

Med-A-Scoop

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



January/February 2025 Issue



Indiana Society of Medical Assistants

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Medical Assistant Creed:

I believe in the principles and purposes of the profession of medical assisting.

I endeavor to be more effective.

I aspire to render greater service.

I protect the confidence entrusted to me.

I am dedicated to the care and well-being of all people.

I am loyal to my employer.

I am true to the ethics of my profession.

I am strengthened by compassion, courage, and faith.

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.
Virtual: WebEx

2025—2026 ISMA State Board Meetings and Workshops

Meeting

February 15, 2025

April 4-6, 2025

June 14, 2025

August 23, 2025

November 8, 2025

February 14, 2026

April 17-19, 2027

Med-A-Scoop Deadline

January 4, 2025

February 22, 2025

May 3, 2025

July 12, 2025

September 17, 2025

January 3, 2027

March 5, 2026

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 Assistant - February Meeting-Virtual



**ISMA PHYSICIAN ADVISORS
2025-2026**

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

Dear ISMA Members,

Happy Holidays!

There are so many activities at this time of year. Decorating for the holidays, baking special treats, and our schedules are so full with festivities. Trying to find balance in this time of year is a real sporting event.

Remember, if you do not want to take the test to renew your certification, you can attend your chapter or any other chapter having a meeting to obtain your CEU's.

Our next ISMA meeting will be **virtual** Sat. Feb. 15, 2025 the education is held at Noon, the business meeting will be held after the education is completed.

The ISMA State Conference will be April 4-6, 2025. It will be held at Hilton Garden Inn Edinburgh, 12210 North Executive Dr. Edinburg IN 46124. The registration form is in this Med-A-Scoop. More information will be coming, stay tuned.

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)
2025-26 ISMA President



**Happy New
Year!**

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 3/8/25

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 katjalee@live.com or Katie Maccoux, CMA (AAMA), Vice President at kchristiema@gmail.com

ISMA Board of Directors Meeting
Nov. 16, 2024
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 at 1505
 Invocation LaTress Woodley, CMA (AAMA) – Chaplain
 Medical Assistant Creed Heidi Sisson, CMA (AAMA)
 Credentials Report Joyce Edds, CMA (AAMA), CPT (ASPT)

19 Registered 13 Voting Power 7 Quorum 7 Majority 9 2/3

Secretary’s Report Kit Stine, CMA (AAMA) Minutes were published in Med-A-Scoop. There were no corrections and they were accepted as distributed. Asking that It was requested that everyone email the reports to the secretary in Microsoft Word.

Treasurer’s Report Brandi Gaumer, CMA (AAMA) Report read, no corrections and filed for audit.

Presentation of Bills Paula Schubert, CMA (AAMA), President No bills were presented.

Correspondence Jane Seelig, CMA-A (AAMA), Corresponding Secretary Memorandum received from Loxie Kistler AAMA bylaws chair asking that each state provide state bylaws for review to make sure all are compliant with national. Rita Michael submitted this information last year and we are compliant. Jeanette Tyler responding to our offer for monetary support for Florida due the recent storms. They are declining the offer. Krissi Taylor with SC and Paula Cook from NC both thanks us for our offer and both gave addresses where the donations could be sent. Letter from IN state medical history museum telling us they are available for support of them. A gift can benefit the museum and us. In the past we toured the museum. There is also a request for a donation from the Wounded Warrior's association as well.

Officers’ Reports

President – Paula Schubert, CMA (AAMA) Since the last meeting of Indiana Society of Medical Assistants on August 24, 2024, this officer has done the following:
 Sept. 7-8, 2024, attended the 175th Indiana State Medical Association Conference
 Sept. 14, 2024, attended the workshop of Saint Joseph District Chapter of Medical Assistants
 Sept. 20-23, attended the 68th AAMA National Conference in Grand Rapids Michigan
 Oct. 19, 2024, attended virtual workshop of Twelfth District Chapter of Medical Assistants
 Oct. 26, 2024, attended the Revitalization of West Central District Chapter of Medical Assistants meeting.

Nov. 12, 2024, attended First District Chapter of Medical Assistants meeting and workshop.

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 published in time for the November/December issue and placed on the website. I hope everyone enjoyed their Medical Assistant Recognition week! If you have any material that you would like to share with the rest of the members and have pictures of your events, please send it to me and I will publish it in the next MAS. The next meeting is February 15, 2025, and the deadline for this issue is January 4, 2025. Happy Holidays to you all!

The website has been updated, and all the material is up-to date. Spam is continually being deleted by Jake Neu. I am pleased that many offices and companies are asking for jobs to be posted. I would like to remind members again that if there is anything special happening in their offices to be sure to let me know (with pictures) and I will get it posted. With the holidays coming up if you have special dress-up days, take a picture and we can recognize your spirit! We have a tremendous number of older pictures and these need to be preserved. It was suggested that these pictures be scanned into an external hard drive in the future. (See below for example) Many of these pictures are from before our time and we cannot identify these members. I suggest our seasoned members meet to identify as many of the individuals in the pictures as we can. I am recommending that the ISMA buy at least a 2T external hard drive for the scanning and preservation of ISMA's pictures.

Committee Reports

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

Bylaws & Standing Rules – Jane Seelig, CMA-A (AAMA)-- The ISMA bylaws are compliant with the AAMA bylaws requirements. The bylaws for the West Central Chapter are currently being reviewed for compliance. East Central bylaws have been reviewed and found to be compliant. Each chapter is requested to submit their bylaws to me for compliance review.

Certification – Katherine Maccoux, CMA (AAMA)-- no report

Conference Guide – Karen Pershing, CMA (AAMA) Due to some personal issues, still reviewing guide. Should have copies by the next meeting.

Continuing Education – Heidi Sisson, CMA (AAMA) The program today was “Fall 2024 Update: Emerging issues in Compliance and Risk Management” was presented by Brandon Shirley, Julie Rosenwinkel and Shelley Jackson from Krieg and Devault LLP. The program today was approved for 3 CEUs AG. We had 12 virtually and 27 in person attendance. Certificate of Attendance is available upon request to all attendees as well as a copy of the speaker's power point presentation upon request.

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 --Discussed changes to guidelines proposed. Application must be completed by the student. Students must have a 3.0 or higher GPA. Students must have attended at least four AAMA affiliate meetings within the past 12 months. Students must provide a 500-word (min) essay indicating why they are interested in becoming a medical assistant, what AAMA membership means to them and their future aspirations as a healthcare team member. Submit a letter of recommendation from the program instructor. Application must be submitted by email or postal mail by March 15. Kit Stine CMA, (AAMA) moved to approve the guidelines as read for medical assistant students under the Eva Irwin Medical Assistant Support Fund. There was no discussion, and it passed unanimously.

Historian - Joyce Edds, CMA (AAMA), CPT (ASPT)-- she is taking pictures and getting things together.

ISMA Liaison/Public Policy/Affairs – Tammy Daily, CMA (AAMA) The 175th Indiana State Medical Association Annual Convention was held on September 6-8, 2024, at the Embassy Suites in Plainfield, IN. In attendance from the Indiana Society were: Jane Seelig CMA-A (CMA), Paula Schubert CMA, (AAMA) and Tammy Daily CMA (AAMA). We monitored our table on Saturday, all day and Sunday morning. We had a lot of AAMA information and ISMA information on the tables. There were numerous physicians and attendees that stopped by and picked up information and we all answered several questions. The three of us were pleased with the interest that they showed and that most all in attendance remembered us and our organization. They said for our group to keep up the good work, they could not do without their CMA's. A big thank you to our ISMA for letting us attend and have our table at the convention again this year.

Membership - Dianne Wimsett, CMA (AAMA) no report

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

Procedure Manual – Katherine Maccoux, CMA (AAMA) Per Jane Seelig CMA-A (AAMA) it is being updated.

Ways & Means - Sandra Johnson, CMA (AAMA), MS, CPC Thanked everyone for their wonderful donations today. \$105 was raised by cookie sales.

ISMA 2025 State Conference – Co Chairs Rita Michel, CMA (AAMA), Pam Neu, CMA (AAMA), MBA The 2025 conference registration form is published in the Med-A-Scoop. Please complete it early and submit it as soon as possible. A speaker list has been created and East Central will be helping with scheduling the programs. The theme will be “Elevating Your Potential”. Pam and I will be meeting for further plans for next year's conference in Edinburgh at the Hilton Garden Inn.

Director Reports

East Central District – La Tress Woodley, CMA (AAMA) The East Central District Chapter meeting was held at IU Health North on 116th in Carmel on October 12, 2024. There were two speakers for a total of 3 CEUs. The first speaker Mary Taber, transplant coordinator, talked about the process of the Kidney Transplant journey and how important it is to stay compliant. The second speaker Muhammad Sarfraz Nawaz, M.D. talked about Febrile Neutropenia and the importance of being mindful of the body's temperature point. Our district currently has 386 members. Our next meeting will be Nov. 16, 2024, at IU Health North.

First District – June Brown, RMA We met on September 11 at Ivy Tech. Our speaker was Kayla Distler from Albion Fellows Bacon Center. She spoke on domestic violence. We had members sign up to work on our 2026 State Conference. In October Krista Peck, MD spoke on breast cancer. Our November speaker was Christina Wicks, director of crisis services with the YWCA. She spoke on Human Trafficking. We had two special guests at our meeting, Paula and Jane. We enjoyed their visit. We have started working on the conference. It will be held at New Harmony Inn on April 17-19, 2026. We have 215 members. First District hopes everyone has a happy and safe holiday

St. Joseph District – Karen Pershing, CMA (AAMA) St Joseph District is happy to report we had a 2-hour workshop Saturday, Sept 14, 2024. The workshop was at BMG Administration Building on Niles Ave., South Bend. Our speaker was Jan Haily, MHL, CMC, CMCO,

CMOM, CMCA-E/M and she spoke on Utilizing Z codes to Track and Monitor Social Determinants of Health and How to Effectively Manage Burnout. We had 12 members in attendance. We want to thank Paula, Kit and Jane for coming up and talking to members about AAMA and ISMA. I did get information about another location and speakers from that location that I will follow up on and see if they will sponsor our spring workshop. St Joseph District has 257 members.

Southeast District – Joyce Edds, CMA (AAMA) CPC (ASPT) CPC No meeting since July.

Twelfth District – Rita Michel, CMA (AAMA) The Twelfth District held a virtual meeting on Saturday, October 19, 2024. James Ginder presented 2 programs, one on Health Misinformation and one on RX drug Education. We had approximately 20 members in attendance with a brief business meeting following the two sessions. Our present membership is unknown since the AAMA website is currently shut down. However, we had 212 members for our August board meeting.

West Central District – *Inactive Jackie Raber, CMA (AAMA), CBSCHA EMT No meeting has been set yet, 157 members. Met with Jane Seelig CMA-A (AAMA), Paula Schubert CMA (AAMA) and Kit Stine CMA (AAMA) on 10/26/24 in Whitestown. Information was given to her to help get her started. She then met with Jane on 11/7/24 at Ivy Tech for the Health Fair. She was able to recruit a vice president (Theresa Talman) They will be meeting the 22nd of the month to work on meetings for the chapter.*

Board of Trustees Reports

Pam Neu, CMA (AAMA), MBA, AAMA Trustee I want to thank you all for the support you have given me for the past two years and during my successful campaign this year for another two years! You are my reasons for staying on the Board and working hard for YOU and all the members of AAMA! The AAMA Board of Trustees have already jumped into lots of new ideas for the coming year. We met in Chicago November 10-11 for a planning meeting. You should have seen the announcement that the website is down this weekend for the launch of the new website! THIS IS SO EXCITING! The website is clean, organized, and professional. There is a tab on the right-hand side of the individual pages that states “feedback”. The website developers WANT you to use that for any suggestions that you may have for the website! Please take the time and consider volunteering for one of the many committees that AAMA has for our membership. We need the input of members of what you would like to see in AAMA. It is your voice-please use it. The VLPD forms are available on the website, and I know that Jane will be at this meeting and will have forms tucked in her bag. Thank you for volunteering! We are gearing up for the national conference in Arlington this year in September. Lots of great CEUs, mentoring, and watch out for the opportunities for the Awards night. Watch for the deadlines and submit the applications. Start saving now and possibly running for the Indiana delegation. Hope to see as many Indiana medical assistants as possible at Arlington!

Jane Seelig, CMA-A (AAMA), AAMA Speaker of the House Deepest appreciation to the ISMA members for their support in my recent successful campaign to be the 2024-2025 AAMA Speaker of the House. This is a one-year term. It is a privilege to be a member of this team working hard to build recognition of our organization, the credentialed, non-credentialed and student medical assistant and the value of their contribution to the care of patients. The Board of Trustees met in Chicago November 8-12, 2024, for our planning session. The strategic plan was reviewed and updated. The MAR week theme was approved, a five-minute hold time for the phone system was approved and we are all very excited about the website phase one being completed and available on Monday, November 18. This officer is chair of the Marketing Strategy Team so let me know if you have any recommendations for items to consider. AAMA padfolios, membership year pins and a few luggage tags are available to be purchased from me today. They can also be purchased on the website from the AAMA store, but that price includes shipping. Please contact me if you have any questions or need help with an AAMA issue.

Unfinished Business

Scanning Presidents' Documents-Pam Neu, CMA (AAMA), MBA—She is asking for external hard drive to attach to any computer to hold this information. The cost is \$79.99 with tax it will be \$85.59. This item is already budgeted under the website. Pam will make this purchase.

West Central District Revitalization Update – Kit Stine, CMA (AAMA) Jane Seelig, Paula Schubert, Jackie Raber and I met on October 16, 2024 to discuss steps to help revitalize West Central District. Paula led the meeting. She went over bylaws, procedure manual and reassured Jackie that she was not in this alone, we are all here to help. Jackie is very excited and motivated to get the chapter back up and running. Jackie had great questions and comments. She would like to set up a booth at Ivy Tech for their upcoming career day on 11/7/24. She wants to call all members personally to invite them to meetings and asks for help. She is eager to find a location for a meeting and get the first one set up.

Jeni Begley CMA (AAMA) will not be renewing her membership this year and will no longer be a member. She presented a check for \$1473.97 closing the current West Central Account. These funds will be deposited into the state account under a separate line item for West Central to use until they are able to open a new account.

Basket Raffle Reminder—East Central District, June 2025 (February 15, 2025, ISMA Meeting will be virtual)

New Business

AAMA Conference Excel Award—Paula Schubert, CMA (AAMA) Indiana received the award for greatest percentage increase member CMA (AAMA) at the national conference in Grand Rapids, MI this past September.

Delegate Reports

Paula Schubert, CMA (AAMA) This Delegate was proud to represent the Indiana Society of Medical Assistants at the 68th Annual AAMA Conference in Grand Rapids Michigan Sept. 20-23, 2024. It is always fun to meet up with old friends and make new friends. It was a busy time, attending education sessions, and leader sessions. Helping our candidates Pam Neu, CMA (AAMA), MBA and Jane Seelig, CMA-A (AAMA) get their campaign items distributed before the House of Delegates opens as it is always fast and furious. We are very proud of Pam and Jane for being elected to the AAMA Board of Trustees. This Delegate was assigned to attend the State/Chapter Leaders session. This year we discussed and learned more on Mentoring Fundamentals. There was so much to take in, my biggest take away was “Effectively Guide and Motivate.” Get to know your members, encourage, remember everyone has their own style. The “Aha” moment, visually it is obvious they are getting what you have been working with them on, you can see it on their face. The other great take away was empowering the mentee to stand up on their own. This Delegate’s favorite education session was “Service Dogs vs. Emotional Support Dogs.” It was amazing to watch the handler with the service dog as the dog is very connected to the person they are with even able to take off the coat of their person. The dogs have long training, about two years, and then if they do not perform well on a certain task, they can be retrained on what they need.

Heidi Sisson, CMA (AAMA), This was my second time attending as a Delegate for the ISMA at the 68th Annual AAMA Conference in Grand Rapids Michigan Sept 20-23, 2024. I enjoyed a much-needed break from work, the accommodations and meeting CMAs from all over the states. This Delegate was assigned to give a report on the vendors. If you are an educator, this was the place to be as many of them were selling textbooks which I found interesting to see what is available, but it was not something that I needed. We did have one vendor selling scrubs, a pharmaceutical representative, and the AAMA pop up store for the non-educators. This is an area that can be improved upon for future National Conferences

as not everyone that attends are educators. Having other vendors could be a good money maker for the AAMA as we have seen at our State Conferences. I did include this idea in my evaluation of the conference. This Delegate's favorite education session was "Working with Millennials." I found this session to be very informative and helped me to have a better understanding of how they think and what is important to them.

Dianne Wimsett, CMA (AAMA), It was once again an honor to represent ISMA as a Delegate. I attended 7 CEU classes and the State Leaders meeting. I earned a total of 16 CEUs. My favorite classes were Epilepsy Awareness, Service Dogs vs Emotional Support Dogs, and Veterans and Mental Health. I also enjoyed the Knowledge Bowl. I also attended the House of Delegates where the important business of our National Society is done. One other highlight of the weekend that I was asked to report on was the President's Banquet. Since, I am the Immediate Past President I had the honor of walking in the State Presidents Walk. It was a pleasure to see our very own, Paula Schubert, walk and represent ISMA. It was an honor to see Jane Seelig and Pam Neu represent Indiana at the head table as members of the BOT. Thank you for electing me as one of your Delegates to represent ISMA

Kit Stine, CMA (AAMA) House of Delegates Saturday 9/21/24. There were 4 sessions scheduled for the day:

1. The House of Delegates opened at 9am. During this session, all members of the Board were introduced. Rules of the house were given. Nominations were open to the floor. No one met the deadline for this. So, no additional names were added to the slate of candidates.
2. Meet the Candidates at 10:15am. During this session, all candidates gave a brief speech to delegates and the gallery on their qualifications and why they were running for the position. Once this was done, the candidates were arranged around the room so that the delegates could go to them to ask questions. Our Indiana group divided into 2 groups of 3 and made our way to each candidate to hear the questions being asked and responses given.
3. Reference Committees 1pm. During this session, the Delegates packet was reviewed going through each section to see if anyone had any questions or comments on what was completed by each board member and committee. The 2 proposed by-law changes were reviewed, and delegates and members of the gallery were given the opportunity to ask questions or make statements concerning the proposed changes. It was a short session this year since there were only 2 changes to discuss.
4. House of Delegates Reconvene 5pm. During this session voting for board members and by-laws were done. The AAMA is now using an electronic system. Each person is handed a device like a small calculator to submit their individual vote. House of Delegate day is my favorite part of going to the national conference. It is interesting to hear the different points of views from all over the country.

ISMA State Conference Update for 2026—Tammy Daily, CMA (AAMA) First District Chapter will be hosting the 2026 ISMA Conference. The dates are confirmed for April 17-29, 2026. It will be held at the New Harmony Inn Resort and Conference Center, New Harmony, IN. Our Chapter is looking forward to hosting this convention and will be working hard to bring you more information at the next meetings.

ISMA Support of NCSMA & SCSMA Members due to weather—discussed the amount to donate to NC and SC. Online a motion was made to \$500 for each state. In executive board it was recommended to discuss further at this meeting today. It was suggested that we split the money raised today by Ways and Means today. Jane Seelig CMA-A (AAMA) moved that we send NC and SC each \$250 to support their membership impacted by the weather. There was no discussion, and it was unanimously approved.

National representative assignments: We have requested in the following order: Shannon Thomas, Cameron Smith, Loxie Kistler

Nomination deadlines for Awards:

Medical Assistant of the Year - January 1, 2025

Golden Apple - February 1, 2025

Leon Levi - February 1, 2025

Announcements

Med-A-Scoop Deadline – January 4, 2025

Next Meeting will be Virtual – February 15, 2025

Adjournment

Paula Schubert, CMA (AAMA), President at 4:52 pm

Kit Stine, CMA (AAMA)

Recording Secretary

**February 15, 2025 ISMA Workshop Highlights—
Don't Miss Out!**

Joshua Sumner who is a Social Worker here with IU and his talk has been approved for 3 CEUs.

Program Name: Organ Transplant Process

Program Approval: 143718

Sponsor: Indiana Society of Medical Assistants

CEUs: 3

Category: ACG

Program Begin Date: 2/15/2025



ISMA Board of Directors Meeting Agenda

Feb. 15, 2025

15 minutes following workshops

Virtual

Call to Order Paula Schubert, CMA (AAMA), President
Invocation LaTrees Woodley, CMA (AAMA) – Chaplain
Medical Assistant Creed Heidi Sisson, CMA (AAMA), Vice President
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
Trustees—Pame Neu, CMA (AAMA), MBA, Jane Seelig,
CMA-A (AAMA)

Committee Reports Budget & Finance –2025 Proposed Budget--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
Nominating—Jane Seelig, CMA-A (AAMA)
Procedure Manual – Jane Seelig, CMA-A (AAMA)
Ways & Means - Sandra Johnson, CMA (AAMA), MS, CPC
ISMA 2025 State Conference – Co Chairs Rita Michel, CMA (AAMA), Pam Neu, CMA (AAMA), MBA

ISMA Board of Directors Meeting Agenda continued:

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 – <i>Inactive, Jackie Raber, CMA (AAMA), CBSCHA, EMT</i>
Unfinished Business	Scanning Presidents' Documents-Pam Neu, CMA (AAMA), MBA Basket Raffle Reminder—East Central District, June 2025 (Feb. 15, 2025 ISMA Meeting will be virtual)
New Business	Request nominations for AAMA Discuss ideas for Nov. 2025 Silent Auction Officers/Directors/Committee Chairs End of Year Reports due March 1, 2025
Announcements	Med-A-Scoop Deadline – February 22, 2025 Annual ISMA State Conference April 4-6, 2025 Other announcements?
Adjournment	Paula Schubert, CMA (AAMA), President

AGENDA



About Sleep and Your Heart Health

KEY POINTS

- Getting good sleep isn't just important for your energy levels—it's critical for your heart health, too.
- Sleep helps your body repair itself. Getting enough good sleep also helps you function normally during the day.



How much sleep do I need?

Most adults need at least 7 hours of sleep each night.¹ However, more than 1 in 3 American adults say they don't get the recommended amount of sleep.² While this may be fine for a day or two, not getting enough sleep over time can lead to serious health problems—and make certain health problems worse.

Steps to take

- Stick to a regular sleep schedule. Go to bed at the same time each night and get up at the same time each morning, including on the weekends.
- Get enough natural light, especially earlier in the day. Try going for a morning or lunchtime walk.
- Get enough physical activity during the day. Try not to exercise within a few hours of bedtime.
- Avoid artificial light, especially within a few hours of bedtime. Use a blue light filter on your computer or smartphone.
- Don't eat or drink within a few hours of bedtime; avoid alcohol and foods high in fat or sugar in particular.

Keep your bedroom cool, dark, and quiet.

Work with your health care team to identify obstacles to good sleep, including other medical conditions.

What health conditions are linked to a lack of sleep?

Adults who sleep fewer than 7 hours each night are more likely to say they have had health problems, including heart attack, asthma, and depression.³ Some of these health problems raise the risk for heart disease, heart attack, and stroke. These health problems include:

High blood pressure. During normal sleep, your blood pressure goes down. Having sleep problems means your blood pressure stays higher for a longer period of time.⁴ High blood pressure is one of the leading risks for heart disease and stroke. Nearly half (48.1%) of adults in the United States have high blood pressure.⁵

Type 2 diabetes. Diabetes is a disease that causes sugar to build up in your blood, a condition that can damage your blood vessels. Some studies show that getting enough good sleep may help people improve blood sugar control.⁶

Obesity. Lack of sleep can lead to unhealthy weight gain. This is especially true for children and adolescents, who need more sleep than adults. Not getting enough sleep may affect a part of the brain that controls hunger.[6](#)

What sleep conditions can hurt my heart health?

Over time, sleep problems can hurt your heart health.

Sleep apnea happens when your airway gets blocked repeatedly during sleep, causing you to stop breathing for short amounts of time. Sleep apnea can be caused by certain health problems, such as obesity and heart failure.

Sleep apnea affects how much oxygen your body gets while you sleep and increases the risk for many health problems, including high blood pressure, heart attack, and stroke. It is more common among Black, Hispanic, and Native American adults than among White adults.[7](#)

Insomnia refers to trouble falling sleep, staying asleep, or both. As many as 1 in 2 adults experiences short-term insomnia at some point, and 1 in 10 may have long-lasting insomnia.[8](#) Insomnia is linked to high blood pressure and heart disease. Over time, poor sleep can also lead to unhealthy habits that can hurt your heart, including higher stress levels, less motivation to be physically active, and unhealthy food choices.

Resources

CDC

[Diabetes](#)

[High Blood Pressure](#)

[Sleep and Sleep Disorders](#)

National Heart, Lung, and Blood Institute (NHLBI)

[Sleep Science and Sleep Disorders](#)

CDC.gov

HEART HEALTH!

ISMA CODING CORNER

In recent years, there has been a shift in medical coders working from home. Of course, this occurred due to the event of COVID when many healthcare workers had to work from home. The flexibility allows coders to determine their own hours and leads to decreased stress as well as increased productivity. This method of working from home with hours tailored to meet their other needs and other family responsibilities has proven a significant decrease in employee stress and increased production. This has allowed filling the shortage of qualified certified coders as well as significant cost savings in things such as decreased office space, utilities, and infrastructure. Other cost savers include overtime, commuting allowances, and other expenses related to any employee who works from home.

One interesting fact discovered in the survey is working from home actually provides less distractions as well as decreased errors providing more quality work from the coders. Part of this includes the use of technology and specialized software.

Even though most healthcare facilities are back to “normal,” medical coding has remained remote in the majority of facilities as it has become more viable for many healthcare facilities and corporations. It has proven overall efficiency and effectiveness of healthcare services.

References: BC Advantage Magazine 2024 edition (www.billing-coding.com)
CMS.gov

Sandra Johnson, MS, CMA-AAMA, CPC; Southeast District





Rita's Rules... as Parliamentary Advisor

This guide was found online and thought it would be helpful to share these myths. The author is Jim Slaughter and referenced at the end of the article.

Robert's Rules of Order: Ten Myths about Parliamentary Procedure

Thousands of meetings occur every day, many claiming to follow *Robert's Rules of Order* when transacting business. How is it we know so little about this book that's so essential to meetings? In this guide are ten well-known "facts" about *Robert's Rules of Order*. But as Mark Twain warned, "It ain't what you don't know that gets you into trouble. It's what you know for sure that just ain't so."

Myth #1: Parliamentary Procedure Doesn't Matter

Most organizations dictate that a certain parliamentary book will be followed when transacting business. State laws often require that certain groups (governmental bodies, homeowner and condominium associations, non-profits) follow specific rules or even *Robert's Rules* during meetings. Ignoring or incorrectly applying these procedures can lead to embarrassment, hard feelings, and even lawsuits.

Myth #2: Any Robert's Will Do

There are lots of books with "Robert's Rules" in the title. However, most of these books are earlier editions of *Robert's* or knock-offs. There's only one official *Robert's Rules*. The current book is *Robert's Rules of Order Newly Revised (12th Edition)*, published in 2020. If you follow the "latest edition" of *Robert's*, this is your book. Each new edition brings changes to procedure (the *12th Edition* has 89 listed changes.)

Myth #3: Rules Are the Same for All Meetings

Rules aren't one-size-fits all. Problems are common when large meetings behave too informally or small meetings behave too formally. Rules should be like clothes—they should fit the organization they are meant to serve.

Most parliamentary manuals provide that board meetings and membership meetings are conducted differently. Large meetings must be fairly formal. However, formality can hinder business in smaller bodies. As a result, *Robert's* recommends less formal rules for small boards and committees that include:

- No seconds to motions.

- No limits on debate.

- The chair can debate and vote.

Smaller boards that dislike this informality may wish to follow more formal procedures. Even informal boards may choose to be more formal on important or controversial matters.

Myth #4: Seconds Always Matter

A second to a motion implies that at least one other person wants to discuss the motion. If there is no second, there should be no further action on the proposal, so seconds have their place. However, after any debate on an issue, the lack of a second is irrelevant. Seconds from the floor aren't even required in smaller boards or on motions from committees.

Myth #5: Debate and a Formal Vote Are Required

Many noncontroversial matters can be resolved without debate through "general" or "unanimous" consent. Using this method, the presiding officer asks, "Is there any objection to ...?" For example, "Is

there any objection to ending debate?” If no one objects, you’re done. Debate is closed. If a member objects, the matter is resolved with a motion and vote. Unanimous consent allows an assembly to move quickly through non-contested issues.

Myth #6: The Maker of a Motion Gets to Speak First and Last

The maker of a motion has the right to speak first to a proposal. After that, the maker has no more rights to speak than other members. In fact, the maker cannot speak a second time unless everyone else who wishes to speak to the issue has had a chance.

Myth #7: “Old Business”

Opening up the floor to “Old Business” is not proper parliamentary procedure, and should never be done. First, “Old Business” is not a parliamentary term; second, it suggests a revisiting of any old thing ever discussed. The correct term to use is “Unfinished Business,” which makes clear that you are referring to specific items carried over from the previous meeting. A presiding officer never needs to ask, “Is there any Unfinished Business?” but simply states the question on the first item. Annual meetings generally have no unfinished business.

Myth #8: Yelling Out “Question!” Stops Debate

The Previous Question (or motion to close debate) is often handled wrong. Shouting “Question!” from the back of the room is not only bad form, it’s ineffective. The motion to close debate is just another motion. A member wanting to close debate must be recognized by the chair. The Previous Question requires a second and a two-thirds vote. Only the assembly decides when to end debate.

Myth #9: “Lay on the Table” Kills Sticky Issues

The motion to “Lay on the Table” temporarily delays a matter when some other urgent issue has arisen. Once the urgent matter is over, the group can resume the tabled matter. Because the motion to Table is undebatable and only requires a majority vote, it should not be used to get rid of a matter. *Robert’s* provides that the motion is out of order if the intent is to kill or avoid dealing with a measure.

Myth #10: The Chair Rules the Meeting

The chair is the servant of the assembly, not its master. Put another way, the chair can only get away with what the assembly allows. If the rules of the assembly are being violated, any member can raise a “Point of Order.” Once the chair rules on the Point of Order, a member can Appeal from the decision of the chair. If seconded, the Appeal takes the parliamentary question away from the chair and gives it to the assembly. The assembly is the ultimate decider of all procedural issues.

If you lead or attend meetings that conduct business, you should learn at least the basics of *Robert’s Rules* of parliamentary procedure. The benefits of a well-run meeting go beyond legal concerns. Proper procedure can turn long, confrontational meetings into short, painless ones. Eliminating these myths and educating your membership will bring your meetings more in line with proper procedure and result in shorter, more effective meetings. Have a great meeting!

By Jim Slaughter, Author of [*The Complete Idiot’s Guide to Parliamentary Procedure Fast-Track*](#)

**2025 ISMA 69th ANNUAL CONFERENCE
 HOSTED BY 12th DISTRICT
 April 4 - 6, 2025
 The Hilton Garden Inn, Edinburgh, IN
 Registration Form (please print)**

Name: _____

AAMA Member ID # _____ Credential: _____

Address: _____

(City, State, Zip) _____

Phone: _____ Cell: _____ Home: _____

Home Email address: _____

We need this information for your nametag please:

District (Chapter) Name: _____

Current responsibility and credentials: Local/State/National

Please circle one: Member Student member Not a member

Since April 2024, please check: _____ New CMA (AAMA) _____ Educator

_____ First time Conference attendee _____ Recertified CMA (AAMA)

FOOD ALLERGIES: _____

REGISTRATION DEADLINE: MONDAY, MARCH 17, 2025

No registrations accepted after March 24, 2025

All workshops, meals and entertainment are included in the total registration package. **Registrations received by March 17, 2025**

Members:	\$180.00	Student Members:	\$ 50.00
Non-member Students:	\$110.00	Non-members	\$ 225.00

Late Registrations received after March 17, 2025

Members:	\$205.00	Student Members:	\$ 75.00
Non-Students:	\$125.00	Non-members	\$255.00

One Day registration without meals:	\$150.00
Guest Meal only registration:	
Breakfast	\$ 30.00
	Dinner \$ 55.00

QUESTIONS?????????

Rita Michel, CMA (AAMA) remichel49@gmail.com (260) 358-7285

Pam Neu, CMA (AAMA), MBA msneu@yahoo.com (260) 750-7250

Please forward the completed form with check payable to:

ISMA Conference Fund	or	VENMO: @RitaMichel
Rita Michel, CMA (AAMA)		Email Registration to:
6710 W 600 N		remichel49@gmail.com
Huntington, IN 46750		

Hotel Reservations for 2025 ISMA Conference

April 4-6, 2025

Hilton Garden Inn Columbus/Edinburgh

12210 N Executive Drive

Edinburgh IN 46124

812 526 8600

Fax 812 526 9337

Our Room Rates: \$130.00 Two Double Beds

\$135.00 Suite

Maximum of four persons per room

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

The group cutoff date is March 24, 2025. We will continue to accept reservations after that date, but the group rate will not be honored. I provided the central reservations number for your group because they use a different system than we do on property, and it is much faster to book a group reservation through them than through the hotel. **Please encourage your attendees to use 1-877-STAYHGI to make their reservations. The hotel will not give credit to the group for anyone booking outside of the group block.**

AAMA BOARD OF TRUSTEES REPORT

The BOT met virtually on December 15, 2024. The website update was an overall success, but some features needed to be installed after the completion of the initial update. Currently, there is an issue with online dues renewal. Contact the membership department if you attempted to renew your dues on December 31, so they can help you and apply the correct date for your membership renewal.

Our committees are working very hard on behalf of the membership. On December 12 the Leadership Team sponsored a Mentoring CEU session. If you were not able to attend, it is available for viewing on the website. It was very interesting and contained a wealth of tips and techniques for mentoring in the workplace and AAMA. A new podcast interview of Paula Purdy, CMA (AAMA), past AAMA President, about resumes and interviewing was recently posted on the website. There is very valuable information for the interviewer, the interviewee and candidates running for AAMA office! You can also purchase new material from the AAMA store including AAMA decals and stickers. These are great inexpensive items for recruiting members and showing pride in your professional organization.

The next Board of Trustees meeting will be in Chicago, February 7-9, 2025, at the Downtown Embassy Suites. All members are invited to join us for the open sessions and often are asked to contribute to the board discussions. All attendees are offered the same hotel room rate which has been negotiated for the board.

Thank you for your support and contact either of us should you need assistance or information about your AAMA membership.

Pam Neu, CMA (AAMA), MBA
2024-2026 AAMA Trustee

Jane Seelig, CMA-A (AAMA)
2024-2025 Speaker of the House



ADDITIONAL DEADLINES

- Membership Dues** December 31, 2024 to be eligible to vote at ISMA Annual Conference
- Medical Assistant of the Year** Nominations by Chapters to President by January 1, 2025 and Forwarded to Physician Advisors (3) by February 1, 2025, for judging. Award to be presented at Annual State Conference Banquet.
- Leon Levi Award** Nominations to President by February 1, 2025, for judging. Award to be presented at Annual State Conference Banquet.
- Golden Apple Award** Nominations to President by February 1, 2025. Award to be presented at Annual State Conference Banquet.
- Nominating Slate (Officers)** Slate of Officers to be presented at the February 15, 2025, 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 (February 3, 2025)



For the ISMA Conference April 4-6, 2025

Don't Forget

**District Raffle Baskets
and Your District Door Prizes!**



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

