Med-A-Scoop Deadline

January 3, 2015

February 28, 2015

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

Pam Neu, CMA (AAMA)

4805 E 640 S

Wolcottville, IN 46795

msneu@yahoo.com

Make sure that all the news is typed in Microsoft Word

Check-Check-Check It Out!



www.Insocmedasst.org



EVA I. IRWIN, CMA (AAMA)

MEDICAL ASSISTANT PROGRAM FUND

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

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

- Submission of the Eva I. Irwin, CMA (AAMA) Medical Assistant Program Fund application by the program chair, director, coordinator, or full-time faculty member.
- Application must identify specific item for consideration of this award and indicate need related to the program. Please submit information related to item, such as vendor, price, etc.
- Application may be submitted by e-mail or postal mail.
- Application must be received by March 1.
- Decision for the award will be considered by committee and announced by April 1. Presentation can be made at the ISMA Annual Conference, or as arranged with the school.

Application can be mailed to this committee chairman below:

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

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



INDIANA | Society of
Medical Assistants



AN AFFILIATE OF THE
AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

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

School/College/University _____

Address _____
(Street) (City/State) (Zip Code)

Indicate: _____ Program Director/Chair/Coordinator _____ Fulltime faculty

Name/Title/Credentials _____

Contact Information: Phone (including area code):

(Work) (Home) (Cell)

E-Mail
Address _____

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

(Must be received by March 1)

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

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

Return Address Requested

Cell: 260-750-7250
E-mail: msneu@yahoo.com



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

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

FROM THE NORTH

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

FROM THE WEST

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

FROM THE EAST

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

FROM THE SOUTH

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