

Med-A-Scoop

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



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Join us for the 68th AAMA Annual
Conference in Grand Rapids, MI

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August/September 2024



INDIANA | Society of
Medical Assistants



AN AFFILIATE OF THE
AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS.

Indiana Society of Medical Assistants

Table of Contents

Cover	1
Table of Contents	2
Creed, Mission Statement, Code of Ethics	3
Dates to Remember	4
Advisors, Honorary Members, Life Members	5
Leon Levi and Golden Apple Awards	6
BOD, District Directors	7
President's Letter	8
Notice for East Central Meeting Dates	9
East Central Workshop Notice	10-11
Minutes of ISMA BOD Meeting 7-13-24	12-16
ISMA Coding Corner	17
Rita Rules...as Parliamentary Advisor	18
AAMA Trustee Report	19
Managing High Blood Pressure	20-21
Agenda for BOD Meeting-August 24, 2024	22-23
Additional Deadlines	24
Workshop for August 24, 2024	25
Web App and 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.

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

Indiana Society of Medical Assistants

Dates to Remember

ALL State Board Meetings will be held at
IU Hospital North
11700 N. Meridian St. Entrance B
Carmel, IN 46032

Workshop 12 noon, Meeting Registration 3:15 p.m.

2024—2025 ISMA State Board Meetings and Workshops

Meeting

August 24, 2024

November 16, 2024

February 15, 2025

April 4-6, 2025

Med-A-Scoop Deadline

July 20, 2024

October 5, 2024

January 4, 2025

February 22, 2025

Email all district news, **Microsoft Word file only**,
for Med-A-Scoop publication directly to:
Pam Neu, CMA(AAMA), MBA
msneu@yahoo.com

Indiana Society of Medical Assistants-August Meeting

Workshop: August 24, 2024
IU Hospital North
11700 N. Meridian Street-Entrance B
Carmel, IN 46032



ISMA PHYSICIAN ADVISORS

2024-2025

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

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

YEAR	MEMBER
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)
2024	Rita Michel, 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**

OFFICE	NAME	EMAIL
President	Paula Schubert, CMA (AAMA)	Schubertpaula63@hotmail.com
Vice President	Heidi Sisson, CMA (AAMA)	hsisson@encompassworld.org
Recording Secretary	Kit Stine, CMA (AAMA)	Katjalee@live.com
Immediate Past President	Dianne Wimsett, CMA (AAMA)	d.m.wimsett@hotmail.com
Treasurer	Brandi Gaumer, CMA (AAMA)	Blauderback86@gmail.com
Med-A-Scoop Manager and Website	Pam Neu, CMA (AAMA), MBA	msneu@yahoo.com

DISTRICT DIRECTORS

DISTRICT	NAME	EMAIL
East Central District	La Tress Woodley, CMA (AAMA)	greenladymay@aol.com
First District	June Brown, RMA	jmbrown400@icloud.com
Southeast District	Joyce Edds, CMA (AAMA),	mnedds@aol.com
St. Joseph District	Karen Pershing, CMA (AAMA)	klpershing1@gmail.com
Twelfth District	Rita Michel, CMA (AAMA)	<u>Remichel49@gmail.com</u>
	7	

Dear ISMA Members

Enjoy Summer!

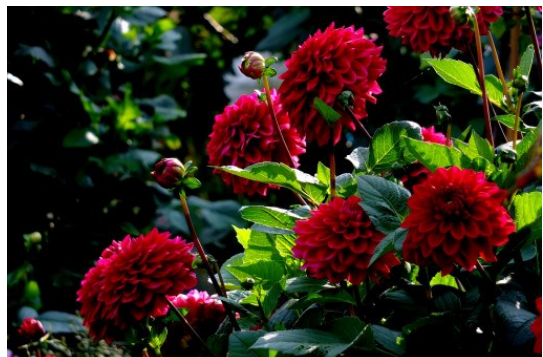
Yard work, playing, and just the different activities we get to enjoy and do at this time of year, watch out for poison ivy, poison oak, and poison sumac. Also, keep your pets in mind, watch the pads of their paws and make sure they are hydrated.

ISMA hosted the 2024 Super Regional Conference July 11-13, 2024 at the Hampton Inn Plainfield, 2244 E. Perry Rd., Plainfield IN 46168. We had great speakers, and networking. We were also fortunate to have AAMA past Presidents with us and had the additional benefit from the knowledge they shared with us. It was great to have one-on-one time with everyone.

Remember to mark your calendars for the 69th AAMA Annual Conference, Sept. 20-23, 2024 at Amway Grand Plaza Curio Collection by Hilton, Grand Rapids MI. You can meet all the AAMA leaders, members from around the nation and the AAMA staff. It is an opportunity to travel a short distance to obtain 20 CEUs, network with peers, and participate in the House of Delegates where decisions regarding the future of AAMA are made. The registration and room reservation information can be found on the AAMA website, aama-ntl.org. I look forward to seeing you there.

Remember to “Pay It Forward” as a Certified Medical Assistant. This is your organization; so, get involved at the local, state, or national level. Dream big and watch how big the dream can become.

Paula Schubert, CMA (AAMA)
2024-25 ISMA President



East Central District Chapter of Medical Assistants

Save the Dates

Our chapter will be hosting workshops worth 3 CEUs and along with our chapter meeting immediately following the presentations on the following dates:

Saturday 8/10/24

Saturday 10/19/24

Saturday 1/11/25

Saturday 1/8/25

Saturday 5/10/25

These workshops will be held at:

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

FREE TO AAMA MEMBERS ATTENDING IN PERSON!

Members attending virtually: \$15.00

Non-Members attending in person: \$25.00

Non-Members attending virtually: \$40.00

Students: \$0

Flyers will be sent out about 3-4 weeks prior to each workshop with registration information. If you should have any questions feel free to contact Kit Stine, CMA (AAMA) President ECDCMA at kat-jalee@live.com or Katie Maccoux, CMA (AAMA) Vice President at kchristiema@gmail.com

East Central District
Chapter of Medical
Assistants

Virtually through
WebEx

FREE to AAMA Members
Attending in person.

Work Shop

BRUNCH WILL BE SERVED

SATURDAY AUGUST 10TH
9AM-12PM

IU HOSPITAL NORTH 11700 N. MERIDIAN ST.
ENTRANCE B, CARMEL IN 46032

Registration 8:15 am – 8:59 am

Workshop: 9:00AM EasternTime

Deadline to sign up: Noon
Wednesday Aug 7th

3 CEUs on: American College of Lifestyle Medicine

By: Jenelle Wyatt

NBC-HWC Health/Well Coach

Payment options:

Check: made out to ECDCMA

Mail to: Katie Largent 1735 E Loretta Drive,
Indianapolis, IN 46227

Venmo: @Kit-Stine

COST:

Members attending
virtually: \$15.00

Non-Members attending
in person: \$25.00

Non-Members attending
virtually: \$40.00

Students: \$0

How to sign up:

Submit registration information via email
PLEASE INCLUDE NAME, ADDRESS AND AAMA MEMBERSHIP NUMBER
Indicate if attending in person or virtually
Those attending virtually will receive a virtual link.
The link will be emailed to you prior to 8:00 am on 8/7, after the registration deadline.

NO REGISTRATIONS WILL BE ACCEPTED AFTER THE DEADLINE . IF YOU ARE PLANNING TO PAY BY CHECK PLEASE MAKE SURE THIS IS MAILED SO THAT IT WILL BE RECEIVED BY FRIDAY 8/9/24 Checks received 8/7/24 or after will be returned to sender and will NOT receive link

Contact Katie by 9 pm on 8/9
if you do not receive the link.

Link will only be sent to those that payment has been received!

Questions: Katie Largent,
CMA, AAMA: 317-656-1886

Email: eastcentralkatie@gmail.com

ECD Chapter of Medical Assistants: Hybrid Workshop - August 10, 2024 (3 AAMA CEUs)

WHEN:	Saturday, August 10th, 2024, Registration 8:15 am – 8:59 am Workshops STARTING AT 9:00 AM EASTERN TIME ZONE
WHERE:	IU Hospital North 11700 N. Meridian St. Entrance B, Carmel IN 46032 OR Virtually through WebEx
COST:	FREE TO AAMA MEMBERS ATTENDING IN PERSON! Members attending virtually:\$15.00 Non-Members attending in person: \$25.00 Non-Members attending virtually:\$40.00 Students:\$0
Payment options:	Check: made out to ECDCMA Mail to: Katie Largent 1735 East Loretta Drive, Indianapolis, IN 46227 Venmo: @Kit-Stine
Presenter	Jenelle Wyatt NBC-HWC Health/Well Coach 3 CEUs on: American College of Lifestyle Medicine
HOW:	Submit registration information via email PLEASE INCLUDE NAME, ADDRESS, AND AAMA MEMBERSHIP NUMBER Indicate if attending in person or virtually Those attending virtually will receive a virtual link. The link will be emailed to you before 8:00 am on 8/9, after the registration deadline.
QUESTIONS:	Katie Largent, CMA (AAMA) 317-656-1886

Important: If paying by check, it must be received by Friday, August 9. Checks received on or after August 9 will be returned and will not be granted access to the virtual link.

BRUNCH WILL BE SERVED

ISMA Board of Directors Meeting Minutes
July 13, 2024
Hampton Inn Indianapolis, IN –SW Plainfield
2244 E. Perry Road, Plainfield, IN 46168

- Call to Order** Meeting was called to order by President, Paula Schubert, CMA (AAMA)
At 3:51 p.m.
- Invocation:** Joyce Edds, CMA (AAMA), CPT (ASPT)
- Medical Assistant
Creed:** Heidi Sisson, CMA (AAMA)
- Introductions:** President Paula Schubert, CMA (AAMA) introduced the officers
- Credentials Report** Joyce Edds, CMA (AAMA), CPT (ASPT)
- 14 Registered 10 Voting Power 7 Quorum 6 Majority 7 Two thirds
- Secretary’s Report :** Kit Stine, CMA (AAMA) stated report published in the Med-A-Scoop. No
Corrections or additions voiced by the members in attendance.
- Treasurer’s Report:** Brandi Gaumer, CMA (AAMA) presented the current financial status of
our accounts.
- Presentation of the
Bills:** President Paula Schubert, CMA (AAMA) -No unbudgeted bill was
presented.
- Correspondence:** Jane Seelig, CMA-A (AAMA) presented three appreciation cards that
Were received. Linda Meek (Hilton Garden Inn) sent a note with thanks
for gratuity. Dianne Wimsett, CMA (AAMA) sent a note with thanks for
her president’s gift and all the support she received throughout her
presidency. Rita Michel, CMA (AAMA) sent a not for her award of ISMA
lifetime membership.
- Officers’ Reports:** **President**-Paula Schubert, CMA (AAMA) no report
Vice-President-Heidi Sisson, CMA (AAMA) no report
Recording Secretary-Kit Stine CMA (AAMA)-no report
Treasurer-Brandi Gaumer CMA(AAMA)-no report
Med-A-Scoop/Website Development-Pam Neu, CMA (AAMA), MBA
The Med-A-Scoop was placed on the website in a timely manner. There is
always room for new articles or pictures. Please send them to
msneu@yahoo.com. If you have any questions or suggestions, do not
Hesitate to contact me! Deadline for the next issue is July 20. Make sure to
submit all material in Microsoft Word. The ISMA website is updated and
complete. The new officers and directors have been entered. We did not
post the pictures of everyone as we need new headshots of all officers
and directors. Please submit a headshot (from shoulder up) against a
black or white background of yourself to my email address. There have
been quite a few job opportunities posted lately. At one point
we had discussed charging a nominal fee for the ads. The officers and
directors may want to revisit that opportunity again. We are working on
scanning the large number of pictures for the gallery. Will let you know
how that is going soon.

BOT Report:

Pam Neu, CMA (AAMA), MBA The AAMA BOT met in Arlington, VA on June 23-24, 2024. This is the sight of our 2025 National Conference! Beautiful location and within 10 minutes of Reagan National Airport. We were extremely excited to see the updates for the new website coming! It is on schedule as of right now, so we are looking forward to seeing the launch. As the website is coming along so are all the other committees. All chairs and members of individual committees are working very hard for the members to complete projects for the year. Delegate packets will be coming out in August with all the reports. These will be virtual meetings to meet the candidates (me included) on Saturday August 3, 2024, 12:30 pm EST. On Saturday September 7, 2024. At 12:45pm EST there will be a candidate Prompted Question and Answer session, September 7, 2024. There will be an AAMA Delegate and Alternate Orientation also. The Welcome and Awards Celebration is “A Night Amongst the Stars!” Get your costumes ready for the contest. There will be prizes. Lots of awards and music at this event. On a sad note, we were notified of the passing of Boni Bruntz, past AAMA president. Also, Sandra Williams’s husband had a health incident. It was amazing to see all of us working to get Sandra home within a few hours as the next flight was a day later. He is doing much better at present.

Committee Reports:

Budget & Finance-Brandi Gaumer, CMA (AAMA) no report

Certification-Katherine Maccoux, CMA (AAMA) no report

Conference Guide-Karen Pershing, CMA (AAMA) no report

Continuing Education-Heidi Sisson, CMA (AAMA) no report

Council of Past Presidents, Dianne Wimsett, CMA (AAMA) no report

Eva I Irwin, CMA (AAMA), Medical Assistant Support Fund-Sandra Johnson, CMA (AAMA), MS, CPC-Committee will be meeting to set new guidelines for how the fund will be used. They are looking to gear it more towards the students.

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

ISMA Liaison/Public Policy/Affairs-Tammy Daily, CMA (AAM)-The 175th Indiana State Medical Association Convention will be held on September 6-8, 2024, in Plainfield, IN at the Embassy Suites. These are some facts that will be discussed: There will be an all-day Physician Wellness Symposium scheduled for September 6. The event will feature guest speakers and faculty who will share insights, strategies, and resources to promote wellness and resilience in the medical community. The Symposium aims to prioritize the well-being of Physicians and Healthcare Professionals, acknowledging their crucial role in health care systems. Resolutions for the 2024 convention have been submitted and will be decided upon in the HOD session. Registration is open for the 2024-2025 ISMA Advocacy Bootcamp. This is an opportunity for healthcare leaders to take the next step in Physician Advocacy. Some of the topics that will be covered include how policy is made in Indiana, the anatomy of the Federal and State legislatures, how to track bills and how

to navigate the Indiana General Assembly website. Also, very important The ISMA is working with IN Hoosier Physicians on trying to help reform Prior Authorizations. Their initiative is called PATIENTS OVER PRIOR AUTH.

Pas continue to delay patient care and treatment, impact outcomes, and drive-up healthcare costs for all H Hoosiers. Physician offices advocate For their patients but are forced to waste valuable time and resources on These burdens. Follow up on any information will be listed in future. Information on the 175th ISMA Convention will be coming soon from their Office. When it is received, I will let you all know. Paula Schubert, CMA (AAMA) and Jane Seelig CMA-A (AAMA) will be attending the conference and will have a display table for the ISMA (AAMA).

Membership: Dianne Wimsett, CMA (AAMA)-ISMA as of 7-11-2024 has 1,255 members: Active: 1, 164; Affiliate 10; Associate 45; Students 36.

Mentoring-Pam Neu, CMA (AAMA), MBA—no report

Procedure Manual-Katherine Maccoux, CMA (AAMA)-no report

Ways & Means-Sandra Johnson, CMA (AAMA), MS, CPC-First District Volunteered to bring the raffle basket to the August meeting, and East Central volunteered to do the February basket. If we meet virtually in February, East Central will bring the basket to the next August meeting.

ISMA 2025 State Conference Co-Chairs Rita Michel CMA, (AAMA), Pam Neu, CMA (AAMA), MBA Pam and I are currently working on the state conference for next year. Several chapters have volunteered to assist with the many areas that will be needed. A lengthy list has been given of topics and suggested speakers for the East Central District who volunteered to help, the registration forms are nearly completed, and we are looking for members who can collect items for the goody bags. This will be a group effort, so all volunteers are welcome.

Directors Reports:

East Central District- Kit Stine CMA (AAMA) East Central District met May 18, 2024, at IU Hospital North, there were two speakers. The first speaker presented CGMs, and the second speaker presented the importance of medication management. Three CEU's were offered. During our business meeting the installation of officers was done. The 2024-2025 officers are as follows: Kit Stine CMA (AAMA)-President, Katie Maccoux, CMA (AAMA) Vice-President, Karin Gaither CMA (AAMA) Secretary, Jane Seelig CMA-A (AAMA) Treasurer, Paula Schubert CMA, (AAMA) Immediate Past President, LaTress Woodley CMA (AAMA) Director and Katie Maccoux CMA (AAMA) Alternate Director. East Central has 337 members

First District-June Brown, RMA We had our installation and birthday celebration in May. Our officers for 2024-2025 will be: President Nicolette Byrn, CMA (AAMA), Vice President- Jennifer Julian, CMA (AAMA), MHA, Secretary- Casey Jeffers, CMA (AAMA), Treasurer- June Brown, RMA, Immediate Past President- Tammy Daily, CMA (AAMA). Our Board Members are Sherry Bray, CMA (AAMA), BS; Marianne Hawker Green, CMA (AAMA);

Debbie Hyneman, CMA (AAMA) and Sydney Gwaltney, CMA (AAMA). ISMA State Director- June Brown, RMA and alternate Tammy Daily, CMA (AAMA). We had several of our older Past Presidents attend our meeting this year. At our June meeting Patrick Berryhill spoke on "Stop the Bleed." Very interesting and we participated in several scenarios on how to stop the bleed. We are taking a break in July and August. The First District has 158 members.

St. Joseph District-Karen Pershing, CMA (AAMA)- no report

Southeast District-Joyce Edds, CMA (AAMA) CPT (ASPT) Southeast District had a short meeting, for the following officers for the 2024-2025 year. President- Joyce Edds, CMA (AAMA), CPT (ASPT), Secretary- Sandy Johnson, CMA (AAMA), MS, Membership- Dianne Wimssett, CMA (AAMA), Director- Joyce Edds, CMA (AAMA), CPT (ASPT), Alternate Director Sandy Johnson, CMA (AAMA). We currently have 126 members.

Twelfth District- Rita Michal, CMA (AAMA) The Twelfth District has not met this year. Our current membership is 208, which has increased from 177 in April 2024.

West Central-Inactive currently

Unfinished Business

Scanning Presidents' Documents Pam Neu is taking care of this **2024 State Conference Report** Karen Pershing, CMA (AAMA) - no official report. Rita Michael, CMA (AAMA) presented a supplemental financial report.

West Central Revitalization Update Karen Pershing, CMA (AAMA) Jackie Raber, CMA (AAMA) has volunteered to work to try to revitalize the chapter. She will be placed in contact with Demas Gonzales CMA, (AAMA) who has also expressed interest. Jeni Begley, CMA (AAMA) will continue to control the chapter's checkbook.

2024 MGMA Tri-State HealthCare Leaders Conference September 18, 2024, Louisville, Ky—At this time no one can attend

Bippus State Bank Accounts Update-CD, IMMA, Conference checking: Rita Michael, CMA (AAMA) All officers' names and address changes have been updated at the Bippus State Bank and online with IN BIZ. There was a \$4 fee by IN BIZ for these electronic changes. On 5/17/24, the previous CD #408 was cashed in, and a new CD was purchased with a higher interest rate. The penalty fee for cashing the previous CD was \$242. The current CD was purchased. The IMMA account has been set up so we may now transfer funds electronically to the ISMA checking account without any transfer fees.

HOSA Update: Pam Neu, CMA (AAMA) MBA reported that Jane Seelig, CMA-A (AAMA) I attended the Indiana HOSA conference in Indianapolis, June 17, 2024, the event hosted 85 high school educators from around Indiana. A few of the educators taught in the CCMA programs. We had more than half of the members of the event stop at our table for material for certified medical assistants. There were a few students who stopped and were very interested in the difference between a CCMA and a CMA (AAMA). The event was a little disappointing with the lack of attendance and not specifically for the CCMA as was advertised. Our table looked wonderful with the new tablecloth and banner. Jane was well equipped with material from the AAMA. Some of

appreciated, however, if \$1,000 is the max, Twelfth District will donate the remainder of the needed funds. Since we last met, you may have learned that Jane Seelig, CMA-A (AAMA), has submitted her name as candidate for Speaker of the House. The campaign has been submitted along with the \$500 fee. She also purchased yellow pens for a cost of \$439.74. Since no funds have been approved, we are requesting consideration for a matching amount of \$1,000 to cover these costs.

MOTION: Kit Stine, CMA (AAMA) moved to increase the BOT campaign fund up to \$1,100 for each member running for a national office in the AAMA. This was discussed and unanimously carried.

New Business

Excel & Website Award Nominations Paula Schubert, CMA (AAMA) has submitted for the Med-A-Scoop publication and Website award nominations. Election of Nominating Committee Chair- Jane Seelig CMA-A (AAMA); Joyce Edds, CMA (AAMA) CPT (ASPT); June Brown, RMA; Karen Pershing, CMA (AAMA); Pam Neu, CMA (AAMA), MBA.

MOTION: Joyce Edds, CMA (AAMA), CPT (AST) moved to close the nominations and were unanimously carried.

Announcements

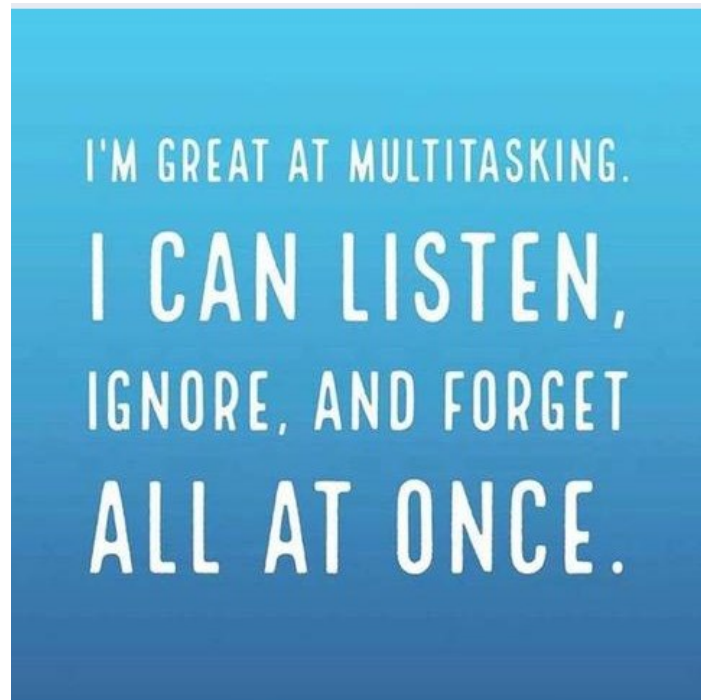
Med-A-Scoop Deadline- July 20, 2024

Next Meeting- August 24, 2024

Adjournment Paula Schubert, CMA (AAMA), President adjourned meeting at 4:59pm

Kit Stine CMA (AAMA)

Recording Secretary



ISMA Coding Corner

As Certified Medical Assistants (CMA-AAMA), we have all attended and participated in leadership training. This is an important skill and asset in medical assisting. Our local and state chapters have had many workshops based on this skill to enhance our skills and mentor our younger members to this leadership role. This author lists the most important leadership skills in any job, position, and to prepare our younger members for this role.

Leaders are not born; they are made.

Leadership cannot be taught, but it can be learned.

Projects can be managed, but people must be lead.

Communication with employees is vital and should be a conversation, never a confrontation.

Never tell employees what to do, rather “sell” them on what needs to be done.

The author recommends several traits for successful leadership:

«**High energy** – if you want something done, give it to a busy person who remain with projects until they are completed.

««**Interpersonal skills** – Communication is key. Good leaders have a sincere interest in others, showing respect for others’ opinions and ideas.

«««**Delegation** - We cannot do everything alone. A good leader delegates with other members.

««««**Feedback** – We all need to know how we are doing. What improvements we need to make in order to be successful.

«««««Have a strategic plan and goals to achieve that plan. The author states:

“Not having a plan of action is like putting a cake in the oven but failing to turn on the oven!”

Unfortunately, today’s society seems to be losing values such as accountability and responsibility. The author suggests that teamwork and leadership skills will become part of the curriculum, starting in elementary school and continuing through high school. Students are not prepared for the issues they will face in the “real world.” Another point presented is leadership should not be a “collect a paycheck” role without investing in themselves. A successful leader is one who has started at the bottom and worked his/her way up to a higher position with continuous education and training.

References: BC Advantage Magazine (www.billing-coding.com),
David Jakielo of Seminars and Consulting, Pittsburgh, PA.

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





Rita's Rules... as Parliamentary Advisor

If you attended the 2024 Super Regional Conference hosted by ISMA in July, each member received a handout entitled “YOU WANT TO DO SOMETHING – BUT WHAT?” It pertains to Parliamentary Procedure and how to make different types of motions. Although, the author is unknown, with minor formatting changes, I am sharing this document with each of you.

YOU WANT TO DO SOMETHING – BUT WHAT?

YOU WISH TO:

THEN MAKE THIS MOTION

Introduce new business	Main motion
Kill the motion	Postpone indefinitely
Change or perfect the motion	Amend
Have the motion investigated	Commit or refer to a committee
Defer action	Postpone to a certain time
Change regulations or debate	Extend or limit debate
Stop debate	Previous question
Lay question aside temporarily	Lay on the table
Return to order of business	Call for orders of the day
Take care of emergency matter	Question of privilege
Provide for intermission	Recess
Close the meeting	Adjourn
Continue present meeting on another day	Fix the time at which to adjourn
Reverse decision of the chair	Appeal
Enforce the rules	Point of order
Avoid consideration of motion	Object to consideration
Obtain information	Point of information
Take up question not in order	Suspend the rules
Separate two parts of a motion	Division of question
Verify the vote of the assembly	Division of the assembly
Consider motion by section	Consider by seriatim (taking one subject after another in regular order; point by point) or paragraph

If any members wish a more in-depth explanation of these types of motions, please email Rita Michel, remichel49@gmail.com.

AAMA TRUSTEE REPORT

The AAMA BOT met in Arlington, VA on June 23-24, 2024. This is the sight of our 2025 National Conference! Beautiful location and within 10 minutes of Reagan National Airport. We were extremely excited to see the updates for the new website coming! It is on schedule as of right now, so we are looking forward to seeing the launch. As the website is coming along so are all the other committees. All chairs and members of individual committees are working very hard for the members to complete projects for the year. Delegate packets will be coming out in August with all the reports. These will be virtual meetings to meet the candidates (me included) on Saturday August 3, 2024, 12:30 pm EST. On Saturday September 7, 2024. At 12:45pm EST there will be a candidate Prompted Question and Answer session, September 7, 2024. There will be an AAMA Delegate and Alternate Orientation also. The Welcome and Awards Celebration is "A Night Amongst the Stars!" Get your costumes ready for the contest. There will be prizes. Lots of awards and music at this event. On a sad note, we were notified of the passing of Boni Bruntz, past AAMA president. Also, Sandra Williams's husband had a health incident. It was amazing to see all of us working to get Sandra home within a few hours as the next flight was a day later. He is doing much better at present.



Practice Healthy Living Habits to Help Prevent High Blood Pressure

Eat a healthy diet

Choose healthy meal and snack options to help you avoid high blood pressure and its complications. Be sure to eat plenty of fresh fruits and vegetables.

Talk with your health care team about eating a variety of foods rich in potassium, fiber, and protein and lower in [salt](#) (sodium) and saturated fat. For many people, making these healthy changes can help keep blood pressure low and protect against heart disease and stroke.

The [DASH \(Dietary Approaches to Stop Hypertension\) eating plan](#) is a healthy diet plan with a proven record of helping people lower their blood pressure. [1](#)

Visit CDC's [Nutrition](#), [Physical Activity](#), and [Obesity](#) websites to learn more about healthy eating and nutrition.

Keep yourself at a healthy weight

Having overweight or obesity increases your risk for high blood pressure. To determine whether your weight is in a healthy range, doctors often calculate your [body mass index \(BMI\)](#). If you know your weight and height, you can calculate your BMI at [CDC's Assessing Your Weight](#). Doctors sometimes also use waist and hip

measurements to assess body fat.

Talk with your health care team about ways to reach a healthy weight, including choosing healthy foods and getting regular physical activity.

Be physically active

Physical activity can help keep you at a healthy weight and lower your blood pressure. The [Physical Activity Guidelines for Americans](#) recommends that adults get at least 2 hours and 30 minutes of moderate-intensity exercise, such as brisk walking or bicycling, every week. That's about 30 minutes a day, 5 days a week. Children and adolescents should get 1 hour of physical activity every day.

Do not smoke

Smoking raises your blood pressure and puts you at higher risk for [heart attack](#) and stroke. If you do not smoke, do not start. If you do smoke, quitting will lower your risk for heart disease. Your doctor can suggest ways to help you quit.

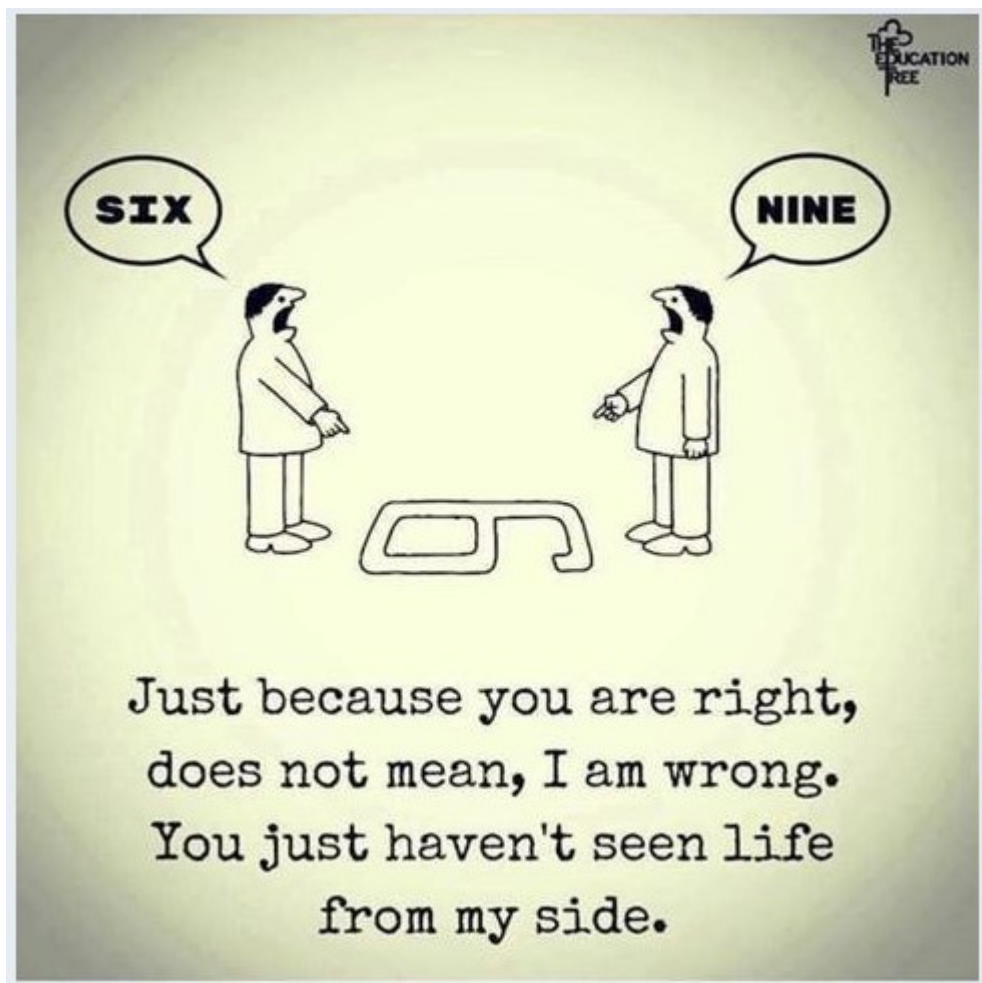
For more information about tobacco use and quitting, see [CDC's Smoking and Tobacco Use](#) website.

Limit how much alcohol you drink

Do not drink too much alcohol, which can raise your blood pressure. Men should have no more than 2 alcoholic drinks per day, and women should have no more than 1 alcoholic drink per day. Visit [CDC's Alcohol and Public Health website](#) for more information.

Get enough sleep

Getting enough sleep is important to your overall health. It also helps keep your heart and blood vessels healthy. Not getting enough sleep on a regular basis is linked to an increased risk of heart disease, high blood pressure, and stroke.² Visit [CDC's Sleep and Sleep Disorders](#) for resources on how to get better sleep.



**ISMA Board of Directors Meeting
Agenda**

Aug. 24, 2024

15 minutes following workshops

IU North Hospital

11700 N. Meridian St. Entrance B, Carmel IN 46032

Education Rooms A, B, C, and D

Call to Order	Paula Schubert, CMA (AAMA), President
Invocation	LaTrees Woodley, CMA (AAMA) – Chaplain
Medical Assistant Creed	Heidi Sisson, CMA (AAMA)
Credentials Report	Joyce Edds, CMA (AAMA), CPT (ASPT)
	_____ Registered _____ Voting Power _____ Quorum _____ Majority _____ 2/3
Secretary’s Report	Kit Stine, CMA (AAMA)
Treasurer’s Report	Brandi Gaumer, CMA (AAMA)
Presentation of Bills	Paula Schubert, CMA (AAMA), President
Correspondence	Jane Seelig, CMA-A (AAMA), Corresponding Secretary
Officers’ Reports	President – Paula Schubert, CMA (AAMA) Vice-President – Heidi Sisson, CMA (AAMA) Recording Secretary – Kit Stine, CMA (AAMA) Treasurer – Brandi Gaumer, CMA (AAMA) Med-A-Scoop/Website Development – Pam Neu, CMA (AAMA), MBA, BOT
Committee Reports	Budget & Finance - Brandi Gaumer, CMA (AAMA) Bylaws & Standing Rules – Jane Seelig, CMA-A (AAMA) Certification – Katherine Maccoux, CMA (AAMA) Conference Guide – Karen Pershing, CMA (AAMA) Continuing Education – Heidi Sisson, CMA (AAMA) Council of Past Presidents – Dianne Wimsett, 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 - Dianne Wimsett, CMA (AAMA) Mentoring – Pam Neu, CMA (AAMA), MBA, BOT Procedure Manual – Katherine Maccoux, CMA (AAMA) Ways & Means - Sandra Johnson, CMA (AAMA), MS, CPC

Agenda for the August 24, 2024 meeting continued

ISMA 2025 State Conference – Co Chairs Rita Michel, CMA (AAMA), Pam Neu, CMA (AAMA), MBA, BOT

Director Reports

East Central District – LaTress Woodley, CMA (AAMA)

First District – June Brown, RMA

St. Joseph District – Karen Pershing, CMA (AAMA)

Southeast District – Joyce Edds, CMA (AAMA), CPT (ASPT)

Twelfth District – Rita Michel, CMA (AAMA)

West Central District – Inactive

Unfinished Business

Scanning Presidents' Documents-Pam Neu, CMA (AAMA), MBA

2024 State Conference Report – Karen Pershing, CMA (AAMA)

West Central District Revitalization Update – Karen Pershing, CMA (AAMA)

Campaign Updates—Rita Michel, CMA (AAMA)

Basket Raffle Reminder—East Central District, Feb 15, 2025

New Business

AAMA Delegates Responsibility/Financial Support—Jane Seelig, CMA-A (AAMA)

Delegates Packet & AAMA Proposed Bylaws Changes—Paula Schubert, CMA (AAMA) and Heidi Sisson, CMA (AAMA)

ISMA November 16, 2024, Souper Saturday Silent Auction

Announcements

Med-A-Scoop Deadline – October 05, 2024

Next Meeting – November 16, 2024

Other announcements?

Adjournment

Paula Schubert, CMA (AAMA), President



ADDITIONAL DEADLINES

Membership Dues	<u>December 31, 2024</u> to be eligible to vote at IS-MA Annual Conference
Medical Assistant of the Year	Nominations by Chapters to President by <u>January 1, 2025</u> and Forwarded to Physician Advisors (3) by <u>February 1, 2025</u> for judging. Award to be presented at Annual State Conference Banquet.
Leon Levi Award	Nominations to President by <u>February 1, 2025</u> for judging. Award to be presented at Annual State Conference Banquet.
Golden Apple Award	Nominations to President by <u>February 1, 2025</u> . Award to be presented at Annual State Conference Banquet.
Nominating Slate (Officers)	Slate of Officers to be presented at the <u>February 15, 2025</u> State Board Meeting.
Bylaws, Standing Rules, Resolutions	Any proposed changes to Bylaws, Standing Rules, Etc. must be provided to the membership 60 days prior to Annual State Conference (<u>February 3, 2025</u>)

Indiana State Medical Assistants-August Meeting
August 24, 2024
ISMA Workshop
IU North-Entrance B
11700 N Meridian St
Carmel IN 46032

Indiana State Medical Association Conference
September 6-8, 2024
Embassy Suites
Plainfield, IN

AAMA Annual Conference
September 20-23, 2024
Amway Grand Plaza Curio Collection by Hilton
Grand Rapids MI

Indiana Society of Medical Assistants Conference
April 4-6 2025
Hilton Garden Inn
Edinburgh, IN

AAMA Annual Conference
September 19-22, 2025
Hyatt Regency Crystal City at Reagan National Airport
Arlington, VA

ISMA WORKSHOP—3 CEUs
FREE TO AAMA MEMBERS IN PERSON
IU North, Entrance B, 11700 N Meridian St
Carmel IN 46032

August 24, 2024

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

Speaker: TBD—Watch the website for Updates

Topic: TBD—Watch the website for Updates

If you do not get a response, registration request was not received. The link will be emailed to you by 6:00 PM August 23, 2024, **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 [Heidi Sisson 1007 Amesbury Court Indianapolis, IN 46217](#)

\$25.00 by Venmo, use @Heidi-Sisson-4

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

\$40.00 by check (issue to ISMA), mail to Heidi Sisson 1007 Amesbury Court Indianapolis, IN 46217

\$40.00 by Venmo, use @Heidi-Sisson-4

EMAIL THE REQUESTED INFORMATION TO
hsisson@encompassworld.org

no later than

Noon, Wednesday, August 21, 2024

to receive 3 CEUs

DEADLINE IS FIRM! NO EXCEPTIONS!

DOWNLOAD THE ISMA WEBSITE LINK!

Instructions for Android and iPhone:

Android Phones: Open Chrome and type in the website address: Insocmedasst.org—hit enter and let the website appear. Tap the menu icon (3 dots in upper right-hand corner) and tap Add to home screen. Every time you go into the Web link, 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 Web link appear. Don’t forget to refresh the page when you go into the web link!

**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 the National AAMA at 1-800-ACT-AAMA
(1-800-228-2262) OR WWW.AAMA-NTL.ORG

