

# MED-A-SCOOP

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

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

**August–September 2023 Issue**



**Reach  
for the  
Stars!**



**INDIANA** | Society of  
Medical Assistants



AN AFFILIATE OF THE  
AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS®

**Table of Contents**

<b>Cover</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Dates to Remember</b>	<b>3</b>
<b>Creed, Mission Statement, Code of Ethics</b>	<b>4</b>
<b>Advisors, Honorary Members, Life Members</b>	<b>5</b>
<b>Leon Levi and Golden Apple Awards</b>	<b>6</b>
<b>BOD, District Directors</b>	<b>7</b>
<b>President’s Letter</b>	<b>8</b>
<b>Agenda for August 26, 2023 Mtg</b>	<b>9-10</b>
<b>Minutes of June 24, 2023, BOD Mtg</b>	<b>11-16</b>
<b>ISMA Coding Corner</b>	<b>17</b>
<b>Rita’s Rules...as Parliamentary Advisor</b>	<b>18</b>
<b>Membership Benefits</b>	<b>19</b>
<b>ISMA August 26 Workshop Information</b>	<b>20</b>
<b>Jokes</b>	<b>21-22</b>
<b>Stay Cool</b>	<b>23-24</b>
<b>App Download and Final Words</b>	<b>25</b>



**Dates to Remember**

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

**Meeting**

August 26, 2023  
November 4, 2023  
February 10, 2024  
April 5-7, 2024

**Med-A-Scoop Deadline**

July 5, 2023  
September 30, 2023  
December 30, 2023  
February 24, 2024

**AAMA Annual Conference**

September 22-25, 2023  
Hilton Buena Vista  
Orlando Lake Buena Vista, Florida

**Indiana Society of Medical Assistants Conference**

April 5-7, 2024  
Purdue Union Hotel  
West Lafayette, IN

## **Medical Assistant Creed:**

- I believe in the principles and purposes of the profession of medical assisting.
- I endeavor to be more effective.
- I aspire to render greater service.
- I protect the confidence entrusted to me.
- I am dedicated to the care and well-being of all people.
- I am loyal to my employer.
- I am true to the ethics of my profession.
- I am strengthened by compassion, courage, and faith.

## **ISMA 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.

## **Indiana State Medical Assistants Code of Ethics**

E is for Endeavor in our duties

T is for Truthfulness in all we do

H is for Helpfulness to others

I is for Integrity in our work

C is for courteous treatment to all

S is for sincerity in our purpose

Put them all together they spell ETHICS, A WORD WE MUST UPHOLD TO  
ATTAIN OUR GOAL

J. Marie Theobald Wilhite

**ISMA PHYSICIAN ADVISORS  
2023-2024**

<b>PHYSICIAN</b>	<b>YEAR(S) TO SERVE</b>	<b>LOCATION</b>
William Pond, MD	3 years	Fort Wayne, IN
Jeff Stidam, MD	2 years	Louisville, KY
Kristi Peck, MD	1 year	Evansville, IN

**HONORARY MEMBERS**

1980	Herbert Dixon
1997	Bruce Johnson and Hubert Irwin*
2008	Earl Williams*
2013	Jack Begley and Kathy Heck
2023	James Ginder

**ISMA LIFE MEMBERS**

<b>YEAR</b>	<b>MEMBER</b>
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)

## LEON LEVI AWARD RECIPIENTS

1988	Patricia Kennington, RN, CMA* Pauline Pinnick, CMA Jane Seelig, CMA-A (AAMA)
1990	Bonnie Reidenbach, CMA-AC*
1991	Bettye Yard, CMA-C*
1998	Norma Harmon, CMA
2001	Eva Irwin, CMA*
2002	Eulah Dearing, CMA (AAMA)*
2010	Marjorie Mikesell, CMA (AAMA)
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 AWARDS

2000	Eva Irwin, CMA *
2003	Sandra Johnson, MS, CMA (AAMA), CPC
2004	Nancy Measell, CMA
2005	Cindy Abel, CMA
2006	Pam Neu, CMA (AAMA), MBA
2009	Jennifer, Weathers, CMA (AAMA)
2010	Rita Michel, MCA (AAMA)
2012	Nina Thierer, CMA (AAMA)
2019	Sherry Braye, CMA (AAMA), BS

**INDIANA SOCIETY OF MEDICAL ASSISTANTS  
BOARD OF DIRECTORS  
2023-2024**

<b>OFFICE</b>	<b>NAME</b>	<b>EMAIL</b>
<b>President</b>	Dianne Wimsett, CMA (AAMA)	d.m.wimsett@hotmail.com
<b>Vice President</b>	Paula Schubert, CMA (AAMA), CPT (IAPS)	Schubertpaula63@hotmail.com
<b>Recording Secretary</b>	Joyce Edds, CMA (AAMA), CPT (ASPT)	mnedds@aol.com
<b>Immediate Past President</b>	Karen Pershing, CMA (AAMA)	Klpershing1@gmail.com
<b>Treasurer</b>	Heidi Sisson, CMA (AAMA)	hsisson@encompassworld.org
<b>Med-A-Scoop Manager and Website</b>	Pam Neu, CMA (AAMA), MBA	msneu@yahoo.com

**DISTRICT DIRECTORS**

<b>DISTRICT</b>	<b>NAME</b>	<b>EMAIL</b>
<b>East Central</b>	Katja (Kit) Stine, CMA (AAMA)	Katjalee@live.com
<b>First District</b>	Clara Poirot, CMA (AAMA), CN-BC	spiritwind629@hotmail.com
<b>Southeast District</b>	Sandra Johnson, CMA (AAMA), CPC, CCS-P	sanjohn@ius.edu
<b>St. Joe District</b>	Brandi Gaumer, CMA (AAMA)	Blauderback86@gmail.com
<b>Twelfth District</b>	Rita Michel, CMA (AAMA)	remichel49@gmail.com
<b>West Central District</b>	Jeni Begley, CMA (AAMA)	Jeni_cma@comcast.net

Happy Summer!!

Hello ISMA Members,

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

Our next workshop and board meeting will be in-person and virtual on August 26, 2023. The location for the in-person meeting will be at IU North Hospital at 11700 North Meridian Street, Carmel, IN 46032. The virtual part will be through Webex. More information will be on page 20 if you wish to attend virtually. The 2024 ISMA Conference is scheduled for April 5-7, 2024 at The Purdue Union Hotel in West Lafayette, IN. This Conference will be hosted by the ISMA members. Please mark your calendars.

The last meeting on June 24, 2023, was held in-person. The June meeting workshop was two parts that offered 3 CEUs. The first part was titled "Leadership Styles," presented by James Ginder, MS, NREMT, PI, CHES, NCEE, PAI, CCHW for 1 CEU (A.G). The other program was "Parliamentary Procedure: Just the Basics," presented by Rita Michel, CMA (AAMA) for 2 CEUs (A). There were 26 in attendance. If there is a topic you would like to be presented, please let us know.

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

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

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

**Remember to always: "Reach for the Stars."**

Dianne Wimsett, CMA (AAMA), ISMA President





**ISMA Board of Directors  
August 26, 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

**Call to order** Dianne Wimsett, CMA (AAMA), President

**Invocation** Clara Poirot, CMA (AAMA), CN-BC

LaTress Woodley, CMA (AAMA)

**Medical Assistant Creed** Paula Schubert, CMA (AAMA), CPT (IAPS)

**Introductions** Dianne Wimsett, CMA (AAMA)

**Credentials Report** Karen Pershing, CMA (AAMA)

\_\_\_\_\_ registered \_\_\_\_\_ voting power \_\_\_\_\_ 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)

**Correspondence** Sandra Johnson, CMA (AAMA), MS, CPC

**Officers' Reports** President - Dianne Wimsett, CMA (AAMA)

Vice President - Paula Schubert, CMA (AAMA), CPT (IAPS)

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

Treasurer - Heidi Sisson, CMA (AAMA)

Med-A-Scoop/Website - Pam Neu, CMA (AAMA), MBA, BOT

Immediate Past President - Karen Pershing, 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 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 – Jane Seelig, CMA-A (AAMA), BOT

Membership - Karen Pershing, CMA (AAMA)

Mentoring – Pam Neu, CMA (AAMA), MBA, BOT

Nominating Committee – Joyce Edds, CMA (AAMA), CPT (ASPT)

Procedure Manual - Joyce Edds, CMA (AAMA), CPT (ASPT)

## Agenda for the August 26, 2023 Meeting Continued:

	State Conference Guide - Joyce Edds, CMA (AAMA), CPT (ASPT) Ways & Means - Sandra Johnson, CMA (AAMA), MS, CPC ISMA 2024 State Conference – Karen Pershing, CMA (AAMA) ISMA 2025 State Conference – Rita Michel, CMA (AAMA) Pam Neu, CMA (AAMA), MBA, BOT BOT Report – Jane Seelig, CMA-A (AAMA), BOT Pam Neu, CMA (AAMA), MBA, BOT
<b>Chapter Reports</b>	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)
<b>Unfinished Business</b>	Update – Campaign for Jane Seelig, CMA-A (AAMA), BOT for Vice Speaker of the House
<b>New Business</b>	AAMA Delegate Packet Reports – Anyone attending AAMA Conference AAMA Annual Conference – Attendee assignments – for anyone not a delegate Super Regional Report – Paula Schubert, CMA (AAMA), CPT (IAPS) Katja (Kit) Stine, CMA (AAMA)
<b>Announcements</b>	Med-A-Scoop Deadline is September 30, 2023 Next Meeting is November 4, 2023 Are there any other announcements?
<b>Adjournment</b>	Dianne Wimsett, CMA (AAMA)



**INDIANA SOCIETY OF MEDICAL ASSISTANTS  
BOARD OF DIRECTORS MEETING  
June 24, 2023  
IU Health Hospital  
11700 North Meridian Street  
Carmel, IN 46032**

- Call to Order** President Dianne Wimsett, CMA (AAMA), called the meeting to order at 3:06 pm.
- 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. Directors introduced themselves, Jack Begley, honorary member, and 2 nonmembers present.
- Credentials Report** Karen Pershing, CMA (AAMA), gave the credentials report. There were 14 registered, a voting power of 11, quorum of 6, a majority of 6 and a 2/3 vote of 8.
- 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) The treasurer's report will no longer be in the minutes due to possible hacking and others getting our information. This was recommendation from Jake Neu, our Web Site developer. Report has been handed out for the meeting today and went over. Report will be filled for audit.
- Presentation of Bills** President Dianne Wimsett, CMA (AAMA) - Rita Michel bought a new updated Robert's Rules of Order, for our meeting, she will present this afternoon for \$24.80. This is also to be used for other meeting in the future. Joyce Edds, CMA (AAMA) CPT (ASPT) moved to accept the bill for \$24.80 and Kit Stine second motion and motion carried.
- Correspondence** Sandra Johnson, CMA (AAMA), MS, CPC, CCS-P),  
Letter from Nick Mickowski asking if we are keeping our fees for state and chapter dues the same as last year. The board agrees to keep all fees the same.  
Jane received a letter from Linda Meek from Hotel in Edinburgh along with Linda, thanking all of use for the gift and it was a pleasure to work with use for the conference.  
Karen Pershing, CMA (AAMA) sent a thank you card for the eagle light and box that Paula's husband made.
- Officers' report** **President** - Dianne Wimsett, CMA (AAMA) no report.  
**Vice President** -Paula Schubert, CMA (AAMA) CPT (IAPS) Working on August 26 meeting, hoping to have it on updated vaccines.  
**Secretary** - Joyce Edds, CMA (AAMA) CPT (ASPT) published in Med-A-Scoop.

ISMA BOT Meeting June 24, 2023 continued:

**Med-A-Scoop/Website** – Pam Neu, CMA (AAMA) MBA- The website is currently up-to-date and secure. The Med-A-Scoop was published in a timely manner and the officers, directors, and the physician advisors were updated.

Jake does plan to redesign the website at the end of the year with some new updates. There will be some additional changes that will enhance the website. If anyone has any ideas or suggestions, he is open to comments.

The Med-A-Scoop is also going to have changes coming throughout the 2023-24 year. It has a year of changes! The deadline for the next Med-A-Scoop is July 5! Those of you who contribute please submit your articles. If anyone in the state, who would like to submit information or an article, please submit to Pam Neu at [msneu@yahoo.com](mailto:msneu@yahoo.com).

**AAMA Trustee** – Jane Seelig, CMA-A (AAMA), Pam Neu, CMA (AAMA) MBA no report.

**Budget & Finance** – Heidi Sisson, CMA (AAMA) 2023-2024 no report.

**Bylaws & Standing Rules**-Rita Michel, CMA (AAMA) no changes to Bylaws or Standing Rules.

**Certification** – Jeni Begley, CMA (AAMA) – no report

**Continuing Education** – Paula [Schubert, CMA \(AAMA\), CPT \(IAPS\)](#) – The program today was on “Leadership Styles,” by James Ginder, MS, NREMT, PE, CHES, NCEE, PAI, CCHW for 1 CEU (A,G). The other program will be “Parliamentary Procedure: Just the Basics,” presented by Rita Michel CMA (AAMA) for 2 CEU’s (A). We had 25 members in attendance and one non-member, for total of 26

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

**Eva I Irwin CMA (AAMA) Medical Assistant Support Fund**- no report, I did speak to an educator that was here today and gave her information on this.

**Historian**-Joyce Edds, CMA (AAMA), CPT (ASPT) – Working on book for president.

**ISMA Liaison/Public Affairs**-Tammy Daily, CMA (AAMA) - Annual ISMA (Indiana State Medical Association) 174<sup>th</sup> Annual Convention, Sept 8-10, 2023. Embassy Suites, Plainfield. This convention will be attended by Tammy Daily, CMA (AAMA), Jane Seelig, CMA-A (AAMA), and Paula Schubert, CMA (AAMA). Arrangements are not final for the conference; Nick will contact Tammy when completed.

**Membership**-Karen Pershing-

Sending emails to non-members and non-renewing members with the information on “Your Membership for AAMA – National, State and Local Dues are Affordable.” This information was published in our Med-A-Scoop June/July 2023 issue.

Total Members: 1,248

2023 Non-Renewing Members: 768

Non-Members: 1,555

**Procedural Manual** – Joyce Edds, CMA (AAMA), - no changes

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

**Ways & Means** –Sandra Johnson, MS, CPC, CCS-P, CMA (AAMA) – Today’s raffle basket brought in \$97, again Joyce Edds won but she shared her items with other members.

**Mentoring** – Pam Neu, CMA (AAMA) MBA, BOT - There were 770 emails sent to all nonrenewing members with the flier of Member Benefits. The flier was in the Med-A- Scoop, but nonmembers would not have access to it. Five of the nonmembers’ emails were returned.

I am hoping to reach out to them further with emails of upcoming workshops. Maybe some of them will renew their membership.

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

The 2023 Conference was hosted by the East Central and Southeast Districts April 28-30, 2023 at the Hilton Garden Inn in Edinburgh. We were excited to offer informative and interesting speakers for ten hours of continuing education with time reserved to enjoy the nearby shopping opportunities at the antique and outlet malls.

The membership of our districts appreciated the participation of 41 members in our conference. We recommend the Columbus Hilton Garden Inn as a location for future events. We received many compliments on all facets of the conference: speakers, schedule, vendors, hotel staff, quality of the food, and hotel accommodations. All in attendance considered the 2023 ISMA Annual Conference a successful team effort.

However, due to the low registration numbers our expenses exceeded the income generated by \$950.51. The East Central District Chapter of Medical Assistants is requesting that ISMA provide \$1,000.00 to offset this deficit so Southeast District Chapter can receive \$49.49 for the many items they contributed which were collected to host the 2020 conference.

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

After discussion Kit Stine CMA (AAMA) move that the state covers the \$1000 deficit of the conference 2023 fund and the remaining be given to Southeast District for the help and item they purchased for the conference. Paula Schubert, CMA (AAMA) CPT (IAPS) second and the motion carried.

**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

West Central District- What to do about this chapter. Is there someone that is interested in keeping and helping, but she has not responded to the emails sent to her. The local is set and the deposit has been made. We will need new conference chair, due to Jeni stepping down. We discussed the fact we are having very low numbers and the way we are doing. We will continue to look at this. For now, we will have each chapter help for the next conference since down payment has been made. Karen will be chairman and Jeni will help her and along with all other chapters pitching in. The hotel is at Purdue, Union Hotel on the campus. We will also discuss in the business meeting. For now, we will make this chapter inactive.

**East Central District** - Kit Stine, CMA (AAMA) East Central District Chapter of Medical Assistants met on Saturday, May 20, 2023, we met in person and via Webex. The following officers were installed for 2023-24:

President	Paula Schubert, CMA (AAMA), CPT (IAPS)
Vice President	Katja "Kit" Stine, CMA (AAMA)
Secretary	Katharine "Katie" Largent, CMA (AAMA)
Treasurer	Jane Seelig, CMA-A (AAMA)
Director	La Tress Woodley, CMA (AAMA)
Alternate Director	Mouna Mahmoud, CMA (AAMA)
Immediate Past President	Heidi Sisson, CMA (AAMA)

We had a special guest Karen Pershing, CMA (AAMA) performed the installation service for the incoming officers.

James Ginder, MS, NREMT, PI, CHES, NCEE, PAI, CCHW presented on Delta 8 for 1.5 CEU's. Our second speaker had an emergency; so, we were able to get approval for our business meeting for 1.5 CEU's for "Life of a Staff Meeting" using parliamentary procedure properly. East Central District Chapter of Medical Assistants presented James Ginder with his placard as an honorary member. East Central District Chapter voted to place an ad in the conference book in support of her running for Vice Speaker for the AAMA.

We currently have 357 members.

**First District** - First District Medical Assistants had our Installation of officers and Birthday celebration at our May Meeting. We had a catered meal from McAlister's Deli and birthday cake.

We had a memorial service for one of our long-time members, Eulah Dearing, who has passed away on May 1, 2023. She was very active in First District Medical Assistants – she was FDMA President 1994-1995 and 1997-1998. Eulah had the honor of being awarded the ISMA Leon Levi Award in 2002 and Life Membership in 2012.

At our June meeting we had Kaitlyn Brack who spoke on Medicare Coding Guidelines. First District will take the Summer off and resume meetings on the second Tuesday in September which will be September 12, 2023.

**St. Joseph District** – Brandi Gaumer, CMA (AAMA) St. Joseph District is looking for new members who are willing to take on leadership roles and /or help plan at least 2 workshops a year. We have 223 members.

**Southeast District** - Sandra Johnson, CMA (AAMA), MS, CPC, CCS- Southeast District has not met since the state conference. We have 122 members.

**Twelfth District** – Rita Michel, CMA (AAMA) The 12<sup>th</sup> District is planning to have a virtual workshop in July if we can get speakers. We would like to grow our membership by getting them more involved locally and on a state level. Our current membership is 210.

**Unfinished business** **President's and Secretary Computer's** – President will be destroyed and she will be using her own for now.  
Secretary's computer- Joyce Edds, CMA (AAMA) CPT (ASPT) We now have a new computer. The following is what was purchased.

<u>Equipment Purchased</u>	<u>Amount</u>
HP Laptop 17-Windows 11	\$ 727.59
Blue Yeti USB Microphone	\$ 96.29
External Hard drive	\$ 59.99
Webroot Security	\$ 24.99
Office/Home/Student	\$ 119.99
Microsoft	
Total	\$ 1028.85 without tax
w/tax total of	\$1043.00

I have put the computer in my name and had Best Buy upload the software. I had the Webroot done under my total tech so I was able to get it at half price. A bill will come every year for \$49.99 for the antivirus which I will turn in. The mic system is USB and makes it easier for setting up. We will be using office/home/student window 11. We now have an external hard to save all minutes for easy access if needed.

**Updated Roster** - New rosters have been handed.

**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. We have a handout with picture and will be doing the ad for both in the National's booklet. We will also be supporting the education fund for these ladies. We will give a \$100 donation.

**Raffle Baskets for the following workshops** - Southeast volunteered for today but will need for the future, with the cost of \$25-\$30

St. Joe – August 2023

Silent Auction –November 2023

12<sup>th</sup> district - February 2024

State Conference- April 2024, all chapters bring basket for raffle

East Central – June 2024

**Elect Nominating Committee** – We need to nominate the committee for the 23-24 year.

The following have been nominated.

Joyce Edds-Southeast District

Kit Stine- East Central

Clara Poirot-First District

Brandi Gaumer- St. Joseph District

Rita Michel- Twelfth District

ISMA BOT Meeting June 24, 2023 continued:

Rita Michel CMA (AAMA) moved to close the nominating of members by exclamation and Paula Schubert CMA (AAMA) CPT (IAPS) seconded motion carried. Joyce Edds, CMA (AAMA) CMP (ASPT) will be chairman of this committee.

**Super Regional conference** - Super Regional Conference – Paula Schubert CMA (AAMA) CPT (IAPS) will be going to the next BOT meeting in August in Michigan to get information and planning on the Super Regional. Kit Stein, CMA (AAMA) will be going with her. They will be gone July 7-8, 2023, she is asking if there can be support to help them since they are planning for the Super Regional in 2025 while they are there.

Joyce Edds moved that we pay for the 2 nights they are there and the for mileage and parking, they will be on there own for food. Karen Pershing, CMA (AAMA) second motion is carried.

Banner and table runner – We want to know who is taking care of it. We think it is from Jane. These will be use for ISMA medical conference and other things that we do. We will make sure that it is 8 ft on the banner. With the quote being \$722.25 and its for 68 inches we will need to increase the total. Joyce Edds, CMA (AAMA) moved that we make a \$1000 budget for the banner and table runner, Clara Poirot, CMA (AAMA) second motion carried. Rita will get this together and order these items. If the banner is more that we think we will revisit this at next meeting.

**Excel Award Nominations, National Conference** - this is due soon if there are any nominations.

Question was asked why meeting are not also virtual, this could help make money for the state level. We will look at this for next month. If they do virtual, member or not will pay that day for the CEU's

**Announcements**      Med-A-Scoop deadline is July 5, 2023  
Next State Meeting – August 26, 2023  
IU North Hospital  
11700 North Meridian Street, Entrance B  
Carmel, IN

**Adjournment**      Dianne Wimsett, CMA (AAMA), President

The meeting was adjourned at 4:26 p.m.

Joyce Edds, CMA (AAMA) CPT (ASPT)

Recording Secretary





## **ISMA CODING CORNER**

This is the first of a 2-part article based on stress of a medical assistant and tips on how to manage your stress. We ALL encounter stress on a daily basis. What matters is how we handle and cope with that stress. The impact of continuous stress and not managing it in a healthy manner can be detrimental to your health. The second article will discuss the codes necessary to bill for these services.

Much of recent research on this topic has been documented due to COVID restrictions. We were ALL stressed then as healthcare workers and parents strived to keep their families safe from bringing COVID home to their loved ones. Personally, I was stressed with teaching online, but even more stressed when we returned to campus with all the contact restrictions in place and weekly COVID testing.

This first article focuses on how your heart reacts to stress:

1. Your brain senses danger, such as a 24-hour deadline.
2. Your brain sends a signal to the hypothalamus gland which causes “fight or flight” as the adrenal glands pump out stress hormones, including adrenaline and cortisol.
3. Your heart beats faster, blood pressure goes up and breathing becomes rapid. The body releases glucose and stored fats to give muscles fuel to react.
4. The crisis passes and all systems return to normal. BUT, if you are under constant stress, the body stays in stress mode releasing high levels of stress hormones that increases inflammation within the blood vessels which could lead to narrowing of the arteries that can lead to heart attack or stroke.

Working conditions are challenging for healthcare workers but especially with the event of COVID. For many healthcare workers, taking care of their patients is their priority. The hazardous exposures and fear of contracting COVID from patients and bringing it home to loved ones was feared. Many medical assistants and other healthcare providers worked endless hours as staff and personal protective equipment became scarce. This increased anxiety led to post-traumatic stress disorder as well as many becoming infected with COVID themselves. AAMA reported health care professionals were at an increased risk for developing compassion fatigue as they worked to take care of their patients and ignoring their own needs and warning signs.

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References: Aggie Casey, RN, MSN, nurse manager of cardiac rehab at Brigham and Women’s Faulker Hospital; author of Mind Your Heart  
Keri Glassman, MS, Registered Dietician. President of Nutritious Life; author of four books on healthy eating for weight loss  
Mary Alvord, Ph.D., adjunct associate professor of psychiatry and behavioral sciences, George Washington University School of Medicine  
Centers for Disease Control (CDC)  
AAMA.org





## **The Power of the Gavel**



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How a gavel is used in parliamentary procedure is important. The use of a gavel, when used correctly, can be an effective way to keep meetings on track. The gavel is tapped a certain number of times at certain points in the meeting. In all cases, it's a quick way to get the attention of the meeting's participants.

### **One Tap:**

Used to inform members to be seated

Used to announce the results of a vote or outcome of a decision

To adjourn a meeting

### **Two Taps:**

The presiding officer taps the gavel twice to call the meeting to order

### **Three Taps:**

When the president taps the gavel three times, it instructs the members to stand up. It may be used before the Pledge of Allegiance is recited, for example. (*The purpose of three taps is typically assigned within the organization.*)

### **Multiple Taps:**

A series of sharp taps is used to restore order at a meeting.

All officers and members should understand the use and meaning of the gavel.

## *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!

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### **State and Local Benefits Include:**

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

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- **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!

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# ISMA WORKSHOP

3 CEUs

**FREE TO AAMA MEMBERS IN PERSON**

IU North, Entrance B, 11700 N Meridian St Carmel IN 46032

**August 26, 2023**

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

**Speaker: Sharon Griffin, Quality Management, and  
Education Coordinator**

**Topic: Immunizations from A to Z**

**If you do not get a response, registration request was not received.** The link will be emailed to you by 6:00 PM August 25, 2023, after the registration deadline.

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

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

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

**Full Name:** First Name, Middle Initial, Last Name

**Home Mailing Address:** City, State, Zip Code

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

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

**Members must pay in advance** to obtain link if attending virtually.

\$25.00 by check (issue to ISMA), mail to Paula Schubert, 1620 Peacock Rd, Richmond IN 47374

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

**Non-members must pay in advance** to obtain the link.

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

EMAIL THE REQUESTED INFORMATION TO:

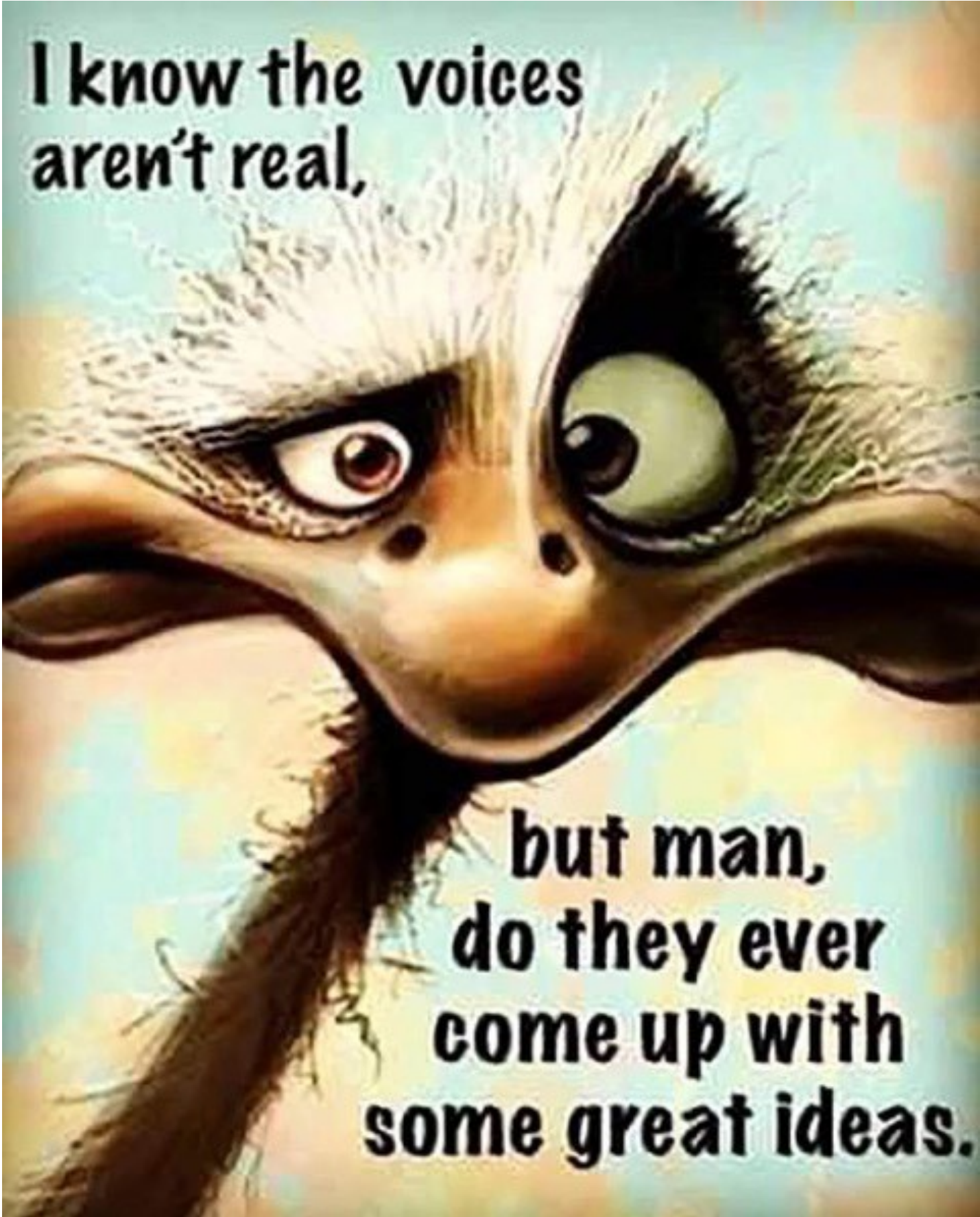
[schubertpaula63@gmail.com](mailto:schubertpaula63@gmail.com)

no later than

**Noon, Wednesday, August 23, 2023**

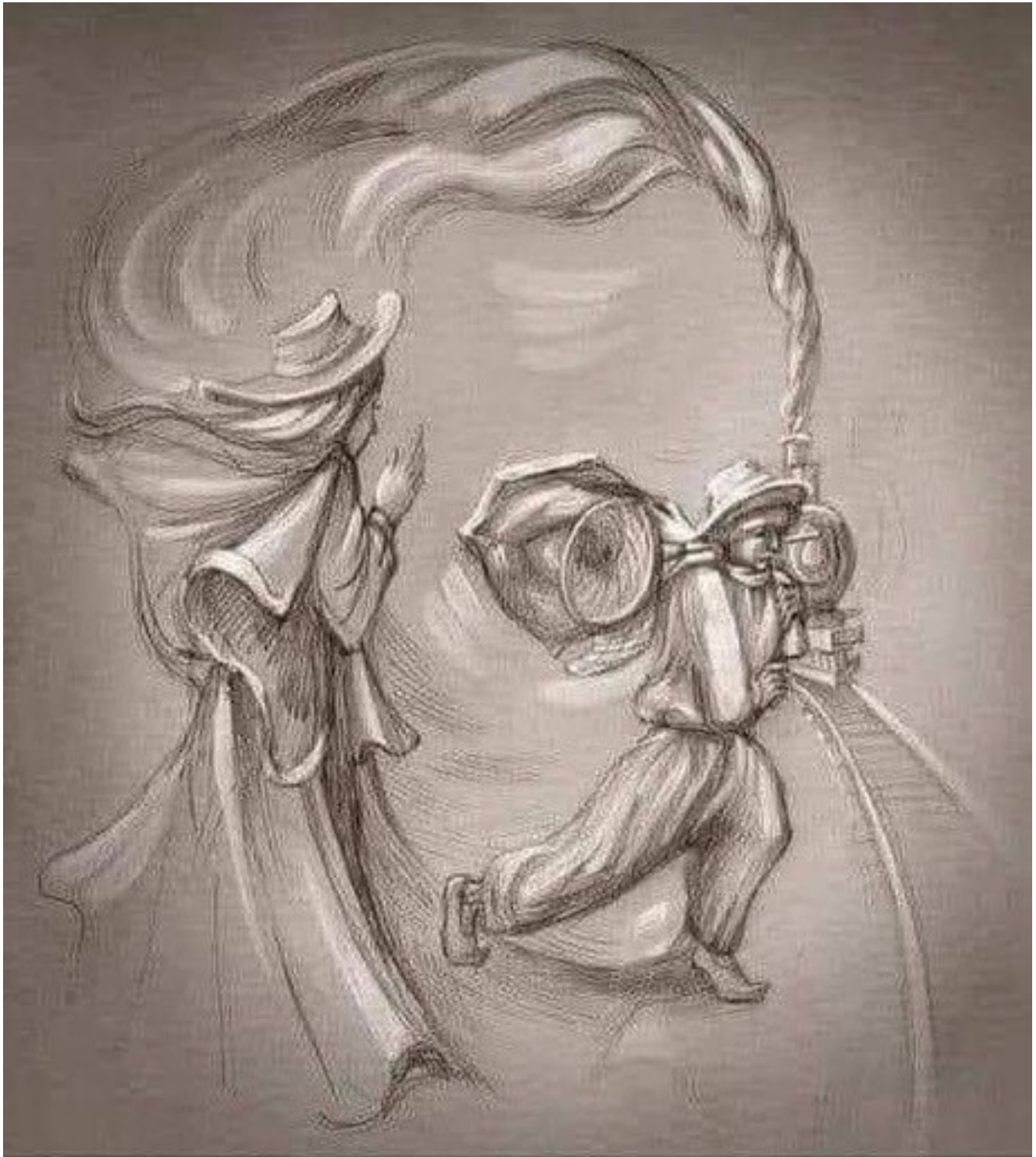
to receive 3 CEUs

**DEADLINE IS FIRM! NO EXCEPTIONS!**



**I know the voices  
aren't real,**

**but man,  
do they ever  
come up with  
some great ideas.**



The more u look the more  
u see

## KEEP YOUR COOL IN HOT WEATHER!

Learn about heat-related illness and how to stay cool and safe in hot weather.

High temperatures kill hundreds of people every year. Heat-related deaths and illness are preventable, yet more than 700 people die from extreme heat every year in the United States.

Take measures to stay cool, stay hydrated, and stay informed. Getting too hot can make you sick. You can become ill from the heat if your body can't compensate for it and properly cool you off. The main things affecting your body's ability to cool itself during extremely hot weather are:

**High humidity.** When the humidity is high, sweat won't evaporate as quickly. This keeps your body from releasing heat as fast as it may need to.

**Personal factors.** Age, obesity, fever, dehydration, heart disease, mental illness, poor circulation, sunburn, and prescription drug and alcohol use all can play a role in whether a person can cool off enough in very hot weather.

Those who are at highest risk include people 65 and older, children younger than two, and people with chronic diseases or mental illness.

Closely monitor people who depend on you for their care and ask these questions:

- Are they drinking enough water?
- Do they have access to air conditioning?
- Do they need help keeping cool?

People at greatest risk for heat-related illness can take the following protective actions to prevent illness or death:

- Stay in air-conditioned buildings as much as you can. Air-conditioning is the number one way to protect yourself against heat-related illness and death. If your home is not air-conditioned, reduce your risk for heat-related illness by spending time in public facilities that are air-conditioned and using air conditioning in vehicles. Contact your local health department or locate an air-conditioned shelter in your area.
- Do not rely on a fan as your main cooling device during an extreme heat event.
- Drink more water than usual, and don't wait until you're thirsty to drink.

- Check on friends and neighbors and have someone check on you.
  - Limit use of the stove and oven—it will make you and your house hotter.
- Even young and healthy people can get sick from the heat if they participate in strenuous physical activities during hot weather:

- Limit your outdoor activity, especially midday when the sun is hottest.
- Pace yourself. Start activities slowly and pick up the pace gradually.
- Drink more water than usual, and don't wait until you're thirsty to drink more. Muscle cramping may be an early sign of heat-related illness.
- Wear lightweight, loose-fitting clothing.

If you play a sport that practices during hot weather, protect yourself and look out for your teammates:

- Schedule workouts and practices earlier or later in the day when the temperature is cooler.
- Monitor a teammate's condition and have someone do the same for you.

Seek medical care right away if you or a teammate has symptoms of [heat-related illness](#). Learn more about how to protect young athletes from heat-related illness by taking this [CDC course](#).

**Everyone should take these steps** to prevent heat-related illnesses, injuries, and death during hot weather:

- Stay in an air-conditioned indoor location as much as you can.
- Drink plenty of fluids even if you don't feel thirsty.
  - Schedule outdoor activities carefully.
- Wear lightweight, loose-fitting clothing and sunscreen.
- Pace yourself.
- 
- Take cool showers or baths to cool down.
- Check on friends and neighbors and have someone check on you.
- Never leave children or pets in cars.

Check the local news for health and safety updates.

Ref: [cdc.gov](https://www.cdc.gov)





## **DOWNLOAD THE ISMA APP!**

**Instructions for Android and iPhone:**

**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!!**

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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** the National AAMA at 1-800-ACT-AAMA (1-800-228-2262) OR [WWW.AAMA-NTL.ORG](http://WWW.AAMA-NTL.ORG)



**Next ISMA Meeting on  
August 26, 2023 at  
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11700 N. Meridian St. Entrance B  
Carmel, IN 46032**

