

Med-A-Scoop

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

Hello ISMA Members

I hope that this finds everyone happy and healthy. Spring is on its way with warmer weather and longer days. I cannot believe that we are this far into the year.

My first year as your ISMA President has flown by. I would like to thank the ISMA members for a great year. I am so excited that we are having our ISMA Conference on April 28 – 30, 2023 in person for the second year in a row after Covid. The Conference will be held at the Hilton Garden Inn in Edinburgh, Indiana. If you have not registered for the conference you still have time. It will be great to see everyone again.

I would like to encourage all ISMA members to become active in your district chapter along with the State Society. We need each of you to make our State and local districts a success.

I want to congratulate and thank all officers for agreeing to continue as the elected or appointed officers.

Remember that this is YOUR organization so **“Reach for the Stars.”**

Dianne Wimsett, CMA (AAMA)
ISMA President 2022-2023



March/April 2023
Conference Issue



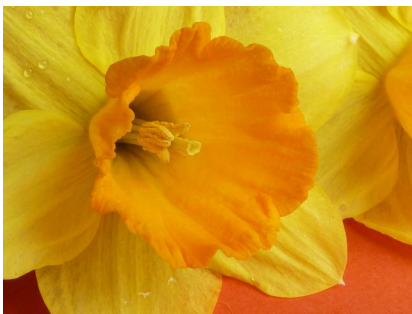
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Medical Assistant Creed

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

CMA (AAMA)

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

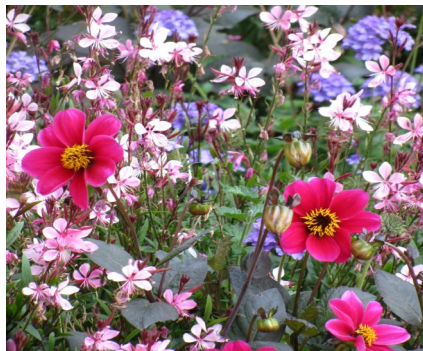
ISMA Honorary Members

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 Manager

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
Pre-Conference Agenda
April 28, 2023**

Call to order	Dianne Wimsett, CMA (AAMA), President
Invocation	Clara Poirot, CMA (AAMA), CN-BC
Medical Assistant Creed	Paula Schubert, CMA (AAMA), CPT (IAPS)
Credentials Report	Jane Seelig, CMA-A (AAMA), AAMA Trustee
_____registered _____voting power _____quorum _____majority _____ 2/3	
Introductions	Dianne Wimsett, CMA (AAMA), President
Secretary's Report	Joyce Edds, CMA (AAMA), CPT (ASPT)
Treasurer's Report	Heidi Sisson, CMA (AAMA)
Presentation of Bills	Dianne Wimsett, CMA (AAMA), President
Correspondence	Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P
Officer Reports	President – Dianne Wimsett, CMA (AAMA), President Vice President – Paula Schubert, CMA (AAMA), CPT (IAPS) Secretary – Joyce Edds, CMA (AAMA), CPT (ASPT) Treasurer – Heidi Sisson, CMA (AAMA) Med-A-Scoop/Website Development – Pam Neu, CMA (AAMA), MBA Immediate Past President – Karen Pershing, CMA (AAMA) AAMA Trustee – Jane Seelig, CMA-A (AAMA) Pam Neu, CMA (AAMA), MBA
Committee Reports	Bylaws & Standing Rules – Rita Michel, CMA (AAMA) Certification – Jenifer 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 – Tammy Daily, CMA (AAMA) Membership – Karen Pershing, CMA (AAMA) Mentoring – Pam Neu, CMA (AAMA), MBA Procedure Manual – Joyce Edds, CMA (AAMA), CPT (ASPT) Ways & Means – Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P 2024 State Conference – Jenifer Begley, CMA (AAMA)
District Reports	East Central District – Katja (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 – Jenifer Begley, CMA (AAMA)
Unfinished Business	Secretary's Computer
New Business	Election of Physician Advisor to a three-year term Dr. William Pond – Twelfth District - term ends this year 2025 AAMA National Conference Bid 2024 Super Regional Bid Delegate and Alternate financial support Members planning to attend AAMA Conference September 22-25, 2023 In Lake Buena Vista, Florida Jane Seelig, CMA-A (AAMA) - Campaign for AAMA Vice Speaker 2024 Super Regional—Bid 2025 AAMA National Conference-Bid HOSA Report– Pam Neu, CMA (AAMA), MBA, AAMA Trustee Assignments of committees for the Annual Business Meeting Timekeeper (1) Tellers (3) Pages (2)
Announcements	Time for head table line up Deliver raffle baskets to the Wayne and Means table in the morning. Bring your membership cards to the Annual Meeting Credentials desk
Adjournment	

**INDIANA SOCIETY OF MEDICAL ASSISTANTS
67TH Annual Conference
Business Meeting Agenda
April 29, 2023**

Call to order	Dianne Wimsett, CMA (AAMA), President
Presentation of Colors	
Pledge of Allegiance	
Invocation	Clara Poirot, CMA (AAMA), CN-BC, Chaplain
Medical Assistant Creed	Paula Schubert, CMA (AAMA), CPT (IAPS)
Introductions	Dianne Wimsett, CMA (AAMA) AAMA Representative: Virginia Thomas, CMA (AAMA) BOT Members Board of Directors Past Indiana Presidents Life Members Medical Assistant of the Year Recipients Leon Levi Award Recipients Golden Apple Award Recipients Honorary Members 2023 ISMA Conference Chairs
Credentials Report	Jane Seelig, CMA-A (AAMA), AAMA Trustee
_____ registered _____ voting power _____ quorum _____ majority _____ 2/3	
Additions/Corrections to the Agenda	Dianne Wimsett, CMA (AAMA), President
Reading of the Rules	Rita Michel, CMA (AAMA)
Introduction of Pages, Tellers, & Timekeeper	Dianne Wimsett, CMA (AAMA), President
Instructions to Pages, Tellers, & Timekeeper	Rita Michel, CMA (AAMA)
Adoption of Conference Program Booklet	Dianne Wimsett, CMA (AAMA), President
Correspondence	Sandra Johnson, CMA (AAMA), MS, CPC, CCS-CP
Secretary's Report	Joyce Edds, CMA (AAMA), CPT (ASPT)
Report of the Annual Meeting Minute Audit Committee	Sandra Johnson, CMA (AAMA), MS, CPC, CCS-CP
Treasurer's Report	Heidi Sisson, CMA (AAMA)
Presentation of Bills	Dianne Wimsett, CMA (AAMA)
Report of the Financial Audit Committee	Jane Seelig, CMA-A (AAMA), AAMA Trustee
Nominating Committee	Joyce Edds, CMA (AAMA), CPT (ASPT)
Nominations from the Floor	Dianne Wimsett, CMA (AAMA), President
Election Results	Dianne Wimsett, CMA (AAMA), President
Supplemental Reports of Standing Committees	
Financial Audit	Jane Seelig, CMA-A (AAMA), AAMA Trustee
Unfinished Business	Adoption of Proposed Budget 2024 ISMA Annual Conference Report – Jeni Begley, CMA (AAMA) Secretary's Computer – Joyce Edds, CMA (AAMA), CPT (ASPT)
New Business	Adoption of Delegate/Alternate financial support proposal

INDIANA SOCIETY OF MEDICAL ASSISTANTS
67TH Annual Conference
Business Meeting Agenda
April 29, 2023

Continued page 2

Election of AAMA HOD Delegates (6) and Alternate (1)

Members planning to attend AAMA Conference
September 22-25, 2023 in Orlando Lake Buena
Vista, FL

Jane Seelig, CMA-A – Campaign for Vice Speaker

Rita Michel, CMA (AAMA)

2024 Super Regional Bid – Paula Schubert, CMA (AAMA),
CPT (IAPS)

2025 AAMA National Conference Bid

HOSA Report –Pam Neu, CMA (AAMA), MBA, AAMA Trustee

Announcements

Ways & Means

PIPs

Time for head table line up



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!!**

**INDIANA SOCIETY OF MEDICAL ASSISTANTS
BOARD OF DIRECTORS MEETING MINUTES
February 18, 2023
Virtual Meeting**

Call to Order President Dianne Wimsett, CMA (AAMA), called the meeting to order at 3:15 p.m.

Invocation Clara Poirot, CMA (AAMA) 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 40 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 treasurer's report as follows:

Balance as of December 31, 2022	\$ 22,702.84
Total Income	\$ 00
Total Expense	\$ 32.25
Total	\$ 22,670.59
Money Market as of December 31, 2022	\$ 97,076.59
Certificate of Deposit as of December 31, 2022 #0408	\$ 16,180.11
Total CDs as of October 31, 2022	\$135,927.29

Eva I. Irwin, CMA (AAMA)

Education Fund	\$ 4,221.61
Student Support Fund	\$ 1,998.00

Presentation of Bills **President** Dianne Wimsett, CMA (AAMA) no bills

Correspondence **Sandra Johnson**, CMA (AAMA), MS, CPC, CCS-P), Sandy Johnson, CMA (AAMA), MS, CPC, CCS-CP -read letter from Monica Case, CMA (AAMA). Virginia Thomas, CMA (AAMA), AAMA Secretary-Treasurer will be our representative for our conference.

Amanda Jones, from Hilton Hotel & Suites in Indy would like for us to consider them for and event. Jane is aware of this hotel and said it might be good for the Regional Conference. Sandy will give her the information.

A thank you letter from Patty Licurs, thanking each of us for the president's gift.

Bridgett Cope, BSN, RN, CAPN had reached out for information on CEU's and how to obtain for the program. Sandy Johnson gave them information, also information on the up coming conference and she has not heard anything else from her.

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) published in Med-A-Scoop.

Med-A-Scoop/Website – Pam Neu, CMA (AAMA) MBA- The January/February issue of the MAS was published to the website in a timely manner. I want to thank all of those who contributed to the issue. I am still looking to finding more people who would like to contribute an article, cartoon, announcement about local news, etc. Please submit them to me at msneu@yahoo.com. The next deadline for the Med-A-Scoop will be March 11, 2023!

The website for the Indiana Society of Medical Assistants is up to date. Plug ins have automatically updated and we are seeing a decrease in hackers trying to get into the website. The annual charge for the website will be submitted in March and Jake Neu has said that there is no increase in charges.

AAMA Trustee – Jane Seelig, CMA-A (AAMA), Pam Neu, CMA (AAMA) MBA

- The BOT, CEB Chair Sawyer and AAMA management staff met in Chicago on January 27 and 26, 2023, at the Embassy Suites. We had an extremely productive meeting.
- Grand Rapids Michigan was selected as the sight for the 2024 AAMA annual conference, September 19-23. The Amway Grand Plaza, Curio Collection by Hilton at 187 Monroe Ave NW is where we will be meeting.
- Bids are being solicited for the 2025 AAMA annual conference site.
- The BOT will be meeting July 6-8 at the 2024 conference site to become familiar with the area. This provides the ISMA membership the opportunity to conveniently attend a BOT meeting as members of the gallery. You will be welcomed to join the BOT for both evening meals for more casual interaction with the board members. Make your hotel reservations through Beneplace via the AAMA website for a discount greater than the Hilton Honors benefit!
- Committees are moving forward with plans to assist with membership recruitment, streamlining of bylaws, career development products, marketing, evaluation of the awards categories and plans for the 2023 conference in Orlando Florida.
- The members were educated in the use of Teams for virtual communications and document sharing.
- Progress is being made on the AAMA website update and redesign.

Budget & Finance – Heidi Sisson, CMA (AAMA) 2023-2024 proposed budget.

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 was on “Patient Capacity and Advanced Care Planning” for 3 CEU. Robyn N. Axel-Adams, M.S., M Div, Bcc Manager was our speaker for this program. We had 261 in virtual attendance.

Council of Past Presidents – Karen Pershing, CMA (AAMA) – no report

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

Sandy Johnson, CMA (AAMA), MS, CPC, CCS-P-There has been nothing for the fund as of today and Sandy will contact the Education Chairs at the Ivy Tech Community College to see if they are interested in sending in an application for this. Pam Neu did get information for Sandy on the educators for the schools.

Historian-Joyce Edds, CMA (AAMA), CPT (ASPT) - no report

ISMA Liaison/Public Affairs-Tammy Daily, CMA (AAMA) nothing new Conference was in person last year, with attendance being down. ISMA next conference is September 8-10, 2023 at Embassy Suites, Plainfield. More information to come later.

Membership-Karen Pershing- 1004 members as of today, 846 non-renewing members.

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, due to virtual

Nominating Committee – Joyce Edds, CMA (AAMA) CPT (ASPT) The following officers have agreed to continue in their position for a second year

- President-Dianne Wimsett, CMA (AAMA)
- Vice President-Paula Schubert, CMA (AAMA) CPT (IAPS)
- Recording Secretary-Joyce Edds, CMA (AAMA) CPT (ASPT)
- Treasurer-Heidi Sisson, CMA (AAMA)
- Med-A-Scoop/Website-Pam Neu, CMA (AAMA) MBA

All members are current with membership.

2023 State Conference –Sandy Johnson, CMA, (AAMA), MS, CPC, CCS-P, Jane Seelig, CMA-A (AAMA)

The Southeast and East Central Districts are so excited to welcome you to the 66th Annual ISMA Conference in Edinburgh Indiana. We promise you a weekend filled with quality education, networking, fun, laughter and of

Minutes Continued page 3

course lots of shopping opportunities. So, save your pennies, bring an extra traveling bag or plan to purchase one at the Vera Bradley outlet store, and plan to relax with your fellow Medical Assisting friends.

We are planning a true Hoosier Welcome for Virginia Thomas, AAMA Secretary Treasurer who will be joining us from Virginia. She is a valuable member of the AAMA Board of Trustees with a wealth of information to share with our membership. Make time to visit with her during the conference.

The conference committee will be meeting at the hotel on Saturday, February 25 to finalize plans for our conference. If you have any issues in making your room reservations, contact Jane immediately to resolve the problem. Send your registration form to Sandy Johnson before March 26 for the early bird special pricing. We look forward to seeing you on April 28th.

2024 State conference – Jeni Begley CMA (AAMA) – ISMA 2024 State Conference Committee Report

ISMA 2024 State Conference Committee Report-The dates for the ISMA 2024 State Conference have been changed to April 5-7, 2024. The theme will be, “Medical Assistants are the Backbone of Healthcare.” We are working on speakers and putting the schedule together.

East Central District - Kit Stine, CMA (AAMA) - East Central District Chapter held a workshop and meeting on Saturday January 14, 2023. 3 CEUs were offered with 2 speakers:

Morgan A. Younger, MSW, LSW, CCM Topic: Transgender Competent Care and Debra Stacy, RN, OCN Topic: Introduction to Palliative and Hospice Care. Both speakers ran over as those attending had several questions throughout each presentation. I was able to contact the AAMA and get each presentation changed from 1.5 CEUs to 2 CEUs each.

Our next workshop and meeting will be held Saturday March 18, 2023. This will be a hybrid meeting. We are also planning to have our first Annual March Madness by holding a silent auction for those attending in person. We have 279 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 January 17, 2023, at Ivy Tech in Evansville, Tiffany Adkins from Deaconess Heart Group spoke on Heart Health. Our next meeting is on February 21, 2023, at Ivy Tech in Evansville at 6 pm.

We had our Christmas Party on December 13, 2022, at Ivy Tech in Evansville with a meal catered by McAlister’s Deli and an ornament exchange. First District has 166 members

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

Southeast District - Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P - We have been working with East Central for the 2023 ISMA conference in Edinburgh. Together, we will visit the Hilton Garden Inn in Edinburgh on February 25 for a “walk-through” and final planning meeting. We are grateful to have this opportunity to co-host as our scheduled conference at Brown County State Park was cancelled due to COVID restrictions.

Please get your registration in early. Send to me at 5713 Bethany Rd., Charlestown, IN 47111.

Twelfth District – Rita Michel, CMA (AAMA)

West Central District Jeni Begley, CMA (AAMA) – West Central District Chapter Report- We have not met since November and don’t have any meetings planned. We currently have 107 members.

Unfinished business **President’s and Secretary Computer’s** – for now they will be looked at and see if they are still in good shape to use. Will depend on cost if new ones will be bought.

New Business **Candidate for Nominees for National Office**- Jane Seelig CMA-A (AAMA) BOT is running for Vice Speaker of the House. We will continue to support her in the process.
AAMA Representative will be Virginia Thomas, CMA (AAMA), AAMA Secretary-Treasurer at our conference in April.

Delegates-2023 AAMA National Conference- President Dianne Wimsett, CMA (AAMA) received letter from Ericka Mercado, AAMA Customer Service Manager stating we eligible for 6 delegates and 1 alternate.

Super Regional-Paula Schubert, CMA (AAMA) CPT (IAPS) For now, the Super Regional has been postponed until next year. This is not something we need to proceed with immediately. We will need to keep in mind dates so we do not cross over with BOT meeting, as many of them will be at this meeting.

HOSA-Pam Neu, CMA (AAMA) MBS- This is training school for the CCMA. They have asked us to set at their conference. The CCMA is here to stay and is best to move them in the right direction. The HOSA has about 20 thousand people attending conference, and what better way to get our name out there and AAMA. The conference is April 11, 2023, at Marriott East Hotel, Indianapolis. For 2 tables it will \$300. Pam Neu moved that we set up tables this year and decide after the conference before committing to future dates. Motion was unanimously adopted.

Presentation of the proposed budget- Heidi Sisson, CMA (AAMA) after the Executive Board meeting adjustments were made to the 2023-2024 budget and this was approved. See last sheet for the budget.

Annual Meeting minutes audit committee - President Dianne Wimsett, CMA (AAMA) has appointed Sandra Johnson, CMA (AAMA) MS, CPC, CCS-CP to audit minutes.

Annual Meeting treasurers audit committee – President Dianne Wimsett, CMA (AAMA) has appointed Jane Seelig, CMA-A (AAMA) to audit the treasurer’s books.

Reports for Conference Book – Due March 1, 2023

Announcements Med-A-Scoop deadline is March 11, 2023
Next State Meeting – April 28-30 our Annual Conference.
Hilton Garden Inn, Edinburgh, Indiana
Adjournment Dianne Wimsett, CMA (AAMA), President

The meeting was adjourned at 4:20 p.m.
Joyce Edds, CMA (AAMA) CPT (ASPT)
Recording Secretary

*Have You
Registered For
the State
Conference?*

Treasurer's Report

Treasurer's Report			
	Report Date	3/1/2023	
Balance on Hand			\$22,670.59
Income	Description	Amount	
	Dues	\$0.00	
	Ways & Means	\$0.00	
	Square	\$0.00	
	Magnets & Pins Ways & Means	\$0.00	
	Education	\$0.00	
	Annual State Conference	\$0.00	
	Donations - PIPS	\$0.00	
	National Conference - Pay Hotel Back	\$0.00	
	Total	\$0.00	\$22,670.59
Expenses			
	President	\$128.39	
	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	\$50.30	
	Insurance	\$0.00	
	Med-A-Scoop	\$0.00	
	Membership	\$0.00	
	Miscellaneous	\$0.00	
	National Conference	\$0.00	
	Nominating Committee	\$0.00	
	Public Relations	\$300.00	
	State Conference	\$1,650.00	
	State Workshop/Speakers	\$0.00	
	Ways & Means	\$0.00	
	Website	\$2,400.00	
	BOT Campaign	\$0.00	
	Money Market	\$0.00	
	Total	\$4,528.69	\$18,141.90

Treasurer's Report continued

IMMA (Money Market)			
	Balance on hand as of 2/28/23	\$97,169.30	
	Deposit		
	Interest		
	Total		
CD			
	Balance on hand as of 2/28/23	\$16,188.29	
	Interest		
	Total		
Eva I. Irwin CMA (AAMA) Medical Assisting Program Support Fund		\$4,021.61	
	Deposit		
	Expenses		
	Total		
Student Support Fund		\$1,998.00	
	Deposit		
	Expenses		
	Total		

Don't forget the Chapter Raffle Basket!

It can be any theme you chose and should be worth \$50. This is huge (and fun) fund raiser for our state society!

Each chapter/district also contributes a chapter door prize worth \$25 which is awarded at the Annual Business Meeting. *You must be present at the Annual Business Meeting to win!*



SAD-Seasonal Affective Disorder

Ever have that time of year when you just feel down for some reason? You just can't pinpoint a thought or even a situation that made you feel a little off. This could be a condition called SAD Seasonal Affective Disorder. Most SAD symptoms are fatigue, depression, feeling of hopelessness and socially withdrawn. SAD can be caused by the weather and the amount of sunlight that is out daily. For a patient to be diagnosed with SAD the provider will note the patients' symptoms happening routinely every year about the same time every year.

There is medication for a SAD patient, or they can try going out in the sunlight or even getting with others and having a group therapy.

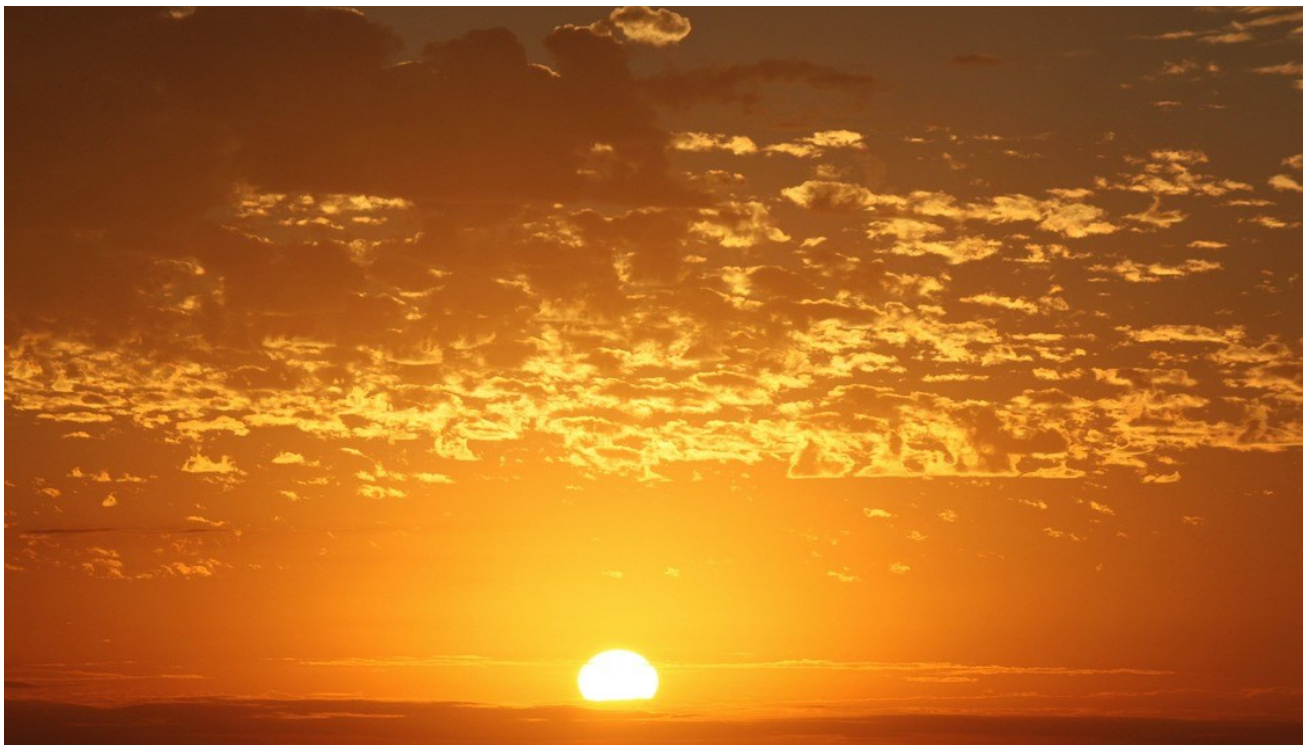
The Medical Assistant can just simply listen to these types of patients and let the provider know if they believe they have a patient that fits the SAD diagnosis. Reaching out to a patient and asking "how are you today", being able to set small goals and checking on the patient weekly or even bi-weekly if the need is there. Be there for the patient and listening is good patient care.

Jackie Spiker

BSHCA, CMA AAMA, EMT-B

References

Clinic, M. (2021, December 14). *Seasonal Affective Disorder*. Retrieved from Mayo Clinic: <https://www.mayoclinic.org/diseases-conditions/seasonal-affective-disorder/symptoms-causes/syc-20364651>



Venipunctures – Patient education to help fight trypanophobia.

When we're performing venipunctures on patients it's normal to focus on all the important steps to insure the best outcome for both patient safety and specimen viability. What we forget about is educating the patients on the procedure and making sure they understand why each step is important. The more knowledgeable the patient is the more comfortable they will be having this procedure completed each time. This improves the patient's experience and can help with trypanophobia "needle phobia".

Starting with basics every time we enter the room with patients, we should always be kind and warm towards the patient, introduce ourselves by name and preferred pronouns, verify the patient by name with date of birth, and inform the patient what we will be doing. Simple enough but some of this is missed from time to time and it shouldn't be. We want to ensure the patient has the best experience because patient experience is a factor in people having trypanophobia.

Asking the patient if they know what the doctor ordered and giving information about the test. This doesn't have to be a long description of each test just highlights. Example: CMP measures 14 different substances in your blood, it informs the doctor about your body's fluid balance, how well your kidneys and liver are working along with a few other things. If the patient has more questions, you can print off the information for them or review it in more detail. Always ask the patient how they do with blood draws and if they have a preferred arm. If the patient asks you to use the left hand, and there is a vein you can use. Complete the draw in the left hand, this is focusing on the patient's experience.

Let's get to the point of it, when you are tying the tourniquet let the patient know that tourniquets can only be on the arm for 60 seconds or hemoconcentration could start. Tell them to think of it like concentrated juice, lack of blood circulating. As you are looking for the vein explain to the patient the different veins. The median cubital vein is the best because it's in the middle and is easier to pin down for venipuncture. The cephalic vein (the outer vein) is the second choice, it's best to have the patient's palm facing the ground to hold this vein in place better. The basil vein is last because it hangs out close to the brachial artery and the median nerve. Veins are normally most prominent in the dominant arm of the patient. It takes 120 minutes to digest water and rehydrate the body, the best advice to give patients is "Water today, Veins tomorrow."

You find the vein; you clean your area with 70% isopropyl alcohol. I love placing my alcohol pad on arm under where I'm going to stick like an arrow, this is also a great place to place my thumb for anchoring. Pop off the tourniquet and explain that the alcohol needs to dry, and it will take 10-30 seconds. Informing the patient that the way alcohol works is that as it dries it damages the walls of the bacteria. If you were to fan the area or wipe it dry you would be adding more bacteria.

If you miss the vein, you are human – missing happens. Never fish for the vein or blame the patient's veins. Simply explain you missed; most patients are very understanding of this. At the end of the draw place gauze over the opening, you created applying pressure for a few minutes to help the patient not to form a bruise. You can also have the patient hold it. Ensure the patient stopped bleeding, then place new gauze, apply a bandage, and wrap with Coban. Explain to the patient this should stay on for 10 to 15 minutes to help prevent bruising and no heavy lifting with that arm for 1 to 2 hours.

By: Katie Largent, CMA (AAMA)

ISMA CODING CORNER

We all know about HIPAA and privacy and security laws. Due to technology, there is a new security risk that can impact every healthcare facility and specialty – it does not discriminate: Smartphones and tablets!

Here are some statistics:

- Physicians who use their own smartphones for purposes – 81%
- Healthcare practices who use a specific mobile app – 31%
- Healthcare providers who use a phone to send secure text messages – 38%

Between January 1 and July 31, 2015, the number of data breaches involving mobile devices:

- 102,000,000 healthcare records were exposed
- 483,655 healthcare records averaged to be compromised every day
- 34 healthcare data breaches involving mobile devices
- 270,761 healthcare records exposed in HIPAA breaches involving mobile devices
- HIPAA data breaches cost providers an average of \$717,000

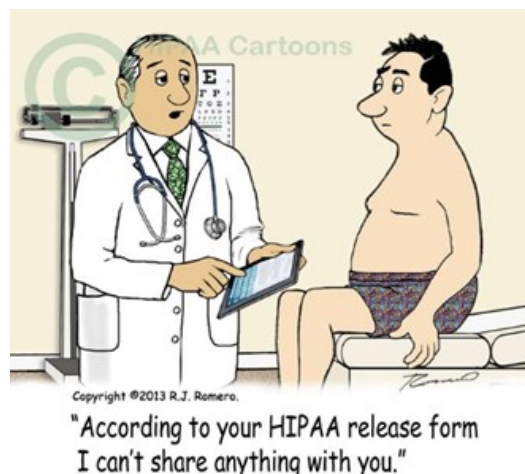
HIPAA privacy and security laws states that “any healthcare workplace must implement and enforce a HIPAA mobile device policy to protect patient health data accessed through the device, stored on the device, or transmitted by the device.” Even with security, there is always the possibility of accidental exposure, devices compromised, and the Protected Health Information (PHI) stored on the device exposed. Smartphones, tablets, and laptops are often stolen by criminals as they allow an easy entry point into healthcare networks, particularly patient information.

Annual training should be provided to all employees in the healthcare facility annually. If necessary, hire an outside IT security company to perform a security risk assessment. Encryption of patient information is critical. If your practice or facility data is breached and data not encrypted for whatever reason, HIPAA compliance requirements state your practice could be liable for up to \$50,000 per violation. How to protect patient privacy? Jotform recommends four methods:

1. Build a security culture in your organization.
2. Perform a security risk assessment.
3. Create a PHI security improvement plan.
4. Encrypt all patient data.

References: The HIPAA Journal (6/23/2022)
Jotform.com

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



2023 ISMA Conference Schedule
MOTHER NATURE AND TODAY'S MEDICINE

10 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	Workshop #2 Leadership - Communication (1.5 CEUs)

Saturday, April 29, 2023 Exhibits open 9:00 am - 3:00 pm

6:00 am	Registration open
6:30 am – 8:00 am	Breakfast buffet Special PIPS seating
8:00 am – 10:00 am	Workshop #3 Dr. Hernacki Optometrist (2 CEUs)
9:00 am	Exhibits open
10:15 am - 10:30 am	Registration for Annual Business Meeting
11:00 – 11:50 am	Annual Business Meeting Chapter Door Prize Drawing
12:00 Noon – 2:00 pm	Healthy Snack Workshop #4 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
5:00 pm	Cocktails and group photos
5:30 pm -???	Awards/Installation Banquet Ways and Means Raffle drawing. Visit with AAMA Representative

Sunday, April 30, 2023

7:00 am	Breakfast buffet
8:45 am – 11:45 am	Workshop #5: James Ginder (3 CEUs)
11:45 am – 12:30 pm	Post Conference Board Meeting

Hotel Reservations for 2023 ISMA Conference

April 28-30, 2023

Hilton Garden Inn Columbus/Edinburgh

12210 N Executive Drive

Edinburgh IN 46124

812 526 8600

Fax 812 526 9337

Our Room Rates: \$126.00 Two Double Beds
 \$136.00 Suite
 Maximum of four persons per room

1. Call 1-877-STAYHGI
2. Inform the reservation agent that you would like to book a group reservation at the Hilton Garden Inn Columbus/Edinburgh
3. Ask for group code C-ISM.
4. Provide your arrival and departure dates to the agent, as well as your name, address information and a credit card for guarantee. (Can pay cash at arrival, but must provide a credit card to guarantee the room)
5. Please inform the reservation agent of the total number of adults (anyone over the age of 18). It is important that we have an accurate count per room.
6. If you wish to receive a confirmation e-mail, a valid e-mail address must be provided to the agent.
7. Any questions or concerns regarding the availability of rooms should be directed to Angela Straub, Director of Sales or Daniel Arnold, General Manager at 812-526-8600.

The group cutoff date is April 1, 2023. We will continue to accept reservations after that date, but the group rate will not be honored. I provided the central reservations number for your group because they use a different system than we do on property, and it is much faster to book a group reservation through them than through the hotel. **Please encourage your attendees to use 1-877-STAYHGI to make their reservations. The hotel will not give credit to the group for anyone booking outside of the group block.**

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



Reach for the
Stars!

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

Our Conference will be held:

April 28–30

Edinburgh, Indiana