

MED-A-SCOOP

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

Dear ISMA Members:

Happy Fall Y'all!!



This summer has flown by quickly. Fall is one of my favorite times of the year, when the leaves on the trees are changing colors, football games, bonfires and spending more time outside. I hope that you are able to get out and enjoy some of the changes this season.

Your ISMA delegates have attended the 2022 AAMA National Conference that was held in Myrtle Beach, South Carolina. We are excited to report on the educational workshops that we enjoyed, the House of Delegates (HOD) proceedings and the friendships that were renewed and the new ones that we made. Please join us November 12, 2022, (In-person only) to hear all the reports from your ISMA delegates. We will also be having our 'Souper' Saturday and Silent Auction, so do not forget your dish and silent auction items.

I want to remind you to mark your calendars for April 28, 29, and 30, 2023, for the 66th Annual Conference. East Central and Southeast Districts will be co-hosting the Conference at the Hilton Garden Inn in Edinburgh, Indiana. Information is included in this Med-A-Scoop.

Hope to see you all (in-person) on November 12 for our workshop and board meeting.

Remember this is your organization, so "Reach for the Stars."

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



October/November 2022



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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

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)
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E-mail: schubertpaula63@hotmail.com

Recording Secretary

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Jeffersonville, IN 47130
mnedds@aol.com

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Wolcottville, IN 46795
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District Directors:

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Greenfield, IN 46140
Katjalee@live.com

First District

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Southeast District

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St. Joe District

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Twelfth District

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West Central District

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



ISMA Board of Directors

Agenda

November 12, 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' Report	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 (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
November 12, 2022
(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
New Business	Delegates to give report on National Conference Deadline for submitting nominations for Medical Assistant of the Year, Golden Apple, Leon Levi and Lifetime Award. Bylaw changes from National Conference
Announcements	Med-A-Scoop Deadline - January 7, 2023 Next Meeting - February 18, 2022 Meeting will be Virtual Other announcements?
Adjournment	Dianne Wimsett, CMA (AAMA), President



INDIANA SOCIETY OF MEDICAL ASSISTANTS
BOARD OF DIRECTORS MEETING
September 17, 2022
IU North Hospital
Carmel, IN 46032

Call to Order President Dianne Wimsett, CMA (AAMA), called the meeting to order at 3:18 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 15 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) gives treasure's report as follows:

Balance as of September, 2022	\$77,535.34
Total Income	\$23,010.00
Total Expense	\$37,294.06
Total	\$63,251.28
Money Market as of September 1, 2022 #9561	\$66,726.71
Certificate of Deposit as of September 1, 2022 #0408	\$16,139.82
Total CDs as of September 1, 2022	\$147,177.81
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 unbudgeted bills presented.

Correspondence **Sandra Johnson**, CMA (AAMA), MS, CPC, CCS-P, no correspondence.

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) We discussed in the executive board to move more money into the money market account. Jane Seelig, CMA-A (AAMA) BOT made motion that we move \$15,000 now and again in November to money market, Kit Stine, CMA (AAMA) second motion carried.
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 MAS deadline for September 29, 2022.
Immediate Past President – Karen Pershing, CMA (AAMA) no report prior to the November 12, 2022 meeting.
AAMA Trustee – Jane Seelig, CMA-A (AAMA) BOT-As noted in my Insider article for the MAS. Certifying Board announced that the scores to pass the AAMA CMA exam were adjusted based upon recommendations from the National Board of Medical Examiners. Congratulations to Pam Neu, CMA (AAMA), MBA, candidate for one of the three open AAMA Trustee positions. 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 within 3 months prior to taking the CMA AAMA exam may apply those CEUs towards their recertification.

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 CMA (AAMA).

The delegate's packet was updated and distributed a second time. The delegates and alternates list were included and the changes in the proposed bylaw amendments were bolded. This is the first time it was put together by this staff so there was a large learning curve.

The BOT is working very hard to address the "lower tiered" medical assisting credentials, their effect on patient care, the threat to the CMA (AAMA) and existence of AAMA.

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

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- In July 2022, communication was received from Nick Mickowski, AAMA, regarding mandatory changes to our state Bylaws to be in compliance with the national Bylaws. Changes were made to Article VII – Dues, Section 3; Article XV – House of Delegates, Section 2, C, 1; and Article XV – House of Delegates, Section 2, C, 3. These mandatory changes are editorial for state and component chapters and do not require a vote by membership. These changes have been made in the ISMA Bylaws and confirmation and approval from National were received on September 7, 2022. Revisions will appear in the near future on the ISMA website.

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

Continuing Education – Paula Schubert, CMA (AAMA), CPT (IAPS) – The program today was on "What is Sleep Apnea and how it affects your patients", which was approved for 3 clinical CEU's. We had 31 in attendance, 48 registered, 30 from Indiana and 1 from Ohio

Council of Past President- No report.

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.

ISMA Liaison/Public Affairs- Paula Schubert, CMA (AAMA), CPT (IAPS)- Jane Seelig, CMA (AAMA) and I attended the 173rd Indiana State Medical Association Conference, at Embassy Suites in Noblesville, Indiana, as representatives on Saturday, September 10 and Sunday, September 11, 2022. Staff was very welcoming and helpful. They did ask about Tammy Daily, CMA (AAMA) and expressed disappointment in her inability to attend this year. We had a total of 115 visitors within the 2 days. Next conference will be September 8-10, 2023 in Plainfield, Indiana at Embassy Suites.

Membership-Karen Pershing- 1634 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) – Sale of today's raffle tickets made \$142 dollars.

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 Hotel has a new events manager, so we are in the process of confirming our arrangements with her. The theme is Mother Nature and Today's Medicine. Our speaker is confirmed, menu selected, and we will have lots of goodies to share. We have a full schedule with 10 CEU's being offered and still offer time for relaxing, shopping, or eating outside of the Hotel. Mark your calendars for a weekend of fun and learning opportunities at the antique and outlet malls.

2024 State conference – Jeni Begley CMA (AAMA) Nothing new to report, still working on location and theme

Chapter Reports

East Central District (Kit Stine, CMA (AAMA))

East Central District of Medical Assistants held a workshop and meeting on Saturday August 27, 2022.

The workshop was successfully held as a hybrid meeting. 3 CEUs were offered with 2 speakers. Melissa Rumble, RN, CMCN Hancock Physician's Network presented Hypertension: Knowledge to Impact Patients. Leslie Rytlewski, RT Hancock Health presented Respiratory Therapy 101: Understanding the Basics of Respiratory Care.

East Central District plans to continue holding workshop/meetings as hybrid going forward.

Next workshop/meeting is set for Saturday October 8, 2022.

We have 479 Members.

Kit Stine CMA (AAMA)

Director

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

First District Medical Assistants met in person on Tuesday, September 13, 2022, at Ivy Tech in Evansville after taking a break for the Summer.

Samantha Shoultz AGACNP-BC, CST from Tri-State Colorectal Surgeons spoke to our group on September 16, 2022.

Our next meeting is on October 11, 2022, at Ivy Tech in Evansville at 6pm.

Clara Poirot, CMA (AAMA) CN-BC

Director First District Medical Assistants

St. Joseph District - Brandi Gaumer, CMA (AAMA) Karen Pershing, CMA (AAMA) gave report

I gave report. Working on spring workshop. Sending letter to members to see if I can get help with workshop

We have 287 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. Our chapter did donate to the flooded victims of Eastern Kentucky through a local church who transported items to the Kentucky areas. Current membership is 274.

West Central District (Jeni Begley,) CMA (AAMA) – We had a virtual meeting and workshop on August 4, 2022, seven attended. The workshop was on Thyroid Disease and was presented by Dona Gray, MD. We don't have any future meeting or workshops scheduled at this time. We have 202 members.

Unfinished business

President's computer, Jack has figured out the password and has logged on, nothing else to report at this time.

Campaign for AAMA BOT Trustee, Pam Neu, CMA (AAMA, MBA)

The ad for the AAMA Conference Program Book has been completed and approved. Campaign notepads have been received and will be distributed at the House of Delegates. Also, other campaign material will be ordered and printing done in the near future.

New Business

AAMA Conference-Delegate packets, we went over each Proposed Bylaws Amendments and Resolutions. Article IX we agreed to accept, Article XV we accept, Article XII we accept. Article VI and Article XV we will wait for more discussion on these at HOD.

Reports from National- We would like for each delegate that attends to present a report at the next meeting in November.

AAMA Annual Conference attendee that are not ta Delegate may need to be a page or teller if this is ok, names will be given to appropriate committee.

Email list of Healthcare and Physician for 2002, after discussion we have decided this is not something we want to pursue.

Document Retention-Rita Michel, CMA (AAMA) -Recently, the question was asked about how long to keep ISMA records. According to Don Balasa, CEO and legal counsel for AAMA, the following information was given.

Meeting minutes - Permanent retention
Bank statements - Permanent retention
Treasurer reports - 7 years

Our current Treasurer, Heidi Sisson, CMA (AAMA), has been asked to scan all available bank statements and treasurers' reports to a flash drive for future retention.

It is further suggested this information be included in the ISMA Procedure Manual and that each of the Directors take this information to their local districts.

Note: Thank you to Jane Seelig, CMA-A (AAMA), our own AAMA Trustee, who directed the inquiry to Mr. Balasa

Announcements

Med-A-Scoop Deadline is September 29, 2022.
Next Meeting-November 12, 2022, which is our 'Souper Saturday' and Silent Auction
IU North Hospital
11700 North Meridian Street
Carmel, IN 46032
Phone-317-688-2000
National Conference is October 21-24, 2022, Myrtle Beach, SC

February 2023 meeting will be virtual.

Adjournment – The meeting was adjourned at 5:21 pm. by President Dianne Wimsett, CMA, (AAMA)

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



Board of Directors
Meeting
September 17, 2022



We had a drawing for this cute wind chime. Made by Santa Bruce, won by Joyce Edds after the meeting! Joyce already has it up on her house.

ISMA WORKSHOP
3 CEUs
FREE TO AAMA MEMBERS
November 12, 2022

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

Speaker: **Dr. Ismail Qattash, MD**

Hancock Nephrology

TOPIC: Chronic Kidney Disease and Renal Replacement (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, November 09, 2022

to receive 3 CEUs

DEADLINE IS FIRM! NO EXCEPTIONS!

ISMA CODING CORNER

This article is Part II covering the ABC's of Laboratory Coding to explain the levels of CLIA and what lab tests are included in each level.

CLIA was established in 1988 to set quality standards for all laboratory testing to ensure accuracy, reliability, and timeliness of patient test results regardless where the specimen is tested. There are three levels of complexity: Waived, Moderate, and High.

Waived testing is simple testing with low risk for an incorrect result, such as capillary stick of the finger for a glucose (82962), urine dipstick without microscopic (81002), urine pregnancy test (81025), fecal occult blood in stool/quaiac test (82270-82272), and blood count (85013). In the majority of medical facilities, these tests and the collection of the blood by venipuncture are performed by a Certified Medical Assistant (CMA-AAMA).

Moderate testing requires a technologist or technician to perform the test, usually during the office encounter. These include urinalysis (81000 and 81001), semen analysis for presence/motility of sperm (HCPCS code G0027), wet count to check for yeast infection (HCPCS code Q0111), and pin-worm exam (HCPCS code Q0113).

High complexity testing requires a clinical lab scientist or medical lab technician. These include complete blood count (CBC), PSA (prostate), routine chemistry panels, antibiotic susceptibility tests, blood gases, and cytopathology (PAP smears). CPT codes are not included here because there are many specific codes to identify each procedure.

Qualitative analysis detects the presence of a substance being tested, such as a pregnancy test – it is either positive or negative (CPT codes 81025 (visual color) or 84703 (blood test)). *Quantitative* analysis provides specific numerical amounts of the chemical or substance. Example: The hCG quantitative test by blood confirms pregnancy and can also be used to diagnose gestational disorders, ectopic pregnancy, or to monitor hCG levels after a miscarriage. The CPT code would be 84702.

The next issue will continue with specific CPT codes important for reimbursement.

References: *Pathology and Laboratory Guidelines* (CPT 2022)
CMS (Centers for Medicare Medicaid Services) – (cms.gov)
Labs Tests Online (<http://labtestsonline.org>)
CPT and HCPCS 2022

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





IT'S BACK!

THE ISMA SILENT CHRISTMAS AUCTION

Our November 12th meeting with pitch-in luncheon will include the silent Christmas auction. Each member attending is asked to bring one unwrapped item for the auction.

Santa is looking forward to seeing everyone again!



Impress her with something expensive



I had a lot of stuff to do today ...

NOW, I have a lot of stuff to do tomorrow.



**AS I WATCHED THE DOG
CHASING HIS TAIL,
I THOUGHT DOGS ARE
EASILY AMUSED.
THEN I REALIZED I WAS
WATCHING THE DOG CHASE
HIS TAIL.**

My boss calls me "the computer".
Nothing to do with intelligence, I go to
sleep if left unattended for 15 minutes.



**New guy asked me
where the right
handed gloves were**



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!

Happy Hauntings: 13 Tips for a Healthy Halloween



In observance of Halloween, here's a baker's dozen ways to prepare and protect your family's health and safety during trick or treat.

Treat smarts

All treats and no tricks makes Halloween enjoyable for everyone.

- Eat only factory-wrapped treats. If you have any doubt about the safety of a treat, throw it out.
- Carrying a glow stick is one way to see and be seen as night wears on, but did you know that the luminescent liquid inside a glow stick is minimally toxic in small amounts? Do not allow children to chew on glow sticks. Symptoms of ingestion can include mouth or throat irritation and vomiting. Better yet take a flashlight.

Children are curious and put all sorts of things in their mouths. Confusing medicine with candies can make Halloween go from spooky to scary. Practice [safe medication storage](#). Keep all medications and vitamins, including your emergency supply, up and away and out of reach and sight of children to avoid confusion with Halloween treats. Halloween can be tricky for children with [food allergies](#). Parents: always read labels (avoid treats without labels), carry an epinephrine auto-injector (if prescribed), and learn more about the [Teal Pumpkin Project®](#), an initiative started by Food Allergy Research and Education to provide non-food treats, such as stickers, school supplies, and small toys, to kids with allergies.



Street smarts

The frightening fact is that, on average, children are [more than twice as likely](#) to be hit by a car and killed on Halloween than on any other day of the year. As a parent or caregiver, here are a few important [rules of the road](#) to share with your costumed pedestrians before stepping out.

Prepare your trick or treat with [trick or treat safety items](#): a flashlight, reflective tape or strips applied to costumes and candy bags, and an [emergency contact information card](#) in case they get lost or separated from the group.

- Trick or treat as part of a large group with a responsible adult.
- Walk on sidewalks whenever possible, or on the far edge of the road facing traffic to stay safe.
- Look both ways before crossing the street at a crosswalk or intersection.

Walk, don't run between houses to avoid trips and falls.



Caution with costumes

Your little princess or goblin is *itching* to hit the trick-or-treat trail, but is their costume safe?

Do NOT wear decorative contact lenses without a prescription. [Decorative lenses](#) purchased without a prescription may not fit properly, leaving the eye more susceptible to scratches on the outer layer of the eye, or getting an ulcer (an open sore) on the cornea—the clear covering over the front of the eye.

Painting your face can be fun alternative to wearing a mask. Test [novelty makeups](#) in small area on the arm to test for an allergic reaction before applying it to your face. Remove all makeup according to the manufacturers' instructions before bedtime to prevent possible skin and eye irritation.

Make sure costumes fit well to avoid blocked vision and help prevent trips and falls. Choose costume accessories that are short, soft (i.e., made of plastic or foam) and flexible.

Related resources

[Watch video: Don't Be Scared, Be Prepared!](#) (CDC)

[Social media graphics: #PrepYourHealth for Halloween](#) (CDC)

[Infographic: Trick or Treat Checklist](#)

[Halloween Health and Safety Tips](#) (CDC)

[Seven Ways to Be Safe and Healthy This Halloween](#) (CDC)



There are 5 General Types of Motions

Main Motions

These introduce subjects for consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary, and incidental motions.

"I move that we purchase a..."

Subsidiary Motions

These change or affect how the main motion is handled. They are voted on before the main motion.

"I move to amend the motion by striking out..."

Privileged Motions

These concern special or important matters not related to pending business. In general, they are considered before other types of motions.

"Because of time, I move that we adjourn..."

Incidental Motions

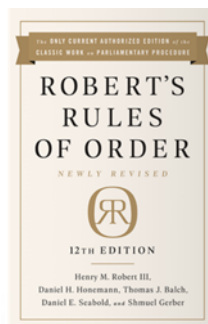
These are questions of procedure that arise out of other motions. They must be considered before the other motion. An example of an incidental motion may be to gain permission to withdraw a motion. There are two instances that can happen. The first allows a member to withdraw his/her motion without approval from the assembly **IF** he/she can withdraw it *before* the chair states the motion. However, if the chair has already stated the motion, it now belongs to the assembly, and the member must request permission from the assembly before the motion can be withdrawn.

"I move that I be allowed to withdraw the motion."

Renewal Motions

These allow certain items to be reconsidered. In general, they are brought up when no business is pending.

"I move to reconsider..."



Medical Assistants Recognition Week |



Medical Assistants Are

MAGIC

Medical Assistants are incredible



Oct. 17-21, 2022

Thank you

for the extra sparkle you bring to every medical setting!



**MEDICAL ASSISTANTS
RECOGNITION WEEK**



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS

Indiana Society of Medical Assistants, Inc.
Treasurer's Report
9/1/22

Balance on Hand 9/1/22			\$63,251.28
Income	Description	Amount	
	Dues	\$0.00	
	Ways & Means	\$142.00	
	Magnets & Pins Ways & Means	\$0.00	
	Education	\$0.00	
	Annual State Conference	\$0.00	
	Donations - PIPS	\$0.00	
	Total	\$142.00	\$63,393.28
Expenses	President	\$0.00	
	Vice President	\$0.00	
	Secretary	\$0.00	
	Treasurer	\$0.00	
	AAMA President's Gift	\$73.53	
	Awards	\$0.00	
	Bylaws Procedure Manual	\$0.00	
	Certification	\$0.00	
	Computer support	\$0.00	
	Donations	\$0.00	
	Flowers/Memorials	\$0.00	
	Historian	\$32.00	
	Installation Service	\$0.00	
	Insurance	\$0.00	
	Med-A-Scoop	\$0.00	
	Membership	\$0.00	
	Miscellaneous	\$7.38	
	National Conference	\$0.00	
	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	\$239.60	
	Transfer funds to Money Market	\$ 15,000.00	
	Transfer funds to Money Market		
	Total	\$15,352.51	\$48,040.77

ISMA Treasurer's Report Continued

IMMA (Money Market as of 9/1/22)		\$66,703.50	
	Interest earned	\$23.21	
	Current Balance	\$66,726.71	
Certificate of Deposit CD 0408 (as of 9/1/22)		\$16,104.02	
	Interest earned	\$35.80	
	Current Balance	\$16,139.82	
Total Assets			\$ 130,907.30
Eva I. Irwin CMA (AAMA) Medical As-			
	Balance as of 9/1/22	\$4,021.61	
	Income	\$200.00	
Student Support Fund	Current Balance		\$4,221.61
	Balance as of 9/1/22	\$1,998.00	
	Income	\$0.00	
	Current Balance		\$1,998.00



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-9:30 pm	Workshop #1 LaTress Woodley Medicinal Plants (3 CEUs)	
9:30 pm-???	Visit with AAMA Representative	

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 #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 – 11:45 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 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	

**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**

November 12, 2022

**In-person meeting
IU North Hospital
11700 North Meridian Street
Carmel, IN 46032
Phone Number - (317) 688-2000**