

Med-A-Scoop

Dear ISMA Member:

Wow, I can hardly believe that it has been two years serving as President of the Indiana Society of Medical Assistants. It has really been a learning experience. I really appreciate the help that I have received from many of our more experienced members. I encourage our membership to get more involved in the workings of our society on every level; local, state and national. I am sure that you will find it rewarding.

At our last meeting we had an excellent presentation on “Compassion Fatigue - The Negative Effects of Stress on Clinical Staff and Care-givers”. Our speaker spoke on stress and burnout; this is a very real issue in the fast paced offices that we work in today.

I want to encourage you to attend our Annual Conference. This year it will be hosted by Twelfth District at Oakwood Resort in Syracuse, Indiana. Pam and Rita have scheduled some great conference speakers. I have heard that this is a beautiful location to have our conference. You will be able to get those much needed CEU’s, as well as network, relax and refresh.

See you at Conference!

Clara Poirot, CMA (AAMA) CN-BC

CMA's—Catch the Vision . . . until you spread your wings you will never know how far you can fly

**March/April
2018**

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Official Website:

www.insocmedasst.org

Check out our new look!

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

ISMA Physician Advisors 2017-18

Scott Guenther, M.D.

The Dermatology Center of Indiana
Plainfield, IN
3 years

Kristi Peck, M.D.

Evansville Surgical Associates
Evansville, IN
2 years

Jeff Stidam, M.D.

Jewish Hospital
Louisville, KY
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)

*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

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Vice President

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Recording Secretary

Jeni Begley, CMA (AAMA)
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Immediate Past President

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Med-A-Scoop Editor

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East Central

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First District

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Twelfth District

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West Central District

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3354 North 1150 West
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E-mail: jeni_cma@comcast.net



**INDIANA SOCIETY OF MEDICAL ASSISTANTS
BOARD OF DIRECTORS MEETING
Ivy Tech State College
Indianapolis, IN
February 3, 2018**

Call to Order President Clara Poirot, CMA (AAMA), CN-BC, called the meeting to order at 3:19 p.m.

Invocation Chaplain Joyce Edds, CMA (AAMA), CPT (ASPT), gave the invocation

Medical Assistants Creed Vice President Jane Seelig, CMA-A (AAMA), led the reciting of the creed

Introductions Introductions were waived

Credentials Report Jodie Cadreau, CMA (AAMA), LMR gave the Credentials Report. There were 12 registered for the meeting with a voting power of 10. A quorum was 6, a majority vote was 6, and a 2/3 vote was 7

Secretary's Report Recording Secretary Jeni Begley, CMA (AAMA), reported minutes of the November meeting were published in the Med-A-Scoop. There were no additions or corrections.

Treasurer's Report Treasurer Rita Michel, CMA (AAMA) was not present but sent a report, which was read by Pam Neu, CMA (AAMA):

Beginning balance	\$32,813.86
Income	\$ 1,075.09
Expenses	\$ 4,618.13
Ending balance	\$29,270.82
Certificate of Deposit	\$45,546.68
Eva I. Irwin CMA Fund	\$ 4,359.91
Student Support Fund	\$ 1,407.00

Presentation of Bills Jane Seelig, CMA-A presented a bill of \$99.48 for the purchase of a speaker for the microphone. Pam Neu, CMA (AAMA) moved to pay the bill, and to pay Mike Cadreau up to \$100 to buy the rest of the speaker system and microphone material, the motion passed.

Correspondence Clara Poirot, CMA (AAMA), CN-BC read the correspondence. We received an E-Mail from the AAMA letting us know our Representative at the State Conference will be Patti Licurs, CMA (AAMA). We also received the BOT highlights and information about a CEU opportunity on Scope of Practice presented by Don Balasa, it is meant as a large group presentation. We also received information on member retention for each chapter.

Officer Reports President- Clara Poirot, CMA (AAMA), CN-BC-No report
 Vice President-Jane Seelig, CMA-A (AAMA)-She is encouraging members to become more active by volunteering as committee members. She presented a list of committees and their responsibilities.
 Secretary-Jeni Begley, CMA (AAMA)-No report
 Treasurer-Rita Michel, CMA (AAMA)-Not present
 Med-A-Scoop-Pam Neu, CMA (AAMA) MBA-Over 1,400 issues were mailed. The next issue deadline will be for the conference, the deadline is February 23.
 Past President- Joyce Edds, CMA (AAMA), CPT (ASPT)-No report

Committee Reports Budget & Finance-Rita Michel, CMA (AAMA)-Not present proposed budget for 2018-2019 was presented by Pam Neu, CMA (AAMA)

Income	\$21,900.00
Expenses	\$21,900.00

Bylaws & Standing Rules-Karen Pershing, CMA (AAMA)-Proposed Bylaw changes Article XIV Committees Section 1 Standing Committees Change number of committees from 12 to 13, forming a new Mentoring Committee. Article XIV Committees Section 2 Change title from Membership and Appointment of Standing Committees to Membership, Recruitment, and Retention. Also change last sentence

to members of the committees may be chosen by the society President or Committee Chair. Standing rule changes were discussed. Standing rule 7 will be sent back to committee. Standing rule 10. B. proposed wording change to if desired, rather than if possible. Standing rule 10. B. President adds, the President shall appoint and provide guidance. Standing rule 10. C. adds maintain and coordinate refreshments and supplies. Standing rule G Med-A-Scoop Editor adds by paper and/or electronic Annual Business Meeting Booklet printing shall be a state Annual Conference expense.

Certification-Marianne Hawker-Green, CMA (AAMA)-Not present

Continuing Education- Jane Seelig, CMA-A (AAMA) - The workshop today was "The Negative Effects of Stress on Clinical Staff and Caregivers," there were 17 present.

Council of Past Presidents- Joyce Edds, CMA (AAMA), CPT (ASPT)-No report

Historian-Marianne Hawker-Green, CMA (AAMA)-Not present

ISMA Liaison/Public Policy-Affairs-Tammy Daily, CMA (AAMA)-Not present, she did send an e-mail which was read by the President. The Medical Convention will be September 29-30 at the Sheraton North in Indianapolis. Dr. William Pond has submitted a resolution to the House of Delegates for support of CMA's.

Membership- Joyce Edds, CMA (AAMA), CPT (ASPT) - We have 956 members.

Nominating Committee-Jeni Begley, CMA (AAMA) The proposed slate of officers is:

President	Jane Seelig, CMA-A (AAMA)
Vice President	Karen Pershing, CMA (AAMA)
Recording Secretary	Dianne Wimsett, CMA (AAMA)
Treasurer	Joyce Edds, CMA (AAMA), CPT (ASPT)
Med-A-Scoop	Pam Neu, CMA (AAMA)

All candidates have paid their dues to the AAMA by 12/31/17.

Procedure Manual-Cate Gardner, CMA (AAMA)-She is working on guidelines for parliamentary advisors, tellers, and pages.

Eva I. Irwin Support Fund-Sandra Johnson, MS, CMA (AAMA), CPC-No report.

Ways & Means-Sandra Johnson, MS, CMA (AAMA), CPC & Bruce Johnson, Honorary Member- Raffle \$175. Each Chapter is responsible for bringing a \$50 raffle basket to the State Conference.

Website Development-Pam Neu, MBA, CMA (AAMA)-Our new website has been launched, please contact her with comments and suggestions.

2018 State Conference-Pam Neu, MBA, CMA (AAMA)-Registration form is in the Med-A-Scoop. Sunday morning is going to be a coding mystery room. There will also be a lawyer speaking about having a medical device inside of you.

2019 State Conference- Clara Poirot, CMA (AAMA), CN-BC -Dates will be April 5-7, 2019 at Hilton Doubletree in Evansville. "Laughter is the Best Medicine" is the theme.

St. Joseph District-Karen Pershing, CMA (AAMA) reported 26 attended their fall workshop on 10/14/17. They had a board meeting with a speaker on 11/1/17, 6 attended. They are planning a spring workshop for 3/10/18. They have a Facebook page, St. Joseph District of Certified Medical Assistants CMA-AAMA. They have 169 members.

Chapter Reports

East Central District-Heidi Sisson, CMA (AAMA) Director reported they held their winter meeting on 1/20/18, there were 28 present. The next meeting will be 3/3/18 at Heidi’s house. They will have a workshop on 9/8/18. They have 273 members.

First District- Clara Poirot, CMA (AAMA), CN-BC reported they had a Christmas party in December, no meeting in January, and will meet the second Tuesday of February.

St. Joseph District-Karen Pershing, CMA (AAMA) reported 26 attended their fall workshop on 10/14/17. They had a board meeting with a speaker on 11/1/17, 6 attended. They are planning a spring workshop for 3/10/18. They have a Facebook page, St.

Joseph District of Certified Medical Assistants CMA-AAMA. They have 169 members.

Southeast District- Sandra Johnson, MS, CMA (AAMA), CPC reported they have 95 members.

Twelfth District-Pam Neu, CMA (AAMA)-Director reported they had successful workshops in September and November. They have 219 members.

West Central District-Jeni Begley, CMA (AAMA)-Director reported they met on 1/27/18 at Grand Travers Pie Company in Terre Haute to plan our next meeting, there were 3 members present. We are planning a workshop for 5/19/18. We have 200 members.

Unfinished Business

Guidelines for State Conference- Joyce Edds, CMA (AAMA), CPT (ASPT)- Finished, just needs some spelling corrections, will be available in April.

New Business

Life Membership- Clara Poirot, CMA (AAMA), CN-BC – A nomination for life membership was presented and voted on, the nominee was elected, the award will be presented at the State Conference. Jane Seelig, CMA-A (AAMA) moved to destroy the ballots, the motion passed.

Announcements

Next year we will be meeting at Brightwood College, 4200 S. East St. Indianapolis
Deadline to have reports to Clara for Conference book is 3/31/18.

Important Meeting Dates to Remember

Meeting Dates	Med-A-Scoop Deadline
April 20-22, 2018 (Annual Conference)	February 23, 2018

Adjournment

The meeting was adjourned at 4:46 p.m.

Jenifer D. Begley, CMA (AAMA)
Recording Secretary



**MEETING
MINUTES**

**Pre-Conference Agenda
ISMA Board of Directors
April 20, 2018**

<p>Call to Order Invocation Medical Assistant Creed Introductions Credentials Report Secretary Report Treasurer Report Presentation of Bills Correspondence Officer Report Vice President-</p>	<p>Clara Poirot, CMA (AAMA) CN-BC, President Joyce Edds, CMA (AAMA), CPT (ASPT) Chaplain Jane Seelig, CMA-A (AAMA Vice President Clara Poirot, CMA (AAMA) CN-BC President Dianne Wimsett, CMA (AAMA) Chairman Jeni Begley CMA (AAMA) Secretary Rita Michel, CMA (AAMA) Treasurer</p> <p>June Brown, RMA President- Clara Poirot, CMA (AAMA) Jane Seelig, CMA-A (AAMA) Secretary - Jeni Begley CMA (AAMA) Treasurer - Rita Michel, CMA (AAMA) Treasurer Med-A-Scoop- Pam Neu, CMA (AAMA)</p>
<p>Committee Reports</p>	<p>Budget & Finance - Rita Michel, CMA (AAMA) Bylaws & Standing Rules Karen Pershing, CMA (AAMA) Certification- Marianne Hawker-Green, CMA (AAMA) Continuing Education- Jane Seelig, CMA-A (AAMA)</p>
<p>Council of Past Presidents</p>	<p>Joyce Edds, CMA (AAMA), CPT (ASPT) Historian- Marianne Hawker-Green, CMA (AAMA) Website Development, Pam Neu, CMA (AAMA) Membership- Joyce Edds, CMA (AAMA), CPT (ASPT) Nominating Committee – Jeni Begley, CMA (AAMA) Procedure Manual- Mary Cate Gardner, CMA (AAMA)</p>
<p>ISMA Liaison</p>	<p>Tammy Daily, CMA (AAMA) Public Policy/Affairs Tammy Daily, CMA (AAMA) Eva Irwin Support Fund-Sandy Johnson, MS, CMA (AAMA) CPC Ways & Means- Sandy Johnson, MS, CMA (AAMA) 2018 State Conference – 12th District / Rita Michel, CMA (AAMA) 2019 State Conference – First District</p>
<p>Chapter Reports</p>	<p>East Central District – Heidi Sisson, CMA (AAMA) First District – Tammy Daily, CMA (AAMA) St. Joseph District – Karen Pershing, CMA (AAMA) Southeast District – Diane Wimsett, CMA (AAMA) Twelfth District – Pam Neu, CMA (AAMA) West Central District – Jeni Begley, CMA (AAMA)</p>
<p>Unfinished Business</p>	<p>Bylaws / Standing Rule changes Procedure Manuel revisions Proposed Budget – 2018-2019</p>
<p>New Business</p>	<p>Election of (1) Physician Advisor to a 3 year term Indiana Physicians Conference</p>
<p>Announcements</p>	<p>Meeting Location change - Brightwood College</p>
<p>Adjournment</p>	

AGENDA
Indiana Society of Medical Assistants
62th Annual Business Meeting
April 21, 2017
Oakwood Resort
Syracuse, Indiana

Call to Order:	Clara Poirot, CMA(AAMA), CN-BC, President
Invocation:	Chaplain, Joyce Edds, CMA (AAMA), CPT (ASPT),
Medical Assistants Creed:	Jane Seelig, CMA-A (AAMA), Vice President
Introductions:	Clara Poirot, CMA(AAMA), CN-BC, President
Memorial Service:	Chaplain, Joyce Edds, CMA (AAMA), CPT (ASPT)
Credentials Report:	Dianne Wimsett, CMA (AAMA), Credentials Chair
Additions/Corrections to Agenda:	Clara Poirot, CMA(AAMA), CN-BC, President
ISMA Conference Report:	Rita Michel, CMA (AAMA), Conference Chair
Adoption of Conference Program:	Rita Michel, CMA (AAMA), Conference Chair
Correspondence:	June Brown, RMA Corresponding Secretary
Secretary Report:	Jeni Begley, CMA (AAMA)
Report of Minutes Audit Committee:	Heidi Sisson, CMA (AAMA)
Treasurer Report:	Rita Michel, CMA (AAMA), Treasurer
Report of Financial Audit Committee:	Pam Neu, CMA (AAMA), MBA
Report of Nominating Committee:	Jeni Begley, CMA (AAMA) , Chair
Introduction of Tellers, Pages and Timekeeper:	Clara Poirot, CMA(AAMA), CN-BC, President
Annual Meeting Rules:	Rita Michel, CMA (AAMA), Parliamentarian
Instructions to Tellers, Pages & Timekeeper:	Rita Michel, CMA (AAMA), Parliamentarian
Election of Officers:	Clara Poirot, CMA(AAMA), CN-BC, President
Supplemental Reports of Standing Committees:	Printed in Conference Book
Unfinished Business:	
Proposed Budget:	Rita Michel, CMA (AAMA)
2018 ISMA State Conference:	Rita Michel, CMA (AAMA), Chair
2019 ISMA State Conference:	Tammy Daily, CMA (AAMA), Chair
Bylaws Amendment:	Karen Pershing, CMA(AAMA)
Indiana Physician's Convention:	Tammy Daily, CMA (AAMA)
New Business:	
Election of AAMA Delegates:	Clara Poirot, CMA(AAMA), CN-BC, President
Recertification:	Marianne Hawker-Green, CMA (AAMA) Chair
Presentation of Bills:	Clara Poirot, CMA(AAMA), CN-BC, President
Announcements:	Clara Poirot, CMA(AAMA), CN-BC, President
Adjournment:	To reconvene for Awards Banquet and Installation of Officers

INDIANA SOCIETY OF MEDICAL ASSISTANTS
Proposed Budget For 2018-2019
February 3, 2018

Thru 1/31/2018

Income	Budget 2017-2018	Actual Current	Budget
Dues	\$17,000.00	\$19,252.50	\$19,000.00
Ways & Means	\$1,500.00	\$1,692.00	\$1,500.00
Education	\$900.00	\$622.26	\$800.00
Annual Conference	\$500.00	\$778.12	\$500.00
Donations - PIPS	\$100.00	\$465.00	\$100.00
Total	\$20,000.00	\$22,809.88	\$21,900.00

Expenses

President	\$200.00	\$0.00	\$200.00
Vice President	\$100.00	\$0.00	\$100.00
Secretary	\$25.00	\$0.00	\$25.00
Treasurer	\$50.00	\$0.00	\$50.00
AAMA President's Gift	\$60.00	\$70.55	\$60.00
Awards	\$100.00	\$0.00	\$100.00
Bylaws Procedure Manual	\$25.00	\$0.00	\$25.00
Certification	\$50.00	\$100.84	\$50.00
Computer support	\$100.00	\$0.00	\$100.00
Donations	\$1,400.00	\$1,060.00	\$1,200.00
Flowers/Memorials	\$75.00	\$40.00	\$75.00
Historian	\$100.00	\$99.00	\$100.00
Installation Service	\$100.00	\$0.00	\$100.00
Insurance	\$200.00	\$187.00	\$200.00
Med-A-Scoop	\$9,000.00	\$8,575.26	\$9,000.00
Membership	\$200.00	\$194.00	\$200.00
Miscellaneous	\$200.00	\$103.19	\$200.00
National Conference	\$4,000.00	\$4,886.19	\$4,500.00
Nominating Committee	\$15.00	\$0.00	\$15.00
Public Relations	\$200.00	\$2,536.96	\$2,000.00
State Conference	\$2,500.00	\$2,665.40	\$2,500.00
State Workshop/Speakers	\$500.00	\$178.96	\$300.00
Ways & Means	\$300.00	\$0.00	\$300.00
Website	\$500.00	\$1,225.00	\$500.00
Total	\$20,000.00	\$21,922.50	\$21,900.00

Certificate of Deposit CD 9561

Balance as of 1/28/2018 \$30,419.14

Certificate of Deposit CD 3788 matured & deposited into Checking Account

Balance as of 1/28/2018 \$15,127.54

Eva I. Irwin, CMA (AAMA) Medical Assisting Program Support Fund

February 3, 2018 \$4359.91

Student Support Fund

February 3, 2018 Balance \$1,407.00

Submitted by Rita Michel, CMA (AAMA), ISMA Treasurer

10. The conference-hosting chapter or the ISMA President shall arrange for a professional parliamentary advisor for the annual business meeting, if possible.

PROPOSED

10. The conference-hosting chapter or the ISMA President shall arrange for a professional parliamentary advisor for the annual business meeting, if *desired*.

B. PRESIDENT: It shall be the duty of the President to preside at all meetings of this Society and of its Board of Directors. The President shall appoint a Parliamentary advisor, Historian, and Corresponding Secretary, whose duty shall be to conduct the correspondence of the Society. The President shall appoint standing and special committees, not otherwise set forth in these Bylaws. The President shall be ex-officio member of every Indiana Society Committee except the Nominating Committee and is to perform such other duties as ordinarily pertain to this office, not otherwise covered in these Bylaws.

PROPOSED

B. PRESIDENT: It shall be the duty of the President to preside at all meetings of this Society and of its Board of Directors. The President shall appoint a Parliamentary advisor, Historian, and Corresponding Secretary, whose duty shall be to conduct the correspondence of the Society. The President shall appoint, *provide guidance for* standing and special committees, not otherwise set forth in these Bylaws. The President shall be ex-officio member of every Indiana Society Committee except the Nominating Committee and is to perform such other duties as ordinarily pertain to this office, not otherwise covered in these Bylaws.

C. VICE PRESIDENT: The Vice President shall assist the President in duties throughout the year and automatically assume the duties of the President in this officer's absence. The Vice President shall succeed to the office of President in case of a vacancy therein. The Vice President shall chair the Continuing Education committee and perform such other duties as ordinarily pertain to the office.

PROPOSED

C. VICE PRESIDENT: The Vice President shall assist the President in duties throughout the year and automatically assume the duties of the President in this officer's absence. The Vice President shall succeed to the office of President in case of a vacancy therein. The Vice President shall chair the Continuing Education committee, *maintain and coordinate refreshments and supplies*, and perform such other duties as ordinarily pertain to the office.

G. MED-A-SCOOP EDITOR/WEBSITE DEVELOPMENT: It shall be the duty of the Med-A-Scoop Editor to prepare the ISMA official Newsletter materials for publication and distribution to the society members at least 30 days prior to each Board of Directors meeting. It shall be the duty of the Website Development Officer to post to the website current information regarding the District and State leadership and activities. The term of office shall be two years without limitation of terms.

PROPOSED

G. MED-A-SCOOP EDITOR/WEBSITE DEVELOPMENT: It shall be the duty of the Med-A-Scoop Editor to prepare the ISMA official Newsletter materials for publication and distribution (*by paper and/or electronic*) to the society members at least 30 days prior to each Board of Directors meeting. It shall be the duty of the Website Development Officer to post to the website current information regarding the District and State leadership and activities. The term of office shall be two years without limitation of terms.

Annual Business Meeting Booklet shall be a state Annual Conference expense.

PROPOSED

Annual Business Meeting Booklet *printing* shall be a state Annual Conference expense.

Proposed Bylaw Changes (*Italic, Underlined* and in Bold)

4/21/18

ARTICLE XIV COMMITTEES

SECTION 1. STANDING COMMITTEES

There shall be twelve (12) Standing Committees: Membership; Budget and Finance; Bylaws and Standing Rules; Procedure Manual; Continuing Education; Certification; Eva I. Irwin, CMA (AAMA) Medical Assistant Program Fund; ISMA Liaison and Public Policy/Affairs; Ways and Means; Audit of Minutes, Financial Audit, and Credential Committee. Each of these committees shall perform the duties and services indicated by the name of the committee.

Proposed

SECTION 1. STANDING COMMITTEES

There shall be ***thirteen (13)*** Standing Committees: Membership; Budget and Finance; Bylaws and Standing Rules; Procedure Manual; Continuing Education; Certification; Eva I. Irwin, CMA (AAMA) Medical Assistant Program Fund; ISMA Liaison and Public Policy/Affairs; Ways and Means; Audit of Minutes, Financial Audit, Credential Committee and ***Mentoring*** . Each of these committees shall perform the duties and services indicated by the name of the committee.

ARTICLE XIV COMMITTEES

SECTION 2. MEMBERSHIP AND APPOINTMENT OF STANDING COMMITTEES

Each Standing Committee shall, when feasible, consist of a chair and at least four (4) other members. The President shall appoint the Chair of Standing Committees, not otherwise provided for in these Bylaws. The appointments of these Standing Committees shall be announced at the post conference Board of Directors meeting. Members of the committees are to be chosen by the committee Chair.

Proposed

SECTION 2. MEMBERSHIP, **RECRUITMENT AND RETENSION**

Each Standing Committee shall, when feasible, consist of a chair and at least four (4) other members. The President shall appoint the Chair of Standing Committees, not otherwise provided for in these Bylaws. The appointments of these Standing Committees shall be announced at the post conference Board of Directors meeting. Members of the committees ***may*** be chosen by the ***society President*** or committee Chair.

Indiana Society of Medical Assistants, Inc. 62nd Annual Conference

April 20 - 22, 2018

Oakwood Resort

702 East Lake View Road
Syracuse, IN 46567
574-457-7100

REGISTRATION FORM

Deadline: 4/2/2018



Please Check One:

Members: \$160 _____

Students: \$75 _____

Nonmembers: \$200 _____

Saturday Workshops \$100
(includes lunch only for
one day session) _____

Please call Oakwood Resort for room reservations, 574-457-7100.

Room Rate: \$99 Standard Q/Q or King; Suite: \$169

In order to obtain the special room rate, please mention the Indiana Society of Medical Assistants, Inc. Conference.

Full Registration includes all workshops and meal functions.

Please Print:

Name & 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 Beach Picnic - \$20 _____ Saturday Breakfast Buffet - \$20 _____ Saturday Lunch - \$20
_____ Saturday Dinner - \$35 _____ Sunday Continental Breakfast - \$15

Make Checks Payable to Twelfth District Conference Fund.

Send completed registration by **April 2, 2018**, to: Rita Michel, CMA (AAMA), 6710 W – 600 N, Huntington, IN 46750.

For questions, email: rmichel@onlyinternet.net or call cell (260) 358-7282.

Applying for 9 CEUs. *(Total CEUs may be subject to change.)*

If you have food allergies or need a special diet, please indicate here.



2018 ISMA Conference Schedule



All activities will be in the Hilltop Conference rooms except the Pre- and Post-Board Meetings, unless otherwise specified. The Board Meetings will be in the hotel area. The Hilltop is nearby outside. If you have a disability or it is difficult to walk the distance, please let one of our hosting members know and a golf cart will be arranged for your transportation.

Friday, April 20, 2018

3:00 p.m.	Registration Open	Hotel Lobby
5:30 p.m.	Pre-Conference Board Meeting	Conference Rooms 1 & 2
6:30 – 9:30 p.m.	“Beach Picnic” and Crystal Barden, MT <i>Massage Therapy-Good for the Soul</i> 2 CEUs	Hilltop

Saturday, April 21, 2018

6:30 a.m.	Registration Opens	Hilltop (note change)
7:00 – 8:00 a.m.	Breakfast Special Seating for PIPS	Hilltop
8:30 – 10:30 a.m.	Dr. Lauren Warner 2 CEUs	Hilltop
10:30 -10:45 a.m.	Credentials Check in for Annual Mtg	Hilltop
10:45 -12:30 p.m.	62 nd Annual Business Meeting	Hilltop
12:30 -1:30 p.m.	Lunch with AAMA Rep	Hilltop
1:45 – 3:30 p.m.	Julia Lawson, JD Biomet Zimmer <i>Comparison of Medical Device Manufacturers v. Health Care Providers</i> <i>A look at how MDMs are governed differently than HCPs</i> 1.5 CEUs	Hilltop
3:30- 5:00 p.m.	Matt Schenkel, Project Manager Biomet <i>Zimmer, Regenerative Medicine: Unlimited Promise or Total Myth?</i> 1.5 CEUs	Hilltop
6:45 p.m.	Head Table Line up	Hilltop
7:00 p.m. – 9 p.m.	Banquet/Awards/Installation Ways and Means Drawing Reception to Follow	Hilltop

Please NO jeans or flip flops at Banquet/Installation. It is lake country but be respectful.

Flower forms will be available at Registration table **at Hilltop**

Sunday, April 22, 2018

7:30 – 8:30 a.m.	Continental Breakfast	Hilltop
8:45- 10:45 a.m.	Heather Copen, RHIA, CCS-P <i>A Insurance Code Mystery</i> 2 CEUs	Hilltop
10:45 a.m.	Door Prize	
11:00 – 12:00 p.m.	Post Conference Board Meeting	Conference Rooms 1 & 2

ISMA CODING CORNER

The Office of Inspector General (OIG) is an agency under the U.S. Department of Health and Human Services charged with the mission to protect the integrity of its programs as well as the health and welfare of beneficiaries of these programs, which includes Medicare and Medicaid. Each October, the OIG Annual Work Plan is published, outlining areas of concern within these programs that will be evaluated and investigated for wasteful spending, abuse, or fraud and compliance in the healthcare industry. Every healthcare provider and corporate entity that receives money from the Medicare Trust Fund should review areas in the annual work plan that may concern them.

During fiscal year 2017, OIG reported the following activity within healthcare programs:

Recovered funds: \$4.13 billion in investigative recoveries were recouped

Criminal actions: 881 individuals or entities were found guilty of crimes against Health and Human Services programs

Civil actions: Civil suits were brought against 826 individuals or entities for fraudulent activities.

Exclusion of 3,244 individuals and entities from participation in future federal healthcare programs

The following includes just a few of the initiatives under the 2018 OIG Work Plan:

Review of CMS systems used to pay Medicare Advantage Organizations

The medical necessity in patients' records for the "diagnosis or treatment of illness or injury or to improve the functioning of a malformed body member," in the prescription and billing of off-the-shelf orthotic devices (HCPCS codes L0648, L0650, and L1833). Since 2014, billing for these products has increased by 97 percent and allowed charges by 116 percent. One concern is these devices being supplied without an encounter with the referring physician within 12 months prior to the orthotic claim for reimbursement.

Potential abuse and neglect of elder and disabled Medicare beneficiaries treated at both inpatient and outpatient medical facilities, particularly in nursing/skilled nursing homes and group homes, as well as the in-home provided care.

Each year, the OIG has become more aggressive in attempts to reduce healthcare fraud. You can see why the OIG is referred to as the "federal watchdog." Much more information can be found at the OIG web site, www.oig.hhs.gov.

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**Official Newsletter of the
Indiana Society of
Medical Assistants, Inc.**

*An Affiliate of the American Association of
Medical Assistants*

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Wolcottville, IN 46795

Return Service Requested



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

NOTICE:

We are meeting at :

**Ivy Tech Community College
9301 E. 59th Street
Indianapolis, IN 46216
Room 346**

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

