Indiana Society of Medical Assistants

Med-A-Scoop

March/April Issue 2015

Pearls of Wisdom

It is hard to believe that a year has already gone by since taking the office as President. I want to thank each of you for making my first year an exciting one and I am looking forward to another year. My theme will continue to be Pearls of Wisdom; I see many pearls among us with lots of Wisdom. So please continue to encourage others to be a part of a great organization.

It is time for our Annual State Conference in Middlebury, IN at Das Essen haus Inn in April. Please make arrangements to join us if you haven't already. I'm sure the ladies of St. Joseph District have work hard for a great conference. Looks like they have an interesting agenda for the weekend. Also don't forget to visit Santa Bruce, you never know you just maybe the lucky one to win a raffle basket, so don't forget to buy your tickets.

Sandy Johnson is still collecting recipes for the cook book we hope to make soon, while Santa Bruce is looking for old license plates. It is a new year and you could be getting a new plate for your car so pass your old one to Santa Bruce.

Just a reminder if there is inclement weather please check the website or call other members to see where we stand for our meeting and if things have been changed to another date. If ever in doubt feel free to call me and I will get back with you ASAP. Again thanks to all the board members who was on top of things and for the rescheduling of our February meeting.

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



One of the hardest decisions you'll ever face \sim is choosing whether to walk away or to try harder!

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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 Guenthner, 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 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
*Denotes deceased

Leon Levi Award Recipients

Patricia Kennington, RN, CMA*
Jane Seelig, CMA-A
Pauline Pinnick, CMA
Bonnie Reidenbach, CMA-AC
Bettye Yard, CMA-C*
Norma Harmon, CMA
Eva Irwin, CMA*
Eulah Dearing, CMA
Marjorie Mikesell, CMA
Tammy Daily, CMA (AAMA)
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

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Vice President

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Recording Secretary

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Immediate Past President

Jeni Begley, CMA (AAMA) Cell: 765.412.2779

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Treasurer

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Med-A-Scoop Editor Website

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St. Joe District

Janet Boyer, CMA (AAMA) 2109 S. Ironwood Dr. South Bend, IN 46613 Cell: 574.383.8015 bluebutterfly4@Att.net

Twelfth District

Nina Thierer, CMA (AAMA), CPC 6616 Arnel Ave Fort Wayne, IN 46835-3821 Cell: 260.704.6561

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 ASSISTANATS

Board of Directors Meeting Harrison College Brookville Road, Indianapolis IN Saturday, February 28, 2014

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

1:22 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, and Golden Apple Award Recipients members were recognized. There were no Honorary members present. Kathy Heck sent

greetings as she was moving this weekend.

Credentials Report: There were 16 members registered for the meeting. Voting power was 12,

2/3 vote was 7, quorum vote was 7 and majority vote was 8.

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.

Balance on Hand February 14, 2015 \$31,787.59

(This is a correction from the last report due to computer formula error)

Income: \$1,575.02 Expenses: \$7,433.69

Balance on Hand August 9, 2014 \$25,928.92

Certificate of Deposit CD 9561 \$28,856.70 Certificate of Deposit CD 3788 \$14,710.96

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

Correspondence: Paula Purdy, CMA (AAMA) sent a letter advising that our AAMA Representa-

tive for our Annual Conference will be Debby Houston, CMA, (AAMA), CPC,

Vice Speaker of the House.

Rebecca Walker, CMA, (AAMA) CPC wrote regarding donations to the Maxine

Williams Scholarship Fund and the Ivy Reade Relkins Surveyors Fund.

Audrey Whitaker from the Healthcare Business division of Workforce Development in Region One wrote that there is a need for qualified Medical Assistants

in the Lake, Porter and Laporte County areas.

Officer Reports: Clara Poirot, CMA (AAMA) Vice President –The speaker from the cancelled

meeting was rescheduled for the June meeting.

Committee Reports:

Budget & Finance: Jodie Elmore, CMA (AAMA), LMR presented the proposed budget for 2015-

16. It will be amended as recommended and presented at the Annual Busi-

ness meeting for acceptance.

Bylaws Have been updated and brought into compliance with the changes approved

at the AAMA annual conference. They will be available on the website shortly.

Certification: No report.

Continuing Ed: Clara Poirot, CMA (AAMA) reported that Jill Henry COO of the Susan G

Komen Tissue Bank will present her program at the June meeting due to the

cancellation of the February meeting.

Board of Directors Meeting Saturday, February 28, 2014

ISMA Liaison Tammy Daily, CMA (AAMA) reported that the Indiana State Department of Health reminds physi-

cians to report vaccine adverse events. There is a web-based system to facilitate this

reporting.

Tobacco and alcohol use in the 6-12 grades has decreased 13% since 1993.

Website Development Pam Neu, CMA (AAMA) Progress is being made in updating the website. The notifi-

cation of our meeting cancellation was made within hours. The calendar will be up-

dated with meeting notifications provided by the chapters.

Membership Jeni Begley, CMA (AAMA) reported that we have 1,097 members.

Procedure Manual Jane Seelig CMA-A (AAMA) reported that the update is nearly complete having

been submitted to the PIPS for review. There will be a separate tab on the website

for the example materials such as forms and reports.

Scholarship Sandra Johnson, MS, CPC, CMA (AAMA) reported that with research by President

Edds we were able to establish the funds designated for scholarship (\$4,679.19 and

the student support fund (\$1,407.00).

Two applications were received for the Medical Assistant Program Fund.

Ways and Means: Sandra Johnson, MS, CPC, CMA (AAMA) reported raffle proceeds were \$71.00

2015 State Conference Cate Gardner, CMA (AAMA) announced that the Conference will be held April 24-

26, 2015 at Essenhaus Inn in Middlebury IN. The theme is "Healthcare in the Heart-

land". A room rate form and tentative agenda were distributed.

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". The annual business meeting will be held on Friday evening to allow for more shop-

ping time on Saturday afternoon.

2017 State Conference Jeni Begley, CMA (AAMA) reported the dates are April 7-9, 2017. The theme is

"Summer Days; Make your CMA Sizzle.

Chapter Reports

East Central District Rebecca Norman, CMA (AAMA), CMBS Director reported a January workshop

"Toxic Hazards" presented by Dr Furby from IU Health Poison Center. An all day CMA workshop is planned for March 21 at Ivy Tech (Lawrence) topics are Ethics and Professionalism, Medical/Legal issues and Take Care of Me, Take Care of You. Information is posted on the website. A walking team for "Walk to Cure Arthritis" on Saturday May 16 is being recruited. Plans are progressing for the 2016 Conference.

There are 247 members.

First District Tammy Daily, CMA (AAMA) Director reported they met on November 11 with The

Management of Chronic Diseases presented by Dr Mujtaba Tapal. The Christmas party was on December 14 with a catered meal plus member desserts, ornament exchange and games. January 13 Steve Lockyear Chief Deputy Vanderburgh County Coroner described the duties of the Coroner. February 10 the speaker was ill but bylaw amendments were approved for submission to the membership of 153. A Game/Card Party, the chapter fundraiser is planned for October 24. June Brown, RMA reported the membership is invited to participate in a Kidney Walk on April 16 and be a part of Team Taylor, named for her granddaughter who is waiting to be put on the

transplant list.

St. Joseph District Janet Boyer, CMA (AAMA) Director reported Dr Cheng from Notre Dame presented

a program on Breast Cancer with a membership pitch-in for the meal. Suggested by-

law changes were approved for review by ISMA and AAMA. Co-chairs of the

nominating committee are Judy

Jurniack and Diane Snyder. The February 4 program was medical terminology review by Lisa Comer. There are 269 mem-

bers.

Southeast District Dianne Wimsett, CMA (AAMA) Director had no written report but reported the Christmas

gathering was held at Sandy and Bruce Johnson's home. They have 118 members.

Twelfth District Pam Neu, CMA (AAMA) Alternate Director stated that the January meeting was cancelled

due to the weather. February's meeting was on Fetal Alcohol Syndrome. Looking forward to

seeing everyone at state conference.

West Central District Jenifer Begley CMA (AAMA) Director reported a meeting on December 6 for the Christmas

party with a presentation on Medical Assisting Office Topics: A General Overview. There was

discussion and plans made for the 2017 state conference.

Unfinished Business

Nominating Committee Marianne Hawker, CMA (AAMA) reported that the candidates were in good standing and creden-

tials were found to be in order.

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

Vice President: Claraellen Poirot, CMA (AAMA)

Recording Secretary Jane Seelig, CMA-A (AAMA)

Treasurer Paula Schubert, CMA (AAMA) (IAPS)

Med-A-Scoop Editor Pam Neu, CMA (AAMA)

Audit of the Minutes Nina Thierer CMA (AAMA) BS CPC CBCS sent a report that the annual business meeting

written minutes were found to be consistent with the recording.

New Business

Business Entity Report Rita Michel, CMA (AAMA) reported our Business Entity Report with the state was not com-

pleted as required which suspended our EIN number. This was discovered when transferring the CD funds to a new financial institution. Paperwork will be completed to rectify this problem

and in the interim the funds will be deposited in our checking account.

Announcements: The Med-A-Scoop deadline is February 28, 2015.

Reports for the Annual Meeting Book are to be submitted to President Edds no later than April 1, 2015.

Adjourn: The meeting adjourned at 2:28 pm

Jane B. Seelig, CMA-A (AAMA)

Recording Secretary

Das Dutchman Essenhaus Inn and Conference Center

240 US 20

Middlebury, IN 46540

800-455-9471 for reservations

Room rates per night (breakfast included)

Standard room

2 people \$105 plus tax

3 people \$115 plus tax

4 people \$120 plus tax

INDIANA SOCIETY OF MEDICAL ASSISTANTS

59th Annual Conference

"Healthcare in the Heartland"

April 24-26, 2015

Das Essenhaus 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				
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 Confer	ence New CMA (sinc	ce 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

Pre-Conference Agenda ISMA Board of Directors April 24, 2015

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) CPT (ASPT)

Secretary Report Jane Seelig, CMA-A (AAMA) Recording Secretary Treasurer Report Jodie Elmore, CMA (AAMA), LMR, Treasurer

Presentation of Bills

Correspondence Sandra Johnson, MS, CMA (AAMA) CPC

Officer Reports President- Joyce Edds, CMA (AAMA) CPT (ASPT)

Vice President-Clara Poirot, CMA (AAMA)
Secretary- Jane Seelig, CMA-A (AAMA)
Treasurer- Jodie Elmore, CMA (AAMA) LMR
Med-A-Scoop- Pam Neu, CMA (AAMA)
Past President- Jeni Begley, CMA (AAMA)

Committee Reports Budget & Finance- Jodie Elmore, CMA (AAMA) LMR

Bylaws & Standing Rules- Rita Michel

Certification- Sandra Johnson, MS, CMA (AMA) CPC Continuing Education- Clara Poirot, CMA (AAMA) Council of Past Presidents- Jeni Begley, CMA (AAMA)

Historian- Dianne Wimsett

ISMA Liaison- Tammy Daily, CMA (AAMA) Membership- Tammy Daily, CMA (AAMA)

Nominating Committee- Marianne Hawker, CMA (AAMA)

Procedure Manual- Jane Seelig, CMA-A (AAMA) Scholarship- Sandra Johnson, MS, CMA (AAMA) CPC Ways & Means- Sandra Johnson, MS, CMA (AAMA) CPC

Website Development- Pam Neu, CMA (AAMA)
2015 State Conference- Cate Gardner CMA (AAMA)
2016 State Conference-Jane Seelig, CMA-A (AAMA)
2017 State Conference- Jeni Begley, CMA (AAMA)
Eact Control District, Behassa Norman, CMA (AAMA)

Chapter Reports East Central District- Rebecca Norman, CMA (AAMA)

First District- Tammy Daily, CMA (AAMA)
St. Joseph District- Janet Boyer, CMA (AAMA)
Southeast District- Dianne Wimsett, CMA (AAMA)
Twelfth District- Nina Thierer, CMA (AAMA), CPC
West Central District- Jeni Begley, CMA (AAMA)

Unfinished Business

New Business
Announcements
Adjournment

2015 ISMA Conference Schedule

Friday, April 24

5:30-6:30 pm Preconference Board Meeting

6:30-9:00 pm Welcome Party

Saturday, April 25

7:00-8:00 am Breakfast

8:00-9:00 am **Oncology Navigation** presented by

Amy Tinlin, RN, OCN

9:00-10:00 am GFR for Early Detection & Prevention of Kidney Disease presented by Dawn

Thaxton, MSM, RN

10:15-1030 am Registration for Annual Business Meeting

10:30-11:30 am Annual Business Meeting

11:30-12:30 pm Lunch

12:30-1:30 pm Radiation Oncology

1:300 -2:30 pm Aortic Stenosis presented by Donna Cooper, FNP-C

2:30-2:45 pm Break

2:45-3:45 pm Mental Health presented by Casey Norton, RN, BS

3:45-4:45 pm Pediatric Spec

4:45-7:15 pm Break

7:15 - ?? Awards Banquet & Installation of Officers

Sunday, April 26

7:00-8:30 am Breakfast

8:30-9:30 am ICD 10 presented by Janet Hailey, CMC, CMCO, CMIS, CMOM

9:30-9:40 am Break

9:40-10:40 am Accountable Care Organization Program (ACO) presented by

Janet Hailey, CMC, CMCO, CMIS, CMOM

10:40-ll: 00 am Break

11:00 Post Conference Board Meeting

Reports to Joyce by April 1
Registration due by March 25th

Hotel

District Door Prize

District Theme Basket for Santa Bruce

Old License Plates for Santa Bruce

Money for Ways and Means

Loose clothing because you are in Amish country

Good Attitude to have fun and LEARN!



AGENDA

Indiana Society of Medical Assistants 59^h Annual Business Meeting April 25, 2015 Middlebury, IN

Call to Order: Joyce Edds, CMA (AAMA), CPT (ASPT) President

Invocation: Cate Gardner, CMA (AAMA), Chaplain Medical Assistants Creed: Clara Poirot, CMA (AAMA), Vice President

Introduction of Officers and Guests:

Conference Report:

Credentials Report:

Additions/Corrections to Agenda:

Reading of Rules:

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

Cate Gardner, CMA (AAMA), CPC Conference Chair

Marianne Hawker, CMA (AAMA), Credentials Chair

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

Cate Gardner, CMA (AAMA), Parliamentarian

Introduction of Tellers, Pages and

Timekeeper: Joyce Edds, CMA (AAMA), President

Adoption of Conference Program: Cate Gardner, CMA (AAMA), CPC Conference Chair

Correspondence: Sandra Johnson, MS, CMA (AAMA), CPC, Corresponding Secre-

tary

Secretary Report: Jane Seelig, CMA-A (AAMA)
Report of Minutes Audit Committee: Nina Therier, CMA (AAMA), Chair

Treasurer Report: Jodie Elmore, CMA (AAMA), LMR, Treasurer Report of Financial Audit Committee: Sandra Johnson, MS, CMA (AAMA), CPC, Chair

Report of Nominating Committee: Marianne Hawker, CMA (AAMA), Chair

Instructions to Voters: Cate Gardner, CMA (AAMA), Parliamentarian Instructions to Teller: Cate Gardner, CMA (AAMA), Parliamentarian

Election of Officers: Joyce Edds, CMA (AAMA), CPT (ASPT) President

Supplemental Reports of Standing Committees:

Unfinished Business

Proposed Budget Jodie Elmore, CMA (AAMA), LMR, Treasurer

2015 ISMA State Conference Cate Gardner, CMA (AAMA), Chair

New Business

Election of AAMA Delegates Joyce Edds, CMA (AAMA), CPT (ASPT) President

Recertification Sandra Johnson, MS, CMA (AAMA), CPC, Chair

Presentation of Bills Joyce Edds, CMA (AAMA), CPT (ASPT) President

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

Adjournment To reconvene for Awards Banquet and Installation of Officers

DON'T FORGET YOUR CHAPTER/DISTRICT'S THEME BASKET FOR WAYS & MEANS STATE CONFERENCE APRIL 24-26, 2015 Das Essenhaus Inn MIDDLEBURY, INDIANA



CHOOSE YOUR THEME – RELAXATION, WINE/CHEESE, MOVIE, GARDENING, ETC. THE CHOICE IS YOURS!

(Value of basket must be at least \$50)

Bring to Ways & Means area Saturday morning, April 25, 2015



Santa Bruce will be waiting!

Special Raffle to Support Wounded Warriors

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



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 Das Essenhaus, Middlebury, IN

