

Med-A-Scoop

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

Happy New Year!!!

It is hard to believe that 2022 has come to a close. A big thank-you to the elected officers, appointed officers, and directors. The Indiana Society of Medical Assistants ran smoothly this past year with the help of each member.

We as a society are getting somewhat back to normal with our in-person meetings. We were able to host our Annual State Conference in April 2022, as well as our regular meetings that were scheduled in-person. Our Souper Saturday was held in-person in November along with our National Conference in October, which was held in Myrtle Beach, South Carolina.

Our first meeting of the year for 2023 will be a virtual meeting. So please watch for details of this meeting. Our next meeting in April 2023 will be in-person April 28-30th at the Hilton Garden Inn, Edinburgh, Indiana

As your ISMA President, I hope that you all had a Merry Christmas and I hope that you enjoy your New Year. I hope that you and your family are able to make new memories in the coming year.

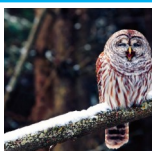
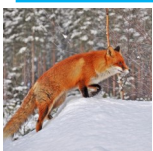
I hope to see each one of you virtually at our next meeting in February 2023 and in-person at our State Conference in April 2023. Here is to a healthy and Happy New Year,

If you have any questions, concerns, or suggestions, please let me know.

Remember this is YOUR organization, so "Reach for the Stars!"

Dianne Wimsett, CMA (AAMA)

ISMA President



January/February 2023

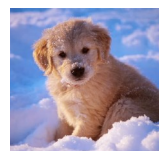
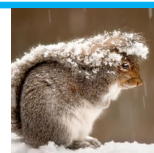


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Medical Assistant Creed

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

2023-2024

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 Director

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: sanjohn@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



**Thank you Officers and
Directors!**

ISMA Board of Directors

February 18, 2023

Virtual Board Meeting

**Sign up for the Board Meeting will start 15 minutes after conclusion of the workshop
Board Meeting will start 30 minutes after conclusion of the workshop**

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), BOT

_____registered _____voting power _____quorum _____majority _____2/3

Corrections to Agenda

Secretary Report	Joyce Edds, CMA (AAMA), CPT(ASPT)
Treasurer Report	Heidi Sisson, CMA (AAMA)
Presentation of Bills	Dianne Wimsett, CMA (AAMA)
Correspondence	Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA)
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) Pam Neu, CMA (AAMA), MBA

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, MS, CPC, CCS-P, CMA (AMMA) Historian – Joyce Edds, CMA (AAMA), CPT (ASPT) ISMA Liaison/Public Policy/Affairs – Tammy Daily, CMA (AAMA) Membership – Karen Pershing, CMA (AAMA) Mentoring – Rita Michel, CMA (AAMA)
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Nominating Committee – Joyce Edds, CMA (AAMA), CPT (ASPT)
Kit Stine, CMA (AAMA)
Karen Pershing, CMA (AAMA)
Jeni Begley, CMA (AAMA)
Clara Poirot, CMA (AAMA), CN-BC
Procedure Manual – Joyce Edds, CMA (AAMA), CPY (ASPT)
State Conference Guide – Joyce Edds, CMA (AAMA), CPT (ASPT)
Ways & Means – Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA)
2023 State Conference – East Central/Southeast District
Jane Seelig, CMA-A (AAMA) and
Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA)
2024 State Conference – West Central District
Jeni Begley, CMA (AAMA)

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, MS, CPC, CCS-P, CMA (AAMA)
Twelfth District – Rita Michel, CMA (AAMA)
West Central District – Jeni Begley, CMA (AAMA)

Unfinished Business President Computer – Reimbursement for program
Secretary Computer – Joyce Edds, CMA (AAMA), CPT (ASPT)

New Business Candidate Nominees for National Office
James Ginder – Honorary Member
Presentation of the proposed budget – Heidi Sisson, CMA (AAMA)
Presentation of the slate of ISMA officers – Joyce Edds, CMA (AAMA), CPT (ASPT)
Annual Meeting minutes audit committee
Annual Meeting treasurers audit committee
Report for Conference Book – Dianne Wimsett, CMA (AAMA), President
Deadline – March 1, 2023

Announcements Med-A-Scoop Deadline – March 11, 2023
Next State Board Meeting – April 28-30, 2023
Hilton Garden Inn – Edinburgh, Indiana

Are there any other announcements?

Adjournment

The word "Meeting" is displayed in a large, bold, 3D blue font. The letters have a slight shadow and depth, giving them a three-dimensional appearance. The font is sans-serif and modern.

**INDIANA SOCIETY OF MEDICAL ASSISTANTS
BOARD OF DIRECTORS MEETING
November 12, 2022
IU North Hospital
Carmel, IN 46032**

Call to Order	President Dianne Wimsett, CMA (AAMA), called the meeting to order at 2:06 pm.														
Invocation	Joyce Edds, CMA (AAMA), CPT (ASPT) 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 18 registered, a voting power of 13, quorum of 7, a majority of 7 and a 2/3 vote of 9.														
Secretary's Report	Recording Secretary Joyce Edds, CMA (AAMA), CPT (ASPT) - The ISMA, minutes were printed in the Med-A-Scoop.														
Treasurer's Report	Treasurer Heidi Sisson, CMA (AAMA) gives treasure's report:														
	<table border="0"> <tr> <td>Balance as of October 31, 2022</td> <td style="text-align: right;">\$48,040.77</td> </tr> <tr> <td>Total Income</td> <td style="text-align: right;">\$ 00</td> </tr> <tr> <td>Total Expense</td> <td style="text-align: right;">\$ 8112.55</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$39,928.22</td> </tr> <tr> <td>Money Market as of October 31, 2022 #9561</td> <td style="text-align: right;">\$81,726.72</td> </tr> <tr> <td>Certificate of Deposit as of October 31, 2022 #0408</td> <td style="text-align: right;">\$16,155.88</td> </tr> <tr> <td>Total CDs as of October 31, 2022</td> <td style="text-align: right;">\$97,882.62</td> </tr> </table>	Balance as of October 31, 2022	\$48,040.77	Total Income	\$ 00	Total Expense	\$ 8112.55	Total	\$39,928.22	Money Market as of October 31, 2022 #9561	\$81,726.72	Certificate of Deposit as of October 31, 2022 #0408	\$16,155.88	Total CDs as of October 31, 2022	\$97,882.62
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Eva I. Irwin, CMA (AAMA)															
	<table border="0"> <tr> <td>Education Fund</td> <td style="text-align: right;">\$ 4,221.61</td> </tr> <tr> <td>Student Support Fund</td> <td style="text-align: right;">\$ 1,998.00</td> </tr> </table>	Education Fund	\$ 4,221.61	Student Support Fund	\$ 1,998.00										
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Student Support Fund	\$ 1,998.00														

I have made an update on the balance which is 39.928.22 as of 10-31-22. We have talked about doing another donation/transfer to the money market. This has been approved for another \$15,000, check will be given to Rita today. We will also look at another amount in April at the Conference, to be determined at that time. A check was written at National for the Maxine Williams fund.

Presentation of Bills	President Dianne Wimsett, CMA (AAMA) no bills
Correspondence	Sandra Johnson , CMA (AAMA), MS, CPC, CCS-P), Dianne read due to Sandy's absence. Letter from AAMA to see who we would request as the AAMA representative for our State Conference. We are considering Virginia Thomas, Sherry Bogar, and Sandy Williams.
Officers' report	<p>President - Dianne Wimsett, CMA (AAMA) no report.</p> <p>Vice President -Paula Schubert, CMA (AAMA) CPT (IAPS) no report</p> <p>Secretary - Joyce Edds, CMA (AAMA) CPT (ASPT), published in Med-A-Scoop.</p> <p>Treasurer – Heidi Sisson, CMA (AAMA) We have talked about doing another donation/transfer to the money market. This has been approved for another \$15,000</p> <p>Med-A-Scoop/Website – Pam Neu, CMA (AAMA), MBA, - The latest issue of the Med-A-Scoop was placed on the website as of October 10, 2022. The issue was published in a timely manner as the officers and members submitting materials in a timely manner. This director really appreciates the help of all those officers and members who contribute to the document.</p> <p>The next due date for the Med-A-Scoop is January 7, 2023. I will be in leaving for Florida that week and will have access to internet and a computer but bear with me as the computer will be a laptop and not my large computer. My laptop is still somewhat a challenge for me. If you can send material in early, it would be a great help! This issue is for the February 18, 2023, meeting.</p> <p>The website has been busy in October and November. There have been a number of comments from the Russian, Chinese, and Ukrainians trying to take over the website. Jake Neu and I have been busy trying to block and eliminate these hackers. We have been successful at this point but with over 1000 hackers it has</p>

been a challenge. Jake continues to monitor and eliminate any threats with the help of security on the domain.

The website bill was paid for the security and website domain. These bills were submitted to the treasurer and paid. The total was \$394.63. The domain bill for \$359.64 was for 3 years. The next domain bill will be due in 2025.

Immediate Past President – Karen Pershing, CMA (AAMA) no report

AAMA Trustee – Jane Seelig, CMA-A (AAMA) – This has been a very busy time for the AAMA Board of Trustees preparing for the Annual Conference and House of Delegates. This BOT member attended the First-Timers and Students Reception, Board of Trustees Meetings, Welcome and Awards celebration, House of Delegates, Reference Committees, Knowledge bowl, States leaders, medical assistant education review board forum, President’s banquet, Society of Past Presidents breakfast, AAMA committees’ strategy teams and Task force meetings.

Congratulations to Pam Neu, CMA (AAMA) for her election as an AAMA Trustee for 2022-2024 and Paula Schubert, CMA (AAMA) CPT (IAPS) who was on the Knowledge Bowl winning team. Indiana was well represented at the conference by our delegation.

The BOT planning session was held at the Hilton Biltmore in Ashville NC November 5-7 2022. There were intense sessions regarding leadership, communication, strategic issues, and education. This member has been assigned to the 2022-2023 AAMA Bylaws committee, Conference committee, Membership Strategy team, Career professional development committee and as Leadership strategy team chair. This is a very exciting and important time to be involved in a leadership position for the medical assisting profession.

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

Committee Reports

Budget & Finance –Heidi Sisson, CMA (AAMA) no report

Bylaws & Standing Rules Rita Michel, CMA (AAMA)

2022 Proposed AAMA Bylaws Amendments and Resolutions at the House of Delegates were:

22-01

Article IX – Nominations and Elections, Section 1, Nominations, A 1-2

Wording additions:

Each member nominated must be an active member present at the current House of Delegates session. Members of the Nominating Committee cannot run as a trustee or officer while currently serving of the committee.

After discussion, the Reference Committee on Bylaws recommended that Amendment 22-01 be adopted. The vote was in favor and passed.

22-02

Article XV – House of Delegates, Section 4B

Proposed wording:

Special meetings of the House of Delegates may be held at the call of the Board of Trustees by written or **electronic notice** sent to each member of the House of Delegates at least **14 days** in advance of such meetings.

After discussion, the Reference Committee on Bylaws recommended that Amendment 22-02 be referred back to the Bylaws Committee for further clarification. The vote was in favor of the amendment being referred back to the Bylaws Committee.

22-03

Article X11- Board of Trustees, Section 6. Management Steering Committee

Proposed wording

The Management Steering Committee shall consist of the President, Vice President, Immediate Past President, Secretary-Treasurer, **Speaker of the House, and Executive Office Leadership.**

After discussion, the Reference Committee on Bylaws recommended that Amendment 22-03 be referred back to the Bylaws Committee for further clarification. The vote was in favor of the amendment being referred back to the Bylaws Committee.

22-04

Article VI -Membership, Section 3. Privileges

Proposed Wording:

Active and **AAMA** Life Members who are CMAs (AAMA) holding current status are eligible to serve as officers and trustees. Any Active, **AAMA** Life or **Associate** member may serve as a Delegate or **Alternate or on an AAMA Committee**. Privileges on a Society and Chapter level will be determined by those entities respectively.

After extensive discussion, the Reference Committee on Bylaws recommended that Amendment 22-03 be adopted. The amendment did not pass due to the lack of a 2/3 vote.

22-05

Article XV – House of Delegates. Section 2C (1)

Proposed Wording:

Delegates and Alternates shall be Active, AAMA Life, or **Associates members** who membership has not be revoked, as delineated in Article VI, Section 4.

Since Amendment 22-04 was defeated, this amendment was not voted upon since it was contingent upon the passing of 22-04.

Note: The changes of the AAMA Bylaws do not affect the ISMA Bylaws. Therefore, there will be no changes to our current ISMA Bylaws.

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

Continuing Education – Paula [Schubert, CMA \(AAMA\), CPT \(IAPS\)](#) – The program today was on chronic kidney disease and Renal Replacement for 3 CEU's. We had 35 in attendance, 56 were registered.

Eva I Irwin CMA (AAMA) Medical Assistant Support Fund-

Sandy Johnson, CMA (AAMA), MS, CPC, CCS-P-No report.

Historian-Joyce Edds, CMA (AAMA), CPT (ASPT) At this time I am working on Paula's book and hope to have done soon, also working on Dianne's

ISMA Liaison/Public Affairs-Tammy Daily, CMA (AAMA) no report

Membership-Karen Pershing- 1710 members as of today

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) – Heidi reported for Sandy. Silent Auction proceeds from today were \$640. We made \$506 in 2019

2023 State Conference –Sandy Johnson, CMA, (AAMA), MS, CPC, CCS-P, 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 registration form and schedule were published in the last issue of the Med-A-Scoop. Suggestions were received to include leadership training at the conference instead of a state board meeting to reach more members. Please encourage all your membership and especially future leaders in your districts to plan to attend conference.

The schedule is being reviewed and we can squeeze in time for possibly three leadership CEUs which would bring the conference CEU total to 12.5 and still offer time for relaxing, shopping or eating outside of the hotel!

Mark your calendars for a weekend of fun and learning. Start saving your pennies now for the vendors, raffles, and shopping opportunities at the antique and outlet malls!

2024 State conference – Jeni Begley CMA (AAMA) – ISMA 2024 State Conference Committee Report-The ISMA 2024 State Conference will be held at the Purdue Union Club Hotel on April 19-21, 2024. The theme will be, "Medical Assistants are the Backbone of Healthcare." More information will be available at the ISMA 2023 State Conference

Chapter Reports

East Central District (Kit Stine, CMA (AAMA) - Director's Report November 12, 2022

East Central District Chapter held a workshop and meeting on Saturday October 8, 2022.

3 CEUs were offered with 2 speakers:

Danielle Farmer PT, DPT presented: Emotional Fitness – Sleep

James Ginder MS, NREMT, PI, CHES, NCEE, PAI Health Education Specialist for Hamilton County Health Department presented: Health Misinformation

This was the first Hybrid workshop where only attending in person was free to members. Anyone attending virtual was charged a fee based on member vs nonmember. We only received feedback from one member concerning the charge for being a member and the requirement to pay if planning to attend virtually. Our next workshop and meeting will be held Saturday 1/14/23. Currently that is scheduled to be held as a hybrid meeting. Depending on weather this may be changed to virtual only. We have 499 Members

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

First District Medical Assistants meets on the second Tuesday every month at Ivy Tech in Evansville. We met on October 11, 2022 at Ivy Tech in Evansville, Scott Branam, CEO of Deaconess Cross Pointe spoke on Mental Health Updates. We met on November 8, 2022 and had Jim Phelps; Deaconess Laboratory Manager speak on Phlebotomy basics. Our next meeting is on December 13, 2022 at Ivy Tech in Evansville at 6pm. We will be having our Christmas Party with a meal catered by McAlister's Deli and we will bring an ornament to exchange.

First District has 248 members

St. Joseph District - Brandi Gaumer, CMA (AAMA) - We are planning a workshop for this spring to be held at the Beacon Administration building in Mishawaka. The date will be announced at a later time. A letter was sent out to all members asking if anyone would like to help with the workshop. We have 292 members.

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

Twelfth District – Rita Michel, CMA (AAMA) - has not yet met. We are looking for speakers. If any member has a suggestion for a 12th District speaker(s), please let Pam Neu or Rita Michel know. Current membership is 281.

West Central District Jeni Begley, CMA (AAMA) – We currently have 202 members

Unfinished business

President's computer, Jack has figured out the password and has worked on the computer and it is fixed and ready. For now, Dianne has been using her personal computer.

Each of the Delegate gave reports of their time and experience at the National Conference.

New Business

Remember the deadline for the Medical Assistant of the year is January 1, 2023, Golden Apple, Leon Levi, and lifetime member is February 1, 2023.

Bylaw changes from National Conference - ***The changes of the AAMA Bylaws do not affect the ISMA Bylaws. Therefore, there will be no changes to our current ISMA Bylaws.***

Delegate Reimbursement – Nationals, we will discuss this in April at our annual board meeting.

Meetings- September 2023- Paula Schubert, CMA (AAMA), CPT (IAPS)

Indiana MGMA and Ohio MGMA-Cincinnati September 21-25 2023- Same time as the National, so we need to have someone go to this that will not be attending National in 2023.

AAMA Conference- September 21-25, 2023 in Orlando Florida

Jane Seelig, CMA-A (AAMA) suggest we host the Super Regional Conference. We would come to prepare on Thursday and the meeting would start on Friday. This would be during our normal August meeting 2023. After discussion we have all agreed to this.

ISMA Conference in April 2023- Heidi Sisson, CMA (AAMA) and Paula Schubert, CMA (AAMA), CPT (IAPS) will be CO-chairs. We will be doing a leadership style training at banquet to encourage members to move into leadership roles.

ISMA has been approached to do a Regional meeting that will be a Friday and Saturday August 25-26, 2023. A recommendation for the executive board for this to part of our August meeting we normally have. Paula, Heidi, and Kit encourage people to get involved.

Rita Michel, CMA (AAMA) reminds everyone that if you had signed up for some of the cancelled workshops at National you can do online video to make up your CEU's.

Rita Michel, CMA (AAMA) Pam Neu is our new BOT, she is now on the National board. Congratulations Pam.

Announcements

Med-A-Scoop Deadline is January 7, 2023, but would like sooner if possible.

Next Meeting – February 18, 2023, this meeting will be Virtual

Adjournment – The meeting was adjourned at 3:11 pm. by President Dianne Wimsett, CMA, (AAMA)

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



Insider BOT News January 2023

Congratulations to Pam Neu, CMA (AAMA) MBA for Exel Award Achievement recognition as Editor of the Med-A-Scoop and Web Chair of the ISMA Website. Read the inside back cover of the JanFeb 2023 CMA Today issue to find other Exel Award recipients.

The BOT has been very busy making plans for the annual conference in Lake Buena Vista Florida September 22-25, 2023. Mark your calendar to attend this exciting event.

The next BOT meeting is January 26-28, 2023 at the Embassy Suites Hotel, 600 N State St, Chicago IL. All members are invited to attend. Let Jane know if you need a ride!

Committee Assignments

Pam Neu is a member of Bylaws, Documents, Membership, and Maxine Williams Scholarship

Jane Seelig is a member of Bylaws, Conference, Membership, Career Professional Development, and Chair of Leadership Development Task Force

Paula Schubert is a member of the Editorial Advisory Committee

Don Balasa is very busy responding to multiple issues related to the education and credentialing of medical assisting professionals.

AAMA questions, issues, problems or need to find a source document ask Jane Seelig, CMA-A (AAMA) janeeseelig@att.net or 812 603 1886 or Pam Neu, CMA (AAMA) MBA msneu@yahoo.com or 260 750 7250.

ISMA CODING CORNER

This article is Part III covering the ABC's of Laboratory Coding which focuses on the CPT coding changes for 2023. The AMA released 393 changes to procedure codes: 225 new codes, and 75 codes deleted with 93 codes revised. The most significant changes relate to the Evaluation and Management codes which will be addressed in the next issue. Many of these code updates are relevant to oncologists with a new code for laparoscopic prostatectomy that uses robotic assistance to remove the prostate (55867). The only specialty with no coding or guideline changes for 2023 is anesthesia.

There are several new laboratory codes for procedures performed on patients with cancer or those being tested for cancerous conditions. The list is lengthy, so just a few of the more familiar are discussed here:

- 81441 – identification of inherited bone marrow failure diseases: Fanconi anemia (inherited bone marrow failure syndromes, such as, Diamond-Blackfan anemia and the BRCA2, BRIP1 FANCA series)
- 81449, 81451, 81456 – targeted genomic sequence analysis panel for solid organ neoplasm
- 81451 - targeted genomic sequence analysis panel for hematolymphoid neoplasm or disorder
- 87468 and 69, 87478, and 87484 - define various infectious agent detections related to bacteria, fungi, viruses, and parasites. Antigen tests detect the presence of a microorganism directly to quickly diagnose an infection without waiting for the patient to produce antibodies in response to the microorganism.
- 87467 – Hepatitis B surface antigen detection

There is also a new Category III code, 0739T, ablation of malignant prostate tissue by magnetic field induction. This code requires reporting after January 1, 2023. Category III codes reflect new technologies, procedures and/or services. For reimbursement, the medical provider is required to submit the operative report, letter of medical necessity, and a copy of the FDA approval letter to support the claim.

References: *Pathology and Laboratory Guidelines (CPT 2023)*
CMS (Centers for Medicare Medicaid Services) – (cms.gov)
Labs Tests Online (<http://labtestsonline.org>)
www.obroncology.com
www.medisysdata.com

Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA), Southeast District (sanljohn@ius.edu)





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!!

IPhones: 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!!

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

Share with everyone!



Rita's Rules....As Parliamentary Advisor

In the October/November 2022 Med-A-Scoop, this section discussed the 5 general types of motions. In this edition, we will address the main types of votes and when a motion requires a majority or a 2/3 vote.

TYPES OF VOTES:

By Voice (The most common type of vote): The President asks those in favor to say 'aye' those opposed to say 'no'. Any member may move for an exact count.

By General Consent: When a motion is not likely to be opposed, the President says, "if there are no objections...". The membership shows agreement by their silence, however, if one member says, "I object," the item must be put to a vote.

By Division or Rising: Members raise their hands or stand. It does not require a count unless the President so desires.

By Ballot: Members write their vote on a slip of paper, this method is used when secrecy is desired or numerous members are on the ballot, for easier counting.

MAJORITY VOTE

The basic requirement for adoption of a motion by its members, with a quorum, is a **Majority Vote**. A **majority** is more than half of the votes cast by persons legally entitled to vote, after taking blank votes and abstentions into account. **Majority does not mean 51%.**

Example: In a situation with 500 votes, the **majority** = 251 votes (one over half) not 51% which = 255 votes)

A **majority** is any number larger than one half of the total (Legal Votes Cast) minus (Blank Votes Cast) plus (Illegal Votes Cast). *Please note that illegal votes cast by legal voters are taken into account in determining the number of votes cast for purposes of computing the majority.*

2/3 VOTE

A 2/3 vote is generally not taken as a voice vote, but rather as 'By Division or Rising' count. To calculate a 2/3 vote: divide the number of votes by 3 and then multiply by 2.

Generally speaking, a 2/3 vote is required for adoption of any motion which:

- Suspends or modifies a rule of order already adopted, i.e., Standing Rules.
- Prevents the introduction of a question to consideration.
- Closes, limits, or extends the limits of debate.
- Closes the nominations or the polls.
- Takes away membership or office

Specifically, the ISMA Bylaws require a 2/3 vote conferring a Life or Honorary membership by the Board of Directors or when amending any Bylaws.

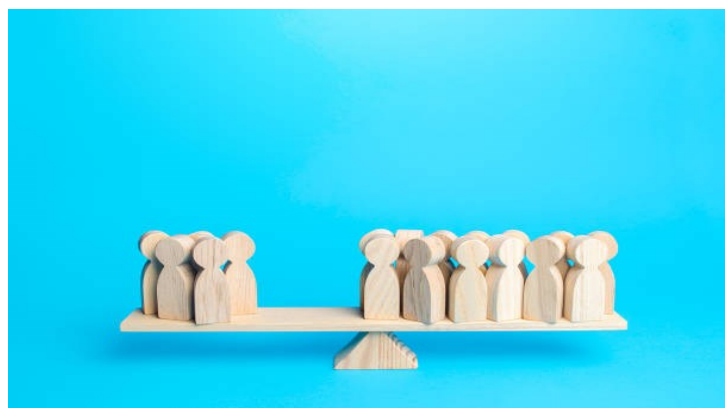
TIE VOTES

A tie vote is a lost vote, since it is not a majority. However, the President, as a member, can vote in the affirmative or negative, causing the motion to be adopted or rejected accordingly. Similarly, in the case of a motion requiring a two-thirds vote, the President can vote in the same manner.

The following page is a guide for calculating both Majority and Two-Third Votes

Majority Vote: More than half of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regularly or properly called meeting at which a quorum is present. Source: Robert's Rules of Order Newly Revised, 12th Edition

1 is 1	21 is 11	41 is 21	61 is 31	81 is 41	101 is 51	121 is 61	141 is 71
2 is 2	22 is 12	42 is 22	62 is 32	82 is 42	102 is 52	122 is 62	142 is 72
3 is 2	23 is 12	43 is 22	63 is 32	83 is 42	103 is 52	123 is 62	143 is 72
4 is 3	24 is 13	44 is 23	64 is 33	84 is 43	104 is 53	124 is 63	144 is 73
5 is 3	25 is 13	45 is 23	65 is 33	85 is 43	105 is 53	125 is 63	145 is 73
6 is 4	26 is 14	46 is 24	66 is 34	86 is 44	106 is 54	126 is 64	146 is 74
7 is 4	27 is 14	47 is 24	67 is 34	87 is 44	107 is 54	127 is 64	147 is 74
8 is 5	28 is 15	48 is 25	68 is 35	88 is 45	108 is 55	128 is 65	148 is 75
9 is 5	29 is 15	49 is 25	69 is 35	89 is 45	109 is 55	129 is 65	149 is 75
10 is 6	30 is 16	50 is 26	70 is 36	90 is 46	110 is 56	130 is 66	150 is 76
11 is 6	31 is 16	51 is 26	71 is 36	91 is 46	111 is 56	131 is 66	151 is 76
12 is 7	32 is 17	52 is 27	72 is 37	92 is 47	112 is 57	132 is 67	152 is 77
13 is 7	33 is 17	53 is 27	73 is 37	93 is 47	113 is 57	133 is 67	153 is 77
14 is 8	34 is 18	54 is 28	74 is 38	94 is 48	114 is 58	134 is 68	154 is 78
15 is 8	35 is 18	55 is 28	75 is 38	95 is 48	115 is 58	135 is 68	155 is 78
16 is 9	36 is 19	56 is 29	76 is 39	96 is 49	116 is 59	136 is 69	156 is 79
17 is 9	37 is 19	57 is 29	77 is 39	97 is 49	117 is 59	137 is 69	157 is 79
18 is 10	38 is 20	58 is 30	78 is 40	98 is 50	118 is 60	138 is 70	158 is 80
19 is 10	39 is 20	59 is 30	79 is 40	99 is 50	119 is 60	139 is 70	159 is 80
20 is 11	40 is 21	60 is 31	80 is 41	100 is 51	120 is 61	140 is 71	160 is 81



Two-Thirds Vote: At least two-thirds of the votes cast by persons legally entitled to vote, excluding blanks or abstentions, at a regularly or properly called meeting at which a quorum is present. Source: Roberts’s Rules of Order Newly Revised, 12th Edition

1 is 1	21 is 14	41 is 28	61 is 41	81 is 54	101 is 68	121 is 81	141 is 94
2 is 2	22 is 15	42 is 28	62 is 42	82 is 55	102 is 68	122 is 82	142 is 95
3 is 2	23 is 16	43 is 29	63 is 42	83 is 56	103 is 69	123 is 82	143 is 96
4 is 3	24 is 16	44 is 30	64 is 43	84 is 56	104 is 70	124 is 83	144 is 96
5 is 4	25 is 17	45 is 30	65 is 44	85 is 57	105 is 70	125 is 84	145 is 97
6 is 4	26 is 18	46 is 31	66 is 44	86 is 58	106 is 71	126 is 84	146 is 98
7 is 5	27 is 18	47 is 32	67 is 45	87 is 58	107 is 72	127 is 85	147 is 98
8 is 6	28 is 19	48 is 32	68 is 46	88 is 59	108 is 72	128 is 86	148 is 99
9 is 6	29 is 20	49 is 33	69 is 46	89 is 60	109 is 73	129 is 86	149 is 100
10 is 7	30 is 20	50 is 34	70 is 47	90 is 60	110 is 74	130 is 87	150 is 100
11 is 8	31 is 21	51 is 34	71 is 48	91 is 61	111 is 74	131 is 88	151 is 101
12 is 8	32 is 22	52 is 35	72 is 48	92 is 62	112 is 75	132 is 88	152 is 102
13 is 9	33 is 22	53 is 36	73 is 49	93 is 62	113 is 76	133 is 89	153 is 102
14 is 10	34 is 23	54 is 36	74 is 50	94 is 63	114 is 76	134 is 90	154 is 103
15 is 10	35 is 24	55 is 37	75 is 50	95 is 64	115 is 77	135 is 90	155 is 104
16 is 11	36 is 24	56 is 38	76 is 51	96 is 64	116 is 78	136 is 91	156 is 104
17 is 12	37 is 25	57 is 38	77 is 52	97 is 65	117 is 78	137 is 92	157 is 105
18 is 12	38 is 26	58 is 39	78 is 52	98 is 66	118 is 79	138 is 92	158 is 106
19 is 13	39 is 26	59 is 40	79 is 53	99 is 66	119 is 80	139 is 93	159 is 106
20 is 14	40 is 27	60 is 40	80 is 54	100 is 67	120 is 80	140 is 94	160 is 107



2023 ISMA CONFERENCE REPORT

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 registration form and schedule can be found in this issue of the Med-A-Scoop. Please encourage all your membership and especially future leaders in your districts to plan to attend conference.

The schedule has been updated to include leadership CEUs which would bring the conference CEU total to 12 and still offer time for relaxing, shopping or eating outside of the hotel!

Mark your calendars for a weekend of fun and learning. Start saving your pennies now for the vendors, raffles, and shopping opportunities at the antique and outlet malls!

Sandy Johnson, CMA (AAMA) MS, CPC, CCS-P
Jane Seelig, CMA-A (AAMA)
Co-Chairs



2023 ISMA Conference Schedule

MOTHER NATURE AND TODAY'S MEDICINE

12 CEUs

All activities will be in the Ballroom unless otherwise specified

Friday, April 28, 2023

3:00 pm-6:00 pm	Registration open
5:15 pm	Pre-conference Board Meeting Meeting Room D
6:15 pm	Welcome followed by dinner
6:30 pm-8:00 pm	Workshop #1 LaTress Woodley Medicinal Plants (1.5 CEUs)
8:30 pm-10:00 pm	Leadership - Communication (1.5 CEUs)

Saturday, April 29, 2023

6:00 am	Exhibits open 9:00 am - 3:00 pm
6:30 am – 8:00 am	Registration open Breakfast buffet Special PIPS seating
8:00 am – 10:00 am	Workshop #2 Dr. Hernacki Optometrist (2 CEUs)
9:00 am	Exhibits open
10:15 am - 10:30 am	Registration for Annual Business Meeting
10:30 am – 11:00 am	Parliamentary Refresher (.5 CEUs)
11:00 – 11:50 am	Annual Business Meeting Chapter Door Prize Drawing
12:00 Noon – 2:00 pm	Healthy Snack Workshop #3 Dr. Smartt Neurologist (2 CEUs)
2:00 pm – 6:00 pm	Free time to shop, enjoy the surroundings and relax
3:00 pm	Exhibits close
6:00 pm	Cocktails and group photos
6:30 pm - ???	Awards/Installation Banquet Leadership Styles (1.5 CEUs) Ways and Means Raffle drawing Cookie Auction Visit with AAMA Representative

Sunday, April 30, 2023

7:00 am	Breakfast buffet
8:45 am – 11:45 am	Workshop #4: James Ginder (3 CEUs)
11:45 am – 12:30 pm	Post Conference Board Meeting

The Heart House

The anatomy of the heart is very overwhelming when you are learning so many things as a new medical assistant. Then adding the physiology of the heart, some may want to cry.

For the flow of blood remember we read English left to right, the heart pumps the opposite right to left. As for the structure of the heart think of it as a house. Let's start with the key parts of the heart.

Right Atrium / Left Atrium
Right Ventricle / Left Ventricle
Septum
Aorta
Pulmonary Artery/ Pulmonary Vein
Superior/ Inferior Vena Cava
Tricuspid Valve
Bicuspid Valve (Mitral)
Aortic Valve
Pulmonary Valve

Atria the plural form of Atrium looks similar to Attic, which just like the attic is the top of your house – the atrium is the top of the heart. Ventricles are the lower chambers of the heart, much like the basement of the house. The left ventricle is the largest chamber/ room. The septum is the tissue wall that is between the chambers, much like the walls in a house.

Superior/ Inferior Vena Cava both flow into the atrium. Superior Vena Cava is the blood that comes from the head and upper body so maybe you collect rainwater on the roof of your house and let it add into your water tank. Inferior Vena Cava is all blood from the lower part of your body similar to water from the city's main water line to your house.

Valves are one-way doors into rooms. There are four valves; the Pulmonary valve is an entrance into the pulmonary. The aortic valve is an entrance to the Aorta. For the last two think countdown: 3,2; **T**ricuspid, **B**icuspid. The tricuspid is the valve between the Right Atrium/ Right Ventricle and the Bicuspid is the valve between the Left Atrium/ Left Ventricle.

Pulmonary Artery and Pulmonary Vein are like one-way hallways from the heart to the lungs. The pulmonary artery is the ONLY artery that holds deoxygenated blood, while the pulmonary vein is the ONLY vein that holds oxygenated blood. Pulmonary Artery is the hallway to the lungs to get the oxygen and the Pulmonary vein is the hallway back to the heart with the oxygen.

The Aorta the largest blood vessel in the body, is the chimney pushing the blood back into the body system. Thinking of the heart as a house works well if you are pairing together the physiology of the heart because now the house is built, we need to add electricity to it.

Dr. Sokol also describes hearts as houses. Dr. Rozanne Sokol is the founder of *Your Health Is on Your Plate*. "Think of the heart as having plumbing, electricity, and carpentry." "Diseases of the heart can usually be traced back to some problem in one of these systems. In other words, some heart problems are due to the plumbing, others to faulty wiring, and still others to either the material itself or how it is put together.

"Heart attacks happen in the plumbing. Blood vessels that surround the heart provide it with its very own blood supply. If blood cannot flow easily through those vessels, the heart muscle will not receive the oxygen it needs to function."

By: Katie Largent, CMA (AAMA)

ISMA VIRTUAL WORKSHOP

3 CEUs

FREE TO AAMA MEMBERS

February 18, 2023

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

Speaker: **Robyn Axel-Adams, M.S., M/Div., BCC**

Manager and Senior Affiliate Faculty Charles Warren Fairbanks Center for Medical Ethics

Topic: Patient Capacity and Advanced Care Planning (3 CEUs ACG)

If you do not get a response, registration request was not received. The link will be emailed to you by 6:00 PM February 17, 2023, **after** the registration deadline.

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 to obtain the link.

\$40.00 by check (issue to ISMA), mail to Paula Schubert, 1620 Peacock Rd, Richmond IN 47374 \$45.00 by Venmo, use @Paula-Schubert-4

EMAIL THE REQUESTED INFORMATION TO:

Schubertpaula63@gmail.com

no later than

Noon, Wednesday, February 15, 2023

to receive 3 CEUs

DEADLINE IS FIRM! NO EXCEPTIONS

**ISMA Treasurers Report
December 1, 2022**

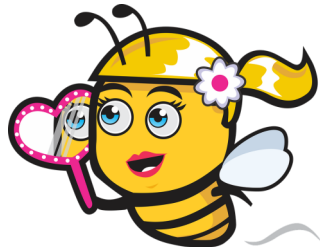
Balance on Hand 12/1/22			\$23,762.84
Income	Description	Amount	
	Dues	\$0.00	
	Ways & Means	\$0.00	
	Magnets & Pins Ways & Means	\$0.00	
	Education	\$0.00	
	Annual State Conference	\$0.00	
	Donations - PIPS	\$0.00	
	National Conference	\$0.00	
	Total	\$0.00	\$23,762.84
Expenses			
	President	\$0.00	
	Vice President	\$0.00	
	Secretary	\$0.00	
	Treasurer	\$0.00	
	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	\$1,060.00	
	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	\$0.00	
	Money Market	\$0.00	

Treasurer's Report Continued
December 1, 2022

	Total	\$1,060.00	\$22,702.84
IMMA (Money Market as of 12/31/22)			
	Deposit	\$0.00	
	Current Balance	\$96,974.05	
Certificate of Deposit CD 0408 (as of 12/31/22)			
	Deposit	\$0.00	
	Current Balance	\$16,171.94	
Total Assets			
			\$135,848.83
Eva I. Irwin CMA (AAMA) Medical Assisting Program Support Fund			
	Balance as of 12/31/22	\$4,221.61	
Student Support Fund	Income	\$0.00	
	Current Balance		\$4,221.61
	Balance as of 12/31/22	\$1,998.00	
	Income	\$0.00	
	Current Balance		\$1,998.00

**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**

**Our meeting for February 18, 2023
is being held:**

Virtually-see page 21