

# Med-A-Scoop

A Publication by the Indiana Society of Medical Assistants, Inc.  
[www.insocmedasst.org](http://www.insocmedasst.org)



## SPRING IN INDIANA

May/June Issue 2025



# 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

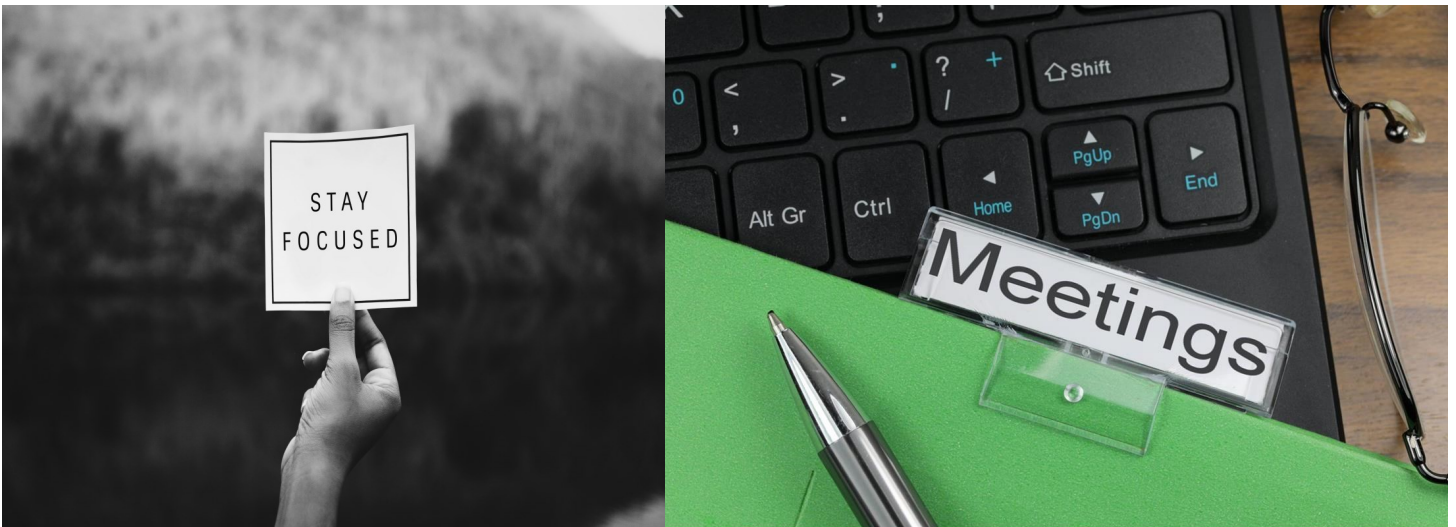
#### **Meeting**

June 14, 2025  
August 23, 2025  
November 8, 2025  
February 14, 2026  
April 17-19, 2026

#### **Med-A-Scoop Deadline**

May 3, 2025  
July 12, 2025  
September 17, 2025  
January 3, 2026  
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](mailto:msneu@yahoo.com)



## ISMA PHYSICIAN ADVISORS

**2025-2026**

| PHYSICIAN        | YEAR(S) TO SERVE | LOCATION           | TERM      |
|------------------|------------------|--------------------|-----------|
| Jeff Stidam, MD  | 3 years          | Southeast District | 2025-2028 |
| Kristi Peck, MD  | 2 years          | First District     | 2024-2027 |
| William Pond, MD | 1 year           | Twelfth District   | 2023-2026 |

## 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*<br>Pauline Pinnick, CMA*<br>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                       |
|--|----------------------------|-----------------------------|
| <b>President</b>                       | Paula Schubert, CMA (AAMA) | Schubertpaula63@hotmail.com |
| <b>Vice President</b>                  | Heidi Sisson, CMA (AAMA)   | hsisson@encompassworld.org  |
| <b>Recording Secretary</b>             | Kit Stine, CMA (AAMA)      | Katjalee@live.com           |
| <b>Immediate Past President</b>        | Dianne Wimsett, CMA (AAMA) | d.m.wimsett@hotmail.com     |
| <b>Treasurer</b>                       | Brandi Gaumer, CMA (AAMA)  | Blauderback86@gmail.com     |
| <b>Med-A-Scoop Manager and Website</b> | Pam Neu, CMA (AAMA), MBA   | msneu@yahoo.com             |

## DISTRICT DIRECTORS

| DISTRICT                     | NAME                       | EMAIL   |
|------------------------------|----------------------------|---|
| <b>East Central District</b> | Katie Maccoux, CMA (AAMA)  | klargent@lincolntech.edu  |
| <b>First District</b>        | June Brown, RMA            | jmbrown400@icloud.com   |
| <b>Southeast District</b>    | Joyce Edds, CMA (AAMA),    | mnedds@aol.com  |
| <b>St. Joseph District</b>   | Karen Pershing, CMA (AAMA) | klpershing1@gmail.com   |
| <b>Twelfth District</b>      | Rita Michel, CMA (AAMA)    | <u><a href="mailto:Remichel49@gmail.com">Remichel49@gmail.com</a></u> |
|                              |                            |   |

Dear ISMA Members,

Happy Spring!

ISMA concluded the 69<sup>th</sup> Annual State Conference on April 6. For those of you who could not attend, you missed awesome education, valuable opportunities for networking, and the opportunity to make new friends and catch up with old friends. Appreciation to the Twelfth District for hosting our conference weekend.

Congratulations to the 2025-2026 officers. Thank you for your time and desire to “Pay It Forward” using your experience. We know you will have a successful and productive year.

Remember, to avoid sitting again for the AAMA certification exam, you may attend the education offered by ISMA, your own or any other chapter offering workshops to obtain CEU’s. You only need twelve units every year to complete your recertification.

Our next ISMA meeting will be Saturday June 14, 2025, at IU North 11700 N. Meridian St. Entrance B, Carmel IN 46032. Lunch starts at 11:00, education starts at Noon, and the business meeting starts 15 minutes after the education ends. Please plan to be with us for all parts of the day. Your participation is needed to guide the future of ISMA. Please “Pay It Forward” by expressing your opinions and goals.

Always “Pay It Forward” as a Credentialed Medical Assistant. This is your organization, so get involved at the local, state, or national level. Dream big, watch how big the dream can become, and where it will lead you.

Paula Schubert, CMA (AAMA)







# **Eva Irwin Student Support Fund Winner-2025**

Kristine Turpin-Congratulations!

Ivy Tech Community College—Evansville

Dear Members of the Committee,

My name is Kristine R. Turpin. I am currently attending Ivy Tech Community College in Evansville, Indiana in the Medical Assisting Program. I have previously been in the medical field for over 20 years. I started doing medical transcription and worked at home for 5 years for Deaconess Hospital here in Evansville. Then, I became a Certified Pharmacy Technician and worked in that field for 11 years. My husband and I had twins and so I took a break from work. When they started preschool in August 2023, I decided to pursue my education further and signed up for the Medical Assisting Program. I decided that I wanted to get an associate's degree after just having certifications in medical transcription and pharmacy technician.

My mother had a brain tumor and had surgery in May 2022. She had to have someone take care of her and I took on that role. I helped her with her recovery, took her to all her therapy appointments as well as all her doctor appointments. I took care of everything she needed including housework, getting her groceries, managing her medications and money. I eventually had to get Power of Attorney as well as her healthcare advocate. It has been a very hard road for my mother. She has had other medical issues since the brain tumor.

For almost 3 years now, I have been taking care of her. After seeing everything my mother has been through, I realized that I want to be able to help people. I have always been on the opposite side of healthcare, and I decided that I would love to be on the clinical side and take care of patients in the outpatient setting. I love to take care of people. I am a very outgoing person and have a lot of knowledge in healthcare. I have been doing my externship, and this is my true calling being a Medical Assistant.

The AAMA membership means a lot to me. I take learning very seriously and my AAMA membership would allow me to learn so much more throughout my career. I also love what the AAMA has to offer as in networking abilities, and I am excited to go the state conferences. I have already met many people who are AAMA members, and they talk about how great of a program it is, and I agree. I am going to be proud to be a part of this great organization.

I am looking forward to my future as a Medical Assistant. I am looking at different specialties to see where I would like to work. I absolutely love the outpatient setting and I cannot wait to graduate in May 2025 and start working as a Certified Medical Assistant. I feel that this career will be very rewarding for me and my family. I look forward to a long and fulfilling career as a Medical Assistant. I am so thankful for this opportunity that has been given to me by Ivy Tech Community College, my professors, and the AAMA. I look forward to belonging to the AAMA for life.

Sincerely,

Kristine R. Turpin

**ISMA Board of Directors Meeting**  
**IU North Hospital**  
**11700 N. Meridian St. Entrance B**  
**Carmel, IN 46032**  
**June 14, 2025**  
**15 minutes following workshops**

|                         |  |
|-------------------------|--|
| Call to Order           | Paula Schubert, CMA (AAMA), President    |
| Invocation              | LaTress Woodley, CMA (AAMA) – Chaplain   |
| Medical Assistant Creed | Heidi Sisson, CMA (AAMA), Vice President |
| Credentials Report      | June Brown, RMA                          |

\_\_\_\_ 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                                  |
| 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  |
|                       | Procedure Manual – Jane Seelig, CMA-A (AAMA)  |

## ISMA Board of Directors Meeting Agenda continued

Ways & Means - Sandra Johnson, CMA (AAMA), MS, CPC  
ISMA 2026 State Conference – Co Chairs Tammy Daily, CMA (AAMA), June Brown, RMA

### Director Reports

East Central District – Katie Maccoux, 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, Jackie Raber, CMA (AAMA), CBSCHA, EMT

### Unfinished Business

Ad Hoc Committee—Kit Stine, CMA (AAMA)  
Raffle Basket Reminder  
2025 Post Conference Committee Report  
Final Roster  
Eva I. Irwin, CMA (AAMA) Medical Assistant Support  
Fund Recipient Recognition

### New Business

Election of Nominating Committee  
Submitting Excel Awards for Med-A-Scoop & Website

### Announcements

Med-A-Scoop Deadline – July 12, 2025  
Next Meeting – August 23, 2025

### Adjournment

Paula Schubert, CMA (AAMA), President



**INDIANA SOCIETY OF MEDICAL ASSISTANTS**  
**69th Annual Conference**  
**Business Meeting Minutes**  
**April 5, 2025**

**CALL TO ORDER**

The meeting was called to order by President Schubert at 10:39am

**PLEDGE OF ALLEGIANCE**

Was led by Vice President Sisson

**INVOCATION**

Was given by Chaplain Pershing

**MEDICAL ASSISTANT CREED**

Was led by Vice President Sisson

**INTRODUCTIONS**

Made by President Schubert

AAMA Representative: Shannon Thomas, CMA (AAMA), AAS AAMA Trustee from NC

Pam Neu, CMA (AAMA) MBA AAMA Trustee

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

ISMA Board of Directors

East Central District Alternate Katie Maccoux CMA (AAMA)

First District June Brown, RMA

St Joseph Karen Pershing, CMA (AAMA)

Southeast Sandra Johnson, MS, CMA (AAMA) CPC

Twelfth Rita Michel, CMA (AAMA)

West Central Jackie Raber, CMA (AAMA)

Past Indiana Presidents

Jane Seelig, CMA-A (AAMA) 1987, 1997, 2018, 2019

Marjorie Mikesell, CMA 1996, 2004

Rita Michel, CMA (AAMA) 2005

June Brown, RMA (2006)

Sandra Johnson, MS, CMA (AAMA) CPC 2008

Pam Neu, CMA (AAMA) MBA 2009

Joyce Edds, CMA (AAMA) CPT (ASPT) 2014, 2015

Clara Poirot, CMA (AAMA, CN-BC 2016, 2017

Karen Pershing, CMA (AAMA) 2020, 2021

Dianne Wimsett, CMA (AAMA) 2022, 2023

Life Members

June Brown, RMA

Marjorie Mikesell, CMA (AAMA)

Rita Michel, CMA

Medical Assistant of the Year Recipients

Sandra Johnson, MS, CMA (AAMA) CPC 1993

Jane Seelig, CMA-A (AAMA) 2002  
Karen Pershing, CMA (AAMA) 2005  
Rita Michel, CMA (AAMA) 2009  
Joyce Edds, CMA (AAMA) CPT (ASPT) 2010  
Clara Poirot, CMA (AAMA) CN-BC 2013  
Dianne Wimsett, CMA (AAMA) 2018  
Pam Neu, CMA (AAMA) MBA 2024

#### Leon Levi Award Recipients

Jane Seelig, CMA-A (AAMA)  
Marjorie Mikesell, CMA (AAMA)  
Sandra Johnson, MS, CMA (AAMA), CPC  
Rita Michel, CMA (AAMA)  
Pam Neu, CMA (AAMA) MBA

#### Golden Apple Award Recipients

Sandra Johnson, MC, CMA (AAMA) CPC  
Pam Neu, CMA (AAMA), MBA  
Rita Michel, CMA (AAMA)

#### Honorary Members

Bruce Johnson  
James Ginder

#### 2025 ISMA Conference Chairs

Rita Michel, CMA (AAMA)  
Pam Neu, CMA (AAMA) MBA

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

\_\_36\_\_ registered \_\_25\_\_ voting power \_\_13\_\_ quorum \_\_13\_\_ majority \_\_17\_\_ 2/3

#### **Additions/Corrections to the Agenda**

Rita Michel, CMA (AAMA) reported that on page 23 Dianne Wimsett, CMA (AAMA) should be listed as Immediate past President and June Brown, RMA (AAMA) sent report however, it was not printed. A new report was distributed at the pre-board meeting Friday, April 4., 2025. Also, Karen Pershing submitted a report that was not printed in the conference book.

#### **Adoption of Conference Program Booklet**

Rita Michel, CMA (AAMA), Conference Co- Chair—Conference Chair moved Conference book be adopted as amended with corrections that were made earlier. All in favor of Conference book as amended, adopted by voice vote.

**Correspondence** Jane Seelig, CMA-A (AAMA)

AAMA BOT highlights which are also available on the AAMA website

Loxie Kisler, CMA (AAMA) Bylaws and Resolutions committee chair informed us that our submitted bylaws were reviewed and found to be in compliance with the AAMA bylaws  
Monica Case, CMA (AAMA) Nominating Committee Chair notification that there are 9 positions open for the BOT this year with duties and qualifications for each office.



Kristine Sears, CMA (AAMA), member of the AAMA Nominating committee communicated that these positions are open along with the paperwork for anyone wishing to run. Form received to advertise in the Annual Conference Book which was given to Paula Schubert, CMA (AAMA) to complete.

Virginia Thomas CMA (AAMA) President AAMA notifying us that bidding is open for the 2027 AAMA Annual Conference.

Certifying Board request for proposal for the development of a theory and techniques of intravenous (IV) Intuition and Discontinuation course

Maxine Williams Scholarship fund is open for contributions

**Secretary's Report** Katja "Kit" Stine, CMA (AAMA) Annual conference minutes were published in the Med-A-Scoop and on pages 13-17 in the Conference book. No additions or corrections made, the report will be filed for audit.

**Report of the Annual Meeting Minutes Audit**

Sandra Johnson, CMA (AAMA), MS, CPC published on page 17 of conference book, there was one minor spelling change made, will be filed for audit.

**Treasurer's Report**

Brandi Gaumer, CMA (AAMA) Published in conference book on page 19. One correction since last meeting in February IMMA date should be changed to 3/31/25 with a new amount, CD date should be changed to 3/31/25 with a new amount and total. No further corrections or questions. Report filed for audit.

**Presentation of Bills** Paula Schubert, CMA (AAMA)--There were no bills presented.

**Report of the Financial Audit Committee**

Karen Pershing, CMA (AAMA) Report is on page 18 of the Conference book. There being no corrections it will be filed for audit.

**Reading of the Rules** Presented by Rita Michel, CMA (AAMA), Parliamentary Advisor

**Introduction of Pages, Tellers, & Timekeeper** Paula Schubert, CMA (AAMA), President

Timekeeper: Glennella Bruce, RN, CMA-C (AAMA)

Tellers: Marjorie Mikesell, CMA (AAMA)

Jenifer Robbins, CMA (AAMA)

Tabitha Terry, CMA (AAMA)

Pages: Samantha Tiemery CMA, (AAMA)

Syera Franklin, CMA, (AAMA)

**Instructions to Pages, Tellers, & Timekeeper**

Presented by Rita Michel, CMA (AAMA), Parliamentary Advisor

**Nominating Committee**

Jane Seelig, CMA-A (AAMA) Report is on page 39 and read for members. All candidates are in good standing with dues being current.

**Nominations from the Floor** Paula Schubert, CMA (AAMA), President opened nominations from the floor. There were no nominations for any of the open positions. There being no other nominations from the floor, the nominations were closed. The bylaws allow for the nominees to be elected by acclamation eliminating the necessity of casting a ballot.

Marjorie Mikesell, CMA (AAMA) moved that we accept the slate of officers by acclamation. Motion carried, unanimously.

#### **Election Results**

Pam Neu, CMA (AAMA), MBA-Med-A-Scoop and Website Manager  
Brandi Gaumer, CMA (AAMA)-Treasurer  
Kit Stine, CMA (AAMA)-Recording Secretary  
Heidi Sission, CMA (AAMA)-Vice President  
Paula Schubert, CMA (AAMA)-President

#### **SUPPLEMENTAL REPORTS OF STANDING COMMITTEES**

**Proposed Budget** Brandi Gaumer, CMA (AAMA) Report is on page 20 of conference book. Karen Pershing, CMA (AAMA) moved that we accept the ISMA budget for 2025-2026. Motion carried, unanimously.

**Bippus State Bank** Rita Michel, CMA (AAMA) discussed the changes to CD and explained the report on page 18 of Conference book.

#### **Revised ISMA Procedure Manual**

Jane Seelig, CMA-A (AAMA) report is on page 39 of the Conference book. It will be distributed to the board tomorrow and will be posted on the website.

#### **Revised ISMA Conference Guide**

Karen Pershing, CMA (AAMA) report is on page 36 of the Conference book. It will be distributed tomorrow and posted on the website.

#### **2025 ISMA Annual Conference Report**

Rita Michel, CMA (AAMA) report is on page 37 of the Conference book.

#### **Adoption of ISMA Bylaws and Standing Rules**

Jane Seelig, CMA-A (AAMA) report is on page 35 of the Conference book. The proposed changes were presented and distributed to all present at the meeting. Jane read current wording, proposed wording, and rationale. Each proposed change was voted on by voice and all changes were approved unanimously.

#### **ARTICLE V MEMBERSHIP**

##### **SECTION 2 QUALIFICATIONS**

##### **LIFE**

A life member shall be an active member who has had life membership conferred, for having made an outstanding contribution to the Indiana Society of Medical Assistants. Any member of the Board of Directors and any component chapter may submit to the Board for its consideration the name of a candidate for life membership. The individual's name and a statement outlining contributions shall accompany the nomination. Nomination must be made ninety (90) days prior to the Annual Business Meeting. The nominee's candidacy shall be voted on no later than the February/March Board of Directors meeting. Award of Life Membership requires a two thirds (2/3) vote by ballot of the Board of Directors. There shall be no more than one life membership conferred in one year. A life member shall not pay AAMA dues and shall continue to enjoy all the rights and privileges of active membership.

#### **STANDING RULES**

##### **REMOVE RULE #7**

The Vice President of ISMA is to order a corsage for the President of the Indiana Society and/or any AAMA officer who is a member of the Indiana Society, to be paid for by the ISMA Treasury for the National Conference.

##### **REMOVE RULE #10**

The conference-hosting chapter or the ISMA President shall arrange for a professional parliamentary advisor for the annual business meeting, if desired.

## Rule #11 DUTIES OF OFFICERS/BOARD OF DIRECTORS

### B. VICE PRESIDENT

The Vice President shall assist the President in duties throughout the year and automatically assume the duties of the President in this officer's absence. The Vice President shall succeed to the office of President in case of a vacancy therein. The Vice President shall chair the Continuing Education committee, and perform such other duties as ordinarily pertain to the office.

## Rule #11 DUTIES OF OFFICERS/BOARD OF DIRECTORS

### E. TREASURER

The duties of this office begin and conclude at the first Board of Directors meeting following the post conference meeting when the financial records and books are transferred to the newly elected Treasurer. The Treasurer shall have charge of all funds of the Society and shall deposit in a timely manner all said funds in a bank, approved by the Board of Directors. All disbursements shall be made by check. The Society shall furnish a bond for the Treasurer, conditioned upon the faithful performance of duties, in the amount which the Board of Directors shall from time to time determine. The Treasurer's books shall not be closed until three (3) weeks prior to the Annual Meeting each year. Financial records shall be audited at that time by the Auditing Committee and the interim report provided to the President of the Indiana Society of Medical Assistants. The treasurer shall make a final report of receipts and expenditures from the above closing date of the Annual Report through the final Board meeting. This report shall also be audited by the Audit Committee and presented to the newly elected Treasurer with the Treasurer's books. A copy of this report is to be given to all the officers and read to the Board members. The Treasurer, only upon receiving an authorized and itemized voucher with receipt will pay all budgeted expenses within two weeks of receipt. The Treasurer shall be chair of the Budget and Finance Committee.

## 12. AWARD COMMITTEES

### A. MEDICAL ASSISTANT OF THE YEAR

Every year each Chapter/District may submit a written summary of qualifications of their chosen nominee for this honor who is a member of their District. Individual members may not submit a letter of nomination. The letter of nomination is written without mention of individual member name until the last line of the letter. The letter is sent to the President who forwards the letter with the last line blacked out to the Physician Advisors for consideration. Criteria are based on individual contributions to the Society, profession, work-related and civic activities. Selection is made by the ISMA Physician Advisors with the award presented at the Annual Conference Awards Banquet.

## 13. ANNUAL CONFERENCE

Special invitations to the Annual Conference shall be extended over the President's signature. The Society Physician Advisors and the President and Executive Secretary of Indiana State Medical Association, Life and Honorary members shall be invited to the Annual Conference. Special seating arrangements and recognition may be provided for the Past President's, Chapter Presidents, and State Directors at the President's Banquet. Complimentary rooms for the conference are to be assigned as follows: One room for the Conference Chair and Vice Chair; Conference Registration Chair and Conference Ways and Means Chair; assigned representative from AAMA. Double occupancy rooms for ISMA elected officers, Corresponding Secretary, Parliamentary Advisor and Honorary members. A suite will be provided for the President. If these named recipients request other room arrangements, they have the option of being reimbursed at one half equivalency or the individual's partial room rate expense. Complimentary room expenses are to be a budgeted state expense.

### **Eva I. Irwin CMA (AAMA) Student Support Fund**

Sandra Johnson, CMA (AAMA), MS, CPC made everyone aware that no one has applied in a few years for this. She reviewed the guidelines for the award. Jennifer Julian, CMA (AAMA), MHA from First District announced that she did have a student apply this year. This will be investigated.

**NEW BUSINESS**

**Donations** We will make a \$100 donation to the Eva I Irwin CMA (AAMA) Student Support Fund, Maxine Willaims scholarship fund and the Ivy Reade Relkin Fund per by our bylaws.

**Election of Physician Advisor**

Dr. Jeff Stidham, from Southeast District was elected to another three-year term. He is the son of our deceased member Joy Stidam CMA.

**Election of 2025 AAMA HOD Delegates**

This year we are allowed to have six delegates. The first two delegates are President, Paula Schubert, CMA (AAMA) and Vice President, Heidi Sisson, CMA (AAMA) leaving four delegates to be elected. The following members expressed interest in serving as an ISMA delegate to the 2025 AAMA House of Delegates:

- Kit Stine, CMA (AAMA)
- Brandi Gaumer, CMA (AAMA)
- Karen Pershing, CMA (AAMA)
- Joyce Edds, CMA (AAMA)

Marjorie Mikesell, CMA (AAMA) moved that we elect these candidates by acclimation. Motion carried, unanimously.  
Members planning to attend 2025 AAMA Conference are Sandra Johnson, CMA (AAMA), MS, CPC and Janet Boyer, CMA (AAMA)

**ANNOUNCEMENTS**

2026 ISMA 70th Conference First District  
June Brown, RMA (AAMA) conference co-chair announced the conference will be in New Harmony IN April 17-19, 2026. They have locked in a room rate of \$99. Additional details will be shared throughout the planning process.

**RECESS** Meeting was recessed at 12:18pm by President Schubert.

Kit Stine, CMA, (AAMA)  
Recording Secretary

\*\*\*\*\*



**April 6, 2025**

**Medical Assistant Creed**      Led by Vice President Sisson

**2025-2026 Committee Chairs** were announced by President Schubert

|  |                                     |
|--|-------------------------------------|
| Audit - Financial                      | Karen Pershing, CMA (AAMA)          |
| Audit-Minutes                          | Jane Seelig, CMA-A (AAMA)           |
| Budget and Finance                     | Brandi Gaumer, CMA (AAMA)           |
| Bylaws and Standing Rules              | Jane Seelig, CMA-A (AAMA)           |
| Certification                          | Katherine Maccoux, CMA (AAMA)       |
| Conference Guide                       | Karen Pershing, CMA (AAMA)          |
| Continuing Education                   | Heidi Sisson, CMA (AAMA)            |
| Councell of Past Presidents            | Dianne Wimsett, CMA (AAMA)          |
| Credentials                            | June Brown, RMA                     |
| Eva I. Irwin CMA (AAMA)                |                                     |
| Medical Assistant Support Fund         | Sandra Johnson, CMA (AAMA), MS, CPC |
| ISMA Liaison/Public Policy/<br>Affairs | Tammy Daily, CMA (AAMA)             |
| ISMA 2026 Annual Conference            | Tammy Daily, CMA (AAMA)             |
| Membership                             | Dianne Wimsett, CMA (AAMA)          |
| Mentoring                              | Pam Neu, CMA (AAMA), MBA            |
| Procedure Manual                       | Jane Seelig, CMA-A (AAMA)           |
| Student Support                        | Dianne Wimsett, CMA (AAMA)          |
| Ways and Means                         | Sandra Johnson, CMA (AAMA), MS, CPC |

Credentials Report June Brown, RMA

16 registered 12 voting power 7 quorum 73 majority 8 2/3

**Presentation of Bills** There were no bills presented.

## Committee Reports

Ad Hoc Silent Auction- Kit Stine, CMA (AAMA) The committee met yesterday and propose changing the November meeting fundraising from a silent auction to raffle baskets. Each chapter would be responsible for donating a basket. The details will be finalized at our June meeting. This proposal was very well received.

|                         |                              |
|-------------------------|------------------------------|
| <b>District Reports</b> | Deferred to the next meeting |
|-------------------------|------------------------------|

## **UNFINISHED BUSINESS**

**2025 State Conference** Rita Michel, CMA (AAMA) and Pam Neu, CMA (AAMA), MBA reported that all the bills have been paid. They feel there may be about a \$1,500 profit. They thanked East Central for gathering the speakers for the conference.

**PIPS 2025** Dianne Wimsett, CMA (AAMA) \$241 was raised this weekend. Jane Seelig, CMA-A (AAMA) is adding \$125 from cookie sales. These proceeds will be donated to Riley Foundation.

**Ways and Means 2025** Sandra Johnson, CMA (AAMA), MS, CPC \$695 was raised through raffle basket sales and \$125 for Wounded Warriors.

## **NEW BUSINESS**

Election of Executive Board

ISMA Immediate Past Presidents Sandra Johnson, CMA (AAMA), MS, CPC and Karen Pershing, CMA (AAMA) volunteered for this.

2027 BID for National Conference

After discussion it was decided that our state would a bid to host the 2027 AAMA National Conference. The form was completed during the meeting and will be submitted to AAMA by Kit Stine, CMA (AAMA).

Announcements

Med-A-Scoop Deadline: May 3, 2025

Next Meeting: June 14, 2025

IU North Hospital

11700 N Meridian St

Entrance B, rooms A, B, C and D

Carmel, IN 46032

Other Important Dates:

Indiana State Medical Association Conference

September 5-7, 2025

Embassy Suites

Plainfield, IN

AAMA Annual Conference

September 18-22, 2025

Hyatt Regency Crystal City at Reagan National Airport

Arlington, VA

Indiana Society of Medical Assistants Conference

April 17-19, 2026

New Harmony Inn

New Harmony, IN

AAMA Annual Conference

Sept 14-17, 2026

The Grand Sierra Resort and Casino

Reno, Nevada

Adjournment

President Schubert adjourned the meeting at 12:45pm



# How To Use Goal Setting Theory For Your Work Goals

By Tracy Brower, PhD,  
Senior Contributor.

Dr. Tracy Brower writes about happiness and the future of work.



Use goal setting theory to reach your goals.

If you want to have a great year, you'll boost your likelihood of success by setting goals. And using goal setting theory, specifically, is the best way to ensure you achieve all that you aspire to. While you may think you've heard it before—goal setting theory will probably surprise you.

You're wise to create goals and work toward them. Because having something to strive for will [help you thrive](#)—because it is strongly related to your wellbeing and happiness. Relaxation is great, and we all need it, but you also need a reason to get up in the morning or inspiration to get off the couch—and goals are an effective way to motivate yourself toward a better you.

You've probably heard of SMART goals: Goals that are specific, measurable, actionable, realistic and time bound. But while they are Related to goal setting theory, they're not the same. Here's what goal setting theory (really) is—and how it can work for you.

## What Is Goal Setting Theory

Goal setting theory says that you'll be more motivated and more likely to behave in ways to achieve your desired outcomes when goals have a few key characteristics, namely clarity, challenge, commitment and feedback.

You can rely on this framework, because goal setting theory is the result of research by [Locke and Latham](#) who analyzed 400 different studies on goals, motivation and behavior and found the primary aspects that mattered most to performance and outcomes.

So how can this be applied to professional goals, and what are some examples of good professional goals for the new year? Here are the most important points to know.

### 1. Goals Must Be Clear and Specific

Goals must be clear and specific. When goals are specific, you're more likely to achieve them, because you know what you're going after. For example, your general goal to advance your career won't work as well as a more specific goal to build your professional network with three new contacts this year.

Professionally, you can use goal setting theory to establish a few primary goals that are precise and detailed. For example, you may want to set a goal to build your network through becoming a member of a professional organization and joining a committee for the group.

### 2. Goals Must be Challenging

Goal setting theory also finds that challenging goals are the most motivational. It's best to find your sweet spot between something that's tough, but not so difficult

that it's beyond your capabilities. This will be different for everyone, so you'll need to try and test for things that will be the most meaningful and relevant to you.

Interestingly, you're more likely to reach a goal when you believe you have the capacity and capability to be successful, according to the research by Locke and Latham. This is why you need to find the right balance in something that is challenging, but also doable.

Professionally, you can use goal setting theory to establish the right level of challenge. For example, you might want to pursue new learning that is related to your field—through obtaining a certification, accumulating class credits or micro credentials. Set your goal so it stretches you, but not to the point that it exhausts you or undermines your confidence.



Reach your targets using goal setting theory.

GETTY

### 3. Goals Must Include Commitment

You'll also be most likely to achieve your goals when you're committed to them. Ensure that the objectives you're setting are important to you, personally. Sometimes we can be influenced by others and drawn toward goals that get a lot of attention online—but you're most likely to shift your behavior and take action to achieve your goals when you're personally enthusiastic about the outcomes you'll accomplish.

Professionally, you can use goal setting theory by ensuring your interest in a goal. Consider a few different goals and then determine what you're most enthusiastic to achieve.

For example, getting to a leadership position may be on your list, but you realize managing people isn't what you love, so you choose to become a mentor instead. Or it may seem cool to start a business, but you realize that you prefer a steady paycheck and the relationships you have with your team, so you decide to pursue a promotion with your employer instead.

The key is to check in with yourself and commit to something that is personally motivating to you.

#### 4. Goals Must Include Feedback

With goal setting theory, another critical component is feedback. If you set a goal and don't know how you're progressing, it will be hard to stay motivated. On the other hand, if you can see how you're doing—for better or worse—and **with small wins** or big bets—you'll be able to make adjustments or course corrections. And these will increase your likelihood for success.

Professionally, you can use goal setting theory by establishing check points or feedback systems for yourself. If your goal was to accumulate certain certifications, you can easily determine how many you've accomplished.

Or if your goal is to establish your personal brand on a social network, you can measure the level of engagement you receive. If you set a goal to make good choices about how you spend your time in work and life, you can seek feedback from family members and teammates about how you're following through on projects and presence.

#### Consider These Career Goals

So, what are good career goals? The career goals you establish will depend on what's most important to you. There are all kinds of options to consider.

Get promoted or advance to leadership

Achieving greater career stability or a pay increase

Start a business or a side hustle

Develop your personal network or your personal brand

Start an employee resource group or affinity group

Create stronger friendships at work

Establish a professional relationship as a mentor or a mentee

Accomplish a learning or development goal

Work toward greater work-life fulfillment and choice making

Use these as idea starters and align them with goal setting theory by developing them for yourself clearly and challenging as well as measurable—so you can get feedback. And then commit yourself to them.

### Why Goals Work

All this effort toward goal setting will certainly be worth your time, because goals really work—to motivate you and others. There are five reasons for their effectiveness.

***Focus.*** Goals tend to focus on you. Rather than trying to do everything and having paltry results in multiple areas, goals force you to prioritize and choose to do a few key things especially well.

**Attention.** Goals also galvanize your attention and motivate you to develop strategies to attain them. With so much distraction, keeping goals top of mind helps you plan your approach and target your energy.

**Persistence.** You're also more likely to stick with the effort it takes to achieve an outcome when you're focused on a clear goal. The goal validates that it was important to set—and important to persevere toward. And interestingly, [perseverance is linked with happiness](#) and mental health as well.

**Future.** Goals also focus on the future. It is fundamentally hopeful to commit yourself to something you want to improve, achieve or accomplish. And optimism—and [staying positive](#)—are good for your mental health.

**Esteem.** Goals also help you increase your self-esteem because they remind you about what you're capable of—and that you believe in yourself to get there. And this is also [good for mental health](#).

Interestingly, research found that when people set goals, they were more likely to give attention and focus to behaviors—and they were more likely to be persistent and develop strategies to reach outcomes. All of this resulted in better performance and greater likelihood of achieving desired outcomes.

This was particularly true when goals were both challenging and specific—as compared with goals that weren't challenging or lacked detail. This is according to research published in [Educational Research Review](#).

Make Goal Setting Theory Work for You

So, is goal setting theory likely to work for your goals? Yes!



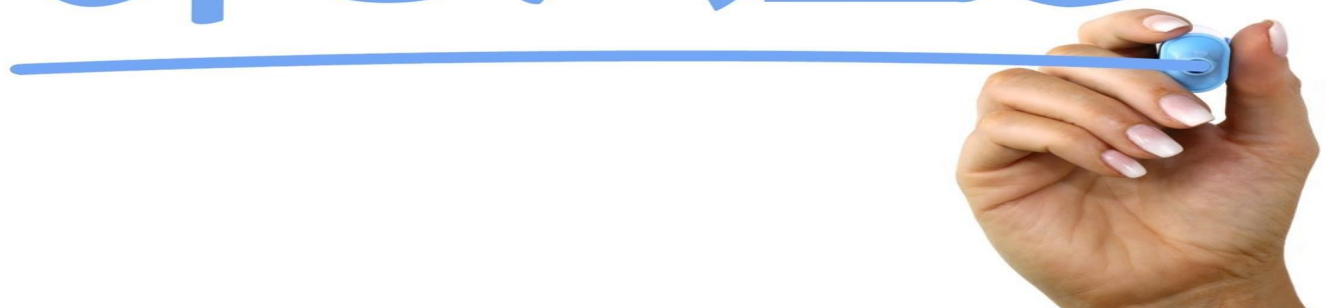
Ultimately, the approach will work for you because it's straightforward to use and apply. There is a ton of research that proves it works for others, and it can work for you as well—when you *commit* to professional goals that are *clear* and *challenging*, that include *feedback* so you can monitor your progress.

Here's to a great year and a better you—making goal setting theory work for you.

Taken from Forbes online: <https://www.forbes.com/sites/tracybrower/2024/12/30/how-to-use-goal-setting-theory-for-your-work-goals/>



# GOALS



## AAMA BOARD OF TRUSTEES REPORT

May 8, 2025

April is a busy month for the Board of Trustees with Representative Bureau Assignments. Jane joined the Alabama Society virtually April 11-12 and Montana Society April 25-27 in person. Pam experienced a travel adventure to Nebraska Society on April 24. Fortunately, her return home on April 27 was less chaotic. Our exposure to how other societies conducts business is both enlightening and encouraging with an added bonus of topics for future education.

Progress is being made on the website upgrade. If you have any issues, please use the “feedback” tab on the right side of the page. If this does not work, let one of us know immediately please. As documents are updated and approved, they are being put onto the website. Look for the Volunteer Leaders Procedure Document for descriptions of all the AAMA volunteer opportunities available to you.

A focus group led by the Leadership committee is providing input to be used for guiding AAMA into the future. Please volunteer to serve on an AAMA board or committee by submitting a completed Volunteer Leadership form by August 1, 2025. Your contributions are essential to the future of AAMA.

Registration for the 2025 AAMA Conference in Arlington Virginia is available on the AAMA website. Virginia Society has lots of exciting workshop speakers and topics planned for this conference. Make plans now to attend and experience the wonders of the area.

The Certifying Board wants to remind you that there is an alternative pathway for credentialed medical assistants to become AAMA certified. Please share this with your co-workers. Testing candidates are allowed to make six attempts to pass the exam in a twelve-month period. A pathway for educators to sit for the AAMA Certification exam will be announced soon.

The next BOT meeting is in Reno Nevada June 5-6, 2025, at the Grand Sierra Resort and Casino which is the site for the 2026 AAMA Conference. Please let us know if you have any issues you want discussed at the meeting.

Jane is running for another term as AAMA Speaker of the House. It is for a two-year term and voting will be on September 20.

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



**AMERICAN ASSOCIATION  
OF MEDICAL ASSISTANTS®**



*At times during a meeting, a word or phrase may not be understood. This is a guide that may clarify those terms or help with how a motion should be stated.*

## ***Robert's Rules of Order Cheat Sheet***

| Action                      | What to say   | Can inter-<br>rupt<br>speaker? | Need a Sec-<br>ond? | Can be De-<br>bated? | Can be<br>Amended? | Votes Need-<br>ed |
|-----------------------------|---|--------------------------------|---------------------|----------------------|--------------------|-------------------|
| Introduce main motion       | <i>"I move to..."</i>   | No                             | Yes                 | Yes                  | Yes                | Majority          |
| Amend a motion              | <i>"I move to amend the motion by... (add or strike words or both)"</i> | No                             | Yes                 | Yes                  | Yes                | Majority          |
| Move item to committee      | <i>"I move that we refer the matter to committee"</i>                   | No                             | Yes                 | Yes                  | No                 | Majority          |
| Postpone item               | <i>"I move to postpone the matter until..."</i>                         | No                             | Yes                 | Yes                  | No                 | Majority          |
| End debate                  | <i>"I move the previous question."</i>                                  | No                             | Yes                 | Yes                  | No                 | Majority          |
| Object to procedure         | <i>"Point of order."</i>  | Yes                            | No                  | No                   | No                 | Chair Decision    |
| Recess the meeting          | <i>"I move that we recess until..."</i>                                 | No                             | Yes                 | No                   | No                 | Majority          |
| Adjourn the meeting         | <i>"I move to adjourn the meeting,"</i>                                 | No                             | Yes                 | No                   | No                 | Majority          |
| Request information         | <i>"Point of information"</i>   | Yes                            | No                  | No                   | No                 | No Vote           |
| Overrule the chair's ruling | <i>"I move to overrule the chair's ruling."</i>                         | Yes                            | Yes                 | Yes                  | No                 | Majority          |

(Continued from previous page)

| Action  | What to say   | Can interrupt speaker? | Need a Second? | Can be Debated? | Can be Amended? | Votes Needed |
|---|---|------------------------|----------------|-----------------|-----------------|--------------|
| Extend the allotted time                                    | "I move to extend the time by ____ minutes."          | No                     | Yes            | No              | Yes             | 2/3          |
| Enforce the rules or point out incorrect procedure          | <i>"Point if order."</i>                              | Yes                    | No             | No              | No              | No Vote      |
| Table a motion  | <i>"I move to table..."</i>                           | No                     | Yes            | No              | No              | Majority     |
| Verify voice vote with count                                | <i>"I call for a division."</i>                       | No                     | No             | No              | No              | No Vote      |
| Take up a previously tabled item                            | <i>"I move to take from the table..."</i>             | No                     | Yes            | No              | No              | Majority     |
| Reconsider something already disposed of                    | <i>"I move to reconsider our action to."</i>          | Yes                    | Yes            | Yes             | Yes             | Majority     |
| Consider something out of its scheduled order               | <i>"I move to suspend the rules and consider...."</i> | No                     | Yes            | No              | No              | 2/3          |
| Close the meeting for executive session                     | <i>"I move to go into executive session."</i>         | No                     | Yes            | No              | No              | Majority     |
| Personal preference – noise, room temperature, distractions | <i>"Point of privilege"</i>                           | Yes                    | No             | No              | No              | No Vote      |

## **ISMA CODING CORNER**

In March 2023, the FDA issued a Final Rule effective on September 10, 2024, updating specific requirements when reporting mammography results as well as other quality control measures. These are:

- (1) The addition of three new assessment categories in order to more precisely classify findings.
- (2) A specific timeframe for reporting results with findings of “suspicious” or highly suggestive of malignancy.”
- (3) A requirement to include an assessment of breast density; specifically, identifying to be “dense” or “not dense” rather than the currently used wording of “high or low-density.
- (4) The summary report provided to patients must include specific statements for dense or non-dense findings.
- (5) The report provided to the patient’s healthcare provider must include an overall assessment of breast density using of four specific categories.

Breast density is important not only for the patient’s health but also reimbursement implications for radiologists as it can also obscure lesions on conventional mammograms as well as other screenings such as MRI or ultrasounds that may be required for follow-up. It may also be common for patients with dense breast tissue to require more frequent screenings due to their increased risk.

The codes for some of the more common procedure recommendations are:

- Contrast enhanced mammography (CEM) which is faster and less costly than MRI and is frequently used as a follow-up to an abnormal screening mammogram. Appropriate billings are as follows:

- CEM procedure – contrast injection code is 96374; the contrast itself is Q9967 for the technical component. Direct supervision is required for the contrast administration if not performed by the physician.
- There are normal precautions for patients with renal disease or iodine allergies.

While most payers are required to cover traditional screening mammograms, other imaging modalities may be required. These may also include breast MRI or ultrasound. It is noted that this status of coverage may vary and change from state to state. There are federal “sponsors,” including Medicare, that are working to pass a bill to cover screening and coverage of all women in their forties to cover annual screening and diagnostic breast imaging for women with dense breasts and/or those are at higher risk for breast cancer, including a family history. As this is a “Grade B” recommendation, the Affordable Care Act (ACA) will require more private health insurance plans to cover the screenings without charging patients for deductibles, copays, or coinsurance.

While screening is covered for most patients, it continues to be a challenge with insurance carriers and is being closely followed on both the state and federal level.

Reference: BC Advantage; March/April 205, Issue 20.2 [www.billing-coding.com](http://www.billing-coding.com)  
Sandra Johnson, MS, CMA-AAMA, CPC, Southeast District

## **ADDITIONAL DEADLINES**

|  |  |
|--|--|
| <b>Membership Dues</b>                     | <b><u>December 31, 2025</u></b> to be eligible to vote at ISMA Annual Conference   |
| <b>Medical Assistant of the Year</b>       | Nominations by Chapters to President by <b><u>January 1, 2026</u></b> and forwarded to Physician Advisors (3) by <b><u>February 1, 2026</u></b> , for judging. Award to be presented at Annual State Conference Banquet. |
| <b>Leon Levi Award</b>                     | Nominations to President by <b><u>February 1, 2026</u></b> , for judging. Award to be presented at Annual State Conference Banquet.  |
| <b>Golden Apple Award</b>                  | Nominations to President by <b><u>February 1, 2026</u></b> . Award to be presented at Annual State Conference Banquet.   |
| <b>Nominating Slate (Officers)</b>         | Slate of Officers to be presented at the <b><u>February 15, 2026</u></b> , State Board Meeting.  |
| <b>Bylaws, Standing Rules, Resolutions</b> | Any proposed changes to Bylaws, Standing Rules, Etc. must be provided to the membership 60 days prior to Annual State Conference <b>(February 3, 2026)</b>   |





## ***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 each time 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