

MED-A-SCOOP

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

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OCTOBER/NOVEMBER 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

January 9, 2027

February 26, 2027

Meeting Date

February 20, 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

**Please save any medication
containers (cleaned and
unlabelled) that you have for
the Fellowship of Associates of
Medical Evangelism (FAME).**



President's Letter



Dear ISMA Members,

Fall is my favorite time of the year! I love the cooler weather, the changing leaves, wearing sweatshirts and eating soups. I'm not a fan of pumpkin anything so those of you who are you can have my share

To avoid sitting again for the AAMA certification exam, you may attend the education offered by ISMA, your own or any other chapter offering work-shops to obtain CEU's. You only need twelve units every year to complete your recertification, as we need 60 (sixty) CEU's every five years.

September 13-17, 2026 we enjoyed attending the 2026 AAMA Annual Conference at the Grand Sierra Resort and Casino in Reno, Nevada. A good time was enjoyed by all! At our next ISMA Meeting the delegates will be sharing their reports so join us to learn more about it.

Our next ISMA meeting will be Saturday November 14, 2026, at IU North 11700 N. Meridian St. Entrance B, Carmel IN 46032. Lunch starts at 11:00 AM (Bring a soup, salad, side dish or dessert), 2 CEU's are available for the education; which starts at Noon and the business meeting begins 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. ISMA will have a raffle basket extravaganza on Saturday November 14, 2026, "Souper Saturday". The basket with the most tickets sold will be the winner with half of the raffle profits being donated to the sponsor's charity, so be prepared to spend to help pick the winner.

This is your organization, so get involved and bring a friend with you.

Knowledge is a garden. If it isn't cultivated, you can't harvest it.

Heidi Sisson CMA (AAMA)
2026-2028 ISMA President

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
SOUTHEAST DISTRICT	Joyce Edds CMA (AAMA), CPT (ASPC)	mnedds@aol.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), MSED, 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**

Committee Contacts

COMMITTEE	NAME
ANNUAL CONFERENCE MEMBERSHIP GRANT	Jane Seelig
BUDGET & FINANCE	Karen Pershing
BYLAWS & STANDING RULES	Jane Seelig
CERTIFICATION	Teresa Hallmen
CONTINUING EDUCATION	Kit Stine
COUNCIL OF PAST PRESIDENTS	Dianne Wimsett
EVA I IRWIN CMA (AAMA) MEDICAL ASSISTING SUPPORT FUND	Joyce Edds & Sandra Johnson
HISTORIAN	Tabitha Terry
ISMA LIAISON/PUBLIC POLICY/AFFAIRS	Kit Stine
MEMBERSHIP	Paula Schubert
MENTORING	Pam Neu
PROCEDURE MANUAL	Jane Seelig
SOCIAL MEDIA	Tabitha Terry
WAYS & MEANS	Sandra Johnson & Dianne Wimsett
ISMA 2027 STATE CONFERENCE	Joyce Edds
AD HOC	Jane Seelig

**ISMA Executive Board Meeting
Agenda IU North Hospital
11700 N MeridianSt., Entrance B
Carmel, IN 46032
November 14, 2026
10:00AM**

**Call to Order
Credentials Report
Presentation of Bills**

Heidi Sisson, CMA (AAMA),
President Tabitha Terry, CMA
(AAMA)

Unfinished Business

Delegate Reports:

Heidi Sisson – President's Banquet
Kit Stine – Board of Trustees open session
Paula Schubert – Leadership session Dianne Wimsett –
Education sessions
Karen Pershing – Welcome Party
Brandi Gaumer – House of Delegates

Teresa Hallmen – Vendors

ISMA Physician Conference – Kit Stine, CMA (AAMA) Bippus
State Bank – Rita Michel, CMA (AAMA)

New Business

Presentation of proposed bylaw amendments by the Bylaws and
Standing Rules Committee Chair. – Jane Seelig, CMA-A
(AAMA).

Announcements

Deadline for nominating submission documents for the:
Medical Assistant of the Year
Golden Apple
The Leon Levi Award
Med-A-Scoop Deadline January 9, 2027
Next Meeting: February 20, 2027

Any other announcements?

Adjournment

Heidi Sisson, CMA (AAMA), President

ISMA Board of Directors Meeting

IU North Hospital

11700 N. Meridian St., Entrance B

Carmel, IN 46032

November 14, 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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	Social Media—Tabitha Terry, CMA (AAMA) Ways & Means - Sandra Johnson, CMA (AAMA), Dianne Wimsett, CMA (AAMA) ISMA 2027 State Conference – Joyce Edds, CMA (AAMA)
Director Reports	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)
Unfinished Business	Delegate Reports: Heidi Sisson – President’s Banquet Kit Stine – Board of Trustees open session Paula Schubert – Leadership session Dianne Wimsett – Education sessions Karen Pershing – Welcome Party Brandi Gaumer – House of Delegates Teresa Hallmen – Vendors ISMA Physician Conference – Kit Stine, CMA (AAMA) Bippus State Bank – Rita Michel, CMA (AAMA)
New Business	Presentation of proposed bylaw amendments by the Bylaws and Standing Rules Committee Chair. – Jane Seelig, CMA-A (AAMA).
Announcements	Membership deadline is December 31, 2026 MA of year needs to be to Heidi by January 1, 2027 Med-A-Scoop Deadline – January 9, 2027 Next Meeting – February 20, 2027 Leon Levi and Golden Apple need to be to Heidi by February 1, 2027 Other announcements?
Adjournment	Heidi Sisson, CMA (AAMA), President

AAMA BOARD OF TRUSTEES REPORT
For the Indiana Society of Medical Assistants
September 2026

The AAMA Board of Trustees met during the 2026 70th Anniversary Conference at the Grand Sierra Resort Casino in Reno Nevada September 7 and 10, 2026. Conference attendees experienced many changes from previous conferences. There was a new more relaxed and informative format for the BOT open session meeting which encouraged member participation. The conference schedule allowed for increased networking opportunities, time between workshops and interaction with board members. All conference attendees were sent links for 6 CEU sessions in addition to the onsite education opportunities.

Congratulations to the AAMA 2026 Rising Star Tabitha Terry, CMA (AAMA) from the East Central District Chapter and Excel Award Winner ISMA Website Manager Pam Neu, CMA (AAMA). Also it was interesting to note that every team in the final Knowledge Bowl had a member of ISMA as a participant.

During the House of Delegates all proposed bylaw amendments were adopted and nominees for office elected. The 2026-2027 Board of Trustees are Immediate Past President Virginia Thomas, President Sherry Bogar, CMA (AAMA), Vice President Jane Seelig, CMA-A (AAMA), Secretary Shirley Sawyer, CMA (AAMA), Speaker of the House Aimee Quinn, CMA (AAMA), Vice Speaker of the House Cameron Smith, CMA (AAMA), Trustees Erica Arends, CMA (AAMA), Rachel Ozburn, CMA (AAMA), Terri Slinker, CMA (AAMA), Christa Smith, CMA (AAMA), Jeanette Tyler, CMA (AAMA), Sandra Williams, CMA (AAMA). Retiring Trustees Candy Miller, CMA (AAMA) and Pam Neu, CMA (AAMA) are continuing their contributions to AAMA as committee members.

The next meeting of the BOT will be a planning session with the CEB and CB October 17-19 at the site of the 2027 Annual Conference in Kansas City Missouri, the Sheraton Kansas City Hotel at Crown Center. This promises to be a very productive collaboration for strategic planning by all the board members and committee chairs.

Thank you for your continued encouragement and support. Please contact me should you need assistance or information about your AAMA membership. This promises to be a year filled with progressive changes. Mark your calendar to attend the next AAMA conference in Kansas City.

Jane Seelig, CMA-A (AAMA)
AAMA Vice President 2026-2027

ISMA Board of Directors Meeting

IU North Hospital

11700 N. Meridian St., Entrance B

Carmel, IN 46032

August 15, 2026

Call to Order The meeting was called to order by Vice President Stine at 2:17PM

Invocation Given by Paula Schubert, CMA (AAMA), Chaplain

Medical Assistant Creed Led by Katja “Kit” Stine, CMA (AAMA), Vice President

Credentials Report Jennifer Robbins, CMA (AAMA)

18 Registered 12 Voting Power 7 Quorum 7 Majority 8 2/3

Secretary’s Report Brandi Gaumer, CMA (AAMA) –Minutes published in Med-A-Scoop, no corrections were made, filed for audit

Treasurer’s Report Karen Pershing, CMA (AAMA) – Report given, filed for audit

Presentation of Bills Heidi Sisson, CMA (AAMA), President – There were no bills to present

Correspondence Brandi Gaumer, CMA (AAMA), Secretary – Thank you card from Paula Schubert for her president gift.

Officers’ Reports

President – Heidi Sisson, CMA (AAMA) – No report

Vice President – Katja “Kit” Stine, CMA (AAMA) – No report

Recording Secretary – Brandi Gaumer, CMA (AAMA) – No report

Treasurer – Karen Pershing, CMA (AAMA) –

New checks were ordered and 100\$ was transferred to the Eva I. Irwin account.

Med-A-Scope Editor – Teresa Hallmen, CMA (AAMA) – No report

Website Development – Pam Neu, CMA (AAMA) – The website is up to date and now features the latest issue of *Med-A-Scoop and the registration for this meeting*. Jake is still asking if anyone has articles, they'd like to see posted on the website, please feel free to share them.

Rosie Bee has been busy! Dianne took her to Florida with her family. Lots of pictures of how they spent their time and included Rosie. They even looked up my unit in Largo, Florida and showed Rosie on the front steps and flower bed. I noticed my flowers had died and desperately need replaced. I believe she has been with Joyce Edds to be returned and sent to East Central district. She has really been seeing the sites. Follow Rosie on the website!

Immediate Past President – Paula Schubert, CMA (AAMA) – No report

Board of Trustees – Jane Seelig, CMA-A (AAMA), Pam Neu, CMA (AAMA)– No report

Committee Reports

Annual Conference Membership Grant – Jane Seelig, CMA-A (AAMA) – No report

Budget & Finance – Karen Pershing, CMA (AAMA) – No report

Bylaws & Standing Rules – Jane Seelig, CMA-A (AAMA) – No report

Certification – Teresa Hallman, CMA (AAMA) –

Membership continues to show positive growth across Indiana. Since January 152 new CMAs have joined the profession, with 106 earning their CMA Credential since May alone. This recent growth is encouraging and provides an excellent opportunity for districts to connected with new CMA's early in their Careers. Districts are encouraged to welcome these new professional, promote local meeting and continuing education opportunities, and highlight the benefits of becoming actively involved with ISMA and AAMA.

Breakdown of New CMA's Since May:

District	New CMA's
East Central District	37
First District	3
Southeast District	10
St. Joseph District	22
Twelfth District	13
West Central District	20
No District Listed	1
Total	106

Conference Guide – Karen Pershing, CMA (AAMA) – No report

Continuing Education – Katja “Kit” Stine, CMA (AAMA) –

There were 22 people in person and 12 virtually registered with 20 in person and 11 virtually attending the workshop today. Michael Hallmen, Manager of Offensive Cybersecurity Engineering, presented “Protesting Patient Data, Essential

Cybersecurity for Medical Staff”. Our next workshop is scheduled for Saturday, November 14, 2026. My plan is to see if Jim Ginder can speak so he can celebrate “Souper Saturday” with us. Feel free to give suggestions on topics that you would be interested in learning more about.

Council of Past Presidents – Paula Schubert, CMA (AAMA) – No report

Eva I Irwin, CMA (AAMA) Medical Assistant Support Fund – Joyce Edds, CMA (AAMA), Sandra Johnson, CMA (AAMA) –

I am working on getting information from the schools to send letters to the staff, so we can try to get new faces at our conference. And now’s the time to get all that stuff out to the schools.

Historian – Tabitha Terry, CMA (AAMA) – No report

ISMA Liaison/Public Policy/Affairs – Katja “Kit” Stine, CMA (AAMA) – No report

ISMA 2027 State Conference – Joyce Edds, CMA (AAMA) –

We had our last meeting las week with Lacey. We have a registration form ready. Before they are put on the website, I want Rita to do a quick review because she is going to be our registration guru. We went to the hotel and settled everything. Everything is a go! Rosie Bee was with us and worked hard. We have a theme...” MOO-ing Medicine, One Medical Assistant at a Time”. East Central will be helping with speakers. Still looking for vendors, if anyone knows anyone that would like to be one. You can start booking your rooms. The rate is \$126 per night.

Membership – Paula Schubert, CMA (AAMA) –

This officer checked our membership from the AAMA reports as of August 13, 2026, ISMA has the following membership categories:

- Membership CMA 1,364
- Non-members CMA 3,525
- Non-renewing CMA 440
- New members CMA 78
- 06/16/2026 to 08/13/2026

This officer plans to contact all the membership to encourage membership, especially to the non-members and non-renewing. This officer will include the membership of the District Directors’ name and email address.

Membership Expansion – Paula Schubert, CMA (AAMA) –

This committee is still contacting health departments. The goal is to let the health departments know we are here; we have quality education for the medical assistants in their employ. Also, we are a great way to help in developing leadership skills, and networking with their colleagues. This part of the project will continue through September.

At this time no responses have happened with the initial contacting of the health departments. The committee is going to send out another inquiry to the health departments, hoping for some interest.

Mentoring – Pam Neu, CMA (AAMA) – No report

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

The purpose of the Procedure Manual is to provide guidance and reference information for current and future leaders. The information needs to be current, so it is being requested that all officers and committee chairs review relevant sections and provide materials or letters being distributed to the chair. The current document is on the website insocmedasst.org.

Social Media – Tabitha Terry, CMA (AAMA) – No report

Ways & Means – Sandra Johnson, CMA (AAMA), Dianne Wimsett, CMA (AAMA) –

The raffle basket for the August 2026 meeting was donated by the East Central District/Chapter.

The theme of the basket was Picnic. The winner of the basket was Dianne Wimsett. The amount raised was \$335.

Baskets

November – Raffle Baskets from each chapter/district.

Thanks to all who donated and bought tickets.

Director Reports

East Central District – Tabitha Terry, CMA (AAMA) – No report

First District – June Brown, RMA – No report

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

Donation check from ISMA was taken to Troop Town. They were very appreciative. Working on putting on a 3-to-4-hour workshop October 3rd. Finding it very difficult to get speakers. Members 251.

Southeast District – Joyce Edds, CMA (AAMA) –

We have met again with Lacey Fabuion at Hilton Garden Inn, Edinburgh IN. We have our hotel all settled and ready to go. Rosie Bee was with us and worked hard and came up with a theme for the conference.

Registration form has been made and I have copies here today. Please pass the word, the more we have the better for us all.

Rita Michel will be help with the registration please send this to her. East Central has agreed to help with speakers which is great. Please let me know if your chapter can help.

We are looking for vendors to set up on Saturday April 10, 2027. If you have anyone interested, please send them my information.

As of today August 15, 2026 we have 134 members.

Twelfth District – Rita Michel, CMA (AAMA) –

Current membership total is 240, an increase from 203 in June 2026.

West Central District – Teresa Hallmen, CMA (AAMA) –

Postcard were mailed to all members encouraging participation in upcoming meetings. The next meeting is scheduled for next week. There are no other updates at this time.

WEST CENTRAL DISTRICT
AFFILIATED WITH THE AMERICAN ASSOCIATION OF
MEDICAL ASSISTANTS & INDIANA SOCIETY OF MEDICAL ASSISTANTS

**SHOW UP.
SPEAK UP.
MAKE A
DIFFERENCE.**

**DON'T MISS
WHAT'S HAPPENING
IN YOUR DISTRICT.**

Your membership means more
when you're in the room. Come
connect, vote, and help lead the
district forward.

Third Tuesday of every month –
Through December 2026

UPCOMING MEETINGS

July	Tuesday, July 21
August	Tuesday, August 18
September	National Conference
October	Tuesday, October 20
November	Tuesday, November 17
December	Tuesday, December 15

WEST CENTRAL DISTRICT
AFFILIATED WITH THE AMERICAN ASSOCIATION OF
MEDICAL ASSISTANTS & INDIANA SOCIETY OF MEDICAL ASSISTANTS

Stay connected by
joining our
Facebook group for
the latest updates
and information.

Unfinished Business

Wisconsin Mid-Regional Conference Report –

Reports were read by the seven members that attended the conference regarding their experience, what they learned, and what they enjoyed. Tosha Jackson, CMA (AAMA), Jane Seelig, CMA-A (AAMA), Jennifer Robbins, CMA (AAMA), Kori Mueller, CMA (AAMA), Clare Hays, CMA (AAMA), Kit Stine, CMA (AAMA), and Paula Schubert CMA, (AAMA).

New Business

Raffle Basket – Souper Saturday Nov. 14, 2026 –

All Districts will bring a basket. Half of the proceeds of the basket that earns the most tickets will go to the charity of choice of that district.

Delegates Packets –

Past President Schubert read each proposed Bylaw Amendment change. Discussion was made with the membership in attendance after each amendment and a vote was taken on how the delegates should vote at the national conference.

Proposed Bylaws Amendment 26-01

Article IV: Constituent Societies, SECTION 2

Fiscal impact: None

Current Wording:

SECTION 2. When applying for affiliation a society shall submit five copies of its Bylaws to the Chair of the Board of Trustees.

Proposed Wording:

SECTION 2: When applying for affiliation, a society shall ***email one copy of its Bylaws to the AAMA Executive Office.***

Rationale: Multiple copies are not needed, as one copy is emailed to the AAMA Executive Office and will be distributed to the Bylaws Chair. Email is often better than regular mail because it is faster, more cost-effective and more convenient. Additionally, email supports quicker responses and more efficient communication for organizations and members alike.

*The ISMA membership in attendance voted to ***pass*** this amendment.

Proposed Bylaws Amendment 26-02

Article IV: Constituent Societies, SECTION 7

Fiscal impact: None

Current Wording:

SECTION 7. Constituent Society Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Organizational Policy, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution.

It will be the responsibility of the AAMA to notify Constituent Societies of any changes in those mandated Bylaws. It will be the responsibility of the Constituent Societies to make the mandated changes with copies of revised Bylaws returned to the AAMA within 30 days of notification. Any action taken by a State Society that is inconsistent with such mandated language shall be immediately null and void and of no effect.

Constituent Societies not in conformity with the mandated sections of the AAMA Bylaws 30 days prior to the opening of the AAMA House of Delegates shall not be allowed Delegate representation at the AAMA House of Delegates. Constituent Societies not in conformity with the mandates sections of the AAMA Bylaws shall be notified of the nonconformity 90 days prior to the opening of the House of Delegates.

Notification of the potential loss of Delegate representation shall be sent to the State Society's President, President-Elect, and Secretary-Treasurer (certified mail, return receipt requested).

For those State Societies that do not come into compliance at least 30 days prior to the opening of the AAMA HOD, notification of the loss of Delegate representation shall be sent to the State Society's President, President-Elect, and Secretary (certified mail, returned receipt requested), and the AAMA President, Speaker of the House, Vice Speaker of the House, and the AAMA Chief Executive Officer by the Chair of the AAMA Bylaws Committee within five business days after the designated deadline.

Proposed Wording:

SECTION 7. Constituent Society Bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Organizational Policy, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution.

It will be the responsibility of the AAMA to notify Constituent Societies of any changes in those mandated Bylaws. It will be the responsibility of the Constituent Societies to make the mandated changes with copies of revised Bylaws returned to the AAMA within 30 days of notification. Any action taken by a State Society that is inconsistent with such mandated language shall be immediately null and void and of no effect.

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Notification of the potential loss of Delegate representation shall be sent to the State Society's

President, President-Elect/**Vice President**, and Secretary-Treasurer **by email with read receipt.**

For those State Societies that do not come into compliance at least 30 days prior to the opening of the AAMA HOD, notification of the loss of Delegate representation shall be sent to the State Society's President, President-Elect, and Secretary (certified mail, returned receipt requested), and the AAMA President, Speaker of the House, Vice Speaker of the House, and the AAMA Chief Executive Officer by the Chair of the AAMA Bylaws Committee within five business days after the designated deadline.

Email is often better than regular mail because it is faster, more cost-effective and more convenient. Additionally, email supports quicker responses and more efficient communication for organizations and members alike.

*The ISMA membership in attendance voted to *pass* this amendment.

Proposed Bylaws Amendment 26-03

Article X – Officers and Trustees: Terms of Office, Vacancy in Office Failure to perform Duties, Section 2B

Fiscal impact: None

Current Wording:

SECTION 2. Vacancies in office.

- In the event of a vacancy in any other office not provided for elsewhere in these Bylaws, the Board of Trustees may appoint a member to serve the unexpired term. This member shall meet the qualifications prescribed in Article VIII.

Proposed Wording:

SECTION 2. Vacancies in office.

- In the event of a vacancy in any other office not provided for elsewhere in these Bylaws, the Board of Trustees, **by majority vote**, may appoint a member to serve the unexpired term. This member shall meet the qualifications prescribed in Article VIII.

Rationale:

This is the current standard practice of the Board of Trustees, unless otherwise specified. A majority vote simplifies the process.

*The ISMA membership in attendance voted to *pass* this amendment.

Proposed Bylaws Amendment 26-04

ARTICLE XIII – Boards and Councils, SECTION 2A

Fiscal impact: None

Current Wording:

SECTION 2. Continuing Education Board.

- The Chair, Vice Chair and members of the Continuing Education Board shall be appointed by the Board of Trustees. Qualifications, term of office and number of members shall be in accordance with the Standing Rules and Policies and Procedures of the Continuing Education Board. The Chief Executive Officer or designee shall be a member ex officio, without vote.

Proposed Wording:

SECTION 2. Continuing Education Board.

- The Chair, Vice Chair and members of the Continuing Education Board shall be appointed by the Board of Trustees **by majority vote**. Qualifications, term of office and number of members shall be in accordance with the Standing Rules and Policies and Procedures of the Continuing Education Board. The **Executive Office Leadership** or designee shall be a member ex officio, without vote.

Rationale:

This is the current standard practices of the Board of Trustees, unless otherwise specified. A majority vote simplifies the process. Employees who constitute Executive Office Leadership shall be determined by the Board of Trustees.

*The ISMA membership in attendance voted to *pass* this amendment.

Proposed Bylaws Amendments 26-05

Article XV – House of Delegates, Section 4B Meetings

Fiscal impact: None

Current Wording:

Article XV – House of Delegates

SECTION 4. Meetings.

- Special meetings of the House of Delegates may be held at the call of the Board of Trustees by written notice mailed to each member of the House of Delegates at least 30 days in advance of such meetings. Notice will be sent by certified mail with return receipt requested.

Proposed Wording:

Article XV – House of Delegates

SECTION 4. Meetings.

- Special meetings of the House of Delegates may be held at the call of the Board of Trustees by written notice **sent** to each member of the House of Delegates at least 30 days in advance of such meetings. Notice will be sent by **email with read receipt**.

Rationale:

Email is often better than regular mail because it is faster, more cost-effective and more convenient. Additionally, email supports quicker responses and more efficient communication for organizations and members alike.

*The ISMA membership in attendance voted to *pass* this amendment.

Delegate Assignments -

Heidi Sisson – President’s Banquet

Kit Stine – Board of Trustees open session

Paula Schubert – Leadership session

Dianne Wimsett – Education sessions

Karen Pershing – Welcome Party

Brandi Gaumer – House of Delegates

Tersea Hallmen – Vendors

ISMA Physician Conference in Noblesville, September 25-27, 2026 – Sponsorship

The Conference is located in the Hamilton Town Center at the Embassy Suites. It has been recommended to go with the Gold level which is \$2,000. It has several benefits including an exhibit table in the registration hall, and access to the list of registrants, meaning that we would have names and business addresses of all those attending, which is approximately about 250 ISMA members. Kit Stine, Paula Schubert and possibly Teresa Hallmen will be attending this event.

Bippus State Bank Report - The ISMA Certificate of Deposit will mature on August 25, 2026. The balance as of July 31, 2026, is \$38,702.84. The current interest rate is 3.687%. The new 6-month CD Special offers an APY rate of 4.05%. Since it is time to make a required transaction within a six-month period for the money market account, it is recommended that \$20,000 be transferred from the IMMA account along with the current CD balance into the new CD. That will allow a balance in the IMMA of approximately \$48,042.04. The current interest rate for the IMMA is 1.24%.

As you can see the CD earnings are approximately three times the IMMA earnings. The disadvantage of placing most of the money into the CD account is that there is an early withdrawal penalty if monies are needed prior to the maturity date.

Rita recommended that we transfer \$20,000 from the IMMA account over to the CD and then renew it for another 6 months. It has been approved.

HOSA Conference –

HOSA is Healthcare Organization Student Association. They help to train the students to be in a medical profession. It will be held on October 16th at the Indiana Convention Center. The cost is \$200 for a table. They are asking if anyone would like to speak at one for their sessions. Kit and Teresa are willing to go, and Teresa is willing to speak at one of their sessions. Kit Stine, CMA (AAMA) “I would recommend that we cover the table for \$200, and then also the expense of parking and lunch for whoever is attending.” Jane Seelig, CMA-A (AAMA) “I move that we set a participation budget amount of \$400 for the HOSA event to cover the registration, food, and parking for at least two members.” Teresa Hallmen, CMA (AAMA) second it. It has been approved.

Announcements Med-A-Scoop Deadline – October 3, 2026

Next Meeting – November 14, 2026

Other Announcements

Adjournment By Katja “Kit” Stine, CMA (AAMA), Vice President at 3:46PM

Highlights from the 70th AAMA Annual Conference

House of Delegates

- We're thrilled to announce that Jane Seelig has been appointed as the new Vice President!



Presidents Dinner

- Indiana served as a sponsor.
- ISMA received the State Society Excellence Award for Website Design.
- Tabitha Terry was honored with the AAMA Rising Star Award!

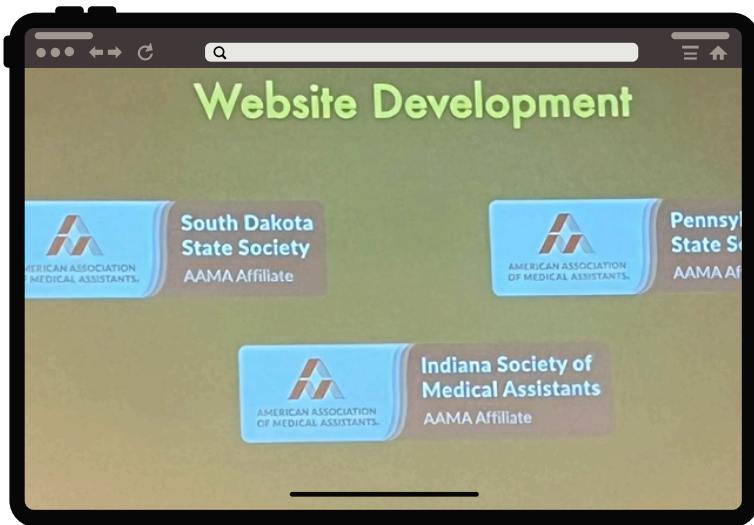


CONGRATULATIONS JANE ON BECOMING THE NEXT VICE PRESIDENT OF AAMA!



My deepest appreciation to every ISMA member for the encouragement, support and understanding during my leadership journey to the office of AAMA Vice President. Many of you have witnessed and participated in my personal challenges and growth throughout this journey. My many years as an active member have allowed me to witness the long-term effect of decisions made by leaders. Today the AAMA leadership and staff are preparing to address together the challenges facing our profession and association. Thank you ISMA for supporting me as a member of the team chosen to guide AAMA into a secure future.

Jane Seelig CMA-A (AAMA)



**ISMA HAS BEEN
HONORED WITH A
STATE SOCIETY
EXCELLENCE
AWARD FOR ITS
OUTSTANDING
WEBSITE
DEVELOPMENT!**



CONGRATULATIONS TABITHA ON RECVING THE 2026 RISING STAR AWARD!



About The AAMA Rising Star Award:

The Rising Star Award is given to AAMA members who are in the early stages of their medical assisting careers and leadership journeys. This honor recognizes those who have shown exceptional leadership and made significant impacts on their state society or local chapter.





Rita's Rules...as Parliamentary Advisor

The following guide is intended to help local presidents refresh their skills in running successful meetings. Additionally, it is recommended that all members familiarize themselves with these materials if they are interested in running for office in the future.

Common Parliamentary Myths and Misconceptions

Review the following statements to see if you believe they are true or false.

1. **TRUE** **FALSE** The parliamentarian may not vote, make motions, or participate in discussions.
2. **TRUE** **FALSE** The president appoints members to all committees including the nominating committee.
3. **TRUE** **FALSE** Bylaws may be amended at any executive board meeting by a unanimous vote.
4. **TRUE** **FALSE** A treasurer's report is adopted by a majority vote.
5. **TRUE** **FALSE** A majority vote is defined as "one more than half the number of votes cast."

How did you fare?

Find the answers and references listed below.

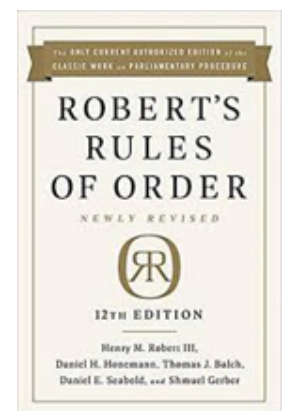
1. True. Under Robert's Rules Newly Revised, 12th Edition, section 47.55, a parliamentarian is expected to remain impartial, so they don't make motions, they don't debate, and also don't vote. Except they may vote in a ballot vote.

2. False. The nominating committee is normally elected by the assembly, not appointed by the president. RONR, 12th edition, section 50.11.

3. False. Bylaws are typically amended by the society's assembly through the proper procedure. Not just by a unanimous vote of the executive board. RONR, 12th edition, section 57.2.

4. False. A treasurer's report is not adopted by a majority vote. Typically, it's simply received and filed for audit. RONR, 12th edition, section 48.

5. True. A majority is more than half of the votes cast. RONR, 12th edition, section 44.1.



BEYOND THE EXAM ROOM: MEDICAL ASSISTANTS LEADING PATIENTS THROUGH THE HEALTHCARE SYSTEM

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

Healthcare delivery continues to evolve as organizations seek better ways to improve outcomes, enhance patient experiences, and reduce costs. One of the most successful approaches to achieving these goals today is the Patient-Centered Medical Home (PCMH) model. Built on collaboration, communication, and comprehensive care, the PCMH places patients at the center of the healthcare experience while leveraging the expertise of an interdisciplinary care team (Agency for Healthcare Research and Quality [AHRQ], 2022). Among the key contributors to this model are medical assistants, whose diverse skills help ensure coordinated, efficient, and patient-focused care.

UNDERSTANDING THE PATIENT-CENTERED MEDICAL HOME

Despite its name, a Patient-Centered Medical Home is not a physical location. Instead, it is a model of primary care designed to organize healthcare services around the needs of the patient (AHRQ, 2022). In a PCMH, a healthcare practice assumes responsibility for coordinating nearly all aspects of a patient's care, including preventive services, chronic disease management, acute illnesses, and behavioral health concerns (AHRQ, 2022).



THE ESSENTIAL ROLE OF MEDICAL ASSISTANTS IN THE PCMH

Medical assistants are often the first and most consistent point of contact for patients within a healthcare practice. Their ability to build relationships, coordinate care activities, and support clinical operations makes them indispensable members of the Patient-Centered Medical Home team.

SUPPORTING PATIENT ENGAGEMENT AND EDUCATION

Patient engagement is central to the PCMH philosophy, and medical assistants play a critical role in helping patients become active participants in their care. MAs provide education about health conditions, review treatment plans, reinforce medication instructions, and encourage healthy lifestyle choices. By helping patients understand their health conditions and treatment recommendations, medical assistants promote self-management and patient empowerment (AHRQ, 2022).

Whether discussing preventive screenings, chronic disease management strategies, or self-care techniques, medical assistants help patients better understand their health and the steps necessary to achieve positive outcomes. Their supportive interactions foster trust and encourage patient participation in the healthcare process.

FACILITATING CARE COORDINATION

Care coordination is one of the most important functions within a PCMH, and medical assistants are often at the center of these efforts. They assist with scheduling referrals, arranging follow-up appointments, obtaining records from specialists, and ensuring that important health information is accurately documented in the electronic health record (EHR).

By helping maintain clear communication among providers and healthcare settings, medical assistants contribute to smoother transitions and less gaps in patient care (AHRQ, 2022).

BRIDGING THE GAP BETWEEN PATIENTS AND PROVIDERS

The success of the Patient-Centered Medical Home depends on teamwork, communication, and a shared commitment to patient-centered care. Medical assistants serve as a vital link between patients and the broader healthcare team, helping individuals navigate the healthcare system while ensuring that clinical and administrative processes run smoothly.

As healthcare continues to move toward integrated, value-based models of care, the role of the medical assistant has expanded beyond traditional administrative and clinical duties. Today's medical assistants are educators, coordinators, advocates, and quality-improvement partners who contribute significantly to improved patient outcomes and satisfaction.

LOOKING AHEAD

The Patient-Centered Medical Home represents a powerful approach to delivering comprehensive, coordinated, and accessible healthcare. By placing patients at the center of care and emphasizing collaboration among healthcare professionals, the PCMH model helps create better experiences for both patients and providers (AHRQ, 2022).

Medical assistants are essential to achieving these goals. Through patient education, care coordination, clinical support, technology management, and quality improvement efforts, they help bring the principles of patient-centered care to life every day. As the healthcare landscape continues to evolve, the contributions of medical assistants within the PCMH model will remain critical to building healthier communities and delivering exceptional patient care.



References:

- Agency for Healthcare Research and Quality. (2022). Defining the patient-centered medical home. U.S. Department of Health and Human Services. <https://www.ahrq.gov/ncepcr/research/care-coordination/pcmh/define.html> [ahrq.gov]
- Agency for Healthcare Research and Quality. (2022). Patient-centered medical home (PCMH). U.S. Department of Health and Human Services. <https://www.ahrq.gov/ncepcr/research/care-coordination/pcmh/index.html> [ahrq.gov]
- Centers for Disease Control and Prevention. (2025). Patient-centered medical home (PCMH) model. <https://www.cdc.gov/cardiovascular-resources/php/pcmh-model/index.html> [cdc.gov]
- National Committee for Quality Assurance. (2026). Patient-centered medical home (PCMH). <https://www.ncqa.org/programs/health-care-providers-practices/patient-centered-medical-home-pcmh/> [ncqa.org]

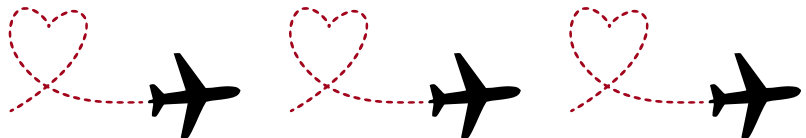
ROSIE'S TRAVELS



Rosie Visits Reno!

Taking a pause from her travels, Rosie participated in the Meet the Candidates #2 event! Afterwards, the busy bee savored breakfast at the annual AAMA Conference alongside LaTresse, Kit, and Paula. They gathered around the table, relishing the chance to connect and share conversations with colleagues from all corners of the profession. Throughout the ISMA conference, Rosie, Jane, Paula, and Kit engaged with physicians, fostering meaningful discussions.

Keep that joyful smile shining, Rosie! 📷🐝



Additional Deadlines

ISMA ANNUAL CONFERENCE	2027 ISMA 71 st ANNUAL CONFERENCE April 9 – 11, 2027 Hilton Garden Inn Columbus/Edinburgh
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)

ANNUAL CONFERENCE ATTENDANCE AND MEMBERSHIP SUPPORT GRANT

1. Available to all current members without current chapter/district or state volunteer committee responsibility.
2. Between May 1, 2026, and March 31, 2027, attend in person or virtually four chapter/district or state workshops and complete meetings with active participation. Virtual meeting attendance may be confirmed with response to a cell phone request to activate your camera within 5 seconds of contact by the registration monitor.
3. Volunteer to participate on a committee or assist with a special project.
4. Write an essay without AI assistance of any length detailing how your AAMA membership impacts your personal and professional life.
5. Up to six grants will be awarded by ISMA. One for each chapter/district. Grant will consist of the following:
 - a. One-year Active membership or two-year Student membership
 - b. Full ISMA Annual Conference registration fee
 - c. One-half payment of hotel accommodation for the ISMA Annual Conference.

Applicant Information

Full Name: _____
Mailing Address: _____
City/State/Zip Code: _____
AAMA Membership Number: _____ District: _____

Submit application no later than April 1 to both Teresa Hallmen, CMA (AAMA) tcrowley125@gmail.com and Jane Seelig, CMA-A (AAMA) janeeseelig@att.net

ISMA Annual Conference Attendance and Membership Support Grant Application

Meetings Attended between May 1 & March 31

	DATE	SPONSOR DISTRICT/STATE	WORKSHOP TITLE/SPEAKER
1			
2			
3			
4			
5			

Identify your committee and position, outline your responsibilities, and highlight your accomplishments during your tenure.

Attach an essay of any length detailing how your AAMA membership impacts your personal and professional life. *Any submission using AI will be rejected.*

2027 ISMA 71st ANNUAL CONFERENCE
Registration Form
Hosted by Southeast District
April 9 – 11, 2027
Hilton Garden Inn Columbus/Edinburgh

Name: _____
AAMA Member ID # _____ Credential _____
Address: _____
(City, State, Zip code) _____
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 check one: _____ Member _____ Student _____ Not a member
Since April 2026, please check: _____ New CMA (AAMA) _____ Educator
_____ First-time Conference Attendee _____ Recertified CMA (AAMA)

FOOD ALLERGIES: _____

REGISTRATION & HOTEL DEADLINE:

All workshops, meals and entertainment are included in the total registration package.

Registrations received by March 26, 2027

\$195.00	
Members:	Student Members: \$ 100.00
Non-Members: \$ 240.00	Non-member Students \$ 150.00

Late Registrations received after March 26, 2027

Members: \$225.00	Student Members: \$125.00
Non-members: \$260.00	Non-member students: \$175.00

One day registration without meals: \$150.00

Guest Meal only registration: Breakfast: \$30.00 Lunch: \$ 35.00 Dinner: \$50.00

QUESTIONS???????

Joyce Edds, CMA (AAMA) CPT (ASPT)	502-523-0743	mnedds@aol.com
Rita Michel, CMA (AAMA)	206-358-7282	remichel49@gmail.com

Please forward the completed form with check payable to:

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

Hotel Reservations for 2027 ISMA Conference
April 9 –11, 2027
Hilton Garden Inn
Columbus/Edinburgh
12210 N. Executive Dr., Edinburgh IN, 46214
812-526-8600

Room Rate: 126.00 per night

Call 812-526-8600

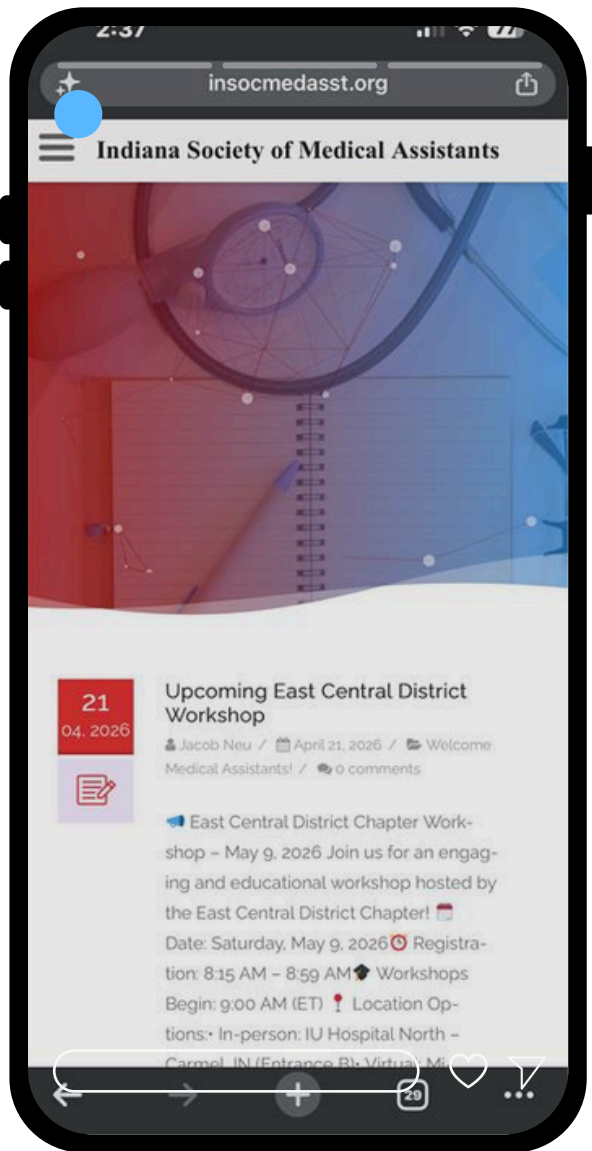
Inform the reservation agent you are part of ISMA 2027 or ask to Speak with Lacey

Here is a link to make your reservation on line if you wish.

[Available Rooms - Hilton Garden Inn Columbus/Edinburgh](#)

Provide dates you are coming and if you will be coming in early and departure date.

The group cut off will be March 27, 2027. Reservations will continue after the March 26, 2027, but the group rate may not be honored.



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](https://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**