

Med-A-Scoop

Issue 2 Volume 2

July-August
2014

Pearls of Wisdom

Dear ISMA Members:

What a great workshop we had on June 7, 2014. If you did not make it you really missed a lot of good information. I know with summer here there is a lot going on with vacations and other events to keep us very busy. Our speaker, Thurl Cecil, a local Coroner, gave a lot of useful information on the things they do as coroner and the steps that are done each time they have a case. I was very impressed with the information and never gave it much thought until that day. Once again a great workshop if you missed it.

I would like to remind each of you to continue to invite new members, and students who have not been to a workshop and our long time members who have not been in a while. This is a great time to fellowship with other medical assistants.

Our next meeting will be August 9, 2014. If all goes well we might be taking a field trip to the local post office. More info on this will come as it get to Clara for our workshop that day. Please come and have a good time with us and get CEUs at the same time. We will also be discussing the AAMA National Conference in St. Louis, October 17-20.

Have a great and safe summer, see you in August!

Joyce Edds, CMA (AAMA) CPT (ASPT)



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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.



State Officers

President

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Med-A-Scoop Editor

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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 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 physician-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

**INDIANA SOCIETY OF MEDICAL ASSISTANTS
Executive Board Meeting
Harrison College
Brookville Road, Indianapolis IN
Saturday, June 7, 2014**

Call to Order: President Joyce Edds, CMA (AAMA), CPT (ASPT) called the meeting to order at 3:30 pm. There were 8 members present.

Information Distribution: President Edds distributed the updated "Pearls of Wisdom" information.

Agenda Corrections: Chapter Reports: West Central Director is Jeni Begley, CMA (AAMA)
Committee Reports: Addition of 2014 State Conference Report after Ways & Means and prior to 2015 State Conference report.
New Business: Delete Application for AAMA Excel Award.

Correspondence: Notification of the Delegates and Alternate for AAMA House of Delegates has been sent.

Unfinished Business Tammy Daily, CMA (AAMA) Advertising chair reported that the Indiana State Medical Association is holding their Annual Conference at the Westin Hotel in Indianapolis September 5-7, 2015. A \$500 break sponsorship may be available on Friday prior to the House of Delegates from 3:00 to 6:30 pm and Saturday prior to the reference committee hearings from 7:30 am to 12:30 pm. She is waiting for confirmation as to if this is available to us.
The executive board agreed to participate in the ISMA Convention.

We might consider advertising on their website for 3 months every other quarter.

President Edds asked elected AAMA delegates and alternates to present their registration form to Treasurer Elmore for registration reimbursement.

Adjourn: The meeting adjourned at 3:58 pm

Jane B. Seelig, CMA-A (AAMA)
Recording Secretary



2014 Conference

In October 2014, hundreds of medical assistants from across the country will arrive in St. Louis for the AAMA 58th Annual Conference.

www.aama-ntl.org



Hope to see you there!

**INDIANA SOCIETY OF MEDICAL ASSISTANTS
Board of Directors Meeting
Harrison College
Brookville Road, Indianapolis IN
Saturday, June 7, 2014**

Call to Order: President Joyce Edds, CMA (AAMA), CPT (ASPT) called the meeting to order at 4:06 pm. There were 13 members registered for the meeting. Voting power was 9, 2/3 vote was 6, quorum and majority vote was 7.

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.

Information Distribution: President Edds distributed the updated "Pearls of Wisdom" information to the officers, directors and committee chairs.

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 April 27, 2014	\$31599.15
Income:	\$888.00
Expenses:	\$2982.77
Balance on Hand June 7, 2014	\$29504.38

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

Correspondence: **Julie Flatten, CMA (AAMA) RN EMT-B**, AAMA Nation Representative to the State Conference thanked for hospitality and included her report to the BOT.
Kathy Langley, AAMA Executive Office reminder of deadline for submission of the Delegates and Alternates for AAMA House of Delegates, an invitation to host the 2017 AAMA Annual Conference and information regarding application for Excel Awards.
Adam Silva, Chief Development Officer, Wounded Warrior Project letter of appreciation for our donation. The letter accompanying the donation was also read.
Tammy Daily, CMA (AAMA) is now volunteering with the Wounded Warrior Project in Evansville. She is partnered with the son of a medical assistant in her personal physician's office and his companion dog.

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

Balance on Hand April 27, 2014	\$31599.15
Income:	\$1018.00
Expenses:	\$2982.77
Balance on Hand June 7, 2014	\$29634.38

Officer Reports: **Pam Neu, CMA (AAMA) Med-A-Scoop Editor** – Appreciation to Jane Seelig CMA-A (AAMA) for previous work. Submissions should be in Microsoft Word, no color and limited pictures/clipart. The latest issue is on the website. Suggestions for improvement are welcome.

Committee Reports:

Bylaws Being reviewed by Chair Rita Michel

Continuing Ed: **Clara Poirot, CMA (AAMA)** reported that there were 11 members present for the presentation by Thurl Cecil Jr., Hamilton County Coroner. He would not accept an honorarium but requested it be presented to the Susan G Komen Fund to fight breast cancer. The United States Postal Service in Indianapolis has been contacted about the possibility of a tour for our August meeting.

Website Development **Pam Neu, CMA (AAMA)** has contacted our current webmaster regarding her interest in continuing in this position and the possibility of obtaining the password to our website.

Membership **Jeni Begley, CMA (AAMA)** reported that we have 1,217 members. She is planning on visiting Medical Assistant Programs when school resumes on Thursdays. Others are invited to join her.

Procedure Manual	Jane Seelig CMA-A (AAMA) is updating the manual. So far guidelines for directors and the rotation for hosting the ISMA Annual Conferences have been added.
ISMA Liaison	Tammy Daily, CMA (AAMA) presented information on the passing of SB 245 Schools and Auto-Injectable Epinephrine by the House which allows a healthcare provider to prescribe to a school or school district. Also there was an article encouraging providers to discuss alcohol use with their patients.
Scholarship	Sandra Johnson, MS, CPC, CMA (AAMA) announced that we had one applicant but she did not meet the established qualifications. Because of the conflict with financial aid guidelines, alternative ways to support students are being investigated.
Ways and Means: 2014 State Conference	Sandra Johnson, MS, CPC, CMA (AAMA) reported raffle proceeds were \$140. Sandra Johnson, MS, CPC, CMA (AAMA) Conference co-chair reported there were 68 full registrations, 15 student, 6 Saturday only and 9 guests. Total income was \$23810.00, expenses \$22547.33 with a profit of \$1262.68. A check for \$631.34 was presented to ISMA. Appreciation was expressed to First District for their student attendance.
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 Heartland.
Chapter Reports	
East Central District	Paula Schubert, CMA (AAMA) Alternate Director reported 247 members, a workshop on Summer Skin Care presented by Jennifer White NP and newly installed officers. President/Director Rebecca Norman CMA (AAMA) CMBS Vice President/Alt Director Paula Schubert, CMA (AAMA) CPT Secretary Kitty Ellis CMA (AAMA) Treasurer Jane Seelig CMA-A (AAMA)
First District	Tammy Daily, CMA (AAMA) Director reported 157 members, workshops on Colorectal Cancer Updates presented by James Waller MD and Update on Shingles presented by William Smith MD and newly installed officers. President Debbie Hyneman CMA (AAMA) Vice President Marianne Hawker CMA (AAMA) Secretary Nicolette Byrns CMA (AAMA) Treasurer Tonya Dix CMA (AAMA)
St. Joseph District	Janet Boyer, CMA (AAMA) Director reported chapter activities and newly installed officers. President Gennie Pickens, CMA (AAMA) Vice President Elizabeth Ralph, CMA (AAMA) Secretary/Director Janet Boyer, CMA (AAMA) Treasurer Deana Mitchell CMA (AAMA) Alternate Director Cate Gardner, CMA (AAMA)
Southeast District	Sandra Johnson MS, CPC, CMA (AAMA) Alternate Director reported 110 members, recovery from hosting the state conference and newly installed officers President Joyce Edds, CMA (AAMA) CPT (ASPT) Secretary/Treasurer Sandra Johnson MS, CPC, CMA (AAMA) Director Dianne Wimsett, CMA (AAMA) Alternate Director Sandra Johnson MS, CPC, CMA (AAMA) Honorary Member Bruce Johnson Mr. Johnson was honored recently by the YMCA as Member of the Month for May.
Twelfth District	Nina Thierer CMA (AAMA) BS CPC CMT Alternate Director reported 230 members, installation of officers and a successful March 29 workshop with 35 in attendance.
West Central District	Jenifer Begley CMA (AAMA) reported 137 members, a workshop on Summer Skin Care presented by Lisa McTavish MD and newly installed officers. President Amanda Wade, CMA (AAMA) Vice President Jackie Vukobratovich, CMA (AAMA) Secretary Kayla Money, CMA (AAMA) Treasurer Janet Heide CMA (AAMA) Director Jeni Begley, CMA (AAMA)

Unfinished Business **Tammy Daily, CMA (AAMA)** Advertising chair reported that the Indiana State Medical Association is holding their Annual Conference at the Westin Hotel in Indianapolis September 5-7, 2015. A \$500 break sponsorship may be available on Friday prior to the House of Delegates from 3:00 to 6:30 pm and Saturday prior to the reference committee hearings from 7:30 am to 12:30 pm. She is waiting for confirmation as to if this is available to us.

Motion **Jane Seelig CMA-A (AAMA)** moved that “We participate in the Indiana State Medical Association Conference on Friday and Saturday if permitted and pay whatever fees are necessary to do so.” **Clara Poirot CMA (AAMA)** seconded the motion.
Motion passed unanimously.

New Business Election of the nominating committee. The following members were nominated

- Marianne Hawker, CMA (AAMA) First District
- Paula Schubert, CMA (AAMA) East Central District
- Dianne Wimsett, CMA (AAMA) Southeast District
- Jeni Begley, CMA (AAMA) West Central District

Marianne Hawker CMA (AAMA) is chair.

Motion **Jodie Elmore CMA (AAMA) LMR** moved that the nominations be closed. **Tammy Daily CMA (AAMA)** seconded the motion.

Motion passed unanimously.

Announcements: **Tammy Daily, CMA (AAMA)** presented the Historian’s book to Jenifer Begley CMA (AAMA) with memories of her two years as ISMA President.

President Edds asked elected AAMA delegates and alternates to present their registration form to Treasurer Elmore for registration reimbursement.

The Med-A-Scoop deadline is Monday.

Adjourn: The meeting adjourned at 5:34 pm



Jane B. Seelig, CMA-A (AAMA)
Recording Secretary

St. Joe District
Summer Meeting 8/23/14 - 10am
At: Eleni’s Restaurant
52820 US. 933 South Bend, IN 46637

A time to get together and make plans for our upcoming year. Spread the word, all CMAs are welcome. If you can’t come, but have some ideas for the New Year, please let me know. genniepic1951@yahoo.com.

Agenda:

- Discussion of possible time of meeting change
- Discussion if we want to have monthly meetings or have multi – workshops
- Discussion about possible Fall workshop
- All ideas are welcome

Gennie Pickens, CMA (AAMA)
St. Joseph District Chapter, President
(574) 210-8310

Also on Facebook

3416 Pennsylvania Ave.
Jeffersonville, IN 47130

May 14, 2014

Wounded Warrior Project
P. O. Box 758517
Topeka KS 66675

Re: Memorial Donation

On August 8, 2012, Earl W. Williams, a long-time sponsor and friend of the Indiana Society of Medical Assistants (ISMA), died. He was president of Williams-Townsend Associates and a Full Bird Colonel with the Indiana National Guard.

At the state ISMA conference held April 25-27, 2014, Lowery Bruce Johnson, Jr., another supporter of our state society and an Army veteran of the Vietnam war era, sponsored a fund-raising project in honor of Mr. Williams. This project was a bird feeder of the state of Indiana representing the districts sponsored by Williams-Townsend Associates in their support of our organization by presenting an annual award to the Medical Assistant of the Year in Indiana. Raffle tickets were sold and \$216 was raised in memory of Mr. Williams and his dedication of the Wounded Warrior Project. Our membership then voted to donate \$500 in addition to the \$216 in honor of Mr. Williams and Mr. Johnson.

Enclosed please find a check in the amount of \$716 from the Indiana Society of Medical Assistants in memory of Mr. Williams, in honor of Mr. Johnson, and in recognition of all veterans who have served our country. We thank them and you.

Sincerely,

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

JE/sj
Enc.

A DECADE OF SERVICE.



A LIFETIME OF COMMITMENT.

May 29, 2014

Indiana Society of Medical Assistants, Inc.
 717 Turner Rd.
 Brandenburg, KY 40108-9429

Dear caring friend,

In this time of war, few things are more vital than reaching out to America's wounded service members as you did with your generous gift of \$716.00 in honor of Mr. Johnson, in memory of Mr. Williams.

For these troops, many of them young adults, your patriotic kindness means a hand up as they begin new lives after severe injuries and trauma. As a partner in the Wounded Warrior Project® (WWP) mission to honor and empower Wounded Warriors, you help these men and women move back into the mainstream of the great American life they protected for you and me.

As soon as wounded heroes leave the war zone and arrive at a hospital, you're at their bedsides hand-in-hand with Wounded Warrior Project. Through a broad spectrum of WWP programs, you stay with the wounded throughout recovery. Many people use the phrase, "Support the Troops," but you put those words into action by helping veterans wounded in the current conflicts as they work to build new lives.

Imagine a warrior who sacrificed limbs or sight in Iraq or Afghanistan now skiing down the side of a mountain, starting college, helping a fellow warrior, or beginning a new job! These images come to mind when I reflect on the power of your recent gift to WWP. I offer my gratitude to you today. You have my deepest appreciation.

Saluting Your Generosity,

Adam Silva
 Chief Development Officer
 Wounded Warrior Project

For more information about Wounded Warrior Project, please visit woundedwarriorproject.org.

Thank you for your support of Wounded Warrior Project.
 Your contributions may be tax deductible to the extent allowed by law.
 No goods or services were provided in exchange for your contributions.

 4899 BELFORT ROAD ★ SUITE 300 ★ JACKSONVILLE, FLORIDA 32256 ★ woundedwarriorproject.org

Indiana Society of Medical Assistants

ISMA BOARD MEETING AND WORKSHOP

August 9, 2014

1– 3 p.m.



Harrison College – Medical Campus

8150 Brookville Rd.

Indianapolis, IN

Workshop – To Be Announced

Two CEU's

Remember to bring your membership ID number for CEU's

Cost includes the Lunch and Workshop

\$15.00 – members

\$20.00 – non-members

\$10.00 – students

Registration for Workshop - 11:30 a.m.

LUNCH – must be registered for workshop - 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.

Questions? - Contact – Clara Poirot, CMA(AAMA)

(812) 455-6697

spiritwind629@hotmail.com

Agenda
ISMA Board of Directors
August 9, 2014

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

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-Jeni Begley

Unfinished Business

Tammy Daily-advertising
Sandy Johnson-Scholarship fund

New Business

2014 AAMA Annual Conference Delegate Packet-Joyce Edds, CMA (AAMA)

Announcements

Adjournment



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

August 9, 2014
November 8, 2014
February 21, 2015
April 24-26, 2015

Med-A-Scoop Deadline

June 9, 2014
September 20, 2014
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.

**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 Service 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.