

MED-A-SCOOP

A PUBLICATION BY THE INDIANA SOCIETY OF MEDICAL ASSISTANTS, INC.

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MAY/JUNE 2026 EDITION

INDIANA | Society of
Medical Assistants



AN AFFILIATE OF THE
AMERICAN ASSOCIATION 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

Date's To Remember

2026-2027 ISMA STATE BOARD MEETINGS AND WORKSHOPS

All state board meetings will be held at

IU Hospital North

11700 N Medidian St Entrance B

Carmel IN 46032

Workshop 12 noon EST, Meeting Registration 2:15pm EST



Med-A-Scoop Deadline

Meeting Date

May 6, 2026

June 20, 2026

July 4, 2026

August 15, 2026

October 3, 2026

November 14, 2026

January 9, 2027

February 20, 2027

February 26, 2027

April 9-11, 2027

Please mail or e-mail all district news for Med-A-Scoop publication directly to:

Teresa Hallmen, CMA (AAMA), MSEd, CPC

191 Barrio Lane Apt 106

Lafayette IN, 47909

Cell: 410-422-1626

Email: tcrowley125@gmail.com

President's Letter



Happy Spring!

I was rudely awakened last night by phone alerts and tornado sirens. It is the season, so we need to make our action plans for rough conditions. My safe place is my laundry room as it doesn't have any windows. A friend reminded me that when we have bad weather— especially at night- we need to listen to news team directions because it is hard to see tornados at night! Not listening could cause outcomes that we don't want, so please be safe.

ISMA concluded the 70th Annual State Conference on April 19. For those of you who could not attend, you missed out on CEUs, fun shopping, and spending time with new and old friends. A big thank you to the First District for hosting our conference weekend.

Congratulations to the 2026-2027 officers. Thank you for saying yes to using your experience, skills, caring hands, and hearts to serve the ISMA. I look forward to working with you all.

Our next ISMA meeting will be Saturday June 20, 2026, 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 join us as your participation is needed and wanted. This is your organization, so please get involved.

Enjoy the warmer weather! I encourage you to also have an action plan for nice conditions. I, for one, look forward to taking my daily walk outside before it gets too hot. Why not use part of your lunch or break time to get a walk in. Stepping away from work is refreshing, and we can often be more productive afterwards.

Take care!

Heidi Sisson CMA (AAMA)

Board of Directors

OFFICE	NAME	EMAIL
PRESIDENT	Heidi Sisson, CMA (AAMA)	banguigirl@gmail.com
VICE PRESIDENT	Kit Stine, CMA (AAMA)	katjalee@live.com
SECRETARY	Brandi Gaumer, CMA (AAMA)	blauderback86@gmail.com
TREASURER	Karen Pershing CMA (AAMA)	klpershing1@gmail.com
WEBSITE MANAGER	Pam Neu, CMA (AAMA), MBA	msneu@yahoo.com
MED-A-SCOOP EDITOR	Teresa Hallmen CMA (AAMA), MSEd, CPC	tcrowley125@gmail.com
IMMEDIATE PAST PRESIDENT	Paula Schubert, CMA (AAMA)	Schubertpaula63@hotmail.com

District Directors

DISTRICT	NAME	EMAIL
EAST CENTRAL DISTRICT	Tabitha Terry, CMA (AAMA)	tterry916@outlook.com
FIRST DISTRICT	June Brown, RMA	jmbrown400@icloud.com
ST. JOSEPH DISTRICT	Karen Pershing CMA (AAMA)	klpershing1@gmail.com
TWELTH DISTRICT	Rita Michel, CMA (AAMA)	remichel49@gmail.com
WEST CENTRAL DISTRICT	Jackie Raber, BSHCA, CMA (AAMA), EMT-B	jvuko@ymail.com

ISMA Physician Advisors 2026-2027

PHYSICIAN	YEARS TO SERVE	TERM	LOCATION
KRISTI PECK M.D.	1 year	2024-2027	Evansville Surgical Associates Evansville, IN
JEFF STIDAM, M.D.	2 years	2025-2028	Jewish Hospital Louisville, KY
WILLIAM POND, M.D.	3 years	2026-2029	Associated Anesthesiologists of Fort Wayne Ft Wayne, IN

ISMA Honorary Members

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

ISMA Honorary Members

- 1992** Bonnie Reidenbach, CMA-AC*
- 1994** Patricia Kennington, RN, CMA*
- 2005** Eva Irwin, CMA*
- 2011** Eulah Dearing, CMA(AAMA)*
- 2012** June Brown, RMA
- 2015** Tammy Daily, CMA(AAMA)
- 2018** Marjorie Mikesell, CMA(AAMA)
- 2024** Rita Michel, CMA (AAMA)
- 2026** Sandra Johnson, CMA (AAMA), CPC

*Denotes Deceased

Leon Levi Award Recipients

1998	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 Award Recipients

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, CMA (AAMA)
2012	Nina Thierer, CMA (AAMA)
2019	Sherry Braye, CMA (AAMA), BS
2026	Teresa Hallmen CMA (AAMA), MEd, CPC

*Denotes Deceased

ISMA Medical Assistant of the Year Recipients

1974	Judith Phillips*
1975	Penny O'Conner, EMT-A, CMA*
1976	Alene Saulman*
1977	Evelyn Fisher
1978	Linda Hillyard, CMA
1979	Neva Arnold, RN, CMA-AC
1980	Dorothea Henry, CMA-AC*
1981	Janice Lee, RN
1982	Mary Haugen, CMA-A
1983	Jenny Procell
1984	Diane Bolin, CMA-A
1985	Janice Bruner, RN, CMA
1986	Judy Edington, CMA
1987	Bonnie Reidenbach, CMA-AC*
1988	Eulah Dearing, CMA*
1989	Judi Ehrhardt, CMA
1990	Audrey Johnson, CMA
1991	Betty Hollinger, CMA*
1992	Patricia Kennington, CMA*
1993	Sandra Johnson, CMA
1994	Janice Bacon, CMA-A*
1995	Norman Harmon, CMA
1996	Joy Sidam, CMA*

1997	Mary Armstrong, CMA*
1998	Tammy Daily, CMA
1999	Marjorie Mikesell, CMA
2000	June Brown, RMA
2001	Glennella Bruce, RN, CMA-C
2002	Jane Seelig, CMA-A
2003	Linda Marquis, CMA*
2004	Eva Irwin, CMA*
2005	Karen Pershing, CMA
2006	Cindy Abel, BS, CMA
2007	Wanda McQuiston, CMA
2009	Rita Michel, CMA (AAMA)
2010	Joyce Edds, CMA (AAMA), CPT (ASPT)
2011	Mary Catherine (Cate) Gardner, CMA (AAMA)
2012	Karen Wilson, BS, CMA (AAMA)
2013	Clara Poirot, CMA (AAMA)
2018	Dianne Wimsett, CMA (AAMA)
2019	Jenifer Begley, CMA (AAMA)
2024	Pam Neu, CMA (AAMA) MBA

*Denotes Deceased

ISMA Board of Directors Meeting

IU North Hospital

11700 N. Meridian St., Entrance B

Carmel, IN 46032

June 20, 2026

15 minutes following workshops

Call to Order	Heidi Sisson, CMA (AAMA), President
Invocation	Paula Schubert, CMA (AAMA) – Chaplain
Medical Assistant Creed	Kit Stine, CMA (AAMA), Vice President
Credentials Report	Tabitha Terry or Jennifer Robbins, CMA (AAMA)

____ Registered ____ Voting Power ____ Quorum ____ Majority ____ 2/3

Secretary's Report	Brandi Gaumer, CMA (AAMA)
Treasurer's Report	Karen Pershing, CMA (AAMA)
Presentation of Bills	Heidi Sisson, CMA (AAMA), President
Correspondence	Brandi Gaumer, CMA (AAMA), Secretary
Officers' Reports	President – Heidi Sisson, CMA (AAMA) Vice-President – Kit Stine, CMA (AAMA) Recording Secretary – Brandi Gaumer, CMA (AAMA) Treasurer – Karen Pershing, CMA (AAMA) Med-A-Scoop Editor – Teresa Hallmen, CMA (AAMA) Website Development – Pam Neu, CMA (AAMA)

Committee Reports	Budget & Finance – Karen Pershing, CMA (AAMA) Bylaws & Standing Rules – Jane Seelig, CMA-A (AAMA) Certification – Teresa Hallmen, CMA (AAMA) Conference Guide – Karen Pershing, CMA (AAMA) Continuing Education – Kit Stine, CMA (AAMA) Council of Past Presidents – Paula Schubert, CMA (AAMA) Eva I Irwin CMA (AAMA) Medical Assistant Support Fund – Joyce Edds, CMA (AAMA), Sandra Johnson, CMA (AAMA) Historian – Tabitha Terry, CMA (AAMA) ISMA Liaison/Public Policy/Affairs – Kit Stine, CMA (AAMA) Membership – Paula Schubert, CMA (AAMA) Mentoring – Pam Neu, CMA (AAMA) Procedure Manual – Jane Seelig, CMA-A (AAMA)
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	<p>Social Media—Tabitha Terry, CMA (AAMA) Ways & Means - Sandra Johnson, CMA (AAMA), Dianne Wimsett, CMA (AAMA) ISMA 2027 State Conference – Joyce Edds, CMA (AAMA)</p>
Director Reports	<p>East Central District – Tabitha Terry, CMA (AAMA) First District – June Brown, RMA St. Joseph District – Karen Pershing, CMA (AAMA) Southeast District – Joyce Edds, CMA (AAMA) Twelfth District – Rita Michel, CMA (AAMA) West Central District – Jackie Raber, CMA (AAMA)</p>
Unfinished Business	<p>Support for Members Attending Mid Regional in Wisconsin Ways and Means Basket for August - East Central Distribution of the final roster.</p>
New Business	<p>Jane Seelig, CMA-A (AAMA) running for Vice President at National – Help with campaign up to \$1,000. Election of the nominating committee according to Article XI of the bylaws.</p>
Announcements	<p>Med-A-Scoop Deadline – July 4, 2026 Next Meeting – August 15, 2026 Other announcements?</p>
Adjournment	<p>Heidi Sisson, CMA (AAMA), President</p>

INDIANA SOCIETY OF MEDICAL ASSISTANTS

70th Annual Conference
Business Meeting Minutes
April 18, 2026

Call to order	At 9:32am by President Schubert
Pledge of Allegiance	Led by Vice President Sisson
Invocation	Given by Chaplain Woodley
Medical Assistant Creed	Led by Vice President Sisson
Introductions	Given by President Schubert Elected and appointed Officers AAMA Vice President Sherry Bogar, CMA (AAMA) CN-BC District Directors
Credentials Report	Reported by June Brown, RMA ___34_ registered _26_ voting power __14_ quorum _14_ majority __18_2/3
Additions/Corrections to the agenda	None reported
Adoption of Conference Program Booklet	Tammy Daily, CMA (AAMA), Conference Chair Recommended the adoption of the conference program booklet which was unanimously approved.
Correspondence	Jane Seelig, CMA-A (AAMA) <ol style="list-style-type: none">1. Letter from AAMA Certifying Board asking for volunteers for the AAMA task force for test construction.2. The 2028 conference consideration form has been received to volunteer to host a national conference.3. Highlights of the BOT which are also available on the AAMA website.4. Invitations for anyone who would like to run for a national office, including forms to fill out along with requirements.5. Letter received advising that Indiana has 6 delegates for the 2026 House of Delegates.
Secretary's Report	Katja "Kit" Stine, CMA (AAMA)- Annual conference minutes were published in the Med-A-Scoop and on page 27-31 in the Conference book. Unanimously accepted as published.
Meeting Minutes Audit	Jane Seelig, CMA-A (AAMA)- The minutes of the 2025 Annual Business meeting of the Indiana Society of Medical Assistants were audited and found to be accurate.
Treasurer's Report	Brandi Gaumer, CMA (AAMA), AAS, MEAA, COHC- The Treasurer's Report is on pages 42 and 43 in the Conference Book. Unanimously accepted as published
Presentation of Bills Report of the Financial Audit	Paula Schubert, CMA (AAMA)- No bills were presented.
Annual Meeting Rules	Karen Pershing, CMA (AAMA)- Report is on Page 41 of the Conference Book. Tabith Terry, CMA (AAMA) moved to adopt the meeting rules as published on page 20 of the conference book. Motion was unanimously approved.
Introduction of Pages, Tellers, & Timekeeper	Presented by President Schubert
Timekeeper:	Natasha Evans, CMA (AAMA)
Tellers:	Marjorie Mikesell, CMA (AAMA)--Head Teller Jackie Raber, CMA (AAMA) Clare Hayes, CMA (AAMA)
Pages:	Deb Hineman, CMA, (AAMA) Tabitha Terry, CMA, (AAMA)

**Instructions to Pages,
Tellers, & Timekeeper
Supplemental Reports of
Standing Committees**

Published on page 21 of the conference book

HOSA

Kit Stine, CMA (AAMA) Report was distributed to all attendees.

UNFINISHED BUSINESS

Adoption of 2026-2027 Proposed Budget Prepared by Brandi Gaumer, CMA (AAMA), AAS, MEAA, COHCand published on page 44 of the Conference book. Jane Seelig, CMA-A (AAMA) moved to adopt the budget as presented. This was unanimously approved by all voting members.

2026 ISMA Annual Conference Report Tammy Daily, CMA (AAMA) Conference Chair There are 47 members and students registered for the conference.

Annual Conference Attendance and

Membership Support Committee Report Jane Seelig, CMA-A (AAMA)- Report was on pages 39 and 40 in the conference book. Kit Stine, CMA (AAMA) moved that we adopt this proposed support of our members. The motion was unanimously approved.

Adoption of Proposed Bylaw Amendments Presented by Jane Seelig, CMA-A (AAMA)- All 17 proposed bylaw amendments were approved. Proposed Bylaw Amendments are attached to these minutes.

Nominating Committee Karen Pershing, CMA (AAMA) Presented the slate of officers for the upcoming year. President, Heidi Sisson, CMA (AAMA), Vice President Kit Stine, CMA (AAMA), Secretary Brandi Gaumer, CMA (AAMA), Treasurer Karen Pershing, CMA (AAMA), Med-a-scoop Pam Neu, CMA (AAMA) Immediate Past President Paula Schubert, CMA (AAMA). All members have paid their dues by December 31, 2026, deadline.

Nominations from the Floor Paula Schubert, CMA (AAMA) Jackie Raber, CMA (AAMA) nominated Teresa Hallmen for Med-A-Scoop editor. Tabitha Terry, CMA (AAMA) nominated Pam Neu, CMA (AAMA) website director. Both of these nominees are members in good standing. Marjorie Mikesell, CMA (AAMA) moved to elect the nominees by acclamation. This was unanimously approved.

NEW BUSINESS

Announcement of Physician Advisor election to a three-year term Dr. William Pond, Ft. Wayne IN

Election of 2026 Delegates for the AAMA HOD President Sisson and Vice President Stine will be attending leaving 4 spots open. Marjorie Mikesell, CMA (AAMA) head Teller announced the elected delegates: Paula Schubert, CMA (AAMA), Dianne Wimsett, CMA (AAMA), Karen Pershing, CMA (AAMA) and Brandi Gaumer, CMA (AAMA). Tabitha Terry, CMA (AAMA) moved to destroy the ballots. This was unanimously approved.

Members planning to attend the 2026 AAMA Conference- Natasha Evans, CMA (AAMA), LaTress Woodley CMA (AAMA), and Teresa Hallmen CMA (AAMA).

BOT meeting attendance when meeting in Chicago June 5, 2026, this was discussed at the pre-board meeting, and it was approved to reimburse those attending up to \$200 each to help with expenses.

Mid-Regional Conference—June 26-27, 2026, Madison, Wisconsin.

Announcements

Med-A-Scoop Deadline: May 6, 2025

Adjourned at 11:03am

Kit Stine, CMA (AAMA)
Recording Secretary, ISMA

INDIANA SOCIETY OF MEDICAL ASSISTANTS
 BOARD OF DIRECTORS
 Post Conference Board Meeting
 April 19, 2026
 New Harmony, IN

Call to Order	At 10:57 by President Sisson
Invocation	Presented by Chaplain Schubert
Medical Assistant Creed	Led by Vice President Stine
Introductions	Given by President Sisson
Officers	
President	Heidi Sisson, CMA (AAMA)
Vice President	Kit Stine, CMA (AAMA)
Secretary	Brandi Gaumer, CMA (AAMA), AAS, MEAA, COHC
Immediate Past President	Paula Schubert, CMA (AAMA)
Treasurer	Karen Pershing, CMA (AAMA)
Med-A-Scoop Editor	Teresa Hallmen, CMA (AAMA), MSED, CPC
Website Officer	Pam Neu, CMA (AAMA), MBA
Historian	Tabitha Terry, CMA (AAMA)
Parliamentary Advisor	Rita Michel, CMA (AAMA)
AAMA Board of Trustee Members	
Vice President	Sherry Bogar, CMA (AAMA), CN-BC
Speaker of the House	Jane Seelig, CMA-A (AAMA)
Trustee	Pam Neu, CMA (AAMA) Sandra Williams, CMA (AAMA)
2026-2027 Committee Chairs	
Annual Conference and Membership Grants	Jane Seelig, CMA-A (AAMA)
Audit-Financial Reports	Brandi Gaumer, CMA (AAMA)
Audit-Minutes	Karen Pershing, CMA (AAMA)
Budget and Finance	Karen Pershing, CMA (AAMA)
Bylaws and Standing Rules	Jane Seelig, CMA-A (AAMA)
Certification	Teresa Hallmen, CMA (AAMA), MSED, CPC
Conference Guide	Karen Pershing, CMA (AAMA)
Continuing Education	Kit Stine, CMA (AAMA)
Counsel of Past Presidents	Paula Schubert, CMA (AAMA)
Credentials	Tabitha Terry, CMA (AAMA) Jennifer Robbins, CMA (AAMA)
Eva I. Irwin CMA (AAMA)	
Medical Assistant Support	

Fund	Joyce Edds, CMA (AAMA) Sandra Johnson, CMA (AAMA), CPC
Historian	Tabitha Terry, CMA (AAMA)
ISMA Liaison/Public Policy	Kit Stine, CMA (AAMA)
2027 Annual Conference	Joyce Edds, CMA (AAMA)
Membership	Paula Schubert, CMA (AAMA)
Mentoring	Pam Neu, CMA (AAMA), MBA
Procedure Manual	Jane Seelig, CMA-A (AAMA)
Student Support	Dianne Wimsett, CMA (AAMA)
Ways and Means	Dianne Wimsett, CMA (AAMA) Sandra Johnson, CMA (AAMA) Tabitha Terry, CMA (AAMA)
Credentials Report	Tabitha Terry, CMA (AAMA)
___25___ registered ___13___ voting power ___7___ quorum ___7___ majority ___9___ 2/3	
Secretary's Report	Defer to next meeting
Treasurer's Report	Defer to next meeting
Presentation of Bills	No bills presented
Correspondence	Defer to next meeting
Committee Reports	Defer to next meeting
District Reports	Defer to next meeting

UNFINISHED BUSINESS

2026 State Conference	Tammy Daily, CMA (AAMA) There were 47 registered for the conference.
2027 State Conference	Joyce Edds, CMA (AAMA) will be on April 9-11, 2027, in Edinburgh, IN
PIPS 2025-2026	Dianne Wimsett, CMA (AAMA) \$658 was collected over the weekend. \$260 was from cookie sales.
Ways and Means 2025-2026	Sandra Johnson, CMA (AAMA) \$771 for Ways and Means baskets and \$145 for Wounded Warriors.
Member Attendance at BOT meetings	The 2026 Board approved reimbursement to those attending up to \$200 each.
Member Attendance at Mid-Regional meeting	Jane Seelig, CMA-A (AAMA), Paula Schubert, CMA (AAMA), Jennifer Robbins, CMA (AAMA) and Kit Stine, CMA (AAMA) are interested in attending. Jane will get information on cost and will share it once she receives this information.

NEW BUSINESS

Election of Executive Board	
According to Article XII	Two active ISMA past presidents and one physician adviser

Tabitha Terry, CMA (AAMA) nominated Jane Seelig, CMA-A (AAMA). Joyce Edds nominated Dianne Wimsett, CMA (AAMA). This was unanimously approved. Jane Seelig, CMA-A (AAMA) nominated Dr. Jeff Stidam. This was unanimously approved.

Advertisement in the AAMA conference book

Pam requests the ad be \$350 with the approved difference of \$150 be donated to Troop Town. Rita Michel will complete the paperwork to place the ad.

Rosie Bee

Pam was given a stuffed Hiland cow bee. She would like Rosie to go on a trip with each district and take pictures of Rosie's adventures. First District will start the journey, Rosie will move to the next district at each state meeting with 12th district being her last stop.

Roster Corrections and District Information Forms

Brandi Gaumer, CMA (AAMA) needs her PO box number added otherwise she will not receive mail without this.

Forms were distributed to each district to submit names and contact information for officers to the AAMA. This assures they will receive their dues payment.

Review of standing Committees & member suggestions

Annual Conference and Membership Grant needs added.

Delegate information for National Conference

Delegate packets will be sent out by 8/1/26, and delegate meetings will be set up.

Announcements:

Reminder: June Raffle Basket—St. Joseph District

Med-A-Scoop Deadline June 6, 2026

Next Meeting: June 20, 2026

Mid-Regional Conference June 26-27, 2026

Doubletree by Hilton Madison East
Madison, WI

AAMA Annual Conference September 14-17, 2026

Grand Sierra Resort
Reno, NV

Indiana State Medical

Association Conference September 25-27, 2026

Embassy Suites
13700 Conference Center Dr S
Noblesville, IN 46060

Indiana Society of Medical
Assistants Conference

April 9-11, 2027
Hilton Garden Inn
Edinburgh, IN

AAMA Annual Conference

September 13-16, 2027
Sheraton Kansas City Hotel at Crown Center
Kansas City, MO

Adjourned 11:33am

Kit Stine, CMA (AAMA)
ISMA Vice President



Rita's Rules...as Parliamentary Advisor

Have you ever served as a secretary or considered holding such an office? This is a vital position within our organization, with responsibilities including record-keeping, handling correspondence, minute-taking, and managing other assigned administrative tasks. Often, minutes may include full conversations and are needlessly lengthy. The following excerpts from Section 48 of the 12th Edition of the Robert's Rules of Order, Newly Revised, offer guidance on properly preparing minutes for your organization.

What is Section 48 of the Robert's Rules of Order?

Robert's Rules (Section 48:1-16) state that "the minutes should contain mainly a record of what was done at the meeting, not what was said by the members." Minutes are not transcripts of meetings; rather, the document contains a record of actions taken by the body, organized by the meeting's order of business (agenda).

48:4 The first paragraph of the minutes should contain the following information: 1) the kind of meeting: regular, special, etc.; 2) the name of the society; 3) the date and time of the meeting, and the place, if it is not always the same; 4) the fact that the president and secretary were present or, in their absence, the names of the persons who substituted for them; and 5) whether the minutes of the previous meeting were read or published and approved, or as corrected, and the date of that meeting if it was other than a regular business meeting. Any correction approved by the assembly is made in the text of the minutes being approved; the minutes of the meeting making the correction merely state that the minutes were approved "as corrected," without specifying what the correction was.

The body of the minutes should contain a separate paragraph for each subject matter, and should show:

6) all main motions or motions to bring a main question again before the assembly stating: a) the wording in which each motion was adopted or otherwise disposed of and b) the disposition of the motion. 7) secondary motions that were not lost or withdrawn, in cases where it is necessary to record them for completeness or clarity; 8) the complete substance of oral committee reports that are permitted to be given in small assemblies; 9) all notices of motions; 10) all points of order and appeals, whether sustained or lost, together with the reasons given by the president for her/his ruling; and 11) the declaration by the president in "naming" an offending member as a part of disciplinary procedures. 12) The last paragraph should state: the hour of adjournment.

48:5 Additional rules and practices relating to the content of the minutes are the following:

1. The name of the maker of a main motion should be entered in the minutes, but the name of the seconder should not be entered unless ordered by the assembly.
2. a) When a count has been ordered, the number of votes on each side is entered, unless the vote was on a motion that would not otherwise be entered in the minutes. b) When the voting is by ballot, the full tellers' report (S45:37-40) is entered.
3. The proceedings of a committee of the whole, or a quasi-committee of the whole, are not entered in the minutes, but the fact that the assembly went into committee of the whole (or into quasi committee) and the committee report is recorded.
4. When a question is considered informally, the same information is recorded as under the regular rules.
5. When a committee report is of great importance or should be recorded to show the legislative history of a measure, the assembly can order it "to be entered in the minutes," in which case the secretary copies it in full in, or attaches a copy of it to, the minutes.
6. The name and subject of a guest speaker can be given, but no effort should be made to summarize his remarks.

48:6 The use by the secretary of a recording device can be of great benefit in preparing the minutes, but a transcription from it should never be used as the minutes themselves.

48:7 The Signature. Minutes should be signed by the secretary and can also be signed, if the assembly wishes, by the president. The words Respectfully submitted, although occasionally used, represent an older practice that is not essential in signing the minutes.

GOTTA CODE 'EM ALL

THE IMPORTANCE OF ACCURATE MEDICAL CODING THROUGH POKÉMON GO; RELATED INJURIES

NATASHA EVANS BA, CMA (AAMA)
IVY TECH COMMUNITY COLLEGE- HAMILTON COUNTY

Accurate medical coding is crucial in healthcare, influencing patient care, reimbursement, legal compliance, and public health research. Medical assistants support proper coding through thorough documentation and communication. This paper discusses the importance of correct coding for medical assistants and illustrates its broader public health impact using real-world data, such as injuries related to Pokémon Go.



WHY CODING CORRECTLY IS IMPORTANT FOR MEDICAL ASSISTANTS

Medical assistants are crucial in healthcare, as their documentation impacts coding accuracy. While providers assign diagnoses, medical assistants gather and record patient information that aids in code selection. Accurate coding is vital for patient care, billing, and research (Tapio, 2024).

SUPPORTING ACCURATE PATIENT CARE

Correct coding begins with thorough and precise documentation. Diagnosis codes represent the patient's condition treated during the visit. When medical assistants carefully record symptoms, history, and clinical details, providers can select the most accurate diagnosis codes.

Incomplete or unclear documentation can lead to incorrect coding, which may result in improper treatment or gaps in care. Accurate coding ensures continuity of care by clearly communicating the patient's condition across healthcare providers (Tapio, 2024).

ENSURING MEDICAL NECESSITY

Medical necessity determines the appropriateness of services for a patient's condition, with insurance companies using diagnosis codes for coverage decisions. Inaccurate codes can lead to claim denials. Medical assistants support medical necessity by ensuring thorough documentation, which helps reduce treatment delays and financial burdens for patients (Tapio, 2024).

PREVENTING BILLING ERRORS AND CLAIM DENIALS

The ICD-10-CM coding system is mandated by HIPAA for standardized diagnosis reporting and billing. Coding errors can result in denied claims, delayed payments, and increased administrative tasks. Medical assistants help ensure accurate billing and financial stability for healthcare organizations by verifying patient information and supporting documentation (Tapio, 2024).

MAINTAINING LEGAL AND ETHICAL COMPLIANCE

Accurate coding is essential for compliance with healthcare laws and regulations. Using incorrect or outdated codes can result in audits, penalties, or accusations of fraud. Even unintentional mistakes can have serious consequences.

Medical assistants play a role in maintaining ethical standards by documenting patient information accurately and ensuring that all records reflect the care provided.

CONTRIBUTING TO PUBLIC HEALTH DATA

Medical coding is used to track disease trends, injuries, and health outcomes on a large scale. The ICD system allows healthcare organizations and researchers to collect and analyze data to improve public health (Tapio, 2024).

POKÉMON GO INJURY EXAMPLE

A real-world example of the importance of accurate coding is seen in injuries related to the mobile game Pokémon Go. A study from Purdue University estimated that within the first 148 days of its release, Pokémon Go contributed to 29,370 injuries and 256 deaths in the United States due to distracted walking and driving (Faccio, 2018).

The impact of Pokémon Go on public safety extends beyond isolated injuries and highlights a measurable increase in accidents related to distracted driving. Research analyzing police accident reports in Tippecanoe County, Indiana, found that the introduction of Pokémon Go led to a significant rise in vehicle crashes, injuries, and fatalities, particularly near PokéStops where gameplay activity is concentrated. Within the first 148 days after the game's release, there were 134 additional crashes attributed directly to the game, accounting for nearly 47% of the total increase in crashes during that period (Faccio, 2018). These crashes resulted in 31 additional injuries and at least two fatalities, demonstrating the serious consequences of distracted driving associated with mobile gaming (Faccio, 2018).

The design of Pokémon Go contributes to this risk. Players must interact with their phones while moving through real-world environments, often needing to tap, swipe, or unlock their devices in short time frames near PokéStops (Faccio, 2018). This interaction can take place within seconds while driving, increasing the likelihood of distraction and accidents. The data shows that crashes were more frequent the closer drivers were to these in-game locations, reinforcing the connection between gameplay and accident risk.

Beyond the human toll, the economic impact is also substantial. The same study estimated that crashes related to Pokémon Go resulted in hundreds of thousands of dollars in vehicle damage at the county level alone, with total costs—including

injuries and loss of life—ranging from \$5.2 million to over \$25 million in just a few months (Faccio, 2018). When projected nationally, the cost could reach billions of dollars, emphasizing how widespread the problem became.

For medical assistants, this example demonstrates the importance of detailed and accurate coding. Properly documenting not only the injury but also the external cause, such as distracted driving with a mobile device, allows healthcare data to capture emerging public health risks. Without accurate coding, these patterns would not be identified, and opportunities for prevention, education, and policy development would be lost.

Accurate coding made it possible to track not only the injuries themselves but also the activities causing them. For example, a sprain could be coded along with an activity code indicating use of a handheld device. This level of detail allowed researchers to identify a new public safety risk.

Without accurate coding, these patterns might not have been recognized, and prevention efforts would have been limited. Today, Niantic, the creator of Pokémon Go, has implemented safety features that suspends the game if the device is detected moving faster than 15 miles per hour.

IMPROVING COMMUNICATION

Coding provides a standardized language for communication among healthcare providers, insurance companies, and public health agencies. Medical assistants support this system by ensuring documentation aligns with coding guidelines and accurately reflects patient encounters.

This improves efficiency, reduces errors, and ensures all members of the healthcare team have consistent information.

CONCLUSION

Coding correctly is essential for quality patient care, proper reimbursement, legal compliance, and public health research. Medical assistants play an important role in this process by ensuring accurate documentation and supporting coding practices.

The example of Pokémon Go injuries demonstrates how detailed coding can reveal important health trends and contribute to prevention efforts. By understanding the importance of coding and maintaining accuracy, medical assistants help improve patient outcomes and strengthen the healthcare system.

ROSIE'S TRAVELS



Pam snagged a snuggly Hiland cow bee and has grand plans for Rosie to become her epic adventure sidekick! The dynamic duo is embarking on a wild photo safari across all districts, kicking things off with District One. At each state meeting, Rosie will buzz her way to the next district, culminating her grand escapade at the 12th District.

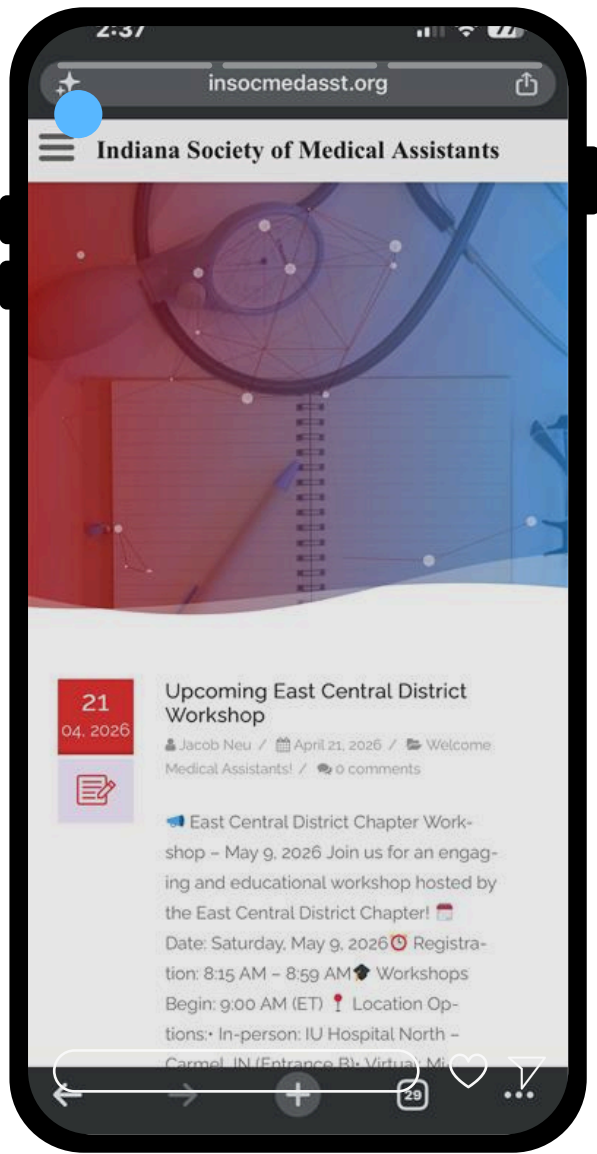
Smile wide, Rosie! 📸🐝



The first snapshot of Rosie's escapades was snapped at the State Conference in April 2026.

Additional Deadlines

70TH ANNIVERSARY OF THE AAMA ANNUAL CONFERENCE	September 14–17, 2026 (Monday-Thursday); Grand Sierra Resort and Casino Reno, Nevada
MEMBERSHIP DUES	December 31, 2026, to be eligible to vote at ISMA Annual Conference
MEDICAL ASSISTANT OF THE YEAR	Nominations by Chapters to President by January 1, 2027, and forwarded to Physician Advisors (3) by February 1, 2027, for judging. Award to be presented at Annual State Conference Banquet.
LEON LEVI AWARD	Nominations to President by February 1, 2027, for judging. Award to be presented at Annual State Conference Banquet.
GOLDEN APPLE AWARD	Nominations to President by February 1, 2027, for judging. Award to be presented at Annual State Conference Banquet.
NOMINATING SLATE (OFFICERS)	Slate of Officers to be presented at the February 20, 2027, 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 9, 2027)



DOWNLOAD THE ISMA WEBSITE LINK!

Instructions for Android and iPhone:

For Android Phones:

- Open Chrome and enter the website address: [Insocmedasst.org](https://insocmedasst.org) — press enter and wait for the website to load.
- Tap the menu icon (three dots in the upper right corner) and select “Add to Home Screen”.
- Remember to refresh the page each time you visit the web link!

For iPhone:

- Open Safari and type in the website address: insocmedasst.org — hit enter.
- At the bottom of your screen, you will see a box with an upward arrow. Tap that and scroll until you find the option “Add to Home Screen.”
- Tap it, then select “Add” at the top of the screen to see the web link appear.
- Don't forget to refresh the page every time you access 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 office at
1-800-ACT-AAMA
(1-800-228-2262) OR WWW.AAMA-NTL.ORG**