

# Med-A-Scoop

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

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

Hello ISMA Members,  
**Happy Spring!!**

I hope that you have been enjoying the spring days which are getting warmer.

We were able to have our Annual Board Meeting in-person for the second year in a row on April 28-30, 2023, in Edinburgh, Indiana. Southeast and East Central hosted the Conference. I want to thank the members of the Southeast and East Central District for hosting a wonderful and informative Conference. Our National Representative was Virginia Thomas, CMA (AAMA), AAMA Secretary/Treasurer, from Virginia Beach, Virginia.

I would like to congratulate our newest Honorary ISMA Member, James Ginder, MS, NREMT, PI, CHES, NCEE, PAI, Health Education Specialist for Hamilton County Health Department in Noblesville, Indiana.

We will be having our next meeting on Saturday, June 24, 2023, at the IU North Hospital. The address is 11700 North Meridian Street, Carmel, Indiana 46032. Phone number (317) 688-2000.

Mark your calendar for our 2024 State Conference to be held April 5-7, 2024, at The Purdue Union Hotel, in West Lafayette, IN. The Conference will be hosted by the West Central District.

The AAMA Annual Conference will be held September 22-25, 2023, at the Hilton Buena Vista, Orlando Lake Buena Vista, FL.

Remember that this is your organization so get involved whether it be at the local, state or national level.

Remember to always **“Reach for the Stars”** as a Certified Medical Assistant.

Dianne Wimsett, CMA (AAMA)

**June/July 2023 Issue**

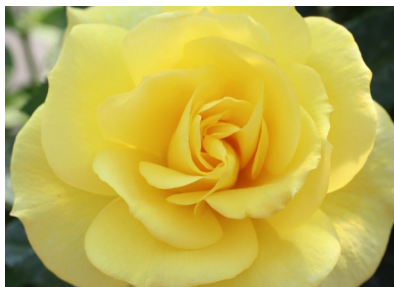
## Table of Contents

President's Letter	1
Creed, Mission Statement	2
Physician Advisors, Awards	3
State Officers. District Directors	4
Executive Board Mtg Agenda	5
June 24, 2023 Meeting Agenda	6-7
ISMA Corner	8
Annual Bus Mtg Minutes	9-13
Pre-Conference Minutes	14-15
Post Conference Minutes	16-17
Rita's Rules as Parliamentary Advisor	18
ISMA Workshop Registration	19
You're in the Urine Article	20
Member Benefits	21
ISMA App and Joke	22
Jokes	23-24
Important Dates	25
Final Notes	26



## 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

William Pond, MD  
Anesthesiologist  
Fort Wayne, IN  
3 years

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

Kristi Peck, M.D.  
Evansville Surgical Associates  
Evansville, 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: sanljohn@ius.edu

### **St. Joe District**

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

### **Twelfth District**

Rita Michel, CMA (AAMA)  
Huntington, IN 46750  
E-mail: remichel49@gmail.com

### **West Central District**

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

**Thank you Officers  
and  
Directors!**

**ISMA Executive Board Meeting  
IU North Hospital  
11700 North Meridian Street  
Carmel, IN 46032  
June 24, 2023  
10:00 am**

<b>Call to Order</b>	Dianne Wimsett, CMA (AAMA), President
<b>Credentials Report</b>	Karen Pershing, CMA (AAMA)
<b>Presentation of Bills</b>	Dianne Wimsett, CMA (AAMA), President
<b>Correspondence</b>	Sandra Johnson, CMA (AAMA), MS, CPC
<b>Unfinished Business</b>	Secretary's Computer Updated Roster Distribution AAMA Campaign – Vice Speaker Jane Seelig, CMA-A (AAMA), BOT
<b>New Business</b>	Excel Award Nominations National Conference Raffle Baskets – State Meetings Election of Nominating Committee Table Throw/Banner
<b>Announcements</b>	Med-A-Scoop Deadline – July 5, 2023 Next Meeting – August 26, 2023  Are there any other announcements?
<b>Adjournment</b>	Dianne Wimsett, CMA (AAMA), President





**ISMA Board of Directors  
June 24, 2023  
IU North Hospital  
11700 North Meridian Street  
Carmel, IN 46032**

Sign in for Board Meeting – 15 minutes after workshop  
Board Meeting – 15 minutes after registration

<b>Call to order</b>	Dianne Wimsett, CMA (AAMA), President
<b>Invocation</b>	Clara Poirot, CMA (AAMA), CN-BC LaTress Woodley, CMA (AAMA)
<b>Medical Assistant Creed</b>	Paula Schubert, CMA (AAMA), CPT (IAPS)
<b>Introductions</b>	Dianne Wimsett, CMA (AAMA)
<b>Credentials Report</b>	Karen Pershing, CMA (AAMA)
	____ registered ____ voting power ____ quorum ____ majority ____ 2/3
<b>Secretary Report</b>	Joyce Edds, CMA (AAMA), CPT (ASPT)
<b>Treasurer Report</b>	Heidi Sisson, CMA (AAMA)
<b>Presentation of Bills</b>	Dianne Wimsett, CMA (AAMA)
<b>Correspondence</b>	Sandra Johnson, CMA (AAMA), MS, CPC
<b>Officers' Reports</b>	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, BOT Immediate Past President - Karen Pershing, CMA (AAMA)
<b>Committee Reports</b>	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 President - Karen Pershing, CMA (AAMA) Eva I Irwin CMA (AAMA) Medical Assistant Support Fund - Sandra Johnson, CMA (AAMA), MS, CPC Historian - Joyce Edds, CMA (AAMA), CPT (ASPT) ISMA Liaison/Public Policy/Affairs – Tammy Daily, CMA (AAMA) Membership - Karen Pershing, CMA (AAMA) Nominating Committee – Joyce Edds, CMA (AAMA), CPT (ASPT) Procedure Manual - Joyce Edds, CMA (AAMA), CPT (ASPT)

**ISMA Board of Directors  
June 24, 2023  
IU North Hospital  
11700 North Meridian Street  
Carmel, IN 46032**

**Page 2**

State Conference Guide - Joyce Edds, CMA (AAMA), CPT  
(ASPT)  
Ways & Means - Sandra Johnson, CMA (AAMA), MS, CPC  
ISMA State Conference –  
Sandy Johnson, CMA (AAMA), MS, CPC  
Jane Seelig, CMA-A (AAMA), BOT  
ISMA 2024 State Conference – Jeni Begley, CMA (AAMA)  
ISMA 2025 State Conference – Rita Michel, CMA (AAMA)  
Pam Neu, CMA (AAMA), MBA, BOT

**Chapter Reports**

East Central – LaTress Woodley, CMA (AAMA)  
First District – Clara Poirot, CMA (AAMA), CN-BC  
St. Joseph District – Brandi Gaumer, CMA (AAMA)  
Southeast District - Joyce Edds, CMA (AAMA), CPT  
(ASPT)  
Twelfth District – Rita Michel, CMA (AAMA)  
West Central District – Jeni Begley, CMA (AAMA)

**Unfinished Business**

Secretary's Computer – Joyce Edds, CMA (AAMA), CPT  
(ASPT)  
Information Sheets

**New Business**

Candidate for AAMA Vice Speaker – Jane Seelig, CMA-A  
(AAMA), BOT  
Nominating Committee Elections  
Raffle Baskets  
Table throw/banner

**Announcements**

Med-A-Scoop Deadline is July 5, 2023  
Next Meeting is August 26, 2023  
Are there any other announcements?

**Adjournment**

Dianne Wimsett, CMA (AAMA)



## **ISMA CODING CORNER**

The Drug Enforcement Agency (DEA) and the Substance Abuse and Mental Health Services Administration (SAMHSA) introduced the new Medication Access and Training Expansion (MATE) Act which was included in the omnibus spending bill signed into law by President Biden in December. Effective June 27, 2023, physicians who prescribe controlled substances must document they have completed the 8-hour training with the DEA or renew their current registration. This documentation will be required before a new license is obtained or renewal of their current license.

The MATE Act is a response to the nation's overdose crisis to provide physicians training in substance abuse disorders. This will enable physicians/practitioners to screen more widely for substance use disorders, treat pain appropriately, prevent substance abuse, and save more lives. In Indiana, opioids continue to be the most frequent cause of overdose deaths.

Staggering statistics provided by the CDC: Nationwide, more than 840,000 Americans have died from drug overdose since 1999; 2020 was the deadliest year for drug overdoses since 1999 with more than 92,000 deaths. Males made up 64% of all overdose deaths in 2017 than females nationwide. The majority of overdose deaths are between the ages of 18-60. As a result, this has resulted in "overall decline of the life expectancy in the United States since 2016."

Since 2013, Indiana has consistently placed in the top half of the United States for the highest drug overdose death rate than the U.S. average with opioids being the main cause of death. Traditionally, males are the higher number of these deaths, although this number is increasing with females. Indiana State Police report the "current drug of choice" is fentanyl. It is illicitly manufactured, cheaper, and many users are combining the fentanyl with heroin and cocaine. Another problem reported by ISP is the use of a "counterfeit" medication or drug, meaning a drug or pharmaceutical item produced and sold with the intent to deceptively represent its origin, authenticity or effectiveness.

How can CMAs assist the healthcare practitioner? Since the medical assistant sees and prepares the patient before the physician enters the room, she/he recognizing the signs of addiction can report to the healthcare provider; provide office resources such as pamphlets for patients; and never judge that patient. Remember our creed: "I am dedicated to the care and well-being of all people."

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





**INDIANA SOCIETY OF MEDICAL ASSISTANTS**  
**67<sup>TH</sup> Annual Conference**  
**Business Meeting Minutes**  
**April 29, 2023**

<b>Call to order</b>	Dianne Wimsett, CMA (AAMA), President at 11:02 am
<b>Invocation</b>	Clara Poirot, CMA (AAMA), CN-BC, Chaplain
<b>Medical Assistant Creed</b>	Paula Schubert, CMA (AAMA), CPT (IAPS)
<b>Introductions</b>	Dianne Wimsett, CMA (AAMA) President Wimsett introduced the board members and Virginia Thomas, CMA (AAMA) our AAMA Representative, the AAMA Secretary Treasurer. AAMA Representative: Virginia Thomas, CMA (AAMA) is our AAMA Rep for the weekend please take time to meet with her.
<b>Credentials Report</b>	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 Jane Seelig, CMA-A (AAMA), BOT 34 registered, 29 voting power, 15 quorum, 15 majority, and 20 is 2/3
<b>Additions/Corrections to the Agenda</b>	Dianne Wimsett, CMA (AAMA), President there being no corrections filed for audit.
<b>Adoption of Conference Program Booklet</b>	Jane Seelig, CMA-A (AAMA), the attendance for the conference as follows. 54 total for the conference, 13 guests, and 1 student included in the total. 35 members were registered for the conference, 5 non-members making 41 total. Jane Seelig, CMA-A (AAMA) recommend the 67 <sup>th</sup> annual conference book be adopted as published. No second is needed. Motion adopted by voice vote.
<b>Correspondence</b>	Sandra Johnson, CMA (AAMA), MS, CPC, CCS-CP- we received delegate information. We also received information on the Maxine Williams scholarship fund and the Ivy Reid Relkins surveyor trainer fund. We will discuss delegates a little later.
<b>Secretary's Report</b>	Joyce Edds, CMA (AAMA), CPT (ASPT) published in conference booklet, there being no corrections, they will be filed for audit.
<b>Report of the Annual Meeting Minute Audit Committee</b>	Sandra Johnson, CMA (AAMA), MS, CPC, CCS-CP published in conference booklet, there being no corrections it will be filed for audit.
<b>Treasurer's Report</b>	Heidi Sisson, CMA (AAMA) published in conference booklet, no corrections, it will be filled for audit.

<b>Presentation of Bills</b>	Dianne Wimsett, CMA (AAMA)-There were no bills presented.
<b>Report of the Financial Audit Committee</b>	Jane Seelig, CMA-A (AAMA), Report is on page 36 of conference booklet. <b>There being no corrections it will be filed for audit.</b>
<b>Nominating Committee</b>	Joyce Edds, CMA (AAMA), CPT (ASPT) - Was published in conference book on page 41, and read for members. All candidates are in good standing with dues being current.
<b>Reading of the Annual Meeting Rules</b>	Jane Seelig, CMA-A (AAMA) move that we suspend the reading of the rules due to being published in the conference booklet on page 21. Jeni Begley CMA (AAMA) seconded and motion carried, motion approved by voice vote.
<b>Introduction of Pages, Tellers, &amp; Timekeeper</b>	Dianne Wimsett, CMA (AAMA), President Time keeper - Jeni Begley, CMA (AAMA) Tellers – Virginia Thomas, CMA (AAMA) head teller Josephine Taylor, CMA (AAMA) Laura Reed, CMA (AAMA) Pages - Katie Largent, CMA (AAMA) Jackie Rader, CMA (AAMA) Instructions to Pages, Tellers & Timekeeper Joyce Edds, CMA (AAMA) ASP (ASPT) moved that we suspend the reading of rules for pages, tellers, and timekeeper due to them being published in conference booklet on page 22. Kit Stine CMA (AAMA) seconded the motion and the motion carried.
<b>Nominations from the Floor</b>	Dianne Wimsett, CMA (AAMA), President opened nominations from the floor. There were no nominations for Vice President, Secretary, Treasurer, and Med-A-Scoop Manager. Being no other nominations from the floor the membership nominations were closed. The bylaws allow for nominees to be elected by acclamation eliminating the necessity of casting a ballot. Marjorie Mikesell, CMA (AAMA) moved to accept the slate of officers presented by the nominating committee, Jeni Begley, CMA (AAMA) seconded the motion and motion carried, all in favor.
<b>Election of Officers and Results</b>	Pam Neu, CMA (AAMA), MBA – Med-A-Scoop Manager Website. Heidi Sisson, CMA (AAMA) - Treasurer Joyce Edds, CMA (AAMA) CPT (ASPT) Recording Secretary Paula Schubert, CMA (AAMA) CPT (IAPS) Vice President Dianne Wimsett, CMA (AAMA) President

### **Supplemental Reports of Standing Committee**

Reports from standing committee have been added to conference booklet but we do have one report from Tammy Daily, CMA (AAMA), ISMA Liaison - There is a new federal law that requires all the EA registered practitioners to undergo a one-time AR training, requirement incorporating education on treating and managing patients with opioid or other substance use disorder. The second is that Cigna Insurance will require the submission of documentation to support the use of modifier 25 when billed with established patient ENN codes 99212 to 99215 and a minor procedure. Indiana State Medical Association will be having their 174<sup>th</sup> convention on September 8<sup>th</sup>-10<sup>th</sup> 2023 at Embassy suites in Plainfield, IN. We will be having a table and doing lanyards again for the members who are attending the convention. They may not have a booklet and may use an app to advertise with information, there is no cost for doing advertising on the app.

### **Unfinished Business**

Adoption of Proposed Budget – Heidi Sisson, CMA (AAMA)- The proposed budget is on page 23-24.

La Trees Woodley, CMA (AAMA) wanted to know what the different balances were for. They are for a money market account and the other is a CD. Jane Seelig, CMA (AAMA) moved to accept the proposed budget for 2024, Paul Schubert, CMA (AAMA) CPT (IAPS) seconded and the motion was adopted by voice vote.

Due to the amount in our checking, we will no longer be publishing budget or financial reports.

### **2024 ISMA Annual Conference Report**

Jeni Begley, CMA report is on page 42, she will be selling t-shirts. Secretary's Computer- Joyce Edds, CMA (AAMA), CPT (ASPT). The computer looked at by the Geek squad at Best Buy the computer is not working and the system is Vista and very old. This could be why the recording system is not working. They feel the cost would be more than buying something new. We must decide on what to do. Marjorie Mikesell, CMA (AAMA) asked what they thought a new one would cost. Jane Seelig, CMA-A (AAMA) suggests when we purchase a computer, we do a package deal and get the recording system to go with it so we know it is compatible. Since we are not sure what is needed, we should give an amount to be spent and if we do not use it all that is great. After more discussion Marjorie Mikesell, CMA (AAMA) moved that we allow \$5000 for computer and recording system for the secretary, Kit Stine CMA (AAMA) seconded motion, all in favor motion carried.

We will be making a \$100 to the Maxine Williams scholarship fund and to the Ivy Reade Relkins fund at National, Heidi will be sending the checks.

## New Business

Adoption of Delegate/Alternate financial support proposal Paula Schubert, CMA (AAMA) CPT (IAPS) – Indiana can have 6 delegates and 1 alternate. We are asking to have 6 delegates and no alternate and use a proxy if needed, this could cut the cost down. We have \$10,500 for national conference and if divided by 6 they would get \$500 for room, \$400 registration, and \$800 for travel and food. If this is not all used, they will not get the unused amount, it will stay in the account. We will still be fully represented in the House of Delegates. Marjorie Mikesell, CMA (AAMA) moved to have 6 delegates and have a proxy vote if needed, Jeni Begley, CMA (AAMA) seconded the motion, all in favor motion carried.

Election of AAMA HOD Delegates (6) no Alternate  
Members planning to attend AAMA Conference  
September 22-25, 2023 in Orlando Lake Buena Vista, FL

The following members nominated

Karen Pershing, CMA (AAMA)

xKatie Largent, CMA (AAMA)

Joyce Edds CMA (AAMA) CPT (ASPT)

Brandi Gaumer, CMA (AAMA) AAS, COHC

Kit Stine, CMA (AAMA)

xJackie Raber, CMA (AAMA)

Due to not being on the board of directors or a president of a district we have a few who can not serve as delegate but may go to the conference. Katie Largent and Jackie Raber are not eligible to be a delegate this year. Marjorie Mikesell moved that we accept the slate as is and elect the slate block by acclamation. Jeni Begley CMA (AAMA) seconded the motion carried by voice vote. Our Delegates are  
President – Dianna Wimsett CMA (AAMA)  
Vice President – Paula Schubert CMA (AAMA) CPT (IAPS)  
4 other delegates as follow:  
Joyce Edds, CMA (AAMA) CPT (ASPT)  
Kit Stine, CMA (AAMA)  
Brandi Gaumer, CMA (AAMA) AAS, COHC  
Karen Pershing, CMA (AAMA)  
Jane Seelig, CMA-A – Campaign for Vice Speaker  
Rita Michel, CMA (AAMA) - Campaign for AAMA Vice Speaker – Jane's term for BOT will be coming to an end so she will be running for Vice Speaker. Rita will be helping with her campaign for this and we will support her in this new endeavor.

2024 Super Regional Bid – Paula Schubert, CMA (AAMA), CPT (IAPS) – Bid – We are planning for Super Regional, Paula Schubert, CMA (AAMA) CPT (IAPS) and Heidi Sisson, CMA (AAMA) will be Co-chairs for this, more information to come later

2025 AAMA National Conference Bid – The Indiana Society of Medical Assistants would like to put in a bid for Hosting the AAMA conference in 2025, Paula has the form for us to fill out. Karen Pershing, CMA (AAMA) moved to put our name in to host the National in 2025, Tammy Daily, CMA (AAMA) seconded and the motion carried.

HOSA Report – Pam Neu, CMA (AAMA), MBA, BOT. The HOSA Conference was held at the Marriott East Hotel in Indianapolis, IND, April 10 -12 2023. Our table with AAMA material placed on it was well received. Many took the brochures and handouts that we provided. It was a productive day with many participants wanting to learn more about the AAMA certification and why it is important to join. The CCMA is out there and we need to educate the future medical assistants and lead them to the AAMA credential.

## Announcements

Dr. William Pond will serve another term, on our physician advisory board.

Ways & Means – Remember to get your raffle tickets for a chance at a basket tonight.

Time for head table line up is 5:15 pm and meeting to reconvene at 5:30 pm

## Recess

meeting was recessed at 1:18 pm

**Joyce Edds, CMA (AAMA)**  
**Recording Secretary**



**ISMA Board of Directors  
Pre-Conference Minutes  
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), BOT

18 registered 14 voting power 7 quorum 8 majority 10 2/3 1 Guest

**Introductions** Dianne Wimsett, CMA (AAMA), President  
President Wimsett introduced the board members and Virginia Thomas, CMA (AAMA) our AAMA Representative, the AAMA Secretary Treasurer.

**Secretary's Report** Joyce Edds, CMA (AAMA), CPT (ASPT) published in Med-A-Scoop  
**Treasurer's Report** Heidi Sisson, CMA (AAMA) published in Med-A-Scoop  
**Presentation of Bills** Dianne Wimsett, CMA (AAMA), President, no bill was presented  
**Correspondence** Sandra Johnson, CMA (AAMA), MS, CPC, no correspondence  
**Officer Reports** All reports have been moved to annual business meeting  
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 Development – Pam Neu, CMA (AAMA), MBA  
Immediate Past President – Karen Pershing, CMA (AAMA)  
AAMA Trustees – Jane Seelig, CMA-A (AAMA)  
Pam Neu, CMA (AAMA), MBA

**Committee Reports** All committee reports have been moved to annual business meeting

**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** All district reports moved to annual business meeting  
**East Central District** – Katja (Kit) Stine, CMA (AAMA)  
**First District** – Clara Poirot, CMA (AAMA), CN-B  
**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- Joyce Edds, CMA (AAMA) CPT (ASPT) had computer looked at by the Geek squad at Best Buy. The computer is very old and has window Vista on it. This could also be why we are having issues with the recording system which is very old also. The computer is not worth fixing or adding anything to it. Will address in the business meeting.

Clara Poirot, CMA (AAMA) CN, BC-When she was president, she was given two containers with old president information in them. We will go through them after the post meeting to see what we need to keep and what can be destroyed. We will vote on this later.

## New Business

Election of Physician Advisor to a three-year term

Dr. William Pond – Twelfth District - term ends this year

Joyce Edds, CMA (AAMA) CPT (ASPT) moved we elect Dr. William Pond for another term, Clara Poirot, CMA (AAMA), CN-BC seconded, the motion carried.

Delegate and Alternate financial support - This will be moved to the Annual business meeting

Members planning to attend AAMA Conference September 22-25, 2023 In Lake Buena Vista, Florida - We will be electing six delegates at the business meeting tomorrow.

Jane Seelig, CMA-A (AAMA), – Campaign for AAMA Vice Speaker – Jane's term for BOT will be coming to an end so she will be running for Vice Speaker. Rita will be helping with her campaign and we will support her in this.

2024 Super Regional – Bid – We are planning for Super Regional, Paula Schubert, CMA (AAMA) CPT (IAPS) and Heidi Sisson. CMA (AAMA) will be Co-chairs for this, more information to come later.

2025 AAMA National Conference – Bid- The Indiana Society of Medical Assistants would like to put in a bid for Hosting the AAMA conference in 2025, Paula has the form for us to fill out.

HOSA Report - Pam Neu, CMA (AAMA), MBA, AAMA Trustee – Will be moved to the annual business meeting.

Assignments of committees for the Annual Business Meeting

Timekeeper (1) Jeni Begley, CMA (AAMA)

Tellers (3) Virginia Thomas, CMA (AAMA) AAMA Rep, head teller

Laura Reed, CMA (AAMA)

Josephine Taylor, CMA (AAMA)

Pages (2) Katie Largent, CMA (AAMA)

Jackie Raber, CMA (AAMA)

### Announcements

Time for head table line up is Saturday at 5:15 p.m.

Deliver raffle baskets to the Ways and Means table in the morning to Santa Bruce.

Bring your membership cards to the Annual Meeting Credentials desk

Adjournment

Meeting was adjourned at 6:16 p.m.

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

**INDIANA SOCIETY OF MEDICAL ASSISTANTS  
BOARD OF DIRECTORS MEETING  
Post-conference Board Meeting  
April 29, 2023**

- Call to Order** President Dianne Wimsett CMA (AAMA), called the meeting at 12:07 pm
- Invocation** Chaplain Clara Poirot, CMA (AAMA), CN-BC, gave the invocation.
- Medical Assistant Creed** Vice President Paula Schubert, CMA (AAMA), CPT (IAPS), led the in the Medical Assistant Creed.
- Introductions** President Dianne Wimsett CMA (AAMA), introduced the elected, appointed officers, and directors.
- Credentials Report** Karen Pershing, CMA (AAMA), Chair gave the credentials report. There were 18 registered, voting power of 14, a quorum 7, a majority of 8, and a 2/3 vote was 10.
- Secretary's Report** Joyce Edds, CMA (AAMA) CPT (ASPT), currently, nothing new.
- Treasurer's Report** Heidi Sisson, CMA (AAMA), currently, nothing new.
- Presentation of Bills** Dianne Wimsett, CMA (AAMA), currently, nothing new.
- Correspondence** Sandy Johnson CMA (AAMA), MS, CPC, CCS-P Corresponding Secretary – currently, nothing new.
- Officer Reports**
- President – Dianne Wimsett, CMA (AAMA), Nothing new.
  - Vice President –Paula Schubert, CMA (AAMA), Nothing new.
  - Secretary – Joyce Edds, CMA (AAMA), CPT (ASPT), Nothing new.
  - Treasurer – Heidi Sisson, CMA (AAMA), Nothing new.
  - Med-A-Scoop/Website Development – Pam Neu, CMA (AAMA) MBA, Nothing new.
  - Immediate Past President – Karen Pershing, CMA (AAMA), No Report.
- Committee Reports**
- Budget and Finance** – Heidi Sisson, CMA (AAMA), No Report.
  - Bylaws & Standing Rules** – Rita Michel, CMA (AAMA), No Report.
  - Certification** – Jeni Begley, CMA (AAMA), No Report.
  - Continuing Education** – Paula Schubert, CMA (AAMA), CPT (AIPS) No Report.
  - Council of Past Presidents**- Karen Pershing, CMA (AAMA) The PIP's made \$190, Karen proposed we use this to help offset conference expense if needed. If not needed and we are not in the negative the remaining will go into the ISMA general fund. After discussion Karen Pershing CMA (AAMA) moved that we put the PIPs money collected in the conference fund due to splitting money with Southeast since both districts hosted the conference. Jeni Begley, CMA (AAMA) seconded motion, and motion carried.
  - Eva I. Irwin CMA (AAMA) Medical Assistant Support Fund** – Sandra Johnson, MS. CMA (AAMA), CPC, CCS-P No Report.
  - Historian** – Joyce Edds, CMA (AAMA), CPT (ASPT), No report.
  - ISMA Liaison** –Tammy Daily, CMA (AAMA), No Report.

## Post Conference Report Page 2

**Membership** –Karen Pershing, CMA (AAMA), No report.

**Mentoring** – Pam Neu CMA, (AAMA) MBA, No Report.

**Procedure Manual** – Joyce Edds, CMA (AAMA) CPT (ASPT), No Report.

**Ways & Means** – Sandra Johnson, MS, CMA (AAMA), CPC, CCS-P, The Ways and means raised \$455, Wounded Warrior made \$135, and \$56 for conference expense to help offset the cost.

**Website Development** – Pam Neu, CMA, (AAMA), MBA, she is needing information sheets filled out ASAP to publish your information. Deadline for Med-A-Scoop is May 13, 2023.

**2023 State Conference** – Jane Seelig, CMA-A (AAMA). We had a great conference 35 full registered, 13 guests, 1 student, 5 non-members, for a total of 54.

**2024 State Conference** – Jeni Begley, CMA (AAMA) The conference will be April 5-7, 2024, more info later.

**District Reports** – Defer to next meeting.

**Unfinished Business** – Jane Seelig, CMA (AAMA) gave report under 2023 Conference

### New Business

#### Election of Executive Board according to Article XII

Karen Pershing, CMA (AAMA) nominated Jeni Begley, CMA (AAMA) and Sandy Johnson, CMA (AAMA), MS, CPC nominated by Clara Poirot, CMA (AAMA), CN-BC, all in favor—carried.

Two Past Presidents

Clara Poirot, CMA (AAMA), CN-BC

Jeni Begley, CMA (AAMA)

**Members planning to attend AAMA Conference for HOD committees** – We asked for a count of who was going who was not a delegate, there are other things you can do to help. Your name will be given to National.

### Announcements

Med-A-Scoop – Deadline, May 13, 2023.

Permission Slips about what can be published need to be turned in.

Next meeting – June 24, 2023

National Conference – September 22-25, 2023, Hilton Buena Vista, Orlando Lake Buena Vista, FL

Josephine Taylor, CMA (AAMA) would like to see some of the recipes in the Med-A-Scoop again, Pam will put them in if people send them.

President Dianna Wimsett, CMA (AAMA) adjourned at 12:35 pm

**Joyce Edds, CMA (AAMA) CPT (ASPT)**

**Recording Secretary**



## **Rita's Rules...as Parliamentary Advisor**

### **AGENDA**

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## **USING A FIXED AGENDA**

*ISMA follows an agenda, or order of business, using parliamentary*

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*Here's a typical example:*

*Call to Order – If a quorum is present, the President says “The meeting will come to order.” (A quorum is the percentage of members that must be present for business to be legally conducted.)*

*Minutes – The Recording Secretary reads a record of the previous meeting, unless it has been previously printed in the Med-A-Scoop, the state newsletter.*

*Correspondence – The Corresponding Secretary reads any communications that have been received since the last meeting.*

*Officers' Reports – Officers and standing (permanent) committees may report on their activities.*

*Reports of Special Committees – Special (temporary) committees report on tasks for which they were created, e.g., ISMA Conference Committees.*

*District Reports – The directors of each district report on their activities and the current number of members.*

*Unfinished Business – This is business that has come over from the previous meeting.*

*New Business – New topics are introduced.*

*Announcements – These inform the attendees of other subjects and events.*

*Adjournment – The meeting ends by general consent (no further business) and the President's announcement of adjournment.*

# ISMA WORKSHOP

3 CEUs

**FREE TO AAMA MEMBERS**

**June 24, 2023**

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

**Speaker:**

**TBA, Topic TBA**

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](mailto:Schubertpaula63@gmail.com)

no later than

**Noon, Wednesday, June 21, 2023**

to receive 3 CEUs

**DEADLINE IS FIRM! NO EXCEPTIONS!**

## **You're in for Urine**

When educating patients about their body systems we want to keep it basic. When discussing urine and the urinary system this can sometimes confuse the patients that don't realize that kidneys aren't apart of the GI tract. There is no connection from the stomach to the kidneys.

Let's break this down, after drinking a glass of water, the water goes into the stomach, from the stomach into the small intestines where the walls of the intestines absorb nutrients and water. What is absorbed makes its way into the bloodstream. Urinary system is attached to a large vein and large artery the kidneys then remove waste products and excess water from the blood. This can happen in as little as 5 minutes if it's only water, it takes longer if there are other contents in the liquid that need to be digested. The kidneys are always producing urine to release the excess liquids from the body.

The patient needs to collect a clean catch urine sample, older practice is to give the patient only one cleansing wipe, this is now three wipes. Obstetrical Wipes are my go-to wipes for CCMS (Clean Catch Mid-Stream) samples they are made to be used in sensitive areas. Castile Soap wipes are also often used, I prefer to use castile soap wipes for anything completed in the office that used lube to help the patient clean themselves. Instructions to use with assigned female at birth patients is using one wipe clean one side of the labia (folds of vagina), discard wipe. Repeat, New wipe, cleanse other side of the labia. New wipe, cleanse down the middle. Continue to hold the folds open and begin urinating into the toilet. Bring the urine cup into the stream and collect a clean, mid-stream specimen. It's ideal for the patient to stop the stream and continue again in the cup, but some patients have a hard time with this. Assigned male at birth patients retract foreskin (if needed) and use the one wipe to clean one side of the head of the penis, another to cleanse the other side and one over the middle. Most likely the patient will use one wipe and clean the entire head of the penis.

Urine cannot be at room temperature for longer than 60 minutes, it is best practice to examine the urine in the first 30 minutes after collection. Urine will start to do a lot of things after prolonged periods at room temperature, it starts around 30 minutes at room temperature. The color will become darker, the turbidity increases, Nitrites will increase due to the bacteria production which with the increase in the numbers of bacteria will cause an increase in foul-smelling odor. Acetoacetic acid decreases, it's converted into acetone that will evaporate. Ketones decrease because of the evaporation of acetone in the urine, Glucose decreases, both Bilirubin and Urobilinogen will decrease which can cause color changes from Bilirubin yellow to green and Urobilinogen orange red. Red blood cells rupture, White blood cells break up into small parts. A lot of changes can happen in the urine just by being left at room temperature, a lot of these changes can change the way the provider will treat the patient. Always place urine in the fridge until the end of day, just in case the provider wants to order an additional test.

By: Katie Largent, CMA (AAMA)



*Your Membership for AAMA-  
National, State, and Local Dues are Affordable!*

**National Benefits Include:**

• **View CEUs Daily on [www.aama-ntl.org](http://www.aama-ntl.org)**

With membership you have 24-hour access to view your CEU transcript. When it is time to renew your certification, all you need to do is submit your credit card info and your 60 CEUs will be submitted for you. It is **SO** easy!

• **BENEPLACE**

Membership gives you access to an exclusive savings Marketplace with Beneplace, a partner of the AAMA. Get great discounts on favorite brands & local businesses.

• **Discounted Continuing Education**

Stay current in healthcare topics with CEUs that can be found at the e-learning Center, CMA Today, AAMA Annual Conference and State/local meetings. Members can enjoy discounts at most (if not all) of these opportunities!

**State and Local Benefits Include:**

• **Website [www.insocmedasst.org](http://www.insocmedasst.org)**

24-hour access to the state website. Keep up on state and local news.

• **Med-A-Scoop** All members have access to Med-A-Scoop "the state newsletter" on the website under Documents: Includes minutes of Board Meetings, State officers, District officers, and Physician Advisers, and much more.

• **Continuing Education** See where the local districts are having their workshops or meetings. In-person, hybrid, or virtual meetings are being held on a regular basis throughout the state. Find one near you!

**\$97.00 per year**

**Join on July 1-Oct 31**

**to save even more!!**

**Online only.**

**\$8.08 per  
month**

**\$1.87 per  
week**

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## 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!!**



**REMEMBER WHEN YOU COULD REFER  
TO YOUR KNEES AS RIGHT AND LEFT?**

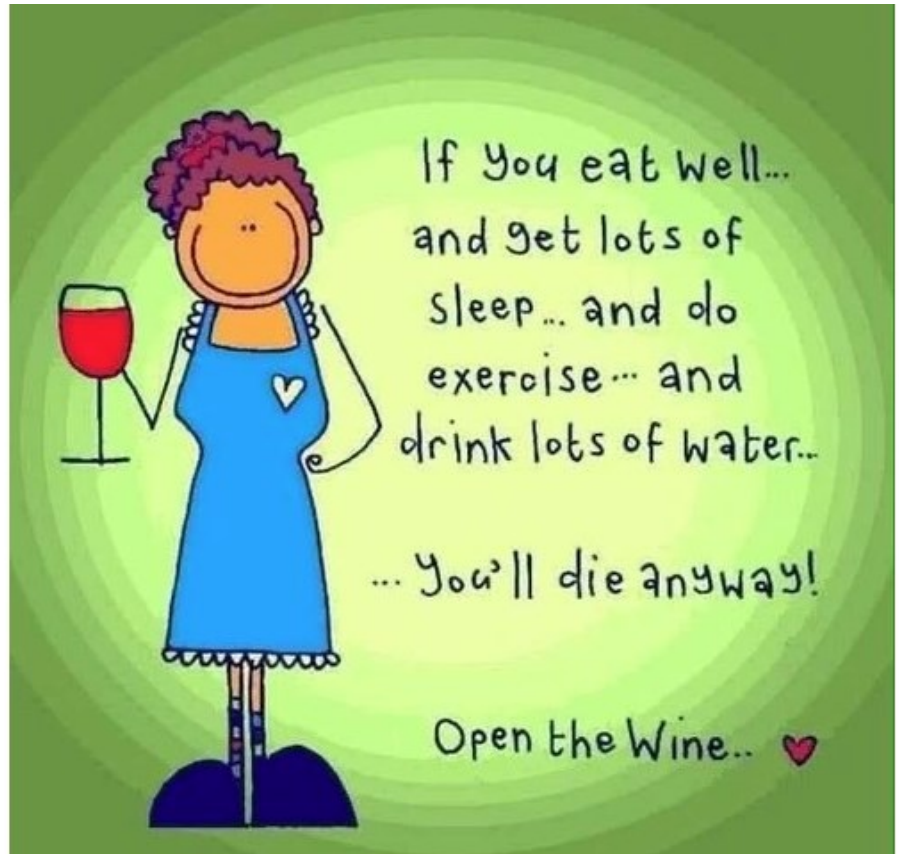


**INSTEAD OF GOOD AND BAD.  
AH GOOD TIMES, EH!**





**YOU HAVE TO LAUGH AT THIS ONE**



**DATES TO REMEMBER**

**2023-2024 ISMA State Board Meetings and Workshops**

**Meeting**

June 24, 2023

August 26, 2023

November 4, 2023

February 10, 2024

April 5-7, 2024

**Med-A-Scoop Deadline**

March 11, 2023

July 5, 2023

September 23, 2023

December 30, 2023

February 24, 2024

**AAMA Annual Conference**

September 22-25, 2023

Hilton Buena Vista

Orlando Lake Buena Vista, FL

**Indiana Society of Medical Assistants Conference**

April 5-7, 2024

Purdue Union Hotel

West Lafayette, IN

**Indiana State Medical Association Conference**

September 8-10, 2023

Embassy Suites

Plainfield, IN

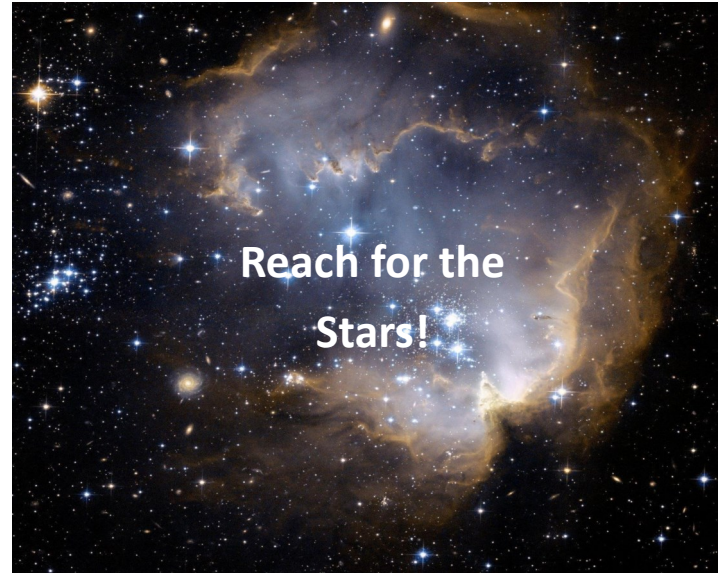
**AAMA Annual Conference**

September 19-23, 2024

Amway Grand Plaza Curio Collection by Hilton

Grand Rapids, MI

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



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

**Our Next ISMA Meeting is**

**June 24, 2023 at**

**IU North  
11700 N. Meridian St. Entrance B  
Carmel IN 46032**