

# Med-A-Scoop



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

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

Dear ISMA members,

I hope this letter finds you and your families safe and well.

I am very excited to let you know what the AAMA Membership Development Committee has been working on. With all the changes we are learning to live with, this committee is offering help to obtain continuing education units (CEUs). State Societies and individual districts are encouraged to send information about upcoming virtual workshops to AAMA. These will be added to the AAMA Facebook page, under Events. Everyone is invited and encouraged to follow the AAMA Facebook page to keep informed about upcoming events. Please pay special attention to events because some virtual workshops will require registration, and some will have a fee. A special thank you to this committee for taking on this challenge and making this happen. Another benefit promoted by the AAMA membership committee is the \$8.00 dues discount if you renew your membership ONLINE prior to November 1, 2020.

Our next state meeting is November 7, 2020. Please look for further information in this Med A Scoop for details. Hope to see you virtually November 7<sup>th</sup>.

**Remember this is your organization and together we can “Soar to New Heights”.**

Karen Pershing, CMA (AAMA)  
ISMA President 2020-2021

**“There are no limits to what you can accomplish, when you are supposed to be doing something else.”**

## *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 profession in Improving public relations;*
- Encourage and assist medical assistants in forming component chapters.*



**October/November 2020**

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**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.

**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



## ISMA Physician Advisors

### 2019-2020

William Pond, MD  
Anesthesiologist  
Fort Wayne, 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)  
2018 Marjorie Mikesell, CMA  
(AAMA)

\*Denotes Deceased



## Leon Levi Award Recipients

1988 Patricia Kennington, RN, CMA\*  
Jane Seelig, CMA-A  
Pauline Pinnick, CMA  
1990 Bonnie Reidenbach, CMA-AC\*  
1991 Bettye Yard, CMA-C\*  
1998 Norma Harmon, CMA  
2001 Eva Irwin, CMA\*  
2002 Eulah Dearing, CMA  
2010 Marjorie Mikesell, CMA  
2013 Tammy Daily, CMA (AAMA)  
2014 Sandra Johnson, MS, CMA (AAMA),  
CPC  
2016 Rita Michel, CMA (AAMA)  
2019 Pam Neu, CMA (AAMA), MBA

## Golden Apple Recipients

2000 Eva Irwin, CMA\*  
2003 Sandra Johnson, MS, CMA (AAMA), CPC  
2004 Nancy Measell, CMA  
2005 Cindy Abel, BS, CMA  
2006 Pam Neu, CMA (AAMA), MBA  
2009 Jennifer Weathers, CMA (AAMA)  
2010 Rita Michel, CMA (AAMA)  
2012 Nina Thierer, CM A (AAMA)  
2019 Sherry Braye, CMA (AAM), BS

\*Denotes Deceased



## State Officers:

### President

Karen Pershing, CMA (AAMA)  
Granger, IN 46530  
E-mail: klpershing1@gmail.com

### Vice President

Dianne Wimsett, CMA (AAMA)  
Charlestown, IN 47111  
E-mail: d.m.wimsett@hotmail.com

### Recording Secretary

Heidi Sisson, CMA (AAMA)  
Indianapolis, IN 46217  
hsisson@encompassworld.org

### Immediate Past President

Jane Seelig, CMA-A (AAMA)  
Columbus, IN 47201  
E-mail: janeseelig@att.net

### Treasurer

Paula Schubert, CMA (AAMA), CPT (IAPS)  
Richmond, IN 47374  
E-mail: schubertpaula63@hotmail.com

### Med-A-Scoop Editor

#### Website

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

## District Directors:

### East Central

Paula Schubert, CMA (AAMA), CPT (ASPT)  
Richmond, IN 47374  
E-mail: schubertpaula63@gmail.com

### First District

Clara Poirot, CMA (AAMA), CN-BC  
Newburgh, IN 47630  
E-mail: spiritwind629@hotmail.com

### Southeast District

Joyce Edds, CMA (AAMA), CPT (ASPT)  
Jeffersonville, IN 47130  
mnedds@aol.com

### St. Joe District

Brandi Gaumer, CMA (AAMA)  
N. Liberty, IN 46554  
E-mail: Blauderback86@gmail.com

### Twelfth District

Rita Michel, CMA (AAMA)  
Huntington, IN 46750  
E-mail: rmichel49@gmail.com

### West Central District

Jeni Begley, CMA (AAMA)  
Delphi, IN 46923  
E-mail: jeni\_cma@comcast.net



**ISMA Executive Board Meeting  
November 7, 2020  
Zoom Meeting  
10:30 a.m.**

\*\*\*\*\*

**Pam Neu is inviting you to a scheduled Zoom meeting.**

**Topic: Executive Board Meeting -November 7, 2020**

**Time: Nov 7, 2020 10:30 AM Indiana (East)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83430746116>**

**Meeting ID: 834 3074 6116**

**One tap mobile**

**+16465588656,,83430746116# US (New York)**

**+13017158592,,83430746116# US (Germantown)**

**Dial by your location**

**+1 646 558 8656 US (New York)**

**+1 301 715 8592 US (Germantown)**

**+1 312 626 6799 US (Chicago)**

**+1 669 900 9128 US (San Jose)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**Meeting ID: 834 3074 6116**

**Find your local number: <https://us02web.zoom.us/u/kkFryshUr>**

**INDIANA SOCIETY OF MEDICAL ASSISTANTS  
MINUTES OF THEBOARD OF DIRECTORS MEETING  
August 15, 2020  
ZOOM MEETING**

- Call to Order** President Karen Pershing, CMA-A (AAMA), called the meeting to order at 3:30 pm.
- Medical Assistant Creed** Vice President Dianne Wimsett, CMA (AAMA), read the creed.
- Introductions** President Karen Pershing, CMA-A (AAMA), had people introduce themselves.
- Credentials Report** Jane Seelig, CMA-A (AAMA), gave the credentials report.  
There were 17 registered, a voting power of 11, quorum of 7, a majority of 6 and a 2/3 vote of 7.
- Secretary's Report** Heidi Sisson, CMA (AAMA) - The June 6, 2020, meeting was printed in the Med-A-Scoop.
- Treasurer's Report** Treasurer Paula Schubert, CMA (AAMA), CPT (IAPS), reported that a copy of the Treasurer's Report was emailed to the officers.
- |                                 |             |
|---------------------------------|-------------|
| Balance as of June 5, 2020      | \$42,962.99 |
| Total Income                    | \$ 1,960.00 |
| Total Expense                   | \$ 2,471.68 |
| Total as of August 14, 2020     | \$42,451.31 |
| Certificate of Deposit (#9561)  | \$31,458.19 |
| Certificate of Deposit (#70408) | \$15,683.35 |
| Total of CDs                    | \$47,141.54 |
| Eva I. Irwin, CMA (AAMA)        |             |
| Education Fund                  | \$ 3,621.91 |
| Student Support Fund            | \$ 1,998.00 |
- Presentation of Bills** None.
- Correspondence** Marjorie Mikesell, CMA (AAMA), read an email from Kathy Langley, Board Services Director, and Karen Pershing, CMA (AAMA), responded to her. Marjorie read Debbie Huston's highlights of Board of Trustee Meetings. Email from Jane Seelig, CMA-A (AAMA), Memoranda from AAMA speaker and Vice Speaker of the house will be discussed in new business.
- Officers' Report** No reports at this time from the President, Vice President, Secretary and Immediate Past President. Treasurer Paula Schubert, CMA (AAMA), CPT (IAPS), received a check for \$23,887.50 for rebate dues from AAMA.
- Committee Reports** Budget & Finance – No report at this time.  
Bylaws & Standing Rules – Rita Michel, CMA (AAMA) – No report at this time.  
Certification – No report at this time.  
Continuing Education – Dianne Wimsett, CMA (AAMA) - 27 attended the "Leadership Development in the Medical Office".  
Council of Past Presidents – No report at this time.  
Eva I Irwin CMA (AAMA), Medical Assistant Program Fund – No report at this time.  
Historian – Joyce Edds, CMA (AAMA), CPT (ASPT) – No report at this time.  
ISMA Liaison – Tammy Daily, CMA (AAMA), –ISMA conference will be virtual this year.  
Med-A-Scoop – Pam Neu, CMA (AAMA), MS – No report at this time.  
Membership – Jane Seelig, CMA-A (AAMA), – Jane sent letters to non-member CMAs with information on how to contact their local chapter. She has had a good response from the letters. Each Director, please send an email to Jane letting her know when you will have your next meeting and when you want your letters sent out.

Currently, membership for the state of Indiana is 1,661.

Mentoring – No report at this time.

Procedure Manual – No report at this time.

State Conference Guide – Joyce Edds, CMA (AAMA), CPT (ASPT), sent out the Conference Guide to everyone.

Ways & Means – Received a check for \$60 with another check coming. Send all further checks made out to ISMA to Paula Schubert, CMA (AAMA), CPT (IAPS).

Website Development – Pam Neu, CMA (AAMA), MS – No report at this time.

Nominating Committee – No report at this time.

### **Committee Reports**

2021 State Conference – Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA), 2020 Revisited.

2022 State Conference – Karen Pershing, CMA (AAMA), working ahead.

2023 State Conference – Jane Seelig, CMA-A (AAMA), Hilton Garden Inn in Edinburgh, Indiana. April 21-23, 2023.

### **Chapter Reports**

East District (Paula Schubert, CMA (AAMA), CPT (ASPT), – Our Executive Board met on Tuesday, June 16, at Tour of Italy in Greenfield, IN. Discussion for Medical Assistant Community Project and to do something for Medical Assistant Recognition Week. We will be meeting on Aug 29 and will be using Webex for our meeting. I have had 20 contacts from the letters that Jane sent out. We have 466 members.

First District (Clara Poirot, CMA (AAMA), CN-BC) – No recent meeting due to COVID-19 and no plans for one at this time.

St. Joseph District (Karen Pershing, CMA (AAMA) – No recent meeting due to COVID-19.

Southeast District (Joyce Edds, CMA (AAMA) CPT (ASPT) – No recent meeting due to COVID-19. Working on issues with State Conference via telephone and text. We have 147 members.

Twelfth District (Rita Michel, CMA (AAMA) – No recent meeting due to COVID-19 but will this Fall with Webex. We have 282 members.

West Central District (Jeni Begley,) CMA (AAMA) – No report at this time.

### **Unfinished Business**

Transition of bank signing authority

Joyce Edds, CMA (AAMA), CPT (ASPT), said that Paula Schubert, CMA (AAMA), CPT (IAPS), is now the treasurer. Joyce is administrator on the bank account and Karen Pershing, CMA (AAMA), is also on the account as President of the state. Joyce is turning things over to Paula on August 30, 2020.

### **New Business**

Marjorie Mikesell, CMA (AAMA), read the National Bylaws Amendments. 2019-2020 Delegates will be voting on these changes. Should we accept the amendments as written? Approved through a verbal vote of yes.

### **Announcements**

**Med-A-Scoop Deadline is September 26, 2020**

**Next Meeting** – Maybe in person.

**Date** – November 7, 2020, Where: to be determined.

**Executive Meeting** – Board of Directors – 10 am

**Meal** – 11 am - Please bring something to share.

**Educational Workshop** – 3 CEUs – 12:00 (noon)-3:00 pm

Topic – COVID-19 and the CMA's Scope of Practice (KY and Indiana laws)

**Registration for Business Meeting** – 3:15 pm

**Business Meeting** – 3:30 pm

Zoom Meeting went very well.

**Adjournment** – The meeting was adjourned at 4:32 pm. Motion by Joyce Edds and seconded by Jane Seelig.

Heidi Sisson, CMA (AAMA)

Recording Secretary

Pam Neu is inviting you to a scheduled Zoom meeting.

Topic: **Workshop 3 CEUs** (administrative and general)

**NO FEE**

Time: Nov 7, 2020 12:00 PM Indiana (East)

Join Zoom Meeting

<https://us02web.zoom.us/j/87583275192>

**Meeting ID:** 875 8327 5192

One tap mobile

+13017158592,,87583275192# US (Germantown)

+13126266799,,87583275192# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 875 8327 5192

Find your local number: <https://us02web.zoom.us/j/87583275192>

**Don Balasa, JD, MBA**

**CEO, AAMA**

***“Scope of Practice for the CMA (AAMA) During COVID-19”***

***And***

**David Berman, MPH, MPA**

**Vice President, Mental Health America of Indiana**

***“Mental Health of Healthcare Employees During COVID-19”***



**INDIANA SOCIETY OF MEDICAL ASSISTANTS**

**Zoom Presentation**

**Saturday, November 7, 2020**

**12:00 (noon) – 3:00 PM**

**12:00-1:30 Eastern Standard Time**

**Don Balasa, JD, MBA**

**CEO, AAMA**

***“Scope of Practice for the CMA (AAMA) During COVID-19”***

**Approved for 1.5 CEUs - General**

**1:30-3:00 PM – Eastern Standard Time**

**David Berman, MPH, MPA**

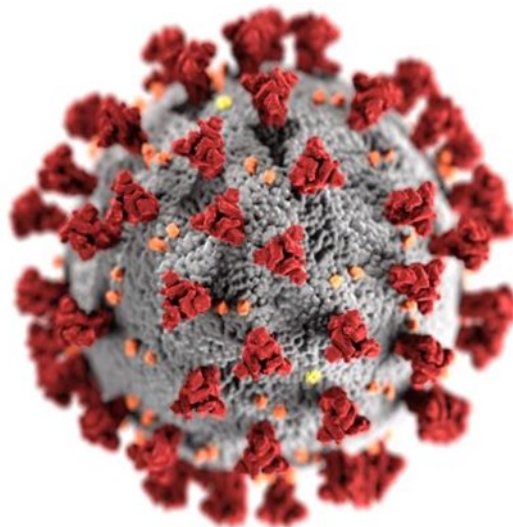
**Vice President, Mental Health America of Indiana**

***Mental Health of Healthcare Employees During COVID-19***

**Approved for 1.5 CEUs - Clinical/General**

**3 CEUs (administrative and general)**

**No charge for attendees.**





### **Have you Downloaded the WebApp?**

**Android Phones:** Using Chrome type in the website address: [Insocmedasst.org](http://Insocmedasst.org) hit enter and let the website appear. At the bottom of the screen you should be prompted to “add App to your home screen? Tap on it and watch your new WebApp appear! Every time you go into the Webapp make sure you refresh the page!!

**IPhones:** Using Safari type in the website address: [insocmedasst.org](http://insocmedasst.org) and hit enter. At the bottom of your screen you will see a box with an arrow going up-touch that and scroll over until you see the prompt “add to home screen” tap the words and touch “add” at the top of the screen and watch your WebApp appear. Don’t forget to refresh the page when you go into the webapp!!

This is **SO** exciting to have the ISMA news at your fingertips!

**Share with everyone!**

**ISMA Board of Directors  
November 7, 2020  
Virtual Board Meeting  
Sign in for Board Meeting 3:15 p.m.  
Board Meeting 3:30 p.m.**

<b>Call to Order</b>	Karen Pershing, CMA (AAMA), President		
<b>Invocation</b>	Joyce Edds, CMA (AAMA), CPT (ASPT), Chaplain		
<b>Medical Assistant Creed</b>	Dianne Wimsett, CMA (AAMA), Vice President		
<b>Introductions</b>	Karen Pershing, CMA (AAMA), President		
<b>Credentials Report</b>	Brandi Gaumer, CMA (AAMA), Chair		
_____ registered	_____ voting power	___7___ quorum	_____ majority ___2/3
<b>Secretary Report</b>	Heidi Sisson, CMA (AAMA)		
<b>Treasurer’s Report</b>	Paula Schubert, CMA (AAMA), CPT (IAPS)		
<b>Presentation of Bills</b>	Karen Pershing, CMA (AAMA), President		
<b>Correspondence</b>	Marjorie Mikesell, CMA (AAMA), Corresponding Secretary		
<b>Officers’ Report</b>	President – Karen Pershing, CMA (AAMA) Vice President – Dianne Wimsett, CMA (AAMA) Secretary – Heidi Sisson, CMA (AAMA) Treasurer – Paula Schubert, CMA (AAMA), CPT (IAPS) Med-A-Scoop/Website – Pam Neu, CMA (AAMA), MBA Immediate Past President – Jane Seelig, CMA-A (AAMA)		
<b>Committee Reports</b>	Budget & Finance – Paula Schubert, CMA (AAMA), CPT (IAPS) Bylaws & Stand Rules – Rita Michel, CMA (AAMA) Certification – Marianne Hawker-Green, CMA (AAMA) Continuing Education – Dianne Wimsett, CMA (AAMA) Council of Past Presidents – Jane Seelig, CMA-A (AAMA) Eva I Irwin CMA (AAMA) Medical Assistant Support Fund – Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA) Historian – Joyce Edds, CMA (AAMA), CPT(ASPT) ISMA Liaison – Tammy Daily, CMA (AAMA) Membership – Jane Seelig, CMA-A (AAMA) Mentoring – Rita Michel, CMA (AAMA) Nominating Committee – Tammy Daily, CMA (AAMA) Procedure Manual – Joyce Edds, CMA (AAMA), CPT (ASPT) State Conference Guide – Joyce Edds, CMA (AAMA), CPT (ASPT)		

Ways & Means – Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA)

**Conference Reports**

2021 State Conference – Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA)  
2022 State Conference – Brandi Gaumer, CMA (AAMA)  
2023 State Conference – Jane Seelig, CMA-A (AAMA)

**Chapter Reports**

East District  
First District  
St. Joseph District  
Southeast District  
Twelfth District  
West Central District

**Unfinished Business**

Transition of bank signing authority  
National Conference Proposed Bylaws amendments

**New Business**

Discussion on districts planning virtual workshops  
ISMA Facebook  
District Facebook

**Announcements**

Med-A-Scoop Deadline is December 18, 2020  
Next meeting is February 13, 2021  
Hoping to be at St. Franciscan Health Education Center

Executive Board	10:00 a.m.
Meal	11:00 a.m.
Workshop	12:00 (noon) – 3:00 p.m.

Sign in for Meeting	3:15 – 3:28 pm
Board of Directors meeting	3:30 pm to ?

Are there any other announcements?

**Adjournment**



Pam Neu is inviting you to a scheduled Zoom meeting.

Topic: **BOARD of DIRECTORS Meeting November 7**

Time: Nov 7, 2020 03:00 PM Indiana (East)

Join Zoom Meeting

<https://us02web.zoom.us/j/86298484609>

Meeting ID: 862 9848 4609

One tap mobile

+16465588656,,86298484609# US (New York)

+13017158592,,86298484609# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 862 9848 4609

Find your local number: <https://us02web.zoom.us/j/86298484609>



## **ISMA CODING CORNER**

COVID-19 has changed our world in many ways: work, school, shopping, eating out, being with friends and family. This brings about fear and anxiety for many people. Social distancing can make us feel isolated, lonely, and increasing levels of stress. There were no graduation ceremonies or proms. Weddings were canceled. We know this is important to reduce the spread of COVID-19, but what about our mental health? The U.S. Census Bureau reports that one-third of Americans have shown signs of stress and depression with difficulty sleeping or concentrating, increased use of alcohol, tobacco, or other drugs. Healthcare workers, including nurses and medical assistants, are under enormous pressure during this pandemic.

In 2020, CPT released new codes under the section of Health Behavior Assessment and Intervention. Psychologists and psychiatrists report an increase in these services this year. Interesting, when these codes were introduced and published by the AMA in CPT late in 2019, the first case of coronavirus wasn't on our radar in the United States. Here is a sampling of a few of those codes from this section of CPT, 96156-96171 are "services offered to patients who present with primary physical illnesses, diagnoses, or symptoms and may benefit from assessments and interventions that focus on the psychological and/or psychosocial factors related to the patient's health status." These services are not preventive medicine counseling.

96156 - Health behavior assessment or re-assessment for patients (health-focused clinical interview and behavioral observations)

96158-96159 - Health behavior intervention, individual, face-to-face

96160 - Administration of patient-focused health risk assessment/health hazard appraisal

96161 – Administration of caregiver-focused health risk assessment for depression

96164-96165 – Health behavior intervention in a group of 2 or more patients

96167-96168 – Health behavior intervention, family, face-to-face with the patient present

96170-96171 – Health behavior intervention, family, without the patient present

(For informational purposes, there are no code descriptions assigned for 96157, 96162, 96163, 96166 assigned in the 2020 edition of CPT.)

I encourage you to attend our next ISMA meeting on November 7 (see information published in this Med-A-Scoop edition.) David Berman, MPH, MPA of Mental Health America of Indiana will discuss the topic of mental health and present resources and recommendations to help us all deal with the stress of day-to-day living during this pandemic. Don Balasa will also meet with us virtually to discuss COVID-19 and Medical Assistants.

Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA)

Southeast District – sanljohn@ius

References: [www.who.int/covid-19/mentalhealth](http://www.who.int/covid-19/mentalhealth)  
[www.cdc.gov](http://www.cdc.gov)  
[www.yalemedicine.org](http://www.yalemedicine.org)  
[www.hhs.gov](http://www.hhs.gov)



## DATES TO REMEMBER

### 2020-2021 ISMA STATE BOARD MEETINGS AND WORKSHOPS

Most State Board Meetings will be held at  
St. Francis Franciscan Health Education Center  
421 N. Emerson Ave  
Greenwood IN 46143  
Or  
Zoom



#### Meeting Deadline

November 7, 2020  
February 13, 2021  
April 16, 17, and 18, 2021

#### Med-A-Scoop Deadline

September 26, 2020  
December 18, 2020  
February 26, 2021

Please e-mail all district news for publication directly to

Pam Neu, CMA (AAMA)  
Email: [msneu@yahoo.com](mailto:msneu@yahoo.com)



#### State and National Websites:

[www.insocmedasst.org](http://www.insocmedasst.org)  
[www.aama-ntl.org](http://www.aama-ntl.org)

### ADDITIONAL DEADLINES

#### Membership Dues

**December 31, 2020** to be eligible to vote at ISMA Annual Conference

#### Medical Assistant of the Year

Nominations by Chapters to President by **January 1, 2021** and forwarded to Physician Advisors (3) by **February 1, 2021** for judging. Award to be presented at Annual State Conference Banquet.

#### Leon Levi Award

Nominations to President by **February 1, 2021** for judging. Award to be presented at Annual State Conference Banquet.

#### Golden Apple Award

Nominations to President by **February 1, 2021**. Award to be presented at Annual State Conference Banquet.

#### Nominating Slate (Officers)

Slate of Officers to be presented at the **February 13, 2021** State Board Meeting.

#### Bylaws, Standing Rules, Resolutions

Any proposed changes to Bylaws, Standing Rules, Etc. must be provided to the membership 60 days prior to Annual State Conference (**February 13, 2021**)

## Proofing Reports for Your Organization –

*Proofreading* involves reading your document to correct the smaller typographical, grammatical, and spelling errors. Proofreading is usually the very last step you take before sending off the final draft of your work for evaluation or publication. Like revising, proofreading demands a close and careful reading of the text. Although quite tedious, it is a necessary and worthwhile exercise that ensures that your reader is not distracted by careless mistakes.

### Some tips for proofreading:

1. Print a hard copy for review to have a different visual format.
2. Do not rely exclusively on grammar and spelling checkers.
3. Read and reread your text aloud and slowly.
4. Proofreading is not just about errors. You want to polish your sentences, making them smooth, interesting, and clear. Keep sentences short and concise. Look for unnecessary phrases, repetition, and awkward spots.

### Things to Remember...

- When placing credentials after a name within a sentence, a comma should follow the credential. *Example: President Karen Pershing, CMA (AAMA), called the meeting to order.*
- A two-part date such as August 2020 does not need a comma between the month and year.
- However, a three-part date such as August 15, 2020, requires a comma following the year when the date is used within a sentence. If the date is used at the end of the sentence, it would end with a period instead of a comma.
- When writing dates with the Days of the Week, use a comma after the day for easier reading. *Example: The meeting will be held Saturday, August 15, 2020.*
- Although we often say, for example, the 4<sup>th</sup> of September, the preferred format is September 4, 2020. The ‘*th*’ is not written.
- Director reports should have a typed signature and name of district.
- Director reports are to include the current membership number, which can be obtained from AAMA. *(To find the membership number, sign in, go to My Account, click on Membership Rosters/ Labels, then click on Display Members tab. Total number of members is shown before start of list.)* Usually this number is placed in a separate paragraph at the end of the report.
- Minutes of a meeting should be concise and summarize the major points of what happened at the meeting. Avoid writing everything everyone said. Minutes record the **decisions** reached and the **actions** to be taken, though not recording the discussion that went into making the decisions.
- Write reports in the **third** person, therefore, reports should avoid using the first and second person (I, me, my, we, our, OR us.) Using the correct verb tense - Reports and research papers should be mainly written in the present tense.

*Submitted by Rita Michel, CMA (AAMA)*



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

**Pam Neu, CMA (AAMA), Editor**



**NOTICE– If you have a name or address  
change **PLEASE NOTIFY**  
National AAMA at  
1-800-ACT-AAMA or [www.aama-ntl.org](http://www.aama-ntl.org)**

**Our meeting for November is being held**  
**on:**  
**ZOOM**