

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

★ Med-A-Scoop ★

August/September 2022

Happy Summer!!

Hello ISMA Members,

Hope everyone is enjoying the summer weather and getting some much needed relaxation and time with your families.

Our next ISMA workshop and board meeting will be in-person on September 17, 2022. The location will be at IU North Hospital at 11700 North Meridian Street, Carmel, IN 46032. The phone number is (317) 688-2000. Please see announcement and map in this Med-A-Scoop. The 2023 ISMA Conference is scheduled for April 28- 30, 2023, at the Hilton Garden Inn, Edinburg, IN. The Hosting District/Chapters are East Central and Southeast. Please mark your calendars.

The last meeting on June 11, 2022, was a virtual meeting. We are returning to in-person meetings starting September 17, 2022. The June meeting workshop was well-attended and very pertinent to summer safety: "Stop the Bleed and Summer Safety." There were 193 members in attendance and 149 were from the State of Indiana. If there is a topic you would like to be presented, please let us know.

I would like to remind our members that you can get information on upcoming workshops and happenings from the following:

Indiana (ISMA) website (www.insocmedasst.org)
Indiana Facebook Indiana Society of Medical Assistants
Chapter Facebook Indiana Society of Medical Assistants East Central Chapter
St. Joseph District of Certified Medical Assistants CMA (AAMA)
Indiana Society of Medical Assistants Southeast District/Chapter
12th District Indiana Society of Medical Assistants
AAMA website (www.aama-ntl.org)

If you have any questions, comments, or suggestions please let me or any executive board members know.

Remember to always "Reach for the Stars".
Dianne Wimsett, CMA (AAMA), ISMA President



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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

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 Physician Advisors

2022-2023

Kristi Peck, M.D.
Evansville Surgical Associates
Evansville, IN
3 years

Jeff Stidam, M.D.
Jewish Hospital Louisville, KY
2 years

William Pond, MD
Anesthesiologist
Fort Wayne, IN
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

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.

State Officers:

President

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

Vice President

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

Recording Secretary

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

Immediate Past President

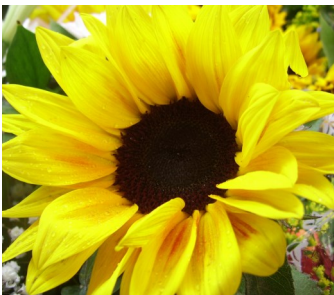
Karen Pershing, CMA (AAMA)
Granger, IN 46530
E-mail: klpershing1@gmail.com

Treasurer

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

Med-A-Scoop Editor Website

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



District Directors:

East Central

Katja (Kit) Stine, CMA (AAMA)
Greenfield, IN 46140
Katjalee@live.com

First District

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

Southeast District

Sandra Johnson, CMA (AAMA), CPC,
CCS-P
Charlestown, IN 47111
E-mail: sanljohn@ius.edu

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: remichel49@gmail.com

West Central District

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



ISMA Board of Directors Agenda

September 17, 2022

**In-person meeting
IU North Hospital
11700 North Meridian Street
Carmel, IN 46032
Phone Number - (317) 688-2000
Sign in for Board Meeting 3:15 p.m.**

Call to order	Dianne Wimsett, CMA (AAMA), President
Invocation	Clara Poirot, CMA (AAMA), CN-BC, Chaplain
Medical Assistant Creed	Paula Schubert, CMA (AAMA), CPT (IAPS), Vice President
Introductions	Dianne Wimsett, CMA (AAMA), President
Credentials Report	Jane Seelig, CMA-A (AAMA)
_____ registered	_____ voting power <u>7</u> quorum _____ majority _____ 2/3
Secretary Report	Joyce Edds, CMA (AAMA), CPT (ASPT)
Treasurer Report	Heidi Sisson, CMA (AAMA)
Presentation of Bills	Dianne Wimsett, CMA (AAMA), President
Correspondence	Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P
Officers' Reports	President - Dianne Wimsett, CMA (AAMA) Vice President - Paula Schubert, CMA (AAMA), CPT (IAPS) Secretary - Joyce Edds, CMA (AAMA), CPT (ASPT) Treasurer - Heidi Sisson, CMA (AAMA) Med-A-Scoop/Website - Pam Neu, CMA (AAMA), MBA Immediate Past President - Karen Pershing, CMA (AAMA) Trustee - Jane Seelig, CMA-A (AAMA)
Committee Reports	Budget & Finance - Heidi Sisson, CMA (AAMA) Bylaws & Standing Rules - Rita Michel, CMA (AAMA) Certification - Jeni Begley, CMA (AAMA) Continuing Education - Paula Schubert, CMA (AAMA), CPT (IAPS) Council of Past Presidents - Karen Pershing, CMA (AAMA) Eva I Irwin CMA (AAMA) Medical Assistant Support Fund - Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P Historian - Joyce Edds, CMA (AAMA), CPT (ASPT) ISMA Liaison/Public Policy/Affairs - Tammy Daily, CMA (AAMA) Membership - Karen Pershing, CMA (AAMA) Procedure Manual - Joyce Edds, CMA (AAMA), CPT (ASPT) State Conference Guide - Joyce Edds, CMA (AAMA), CPT (ASPT) Ways & Means - Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P ISMA 2023 State Conference - Jane Seelig, CMA-A (AAMA), Chair Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P, Co-chair ISMA 2024 State Conference - Jeni Begley, CMA (AAMA), Chair

ISMA Board of Directors Agenda-Continued

- Chapter Reports East Central District - Kit Stine, CMA (AAMA)
First District - Clara Poirot, CMA (AAMA), CN-BC
St Joseph District - Brandi Gaumer, CMA (AAMA)
Southeast District - Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P
Twelfth District - Rita Michel, CMA (AAMA)
West Central District - Jeni Begley, CMA (AAMA)
- Unfinished Business President's Computer
Update on Pam Neu, CMA (AAMA), MBA
Campaign for AAMA BOT Trustee
- New Business AAMA Delegate packet
Reports - Anyone attending AAMA Conference
AAMA Annual Conference - Attendee assignments for anyone that is
not a delegate
Document Retention - Rita Michel, CMA (AAMA)
- Announcements Med-A-Scoop Deadline - October 1, 2022
Next Meeting - November 12, 2022
IU North Hospital
11700 North Meridian Street
Carmel, IN 46032
Phone number - (317) 688-2000
- Are there any other announcements?
- Adjournment Dianne Wimsett, CMA (AAMA), President



ISMA Executive Board Meeting
In-person meeting
September 17, 2022
10:00 am

Call to Order	Dianne Wimsett, CMA (AAMA), President
Presentation of Bills	Dianne Wimsett, CMA (AAMA), President
Correspondence	Sandra Johnson, CMA (AAMA), MS, CPC, CCS-CP
Unfinished Business	President's Computer Update on Pam Neu, CMA (AAMA), MBA - Campaign for AAMA BOT Trustee
New Business	AAMA Conference - Delegate packets Reports - Anyone attending AAMA Conference Medical Assistant Week Southwest Regional Conference Report AAMA Annual Conference attendee assignments - for anyone that is not a delegate Document Retention
Announcements	Med-A-Scoop Deadline is October 1, 2022 Next Meeting - November 12, 2022 Are there any other announcements?
Adjournment	Dianne Wimsett, CMA (AAMA), President



**INDIANA SOCIETY OF MEDICAL ASSISTANTS
BOARD OF DIRECTORS MEETING
June 11, 2022
Webex MEETING**

- Call to Order** President Dianne Wimsett, CMA (AAMA), called the meeting to order at 3:30 pm.
- Invocation** Clara Poirot, CMA (AAMA), CN-BC, Chaplain, opened our meeting in prayer.
- Medical Assistant Creed** Vice President Paula Schubert, CMA (AAMA), CPT (IAPS) read the creed.
- Introductions** President Dianne Wimsett, CMA (AAMA), had all officers introduce themselves.
- Credentials Report** Jane Seelig, CMA-A (AAMA), gave the credentials report. There were 25 registered, a voting power of 12, quorum of 7, a majority of 7 and a 2/3 vote of 8.
- Secretary's Report** Recording Secretary Joyce Edds, CMA (AAMA), CPT (ASPT) - The ISMA Conference 2022, minutes were printed in the Med-A-Scoop and there were no additions or corrections. Minutes were accepted as published
- Treasurer's Report** Treasurer Heidi Sisson, CMA (AAMA) states Paula Schubert, CMA (AAMA) CPT (IAPS) will give today's report as transfer of bank account has not been done as of today. A copy of the Treasurer's Report was emailed to the officers. Treasurer's report will be filed for audit.

Balance as of April, 2022	\$79,136.67
Total Income	\$1,775.00
Total Expense	\$3,376.33
Total	\$77,535.34
Money Market as of February 9, 2022 #9561	\$31,703.50
Certificate of Deposit as of February 9, 2022 #0408	\$16,104.02
Total CDs as of June 11, 2022	\$47,807.52
Eva I. Irwin, CMA (AAMA)	
Education Fund	\$ 4,021.61
Student Support Fund	\$ 1,998.00

- Presentation of Bills** President Dianne Wimsett, CMA (AAMA), no unbudgeted bills presented.
- Correspondence** Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P
- AAMA form needing filled out for the new officers, for chapter and state level.
- Criteria for Excel awards and if you have someone in mind
- A letter was received from Rebecca Eldridge, CMA (AAMA), going over highlights of our conference in her report.
- Officers' report**
- ***President** – Dianne Wimsett, CMA (AAMA) no report.
 - ***Vice President** - Paula Schubert, CMA (AAMA) CPT (IAPS) no report
 - ***Secretary** - Joyce Edds, CMA (AAMA) CPT (ASPT), published in Med-A-Scoop.
 - ***Treasurer** – Heidi Sisson, CMA (AAMA) no report
- ***Money Market Report** – Rita Michel CMA (AAMA) A report was sent to the officers, and we were to go over in the meeting and failed to do so. An e-mail motion

went out to the board for approval to move \$35,000 from the checking account to the Money Market Account. Motion was approved.

***Med-A-Scoop** – Pam Neu, CMA (AAMA), MBA, Website is up and current. Med-A-Scoop was published on the website 30 days prior to this meeting. The next deadline for September 17, 2022, is August 6, 2022

***Immediate Past President** – Karen Pershing no report

***AAMA Trustee** – Jane Seelig, CMA-A (AAMA) BOT meeting is in Chicago 6/16-19/22

Committee Reports

***Budget & Finance** – Paula Schubert, CMA (AAMA) CPT (IAPS) – April, May, corrections made to the report and new budget report given. Heidi has no report

***Bylaws & Standing Rules** – Rita Michel, CMA (AAMA)- No report.

***Certification** – Jeni Begley, CMA (AAMA) – No report.

***Continuing Education** – Paula Schubert, CMA (AAMA), CPT (IAPS) – The program today: "Stop the Bleed and Summer Safety." Our guest speaker was James Ginder, MS, NREMT, PI, CHEs, NCEE, PAI. The workshop was approved for 3 CEUs (A, C). We had 277 members registered for the meeting, 8 non-members, 149 from the state of Indiana and 193 attended.

***Council of Past Presidents** – Karen Pershing, CMA (AAMA) - No report.

***Eva I Irwin CMA (AAMA), Medical Assistant Program Fund** – Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA) – No report.

***Historian** – Joyce Edds, CMA (AAMA), CPT (ASPT) – No report.

***ISMA Liaison** – Tammy Daily, CMA (AAMA), – No report.

***Membership** – Karen Pershing, CMA (AAMA) as of June 2022, no other report.

***Procedural Manual** – Joyce Edds, CMA (AAMA), - No report.

***State Conference Guide** – Joyce Edds, CMA (AAMA), CPT (ASPT), - No changes.

***Ways & Means** –Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA) - No report.

Santa Bruce is working things, if you have any ideas, please let Bruce or Sandy know.

Committee Reports

2022 State Conference – Karen Pershing, CMA (AAMA), April 22-24, 2022. Theme is “The Sky is the limit.” It was an honor and pleasure to host the 66th ISMA Conference in Mishawaka, IN. We had 4 outstanding speakers for 9 CEU’s. Rebecca Eldridge, CMA (AAMA), Board of Trustee from North Carolina was our National Representative. We hope all that attended had an enjoyable time getting to see and talk to members in person. We had 32 full registrations and 1 Saturday only registration, 2 Honorariums and 5 quest. We also had 4 vendors and our own Santa Bruce with items to sell on Saturday. I would like to thank St. Joseph District for collecting the items for the goody bags and special thank you to Margie for donating the material and time to make the buddy bowls.

We started with \$500.00 in conference checking account. Conference chair asked St. Joe District to borrow \$1000.00 to pay for the deposit to Granger Hospitality LLC (conference area).

Amount Conference fund started with	\$1,500.00
Total income from conference was	+ \$6,726.00
Total amount in check book	\$8,226.00
Total expense for conference was	- \$7,051.82
Total	\$1,174.18
Paid back St. Joseph District	\$1,000.00
Total	\$174.18
Minus conference fund payback	-\$500.00

We were only able replace \$174.18 out of the \$500 we started with. The low number of members attending is the reason for losing money.

2023 State Conference – Jane Seelig, CMA-A (AAMA), The 2023 Conference will be hosted by the East Central and Southeast Districts April 28-30, 2023 at the Hilton Garden Inn in Edinburgh. The theme is Mother Nature and Today’s Medicine. We have not met since the ISMA conference due to my and Sandy’s busy schedules, but we will meet after Sandy retires in August. Mark your calendars for a weekend full of fun and learning.

2024 State conference – Jeni Begley CMA (AAMA) 2024 Conference will be hosted by the West Central District. The conference committee met on 4-18-22 in Lafayette, IN. We have discussed possible dates and have tentatively chosen April 19-21, 2024. We are looking at Hotels at this time and will have more information later. Our next meeting is 8-4-22 at 6 pm.

Members of the Conference committee are

Jessica Mecklenburg, CMA (AAMA)

Jenny Allen, CMA (AAMA)

Jeni Begley, CMA (AAMA)

Chapter Reports

East Central District (Kit Stine, CMA (AAMA)

East Central District met Saturday May 21, 2022, in person with a workshop and meeting directly after.

Scott T. Guenther, M. D. Dermatology of Central IN presented “Dermatology Update: Preparing for summer, when to check that skin change and what is new in skin treatments” for 3 CEUs.

Installation of officers was completed, and the officers are as follows:

President: Paula Schubert CMA (AAMA) CPT (IAPS)

Vice President: Kit Stine CMA (AAMA)

Secretary: Katie Largent CMA (AAMA)

Treasurer: Jane Seelig CMA-A (AAMA)

Director: Kit Stine CMA (AAMA)

Alternate Director: Latress Woodley CMA (AAMA)

Immediate Past President: Heidi Sisson CMA (AAMA)

The next District meeting will be Saturday August 27, 2022. The meeting will be offered in person and through Webex.

We have 423 members

First District - Clara Poirot, CMA (AAMA), (CN-BC)

We have been able to have monthly meetings on the second Tuesday of each month at Ivy Tech Evansville at 6:00 pm.

We have implemented business meeting prior to speaker from 6 to 6:30 p.m. and it is working well. We had our installation of officer s and birthday celebration on Tuesday, May 10, 2033 with baked chicken dinner and cake. Everyone enjoyed the food and fellowship.

We have approximately 203 members.

St. Joseph District - Brandi Gaumer, CMA (AAMA)

St. Joseph district would like to thank everyone that attended the State Conference in April. It was so nice to finally see everyone in person. We look forward to the next one.

We are planning our first in person workshop in almost 2 years for this fall.

We have 275 Members.

Southeast District - Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P, no report. 133 members

Twelfth District – Rita Michel, CMA (AAMA) The Twelfth District has not met recently. Hoping to begin in the fall.

Total membership as of this date is 250.

West Central District (Jeni Begley,) CMA (AAMA) – West Central District met on 4-18-22 to discuss the ISMA 2024 State Conference. A tentative date of April 19-21, 2024 has been chosen. We discussed possible venues and locations and will start talking to hotels.

We also decided to host a virtual workshop on 8-4-22 pm. There will be a chapter meeting at 6 pm.

We met on 5-16-22 to plan the virtual workshop. The topic will be “Overview of Thyroid Disease” presented by Dr. Dona Gray. It will be 1 clinical CEU and free to everyone.

We currently have 185 members.

Unfinished business

*President’s computer, Jane Seelig, CMA-A (AAMA) still has computer, she has not heard from Jeni and will contact her and Jack.

*A new updated roster has been sent to executive board by President Wimsett.

*Bank signature card-Joyce Edds, CMA (AAMA) CPT (ASPT) has done all changing at the bank and President Wimsett has signed the card; we are now waiting for Heidi to sign her card which will be done today. After she has signed her and Paula will meet up and transfer to Heidi.

*Election of Nominating committee according to bylaws

Sandy Johnson, CMA (AAMA), MS, CPC, CCS-P nominate Joyce Edds, CMA (AAMA), CPT (ASPT)

Pam Neu, CMA (AAMA), MBA nominates Clara Poirot, CMA, (AAMA), CN-BC

Paula Schubert, CMA (AAMA) CPT (IAPS) nominates Kit Stine, CMA (AAMA)

Jane Seelig, CMA-A (AAMA) nominates Karen Pershing, CMA (AAMA)

Rita Michel, CMA, (AAMA) nominates Jeni Begley, CMA (AAMA)

Rita Michel, CMA (AAMA) moved to close nominations, Paula Schubert, CMA (AAMA) (IAPS) second, motion carried.

*PIPS-Refund for members attending all conferences, State and National. If you participate in all the activities for the weekend, you will be eligible to receive a portion of your registration back. Jane Seelig, CMA-A (AAMA) made motion to have support fund and Paula Schubert, CMA (AAMA) CPT (IASP) second. Due to not yet voting Paula Schubert CMA, (AAMA), CPT (IAPS) retracted her second and motion died.

Jane Seelig, CMA-A (AAMA) moved that we create a member support fund for conference attendance with the following requirements.

No other form of support.

Must attend the pre and post conference board of directors meeting

Must attend the Annual Business Meeting

Must attend all the workshops

Must attend all the meal functions

Must have a room at the conference hotel

Amount of the rebate/refund to be determined by the Board of Directors annually.

Karen Pershing, CMA (AAMA) second, motion carried.

New Business

*In person Meeting- September meeting will be in-person.

* National Conference advance/reimbursement for delegate/alternate-This had been discussed in at our state Conference and voted on.

*Excel Award Nominations National Conference- Anyone to nominate, send by deadline.

*Scarves-For anyone going to National, looking at doing bee scarves for Pam Neu's campaigning for Bot nomination. We will have 2 different ones and have extras from any Indiana member going to National. The cost is \$11.71 + tax and shipping.

Announcements

Med-A-Scoop Deadline is August 6, 2022.

*Next Meeting-September 17, 2020

IU North Hospital

11700 North Meridian Street

Carmel, IN 46032

Phone-317-688-2000

National Conference is October 21-24 2022, Myrtle Beach, SC

*Paula Schubert, CMA (AAMA) CPT (IAPS) will look into the Veteran's flight for her and Santa Bruce, this has been approved several years ago and was unable to do due to Covid and other planning issues.

*Jane Seelig, CMA-A (AAMA) and Pam Neu, CMA (AAMA) MBA will be attending the Southwest Regional meeting July 15-17-22

Joyce Edds, CMA (AAMA), CPT (ASPT)-Recording Secretary

On May 8, 2022 Sandy Johnson, CMA (AAMA), MS, CPC, CCS-CP was notified that Jerry Stidam had passed away unexpectedly.

On behalf of President Dianne Wimsett, CMA (AAMA) Jane Seelig, CMA-A (AAMA) BOT Trustee reached out to the executive board concerning the recent death of Jerry Stidam. He is the father of Jeff Stidam, one of our Physician Advisors and the husband of Joy Stidam ISMA past President.

A motion by Jane Seelig, CMA-A (AAMA) BOT Trustee and seconded by Joyce Edds, CMA (AAMA) CPT (ASPT) ISMA Secretary to donate \$100.00 to the family's recommended charity in memory of Jerry and in honor ISMA Physician Advisor, Jeff Stidam.

I did receive votes from the executive board to follow through with the donation. Due to no recommended charity from the family, half was sent to Wounded Warriors in memory of Jerry and half to the American Heart Association in Honor of Jeff Stidam, Physician Advisor.

Adjournment – The meeting was adjourned at 5:03 pm.

Joyce Edds, CMA (AAMA) CPT (ASPT)

Recording Secretary



**ISMA Treasurers Report
May 31, 2022**

Balance on Hand 5/31/22			\$77,535.34
Income	Description	Amount	
	Dues	\$0.00	
	Ways & Means	\$0.00	
	Magnets & Pins Ways & Means	\$0.00	
	Education	\$180.00	
	Annual State Conference	\$0.00	
	Donations - PIPS	\$0.00	
	Total	\$180.00	\$77,715.34
Expenses	President	\$0.00	
	Vice President	\$0.00	
	Secretary	\$0.00	
	Treasurer	\$11.60	
	AAMA President's Gift	\$0.00	
	Awards	\$0.00	
	Bylaws Procedure Manual	\$0.00	
	Certification	\$0.00	
	Computer support	\$0.00	
	Donations	\$0.00	
	Flowers/Memorials	\$0.00	
	Historian	\$0.00	
	Installation Service	\$0.00	
	Insurance	\$0.00	
	Med-A-Scoop	\$0.00	
	Membership	\$0.00	
	Miscellaneous	\$0.00	
	National Conference	\$1,497.46	
	Nominating Committee	\$0.00	
	Public Relations	\$0.00	
	State Conference	\$0.00	
	State Workshop/Speakers	\$0.00	
	Ways & Means	\$0.00	
	Website	\$0.00	
	P. Neu AAMA Trustee Support	\$785.00	
	Transfer funds to Money Market	\$35,000.00	
	Total	\$37,294.06	\$40,421.28

ISMA Treasurer's Report Continued
May 31, 2022

IMMA (Money Market as of 5/31/22)		\$ 66,703.50	
	Interest earned	\$0.00	
	Current Balance	\$66,703.50	
		\$66,703.50	
Certificate of Deposit CD 0408 (as of 5/31/22)		\$16,104.02	
	Interest earned	\$0.00	
	Current Balance	\$16,104.02	
	Total CD balance		\$82,807.52
Total Assets			
			\$ 125,342.86
Eva I. Irwin CMA (AAMA) Medical As- sisting Program Support Fund			
	Balance as of 2/13/22	\$4,021.61	
	Income	\$200.00	
Student Support Fund	Current Balance		\$4,221.61
	Balance as of 2/13/22	\$1,998.00	
	Income	\$0.00	
	Current Balance		\$1,998.00



Awards and their Requirements:

- A. **MEDICAL ASSISTANT OF THE YEAR** Each year each district may submit a written summary of qualifications for their chosen nominee for this honor without mention of individual district name. Elected state officers are not eligible for nomination, all other members are eligible for this honor. Criteria are based on individual contributions to the society, profession, physician or work-related and civic activities. Selection is made by the ISMA Physician Advisors with the award presented at the Annual Conference Awards Banquet. This award shall be presented during the Annual Conference Awards Banquet.
- B. **LEON LEVI AWARD** Whereas the Medical Assistant of the Year Award is presented to a Medical Assistant for contributions to the society, physician, patients and civic activities, The Leon Levi Award shall be given whenever a member is considered eligible, for outstanding contributions to the Indiana Society of Medical Assistants. This award does not have to be given annually. The recipients should be members in good standing of the ISMA for at least five (5) years. They need not be nominated by their district, but can be nominated by any member of ISMA. The recipient shall be awarded a plaque stating these achievements. The committee shall be comprised of past award recipients and the ISMA President. The Chair of this committee shall be the most recent active Award Recipient. This award shall be presented during the Annual Conference Awards Banquet.
- C. **GOLDEN APPLE** Presented to an outstanding ISMA member medical assisting educator as a result of the nominee's outstanding dedication to and accomplishments in the field of Medical Assisting Education. This award does not have to be presented annually. The recipients should be members in good standing of the ISMA for at least five (5) years and an active participant in district activities. They need not be nominated by their district, but may be nominated by any member of ISMA. The recipient shall be awarded a golden apple charm. The committee shall be comprised of the ISMA President and past award recipients. The Chair of this committee shall be the most recent award recipient. This award shall be presented during the Annual Conference Awards Banquet .

DO YOU KNOW SOMEONE WHO IS ELIGIBLE?

Deadlines are listed on page 23 of this issue.

Rita's Rules... as Parliamentary Advisor

How Do Members Get Their Say in a Meeting? All eligible Members may make motions at the Annual Business Meeting. Eligibility requires member dues to be paid by December 31 of the previous year. During the remaining year, regular Board Meetings are held. Directors and Alternate Directors are elected by local districts to represent their area. They are the voice for each district which has one vote.

A motion is a proposal that the society take action on an issue.

To **PRESENT MOTIONS** (make a proposal) – Upon being recognized, member (at annual meeting) or Director states their name, credential, and the district they are from. Rather than say “I make a motion”, state “**I move that...**” then clearly describe the proposal. After making a motion, immediately sit down. The member will be asked to write out any motion proposed and give it to the Recording Secretary.

To **SECOND MOTIONS** (express support for discussion of another member's motion)

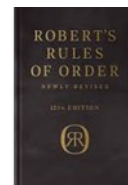
When a motion has been made, it must be **SECONDED**. To second a motion, a member calls out ‘Second’. That person does not have to be recognized by the President to second a motion, however, the minutes must reflect who seconded that motion. If there is no second, the motion is not put before the group for discussion or decision.

When a motion has been moved and seconded, the President states the question on the motion by saying, “It has been moved and seconded that...” then repeats the exact words in which the motion was made.

To **DEBATE MOTIONS** (give opinions on the motion) – Debate means discussing whether the proposed action should or should not be taken. As a general rule, the President will recognize the person who rises or raises their hand first after the previous speaker has finished and sat down. A member **CANNOT**, while someone is still speaking, try to signal that they want to speak next. They must wait until the person who is speaking finishes and sits down before standing and seeking the chance to speak.

To **VOTE ON MOTIONS** (make a decision) – When no one else seeks recognition to debate, the President may ask, “Is there any further debate?” (Or “Are you ready for the question?”) She/he begins by saying, “**The question is on the adoption of the motion that...**” and repeats the exact wording of the motion on which to be voted. The most common type of voting is the voice vote. The President says “**Those is favor of the motion, say ‘aye’**”. The President then says, “**Those opposed, say ‘no’**”. The President determines whether more people called out ‘aye’ or ‘no’ and announces the result of the vote, followed by “**the motion is adopted**” if the ‘ayes’ have the majority, or if the ‘noes’ prevailed, “**the motion is lost**”.

If you have a parliamentary question that you would like addressed in a future article, please send to remichel49@gmail.com.



Insider BOT News

The AAMA Board of Trustees met in Chicago June 10-11 at the Embassy Suites Hotel. We had a very productive meeting. The proposed bylaw amendments to be presented to the 2022 House of Delegates were discussed and approved. Updates to many of our documents were also approved for distribution. The Certifying Board announced that the scores to pass the AAMA CMA exam were adjusted based upon recommendations from the National Board of Medical Examiners.

Since our meeting many e-blasts have been sent advising our membership of changes within AAMA. The Medical Assistants Education Review Board (MAERB) is now an entity separate from the AAMA Endowment. They will continue to evaluate Medical Assisting Education Programs based upon the standards of AAMA and CAAHEP. The Maxine Williams Scholarship Fund and the Ivy Reade Relkin Surveyor Training Fund continue to be managed by the AAMA Endowment. The Certifying Board approved newly certified CMAs may apply a maximum of 20 AAMA approved CEUs earned in the 3 months prior to initial certification towards recertification. This means that students who earn AAMA CEUs prior to taking the CMA AAMA exam may apply those CEUs towards their recertification.

So many members are planning to attend the 2022 AAMA Conference in Myrtle Beach, North Carolina it was necessary to find two more hotels near the conference hotel for attendees. Information about how to book a room in the third hotel was recently posted on the AAMA website and Facebook page.

Clarification and legislative action regarding the medical assistant's right and scope of practice has taken place in many states across the country. Fortunately in Indiana we have the support of the Indiana State Medical Association and have not found the need to clarify our position on the health care team.

The BOT initially recommended that our membership develop a relationship with HOSA, Health Occupations Students of America as Rebecca Eldridge, CMA (AAMA) AAS discussed during her visit with us, but their medical assistant pathway to certification is directed towards the CCMA and does not encourage the more expanded education opportunities to sit for the AAMA certification examination. We can still encourage the students aspiring to be medical assistants in Indiana to choose the pathway towards achieving the AAMA CMA.

Once again, appreciation to our membership for their support as I work on behalf of all AAMA members.

Jane Seelig, CMA-A (AAMA)

ISMA CODING CORNER

This article is Part I covering the ABC's of Laboratory Coding, giving some background to usage and accreditation. Part II will explain the levels of CLIA and what lab tests are included in each level. Part III will cover the coding and reimbursement for laboratory services.

Webster's dictionary defines a laboratory as "a place equipped to conduct scientific experiments or tests, or to manufacture chemicals, medicines, etc., or a setting conducive to experimentation, investigation, and/or observation." As medical assistants, we are familiar with laboratory testing and the skills required to work or assist in a lab or a physician's office that performs CLIA lab testing. Phlebotomy and laboratory techniques are required courses in any medical assisting program.

Specimens collected are urine, blood, feces, sputum, tissue and saliva. These tests are performed for screening, diagnosing a medical disease or disorder, evaluating the severity of a disease or disorder for a treatment plan, and monitoring the patient's response to a treatment. Common procedures are urinalysis, hematology, chemistry, microbiology, culturing of bacteria, organ and disease panels, and dissection of surgical specimens, microscopic examination of blood and tissue specimens.

Ancillary services are healthcare services provided to support the work and diagnosis of a health care provider. They include:

Diagnostic services: Lab testing, radiology, genetic testing, diagnostic imaging, and more.

Therapeutic services: Rehabilitation for physical and occupational therapy, as well as massage and speech therapy and chiropractic services.

Custodial services: Includes hospice care, long-term acute care, nursing facilities, and urgent care.

COLA (Commission for Office Laboratory Accreditation) accredits nearly 8,000 medical labs in the United States, and provides education, consultation, and accreditation. CLIA (Clinical Laboratory Improvement Amendments) is the basic set of rules governing labs that perform testing on human specimens.

References: *Pathology and Laboratory Guidelines* (CPT 2022)

Centers for Medicare and Medicaid Services (CMS) (www.cms.gov)

Center for Disease Control (CDC) (www.cdc.gov/clia)

Labs Tests Online (<http://labtestsonline.org>)

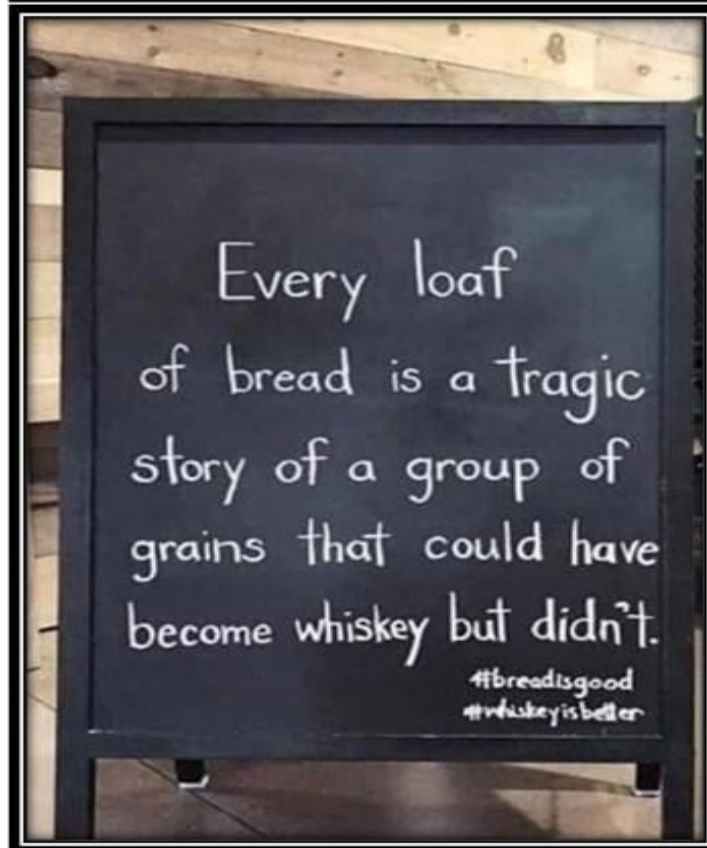
Mary Pat Whaley, FACMPE, CPC (Manage My Practice.com)

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

Southeast District – sanjohn@ius.edu



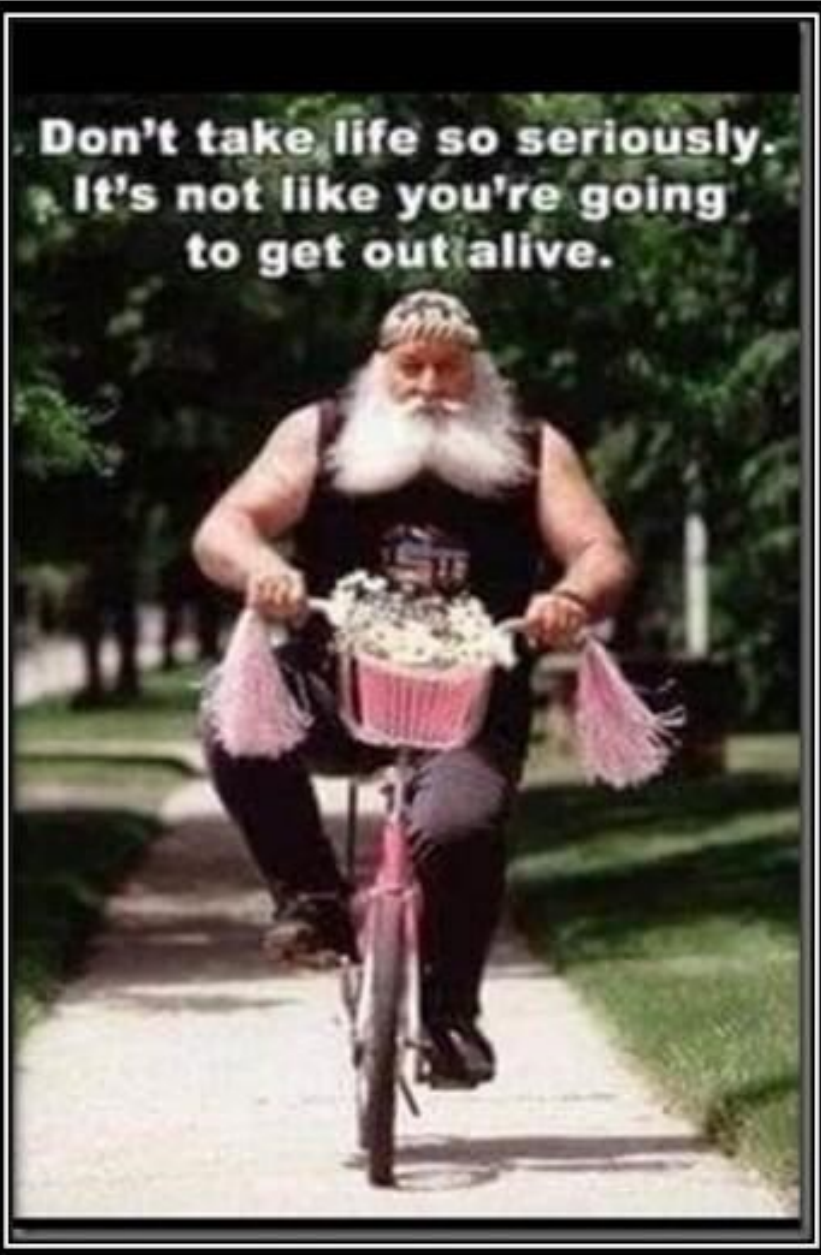
Laughter is Good Medicine



#analbumcover

If you read this the same way I did,
then the internet has ruined you too.

Don't take life so seriously.
It's not like you're going
to get out alive.





Have you Downloaded the WebApp?

Android Phones: Using Chrome type in the website address: 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!!

iPhone: Using Safari type in the website address: 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!!

So much information at your fingertips! Please share this Information!

DATES TO REMEMBER

2021-2022 ISMA STATE BOARD MEETINGS AND WORKSHOPS

Our meetings during COVID are being held by WebEx

Meeting Deadline

September 17, 2022
November 12, 2022
February 18, 2023
April 28-30, 2023

Med-A-Scoop Deadline

August 6, 2022
October 1, 2022
January 7, 2023
March 11, 2023

Please e-mail all district news for publication directly to in Microsoft Word document format.

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

State and National Websites:

www.insocmedasst.org
www.aama-ntl.org

ADDITIONAL DEADLINES

Membership Dues

December 31, 2022 to be eligible to vote at ISMA Annual Conference

Medical Assistant of the Year

Nominations by Chapters to President by **January 1, 2023** and forwarded to Physician Advisors (3) by **February 1, 2023**, for judging. Award to be presented at Annual State Conference Banquet.

Leon Levi Award

Nominations to President by **February 1, 2023**, for judging. Award to be presented at Annual State Conference Banquet.

Golden Apple Award

Nominations to President by **February 1, 2023**. Award to be presented at Annual State Conference Banquet.

Nominating Slate (Officers)

Slate of Officers to be presented at the **February 13, 2023**, 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.

M A N D I B L E L E G C A L C A N E U S
L G C Z A M E D I C A L R R M O T H W U
I P L R V A S S I S T A N T S H L P O R
L B P I O R Q Y R O C K D D E H I P J E
I T O U N M Z A A S D F G R S A C R U M
A R I Y D I I M X Y R A U N A J O H N U
C E U T C K S U D I S T A L J K C L E H
C R A N I U M O N D A Y Q W E R C T J S
R W Y R A E N O B C I T A M O G Y Z U P
E Q T E P S M F V C A I D R A C X Y L I
S Z P W P U M A R C H B A P R I L C Y L
T X A Q N N U C L E U I B T U V U L A I
M C T R J Y F I B U L A Z X C V B N D S
J V E X S O R E P O I U E L C I V A L C
U T L C C D O Y M T R E W Q A F N F Q H
S U L V A E N S E U Q I L B O L B H Q I
I I A B P L T D F G R A D I U S B M Z U
B O R N U W R E V S N A R T L I L I U M
U P E M L E S B V C X Z N X R A Y T P X
P H A L A N G E S B I R C R A N B E R R

Word List

Acromion
Calcaneus
Clavicle
Coccyx
Cranium
Femur
Humerus
Iliac Crest
Ilium
Ischium
Mandible
Patella
Phalanges
Pubis
Radius
Ribs
Sacrum
Scapula
Sternum
Tibia
Ulna
Zygomatic bone

Bonus Word List

Assistants
Cardiac
Distal
Gut
Hip
Leg
Medical
Mite
Oblique
Rock
Uvula
Xray

Accidental Words

Bait
Beds
Born
Crew
Dab
Day
John
Near
New
Ran
Step
Yam

Other Words

April
Avon
Front
January
July
June
March
Monday
Sun
Yodel

ISMA WORKSHOP

3 CEUs

FREE TO AAMA MEMBERS

September 17, 2022

12:00 Noon to 3:00 p.m. (Eastern Time)

Speaker: **JAMIE SAUM, RRT, RPSGT**

Hancock Sleep & Neurodiagnostics, CPAP Clinic

TOPIC: Sleep Apnea and How it Affects Your Patients (3 CEUs C)

If you do not get a response, registration request was not received. The meeting will be held at **IU North 11700 N. Meridian St. Entrance B, Carmel IN 46032.**

PLEASE **EMAIL** THE FOLLOWING INFORMATION (same as the AAMA Attendance Form). *Please do not complete and attach form to email or text information.*

AAMA Member: ID number (maximum 6 digits). **NOT YOUR AAMA CERTIFICATION NUMBER!**

Credential: CMA (AAMA), CMA, RMA, CCMA, MA, Other

Full Name: First Name, Middle Initial, Last Name

Home Mailing Address: City, State, Zip Code

Home Email Address: Work email may block information sent to multiple people as spam.

Cell phone number with area code: So we can reach you if there is an email problem.

Non-members must pay in advance.

\$20.00 by check (issue to ISMA), mail to Paula Schubert 1620 Peacock Rd. Richmond IN 47374

\$25.00 by Venmo, use @Paula-Schubert-4

EMAIL THE REQUESTED INFORMATION TO:

Schubertpaula63@gmail.com

no later than

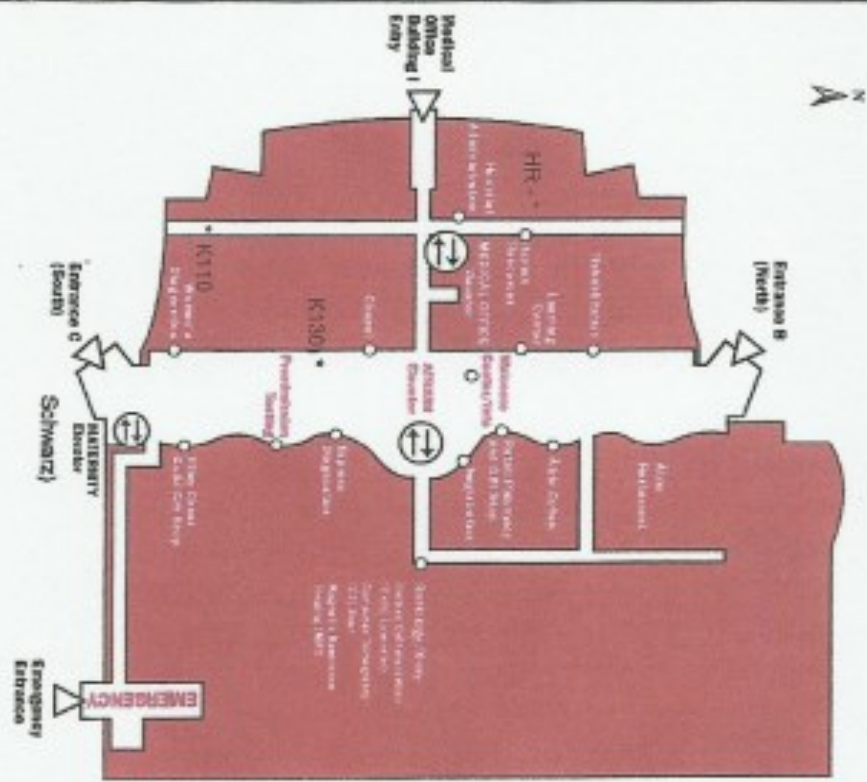
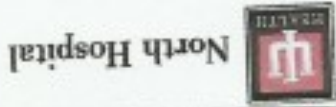
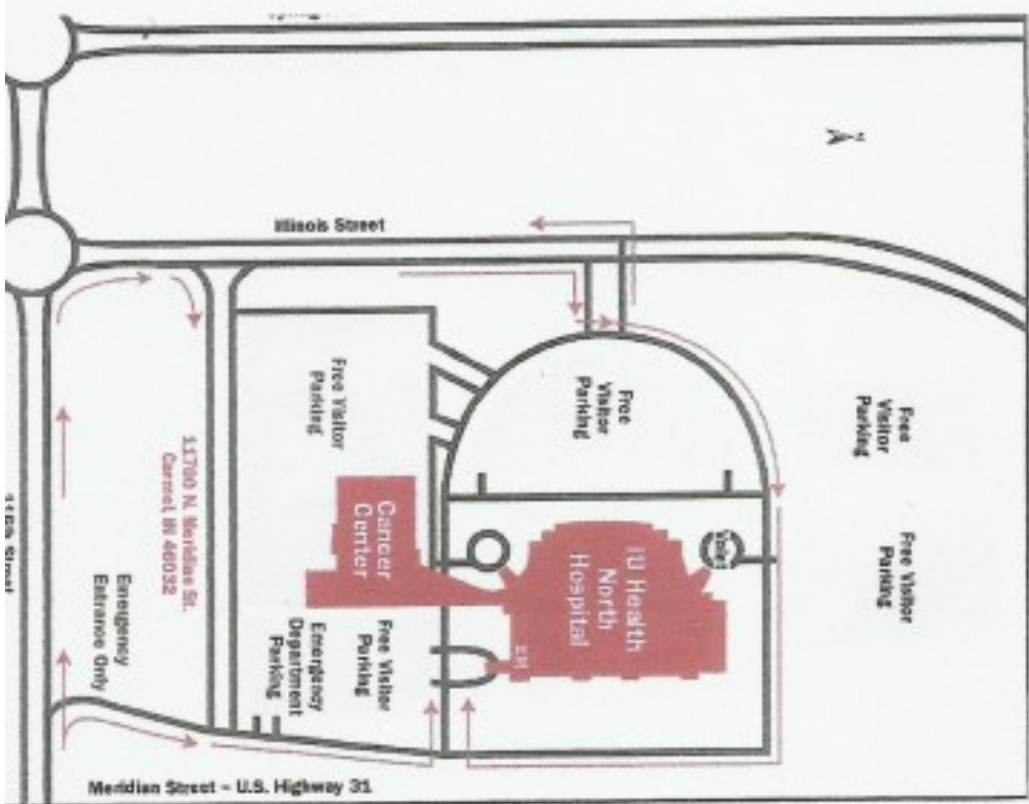
Noon, Wednesday, September 14, 2022

to receive 3 CEUs

DEADLINE IS FIRM! NO EXCEPTIONS!

NEW MEETING LOCATION

11700 NORTH MERIDIAN STREET
 CARMEL, IN 46032
 PHONE NUMBER - (317) 698-2000



**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**

**Next meeting is being held
IN PERSON at**

**IU North Hospital
11700 North Meridian Street
Carmel, IN 46032
Map is attached**