

2014 Local Chapter Officer Training

*Presented by: AAPCCA Board of Directors
in conjunction with
the AAPC Local Chapter Department Team*



Search

AAPC Other Coding/Billing Websites

Training

Certification

Continuing Education

ICD-10

Jobs

Networking

Resources

Store

My AAPC

Coding

Billing

Auditing

Compliance

Practice Manage

Purchases

View Receipts

Proficiency Assess

AAPC National Com

MY ACCOUNT

- ▶ Overview
- ▶ Profile/Preferences
- ▶ Purchases/Items
- ▶ Tracker
- ▶ Event Calendar
- ▶ Resources
- ▶ Member Perks

MY CHAPTER

- ▶ Overview
- ▶ Officers and Representatives
- ▶ Scholarship
- ▶ Officer Resources
- ▶ Officer Responsibilities
- ▶ Discussion
- ▶ Products
- ▶ FAQ

INSTRUCTOR

- ▶ Overview
- ▶ License
- ▶ ICD-10 Train the Trainer
- ▶ Classes
- ▶ Assignments
- ▶ Exams
- ▶ CTU Tracker
- ▶ Continuing Teaching Units
- ▶ Instructor Forums
- ▶ Instructor Store
- ▶ Classroom Aids
- ▶ News & Updates
- ▶ CEU Webpage

CEU VENDOR

- ▶ Overview
- ▶ Submit New Application
- ▶ Guidelines
- ▶ Fee Schedule
- ▶ CEU Search Tool
- ▶ Contact CEU Vendor Dept.
- ▶ FAQ

Membership Renewal: 5/31/2014 ([Renew Now](#))
72 CEUs Due: 5/31/2015 ([Submit CEUs](#) | [Earn CEUs](#))

Log Out

My Local Chapter

Overview

Officers/Members

Officer Resources

AAPCCA Resources

Events

Chapter Handbook

Scholarship

Project AAPC

Discussion

Products

FAQs

Financial Info

Become a Local
Chapter Officer

[Learn More](#)



[Home](#) > [My Local Chapter](#)

**FREE Quarterly
ICD-10 Webinars**
For Local Chapters

[LEARN MORE](#)



Topeka Kansas Chapter (78504)

Chapter News

[View All](#)

Chapter Meeting Ideas - PowerPoint Presentations — If you've ever had a hard time coming up with an idea for your next chapter meeting, there's no need to worry any more. The AAPCCA Board of Directors has [Read More >>](#)

2nd and 3rd Quarter Reimbursements — Treasurers, the 2nd quarter reimbursement was deposited in your bank account on August 15th. Please verify this in your account. The 3rd quarter reimbursement [Read More >>](#)

Raise Exam Limits — As we draw closer to the end of the year, (where has summer gone?) the number of examinees increases and chapter officers can help accommodate the increase. [Read More >>](#)

On-Site ICD-10 Code Set Training for Local Chapters — The number of local chapters participating with on-site code set training is steadily growing, but we'd love to see more taking advantage of this great [Read More >>](#)

Preparing for Upcoming Elections - Holding Nominations — Hold nominations at your September meeting. When looking for candidates, remember that members who are friendly, work well with others, [Read More >>](#)

Below are the most recent topics being discussed by your local chapter members, followed by a calendar of upcoming events.

[Change My Chapter](#) | [View Topeka Kansas Chapter Officers](#)

Chapter Forum

[View All](#)

[Start a Thread](#)

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Chapter Forum

[View All](#)[Start a Thread](#)

Topic / Topic Starter

Last Post

[FREE CEUs!!!](#)
bedwards

11/08/2013 at 11:09 AM
by [bedwards](#)

[Open position \(PT\)](#)
[anabuchele@](#)

09/04/2013 at 02:16 PM
by [anabuchele@](#)

[Handout for 8/20/2013 meeting](#)
bedwards

08/15/2013 at 11:59 AM
by [bedwards](#)

Local Chapter Events

[Submit New Event](#)

There are currently no events for this chapter.

To edit an event, click on the details link that appears next to the event you want to edit.

[View other local chapter events](#)

[Receive event notifications from other local chapters in your area](#)

Officers/Members

Future Chapter Officers

Chapter Officers

AAPCCA

NAB

Chapter Members

AAPC Staff

Topeka Kansas Future Chapter Officers

Officer	Contact Info
Nicole P Ramer, CPC President	nicole.ramer@ (785) 291
Julie Lynn VanVleck, CPC Member Development Officer	julie.vanvleck@ (785) 291
Cynthia Baumgardner, CPC Education Officer	cbaumgar@ (785) 270-
Beth Morrow, CPC Secretary	beth.morrow@ (785) 230-
Dayla D Cripe, CPC Treasurer	dayla.cripe@ (785) 295-
Ana Carolina Buchele, CPC Vice President	abuchele@ (785) 806-

Officers/Members

Future Chapter Officers

Chapter Officers

AAPCCA

NAB

Chapter Members

AAPC Staff

AAPC Chapter Association (AAPCCA) Representatives

Officer

Contact Info

Amy E Bishard, CPC, CPMA, CEMC

amy.bishard@aapcca.org

Brenda Edwards, CPC, CPB, CPMA, CPC-I,
CEMC

brenda.edwards@aapcca.org

Officers/Members

Future Chapter Officers

Chapter Officers

AAPCCA

NAB

Chapter Members

AAPC Staff

National Advisory Board (NAB) Representatives

Officer

Contact Info

Stacy Nicole Harper, JD, MHSA, CPC

sharper@lathropgage.com

Angela B Clements, CPC, CEMC, COSC

aclements@ochsner.org

Chapter Members

Below is a list of your chapter members. If contacting them with a bulk email, please ensure you add their names to the "BCC" (Blind Carbon Copy) line of your email application. Click [here](#) to download this entire list to Excel.

Print New Member Welcome Letters

Send a welcome letter to new members of your chapter and encourage them to attend your next meeting.

[Printing Options](#)[Help](#)

Name	Phone	Email	Flags
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[Future Chapter Officers](#)

[Chapter Officers](#)

[AAPCCA](#)

[NAB](#)

[Chapter Members](#)

[AAPC Staff](#)

Local Chapter Staff

Marti Johnson - Marti.Johnson@aapc.com

Director Local Chapter Support

800-626-2633 ext. 133

Emilie Nelson - Emilie.Nelson@aapc.com

Local Chapter Officer/Member Liaison

800-626-2633 ext. 184

Linda Litster - Linda.Litster@aapc.com

Local Chapter Officer/Member Relations Liaison

800-626-2633 ext. 190

Home > My Local Chapter > Chapter Officer Resources

My Local Chapter

- Overview
- Officers/Members
- Officer Resources
- Handbook
- Officer Training
- Officer Responsibilities

Chapter Officer Resources

[Election Verification](#)
Submit the names and contact information of your newly elected officers.

[Local Chapter Handbook](#)
The handbook contains all the rules for operation of a local chapter. Officers should be familiar with its contents. Current updates appear in red.

[Local Chapter Officer Training](#)

2013 AAPC Local Chapter Handbook



- Overview
- Officers/Members
- Officer Resources
- Handbook
- Officer Training
- Officer Responsibilities
- Forms
- Meeting Ideas
- Proctoring
- CPC Review (PowerPoint)
- CPC Review PDF Handouts
- Best Practices
- Code of Conduct
- ICD-10 Overview
- AAPCCA Resources
- Events
- Chapter Handbook
- Scholarship
- Discussion
- Products
- FAQs
- Financial Info

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Local Chapter Handbook

The handbook contains all the rules for operation of a local chapter. Officers should be familiar with its contents. Current updates appear in red.

Local Chapter Officer Training

This video presentation contains a guide all the information you need to run a successful local chapter. View online, or download mp3 or iPhone video.

Local Chapter Officer Responsibilities

This guide covers the responsibilities of each chapter officer.

Forms

Certain paperwork must be submitted to maintain a chapter in good standing.

Meeting Ideas

Chapter meetings should consist of a good mix of education, networking and fun, check out these ideas.

Proctoring Information

Proctors must read through and be familiar with proctor instructions before each exam.

CPC Review (PowerPoint Presentation)

This PowerPoint Presentation, which is designed to be used in conjunction with AAPC's Official 2012 CPC® Certification Study Guide, is to be used by chapter officers only, to prepare their chapter members for an upcoming CPC exam. Do not distribute this electronic presentation to chapter members or students.

CPC Review PDF Handouts

To be handed out to attendees ONLY.

May MAYnia

Learn all about the purpose of May MAYnia, how to plan a fantastic meeting, and what you need to do to win prizes for your chapter.

Best Practices

Check out these ideas shared by officers around the country. Contact us if you have something you'd like to share.

Local Chapter Code of Conduct


Officers are expected to conduct themselves professionally and to provide a safe and friendly environment during their chapter meetings.


Handouts from 2011 National Conference in Long Beach

Whether you attended the conference or not, you can review the PowerPoint presentation on "Proctoring Blunders and What to do About Them!", "The Art of Holding an Effective Chapter Meeting" and "Mentoring Officers and Members".

Officer Forms

Certain information must be submitted to maintain a chapter in good standing. All necessary forms are included here; refer to individual forms for specific instructions. Note: requests for CEUs for meetings, review classes and seminars; and requests to schedule exams are made online under Chapter Events.

 **Local Chapter Handbook** - Contains the rules for operation of a local chapter. Officers should be familiar with its contents. Current updates appear in red.

 **AAPC Bucks Request** - Submit when chapter wishes to purchase AAPC bucks for chapter use. Payment must be submitted with request.



AAPC Bucks Request Form

If using local chapter funds to buy AAPC Bucks, this form must be submitted by the chapter President, Treasurer, or Secretary. AAPC Bucks expire within one year of the issue date, and can be used to purchase any AAPC products.

Instructions:

1. Calculate the amount of money you would like to tender: \$
2. AAPC Bucks come in \$5, \$10, and \$20 amounts. Specify how many of each you would like:

Certificate Value	Quantity	Amount	Total
\$5	<input type="text"/>	x \$5.00	= \$ <input type="text"/>
\$10	<input type="text"/>	x \$10.00	= \$ <input type="text"/>
\$20	<input type="text"/>	x \$20.00	= \$ <input type="text"/>
Total amount requested in AAPC Bucks:			\$ <input type="text"/> 0

3. Submit this form with a money order or chapter check (personal checks not accepted) for the total calculated amount. Make the check payable to: AAPC.
4. Please allow 2-3 weeks for delivery of your AAPC Bucks.

<input type="text"/>	<input type="text"/>
Chapter (City, State)	Chapter ID
<input type="text"/>	<input type="text"/>
Submitted By/Ship To	Date
<input type="text"/>	<input type="text"/>
Address - no PO boxes	City, State, Zip
<input type="text"/>	<input type="text"/>
Phone	Email

Mall Request Form and Money Order/Check to:


AAPC
Local Chapter Department
2480 South 3850 West, Suite B
Salt Lake City, Utah 84120


If you have questions, call 800-626-CODE (2633)




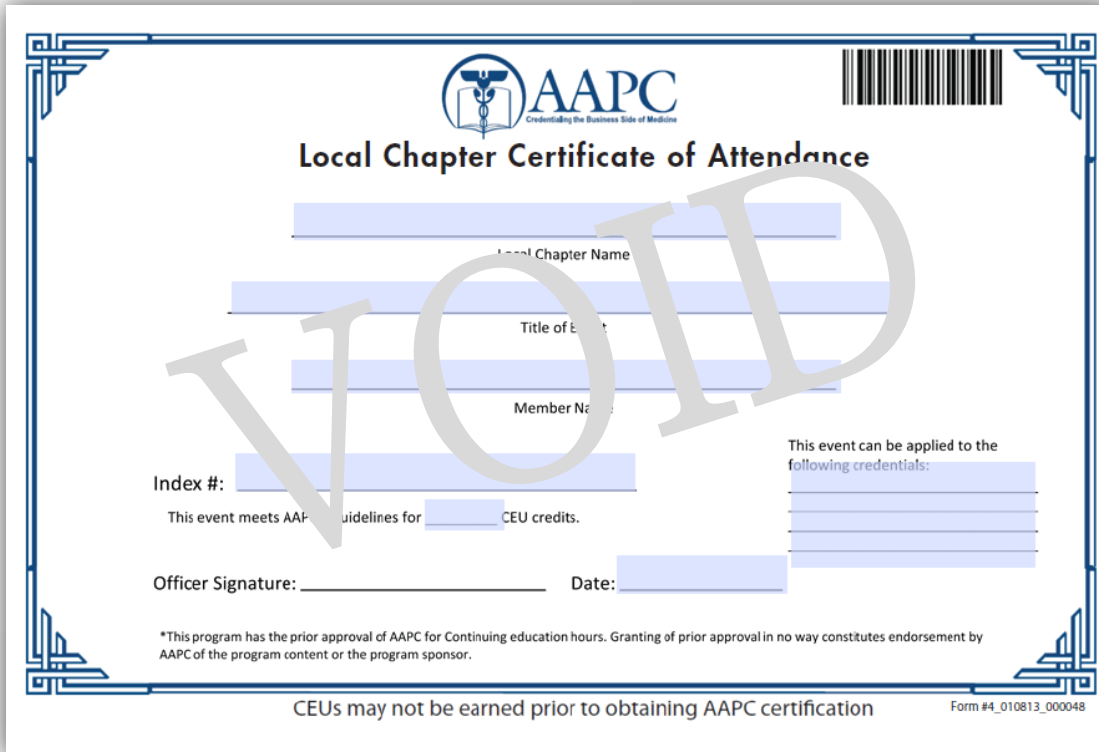
HELP

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 **CEU Certificate** - Complete certificate and hand out to attendees at chapter meetings or review classes where CEUs are pre-approved.





The form is titled "Local Chapter Certificate of Attendance" and features the AAPC logo at the top center, which includes a caduceus and the text "AAPC Credentialed the Business Side of Medicine". A barcode is located in the top right corner. The form contains several fields for text entry, including "Local Chapter Name", "Title of Event", "Member Name", "Index #", "Officer Signature", and "Date". A large, semi-transparent "VOID" watermark is overlaid across the center of the form. To the right of the "Index #" field, there is a section titled "This event can be applied to the following credentials:" with three horizontal lines for input. At the bottom of the form, there is a disclaimer: "*This program has the prior approval of AAPC for Continuing education hours. Granting of prior approval in no way constitutes endorsement by AAPC of the program content or the program sponsor." and the text "CEUs may not be earned prior to obtaining AAPC certification". The form number "Form #4_010813_000048" is printed in the bottom right corner.




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 **Seminar Certificate** - Complete certificate and hand out to attendees at seminars where CEUs are pre-approved.

 **Resignation / Change of Officer Form** - In the event of an officer change during the current year, have a current officer complete, sign and submit this form.



Resignation/Change of Officer Form

Fill out the resigning and new officer information.

An Officer has resigned from:

Local Chapter Name (City, State) _____

Chapter ID # _____

Resigning Officer: _____ ID #: _____

Office held: President Vice President Education Officer Member Development Officer
 Secretary/Treasurer Secretary Treasurer

Reason for resignation: _____

A resignation letter must be submitted with this form from the resigning officer

Office to be held: President Vice President Education Officer Member Development Officer
 Secretary/Treasurer Secretary Treasurer

The following person will serve through December 31, 2012. **The new officer must log in and sign the online officer agreement.** This gives AAPC permission to display the officer's name and contact information on AAPC's website.

New Officer: _____ ID #: _____

Information to be displayed on AAPC's website:

Contact Phone #: (____) _____ Work Home Cell
Contact Email: _____ (Choose only one)

New Officer's Signature Required:  _____

Form Submitted by: _____ Date: _____



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Local Chapter Meeting Attendance - Sign-in sheets for chapter meetings.

Local Chapter Quarterly Meeting/Financial Report - Use this tool to submit quarterly requests for reimbursements for meetings, to report the quarterly bank account summary, and to report honorariums paid that quarter.

Quarterly Chapter Financial Statement - Use this form to provide information about the chapter finances to the chapter members on a quarterly basis. It is not necessary to submit this statement to the AAPC, unless requested. Quarterly information on the chapter finances is submitted to AAPC on the Local Chapter Quarterly Meeting/Financial Report form.

Local Chapter Speaker Agreement - Speakers agree to responsibility of content of presentation by signing. Do not submit to AAPC, to be retained by chapter officers.

Local Chapter Speaker Certificate - A word file local chapter officers can use to create a certificate for speakers.



Local Chapter Meeting Attendance Sheet

Chapter Name Chapter ID#

Meeting Date Catalogue Number


Name (Print)	Signature	AAPC Member ID#	Non AAPC Member


Total AAPC Members
 Total Non AAPC Members


Submit Quarterly by April 15, July 15, October 15, January 15
 Must accompany Local Chapter Reimbursement Request Form





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Local Chapter Speaker Agreement

As speaker for the _____ Local Chapter, I understand that neither the local chapter nor the AAPC national office is responsible nor liable for the content of my presentation on the subject of _____ given at the chapter meeting/ seminar on the date of _____.

Signature

Speaker

Date

Date

IN RECOGNITION

This Certificate is Presented to

Speakers name here

for speaking at

Local Chapter name

Insert your chapter logo here and delete this box.
Contact AAPC local chapter with questions

Enter date here

Local Chapter Officer

Date



HELP

Chapter Meeting Ideas

Use these ideas as you brainstorm as chapter officers to plan your own creative list of meetings that fit the unique needs of the members in your chapter.

Chapter Members: Chapter members are a great resource for speaker ideas. They may work with physicians, compliance officers, and coding specialists who may be willing to come present for the chapter. There may be chapter members who would love to present at the meetings. Have the certified members of the chapter share their coding specialties and their coding journey.

Other Chapter Officers: Other chapter officers are great resources for speaker ideas. Post speaker request information in the Officer Forum or call the closest chapter's officers to get ideas on great speakers that they have had at their meetings.

PMCC Instructors: PMCC instructors can present at chapter meetings. The instructors need to earn CTUs to maintain their instructor status and they can earn those by presenting at chapter meetings.

PowerPoint Presentations: Provided by members of the AAPCCA board of directors, these presentations can be given by chapter officers who have an understanding of the content. Copies of these presentations can be made for chapter members, but not transmitted electronically.

Local Medicare Carrier: Local Medicare carriers or other carriers in the area are often glad to come share their information with local chapters.

AAPC Forums: Spend an hour on our forums and you'll have all sorts of ideas. You'll find everything there from discussions on *Cutting Edge* articles to ICD-10 information, from technical discussions to roundtable ideas, from specialty discussions to coding information.

Coding Games: Check out these sites with downloadable coding games. Just fill in the questions and your game is ready to go!

Coding Roundtables: Coding roundtables are always fun. Encourage members to bring their most difficult coding issues and code them as a group, or break into smaller groups and compare results.

Proctoring Information

Local chapters play a key role in making AAPC's certification examinations accessible and available around the country. Ensuring the exams are administered correctly is a crucial part in maintaining the integrity of the certification process. Therefore, the responsibility placed on the local chapter officers as proctors should be taken very seriously. Proctors must read through and be familiar with proctor instructions before each exam.

[AAPC Examination information](#)

This information that all examinees should know about the certification process is also informative and helpful for proctors.

[Proctor Instructions](#)

This document contains the following information:

- Appropriate Proctor Procedures – Common sense advice to test day questions.
- Required and Additional References Approved for Use During the Exam
- Proctor-to-Coder Instructions

My Local Chapter

Overview

Officers/Members

Officer Resources 

Handbook

Officer Training

Officer Responsibilities

Forms

Meeting Ideas

Proctoring

CPC Review (PowerPoint)

CPC Review PDF Handouts

Best Practices

Code of Conduct

MAY MAYNIA



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Overview

Officers/Members

Officer Resources

Handbook

Officer Training

Officer Responsibilities

Forms

Meeting Ideas

Proctoring

CPC Review (PowerPoint)

CPC Review PDF Handouts

Best Practices

Code of Conduct

ICD-10 Overview

AAPCCA Resources

Events

Chapter Handbook

Scholarship

Discussion

Products
























FAQs

Financial Info

[Home](#) > [My Local Chapter](#) > [Chapter Officer Resources](#) > Best Practices

Best Practices

Local Chapter Officers frequently share their ideas and best practices with AAPC and the AAPCCA Board of Directors. You can get ideas and forms by clicking on the links below. Before using ideas, be sure to personalize documents with your own chapter information and the updated local chapter logo.

-  [Ballot](#)
-  [Bonding the Chapter Funds](#)
-  [Call for Nominations](#)
-  [Chapter Letterhead Idea](#)
-  [Chapter Mentoring Program](#)
-  [Distributing CEU Certificates](#)
-  [Education Requests](#)
-  [Elections - Nomination Tips](#)
-  [Evaluation Form](#)
-  [Expense Reimbursement Request Form](#)
-  [Fax Cover Sheet](#)
-  [Finding Speakers for Local Chapter Events](#)
-  [Meeting Agenda](#)
-  [Meeting Minutes 1](#)
-  [Meeting Minutes 2](#)
-  [Multi-Chapter or State Conference](#)
-  [Newsletter](#)
-  [Newsletter](#)
-  [Property Statement](#)
-  [Refreshment Donation Schedule](#)
-  [Rewards Point System](#)
-  [Scholarship Application](#)
-  [Vote Count Sheet](#)



HELP

Local Chapter Code of Conduct

- I. **CONDUCT YOURSELF PROFESSIONALLY.** Respect your fellow officers and members. Be an ambassador of "Integrity", "Respect", "Openness" and "Teamwork".
- II. **ARRIVE ON TIME.** Be respectful of your chapter officers, planned speakers, guests and chapter members. If late arrival cannot be helped, please enter quietly, sign the roll and find a seat.
- III. **TURN OFF YOUR CELL PHONE.** If you must leave your phone on, use the "vibrate" function. If you must answer your phone call during a meeting, please quietly leave the room before answering the call to avoid distracting the speaker and attendees.
- IV. **APPROPRIATELY HANDLE GOSSIP.** The rumor mill is an ugly place, and the best way to handle it is to stay away from it. Negativism, off handed remarks, and competitive jealousy are the mark of a weak organization. As a member, it is your responsibility to take all issues or concerns to the source!
- V. **BE MINDFUL OF WHAT YOU PROJECT.** As a coding professional, an officer and member, you are a role model, whether you are aware of that or not. People look up to you and they want to emulate you. Remember, this principle works both ways – they either want to be like you or they point you out as an example of what not to do. Remember the quote, "If you can't be a good example, you'll have to stand as a horrible warning." "Be" a member of integrity and honesty. These qualities are essential in providing a basis for trust and go to the core of what is expected from business professionals.
- VI. **BE PROACTIVE.** Know what is in your Local Chapter Handbook. This is your chapter to make successful. Get to know who is in your chapter and introduce yourself at meetings to new members or guests. Be open to serving on committees. Be accountable for knowing chapter protocol and support your local chapter officers.
- VII. **HAVE AN OPEN MIND.** Encounter other aspects of the coding industry from a learning perspective. Though you have your expertise, it's a big coding world with much to be gained by learning from others. A learning attitude allows others to let their guard down as well, so you may communicate to one another synergistically rather than defensively.
- VIII. **RESPONSIBILITY.** As coders in a professional atmosphere, accept responsibility for your actions. Be attentive and courteous. Be your word! Deliver on the commitments and promises you make to others, as an officer or a member. "Be" the professionalism and excellence desired.
- IX. **TEAMWORK.** Participate! When speakers ask for input or feedback, and you feel you have something to contribute, please do so. Ask questions when appropriate. Generally one question triggers additional questions and/or responses from other members and attendees and provides valuable information to the group. Support your local chapter, consider yourself as a potential officer, and be willing to serve as you have been served by your current officers. Your chapter is stronger when you work as a team; you will foster attitudes encouraging members to give and receive constructive criticism, and develop creative solutions to challenges.
- X. **ENJOY YOUR CHAPTER.** Create a strong viable chapter by sharing. Network with other chapters. Seek win/win solutions - in most situations where there is conflict, there are more possible solutions than "I win, you lose". Take a step back from your position. Ask yourself, "what did I do to create this?" Then be open to resolution from a positive forum. Be committed to "Upholding a Higher Standard".

My Local Chapter

Overview

Officers/Members

Officer Resources

Handbook

Officer Training

Officer Responsibilities

Forms

Meeting Ideas

Proctoring

CPC Review (PowerPoint)

CPC Review PDF Handouts

Best Practices

Code of Conduct

ICD-10 Overview

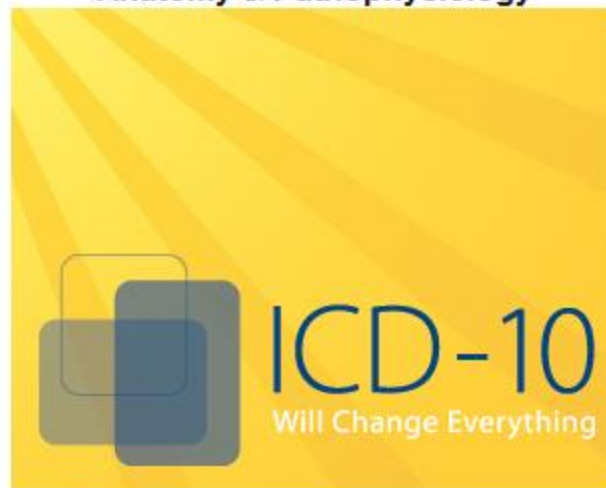
AAPCCA Resources

[Home](#) > [My Local Chapter](#) > [Chapter Officer Resources](#) > ICD-10 Overview

ICD-10 Overview

ICD-10 is going to change everything, and AAPC wants to help you prepare. These resources have been created for use in Local Chapter meetings to help explain and guide your chapter through the path to ICD-10 implementation. Materials may be downloaded below for offline viewing. When attaching the webinar handouts, make sure they are in PDF format.

Anatomy & Pathophysiology



ICD-10-PCS Overview



My Local Chapter

[Overview](#)

[Officers/Members](#)

[Officer Resources](#)

[AAPCCA Resources](#)

[Events](#)

[Chapter Handbook](#)

[Scholarship](#)

[Discussion](#)

[Products](#)

[FAQs](#)

[Financial Info](#)

[Home](#) > [My Local Chapter](#) > Local Chapter Events

Local Chapter Events

Upcoming Events

There are currently no events for this chapter.

[Schedule New Event](#)

Click on the name of the event for details and to edit the event.


Index/Catalog Numbers


Below is a list of current and past (up to 2 years) index/catalog numbers for your local chapter events.

Code	Type	Title	Start	Units
------	------	-------	-------	-------

General Event Information

Event Type:

Start Date: 

Start Time: 

Limit/Capacity:

Event Location

Address:

City:

Country:

State/Region:

Postal Code:

Directions:

Proctors

1st Proctor Information

1st Proctor:
(Select from list)

1st Proctor Phone:

Exam Shipping Information

Address:

City:

Country:

State/Region:

Postal Code:

2nd Proctor Information

2nd Proctor:
(Select from list or enter Member ID)

2nd Proctor Phone:

Check List

- *- Exam dates must be scheduled at least eight weeks in advance.
- *- 1st proctor must hold AAPC certification.
- *- 1st proctor must be a chapter officer who has previous proctoring experience.
- *- 2nd, 3rd and 4th proctors must be current AAPC members.
- *- Exam deliveries require a signature.
- *- No PO Boxes allowed.
- *- Once the exam date is scheduled and examinees are registered in the exam, the date may not be changed.

I have read the exam check list.



HELP

General Event Information

Event Type:

[Important CEU Guidelines - Please Read!](#)

Title:

Topics must be specific to education provided. TBA and Local Chapter Meeting Topic Titles are not approvable. (i.e. Dermatology, Round Table)

Speaker:

** Required: Include Speaker Credentials after the speaker's name. Please note Apprentice speakers are not eligible for specialty CEU applications.*

Start Date:

Start Time:

Presentation Length:

Fee:

Note: *In order to maintain the integrity of the CEU process, detailed information about the educational presentation MUST be submitted. Failure to submit adequate information may result in denial of CEUs.*

Description of Educational Component:

Provide a detailed description of the presentation's objective, including what attendees will learn. This information will be publicly viewable.

PLEASE NOTE: *All requests for CEUs for ICD-10 presentations are approved through AAPC's CEU Vendor team. Presentations and speaker credentials are required and should be emailed to localchapters@aapc.com.*

Additional Information for Attendees:

Although not mandatory, this could include information on the speaker, reason for any fees, materials needed for the presentation, etc.

Do you want to award any Specialty CEUs? Yes No

RSVP Name:

RSVP Phone:

RSVP Email:

Event Location

Location Name:

Address:

City:

Country:

State/Region:

Postal Code:

Directions:

Attachment

Although not mandatory, this could include forms, agendas, handouts, flyers, maps, etc. Only Word documents (.doc) or PDFs (.pdf) can be submitted.

Email Notifications



LOCAL CHAPTER CEU GUIDELINES 2013

CONTENTS

Mission	1
Submitting For Approval.....	1
Editing an Event	2
Communication with AAPC.....	3
Presenters.....	3
Event titles.....	3
Types of CEUs.....	3
Specialty Approvals.....	3
Meeting Content.....	4
Core B Material.....	4
Ineligible Content/Time:.....	4
Review Classes.....	5
ICD-10 Content.....	5
Fees	6
Local Chapters and Outside Vendors.....	6
Unacceptable Meeting Behavior.....	6

I

MISSION

All educational providers of AAPC must uphold a higher standard in education. AAPC Local Chapters must provide education to their chapter members by providing relevant material designed to stretch their skill level. AAPC's national office must provide a thorough and fair review process for all educational events submitted to AAPC by local chapter officers and provide timely and consistent CEU approvals.

AAPC grants prior approval for continuing education programs based on the relevance of the program content to the medical coding, reimbursement, compliance, and billing profession. This document outlines the standards and processes for obtaining AAPC Local Chapter CEUs.

SUBMITTING FOR APPROVAL

All event submissions must be made well in advance of the actual event. 30 days is recommended. Submissions submitted less than 2 weeks from the date of the event risk not receiving approval prior to the event date. Submitting early guarantees that your request will be processed and that members will be notified well in advance of the event to allow for proper arrangement time.


All event requests are processed in the order that they are received.





General Event Information


Event Type:

Core Credential:

Start Date: 

Start Time: 

Finish Date: 

Finish Time: 

Fee:

Request CEUs: Yes No

Event Location

Location Name:

Address:

City:

Country:

State/Region:

Postal Code:

Directions:

Attachment

Although not mandatory, this could include forms, agendas, handouts, flyers, maps, etc. Only Word documents (.doc) or PDFs (.pdf) can be submitted.

Contact Information

Instructor:


Select from list or enter Member ID)


Contact Name:

Contact Number:

Contact Email:

Email Notifications





Check List

- *- Use Standard [Certificate of Attendance](#) provided in the [Local Chapter Handbook](#).
- *- All proceeds from the event are to be retained by the local chapter.
- *- Instructor must be a current certified member of the AAPC.
- *- Detailed Agenda should include general and breakout sessions, lunch, and breaks.
- *- Agenda must be submitted as a word document (.doc).
- *- Please note: CEUs can not be obtained prior to certification.



General Event Information

Event Type:

Start Date:

Start Time:

Finish Date:

Finish Time:

PLEASE NOTE: All requests for CEUs for ICD-10 presentations are approved through AAPC's CEU Vendor team. Presentations and speaker credentials are required and should be emailed to localchapters@aapc.com.

Event Location

Location Name:

Address:

City:

Country:

State/Region:

Postal Code:

Directions:

Attachment

Although not mandatory, this could include forms, agendas, handouts, flyers, maps, etc. Only Word documents (.doc) or PDFs (.pdf) can be submitted.

Attachment

Although not mandatory, this could include forms, agendas, handouts, flyers, maps, etc. Only Word documents (.doc) or PDFs (.pdf) can be submitted.

Contact Information

Contact Name:

Contact Number:

Contact Email:

Email Notifications

1 Day Before Event

Check List

- *- Use Standard [Certificate of Attendance](#) provided in the [Local Chapter Handbook](#).
- *- All proceeds from the event are to be retained by the local chapter.
- *- Detailed Agenda should include general and breakout sessions, lunch, and breaks.
- *- Agenda must be submitted as a word document (.doc).



General Event Information

Event Type:

[Important CEU Guidelines - Please Read!](#)

Title:

Topics must be specific to education provided. TBA and Local Chapter Meeting Topic Titles are not approvable. (i.e. Dermatology, Round Table)

Start Date: 

Start Time: 

Finish Date: 

Finish Time: 

Limit/Capacity:

Fee:

Event Location

Address:

City:

Country:

State/Region:

Postal Code:

Directions:

Attachment

Although not mandatory, this could include forms, agendas, handouts, flyers, maps, etc. Only Word documents (.doc) or PDFs (.pdf) can be submitted.


Contact Information

Contact Name:

Contact Number:

Contact Email:

Email Notifications

1 Day Before Event 

Check List

- *- Only chapter-sponsored events should be posted online.
- *- No CEUS are awarded for miscellaneous events.
- *- Agenda must be submitted as a word document (.doc).

- Overview
- Officers/Members
- Officer Resources
- AAPCCA Resources
- Events**
- Chapter Handbook
- Scholarship
- Discussion
- Products
- FAQs
- Financial Info

Add/Edit Chapter Event

General Event Information

Event Type:

[Important CEU Guidelines - Please Read!](#)

Title:
Topics must be specific to education provided. TBA and Local Chapter Meeting Topic Titles are not approvable. (i.e. Dermatology, Round Table)

Speaker:
* Required: Include Speaker Credentials after the speaker's name. Please note Apprentice speakers are not eligible for specialty CEU applications.

Start Date:

Start Time:

Presentation Length:

Fee:

Description of Educational Component:
Provide a detailed description of the presentation's objective, including what attendees will learn. This information will be publicly viewable.

PLEASE NOTE: All requests for CEUs for ICD-10 presentations are approved through AA Vendor team. Presentations and speaker credentials are required and should be emailed localchapters@aapc.com.

Additional Information for Attendees:
Although not mandatory, this could include information on the speaker.

General Event Information

ICD-10 What To Expect for 2014 Edit Event

Local Chapter Meeting
 Start Date: 3/7/2013
 Start Time: 8:00 AM
 Presentation Length: 3.50 hours
 Fee: \$25.00
 CEUs: 3.50
 Specialty CEUs: CPPM

Event Location Information
 Location:
 Bent Creek Country Club
 620 Bent Creek Drive
 Lititz, Pennsylvania 17543
 United States
 Directions:

Speaker Information
 Speaker: Yvonne Dailey, CPC, CPC-I

RSVP Information
 RSVP Name: Tara Hollinger
 RSVP Email: tahollinger@lancasterortho.com

Additional Information
 We will be having breakfast from 8 to 8:30 am. Yvonne will be speaking and presenting on ICD-10 information and what to expect for 2014 from 8:30 to 11:00. From 11 to 11:30 we will have questions and answers along with ICD-10/CPT games. Please bring your CPT & ICD-9 books. Registration form must be received by 2/28/13



Scholarship Fund Helps Coders in Need

Members reach out to help others realize their career aspirations.

AAPCCA
Scholarship Fund
2480 South 3850 West, Suite B
Salt Lake City, UT 84120

AAPCCA Hardship Scholarship Program Information

Important Note

When [applying](#) for a Hardship Scholarship all sections of the form MUST be filled out completely. Of particular importance is the section marked "Reason For Request/Financial Hardship" This narrative tells the personal story of your need, gives specifics of your hardship, and discusses what other steps you have taken to otherwise meet your need. As it states, complete the section "IN DETAIL". This section provides an opportunity for a personal appeal to the committee; the importance of the contents of this section cannot be over stressed.

General Questions:

Q: What is the purpose of the AAPCCA Hardship Scholarship Fund?

A: Developed and overseen by the AAPCCA Board of Directors (BOD), it is a financial aid program created with the intent of assisting AAPC members with membership and certification in times of financial difficulty due to an unexpected hardship.

Q: Why was the fund created?

A: The BOD developed this program with the intent of:

- Helping AAPC members retain their membership and certification
- Encouraging participation in AAPC's local chapters
- Promoting leadership in AAPC's local chapters

Table of Contents

- [Important Note](#)
- [General Questions](#)
- [Award Questions](#)
- [Fund Coverage Questions](#)
- [Non-Awarded Applicant Question](#)
- [Application Process Questions](#)
- [Keeping the Funds Going](#)
- [Helpful Hints for Members](#)
- [Helpful Hints for Local Chapter Officers](#)



HELP

My Local Chapter

Overview

Officers/Members

Officer Resources

AAPCCA Resources

Events

Chapter Handbook

Scholarship

Discussion

Products

FAQs

Financial Info

[Home](#) > [My Local Chapter](#) > Chapter Officer Discussion

Chapter Officer Discussion

Chapter Officer Forum

[View All](#)

[Start a Thread](#)

This private forum is for officer use only. Post questions and ideas to share with all current local chapter officers.

Topic / Topic Starter

Last Post

[January Meeting Minutes](#)
delmore

Today at 11:10 AM
by [bfontaine](#)

[May 22nd Seminar](#)
atlanticcoder

Today at 06:08 AM
by [atlanticcoder](#)

[Infusion/Injection Coding Power Point](#)
larr1sa

Today at 05:58 AM
by [atlanticcoder](#)

[Employment opportunity](#)
jusmith51

02/01/2013 at 12:01 PM
by [jusmith51](#)

Topeka Kansas Chapter Forum

[View All](#)

[Start a Thread](#)

This private forum is for members of your local chapter. Encourage members to use this tool to network with each other.

Topic / Topic Starter

Last Post

[Immediate Job Opening](#)
bedwards

01/24/2013 at 07:53 AM
by [bedwards](#)

[January Chapter Minuets](#)
beth.morrow

01/24/2013 at 06:32 AM
by [01129060](#)

[Forums](#)
bedwards

01/19/2013 at 07:21 AM
by [janellehood](#)

[I need access to CPT Assistant](#)
lindacoder

01/17/2013 at 05:58 AM
by [lindacoder](#)



HELP

My Local Chapter

Overview

Officers/Members

Officer Resources

AAPCCA Resources

Events

Chapter Handbook

Scholarship

Discussion

Products

FAQs

Financial Info

[Home](#) > [My Local Chapter](#) > Chapter Products

Products Available Only Through Local Chapters!

AAPC Sectional File Folder

Price: \$10.95

[Add to Cart](#)

Ideas for using the "AAPC Sectional File Folder"

For Officers:

- Keep a monthly copy of your CEU certificate for reprints
- Keep a monthly copy of meeting minutes and sign in sheets
- Keep your financial receipts, reimbursement sheets and ledger sheets, organized and easy to access monthly expenditures

For your members:

- Keep your CEU certificates in a safe place where you can get to them for verification
- Keep a copy of monthly local chapter meeting minutes for quick reference
- Keep a full year of your Cutting Edge magazine organized and easily accessible



My Local Chapter

Overview

Officers/Members

Officer Resources

AAPCCA Resources

Events

Chapter Handbook

Scholarship

Discussion

Products

FAQs

Financial Info

[Home](#) > [My Local Chapter](#) > Officer FAQ

Answers to Questions Frequently Asked by Chapter Officers

Topics:

[Chapter Meetings](#)

[Chapter Members](#)

[Expectations of Chapter Officers](#)

[Finances](#)

Chapter Meetings

How do I receive approval for CEUs for a meeting or to host an exam?

- Click on My AAPC, then My Chapter, then Events, then Schedule New Event.
- Choose the event type (exam, meeting, seminar, review class, miscellaneous) and fill in the corresponding information.
 - See [special guidelines](#) for requesting specialty CEUs for a meeting.
- A confirmation page will pop up if the event was submitted correctly.
- Exam requests are processed instantly/automatically, so please double check the website to make sure everything was entered correctly.

How do I submit edits online for a chapter event?

- Click on My AAPC, then My Chapter, then Events. All upcoming events will be displayed.
- Click on the event you wish to edit. Then click the Edit Event button.
- This allows you to make updates to already approved events without making a duplicate.
- A confirmation page will pop up if the edit was submitted correctly.
- Exam edits are processed instantly/automatically.

ISSUED CHECKS

VIEW ALL P&LS

Check Number	Postage	Amount	AAPCCA Fee	Date	View
5342	\$29.88	\$113.88	\$0.00	Friday, May 9, 2008	Details
6265	\$0.00	\$139.00	\$0.00	Monday, August 4, 2008	Details
7303	\$0.00	\$96.00	\$0.00	Monday, November 3, 2008	Details
8337	\$0.00	\$49.00	\$15.00	Tuesday, February 3, 2009	Details
9322	\$0.00	\$85.00	\$0.00	Thursday, May 7, 2009	Details
10180	\$0.00	\$129.00	\$0.00	Tuesday, August 4, 2009	Details
11359	\$0.00	\$61.00	\$0.00	Monday, November 2, 2009	Details
0	\$0.00	\$406.00	\$20.00	Tuesday, February 16, 2010	Details
0	\$0.00	\$106.00	\$0.00	Wednesday, May 19, 2010	Details
0	\$0.00	\$220.00	\$0.00	Wednesday, August 11, 2010	Details
0	\$0.00	\$20.00	\$0.00	Friday, November 12, 2010	Details
0	\$0.00	\$441.00	\$20.00	Friday, February 18, 2011	Details
0	\$0.00	\$266.00	\$0.00	Friday, May 20, 2011	Details
0	\$0.00	\$279.00	\$0.00	Thursday, August 18, 2011	Details
0	\$0.00	\$116.00	\$0.00	Thursday, November 17, 2011	Details
0	\$0.00	\$216.00	\$20.00	Thursday, February 16, 2012	Details
0	\$0.00	\$222.00	\$0.00	Friday, May 18, 2012	Details
0	\$0.00	\$110.00	\$0.00	Wednesday, August 15, 2012	Details
0	\$0.00	\$323.00	\$0.00	Monday, November 19, 2012	Details

Fiscal Year: 2012 ▾

Profit and Loss Statement

Checkbook Register Balance as of 1-1-2012:

Income for the year:

Reimbursements from AAPC for chapter events: ⚠	
Chapter meeting attendance:	<u>\$511.00</u>
Proctoring exams:	<u>\$380.00</u>
Other reimbursements:	<u>\$0.00</u>
Other income:	
Seminars, workshops, review classes, etc.:	<u>\$0.00</u>
Fundraisers:	<u>\$0.00</u>
Interest from bank:	<u>\$0.00</u>
Project AAPC donations:	<u>\$0.00</u>
Hardship Scholarship Fund donations:	<u>\$0.00</u>
Miscellaneous:	

Total income:

Expenses for the year:

AAPCCA yearly dues:	<u>\$20.00</u>
Food:	<u>\$300.23</u>
Room charges:	<u>\$0.00</u>
Speaker honorarium and expenses:	<u>\$0.00</u>
Mailings:	<u>\$9.00</u>
Bank charges:	<u>\$0.00</u>
Project AAPC donation:	<u>\$0.00</u>
Hardship Scholarship Fund donation:	<u>\$0.00</u>
Miscellaneous:	

Total expenses:

Total profit (income minus expenses):

Checkbook register balance as of 12-31-2012:

Quarterly Meeting/Financial Report

ISSUED CHECKS

VIEW ALL P&LS

QUARTERLY REPORT

HONORARIUM

Select a Year: 2013

Select a Quarter: 1

Quarterly Meeting Reimbursement Request

Requesting reimbursements for the following AAPC approved chapter meetings:

Date	Catalog Number	AAPC Members Attending	Sign-In Sheets Upload
02/26/2013	MUNJ131358A	5	Sign-In Uploaded. - View Sign-In

Total: 5

\$1 x Total AAPC Members Attending = Expected Meeting Rebate \$5.00

Quarterly Bank Account Summary

Beginning checkbook balance:	\$-478.00
Quarterly revenues received: 1500.00	Quarterly expenses dispersed: 102.00
Ending checkbook balance:	\$920.00
Net income for the quarter:	\$1398.00

I the President of this Chapter attest this information is correct

I the Treasurer of this Chapter attest this information is correct

Submit



HELP

Honorarium

Quarterly Meeting/Financial Report

ISSUED CHECKS

VIEW ALL P&LS

QUARTERLY REPORT

HONORARIUM

Select a Year: 2012

Select a Quarter: 4

Quarterly Honorarium Report

Did you pay speaker honorarium(s)? If yes, please fill in below:

Date	Event	Name	Phone #	Email	Amount Paid
11/07/2012	Urology	Linda Litster, CPC			

Submit

Chapters *Can* Change Lives

Charity unites, bonds, and strengthens local chapters.



WANTED
STRONG LEADER



"The task of the leader is to get his people from where they are..."



*"...to where they have not been."
- Henry Kissinger*

Positive Attitude

Smiles easily

Willing to change

See's others point of view

Rarely complains

Accepts responsibility

Seldom criticizes

Considerate of others

Looks in eye

Respects opinions

Never make excuses

Variety of interests



Negative Attitude

Rarely smiles

Unwilling to change

Won't see other point of view

Complains

Blames others

Critical of others

Thinks only of self

Won't look in eyes

Forces own opinions

Makes excuses

Few interests





Wise Use of Chapter Finances



Chapter members are included in financial decisions



Chapter financials are possession of chapter treasurer



President and treasurer work hand in hand



**Agenda
February 8, 2007.**

Welcome and Introductions

Acknowledgements
Guests
Newly certified coders

Approval of Minutes

Reports
Treasurer's Report
Seminar Committee

Old Business

New Business

Announcements
Job Opportunities
Seminars

Coding Roundtable

Next meeting: Thursday, March 8th
Radiology Coding Concepts and 2007 Updates





IMPORTANT INSTRUCTIONS

CPC[®]

CPC-H[®]

CPC-P[®]

CIRCC[®]

Specialty

CPMA[®]

CPCO[™]

CPPM[™]



Instructions for AAPC Exam Proctors

Proctor Procedures Upon Completion of Exam

Allowed Reference Material



Required References

- CPT[®] (AMA Standard or Professional edition ONLY)
- Your choice of ICD-9-CM (expert editions are allowed)
- Your choice of HCPCS Level II (expert editions are allowed)

Note: Any officially published corrections or errata belonging to these three references are also permitted. AAPC's study guides, *CPT[®] Assistant* or other CPT[®] books **may not** be used as reference material during the exam. The AAPC uses only the current calendar year codes on all exams. Second attempt exams occurring in the next calendar year will not be permitted to take the previous year's exam. AAPC strongly recommends using current year coding manuals.

References manuals for Specialty exams must be published (a Medical Dictionary is allowed as a reference book for Specialty Exams Only)



HELP

CALL FOR NOMINATIONS OF 20xx OFFICERS
 AAPC LOCAL CHAPTER
 August 18, 20xx

Please read carefully before selecting a nominee.

- Local Chapter officers include President, Vice President, Secretary/Treasurer, Education Officer and Member Development Officer. The Secretary and Treasurer may be split into two separate offices if deemed necessary by the Chapter.
- Only Association members of the local chapter as reflected on the local chapter's membership list provided by the AAPC may vote.**
- All officers must maintain current AAPC membership and the President Vice President and Education Officer must hold current CPC, CPC-A, CPC-H, or CPC-P credentials.
- Nominees must be in good standing with the AAPC.
- All nominees should be active members who consistently attend the local Chapter meetings.
- In order to give all members the opportunity to serve, it is preferred that members only serve one term. However, if necessary, current officers may be elected to a different position.
- Once elected, officers must attend all local Chapter meetings unless previously excused by the other Chapter officers.

Please name your selection for NOMINATION (Remember, you may nominate yourself).

President _____

Vice President _____

Secretary _____

Treasurer _____

Education Officer _____

Member Development Officer _____

Become a Local
 Chapter Officer
 Learn More >



AAPC LOCAL CHAPTER

20XX OFFICERS ELECTION BALLOT
 September 15, 20XX

Please read carefully before voting.

- Local Chapter officers include President, Vice President, Secretary/Treasurer, Education Officer, and Member Development Officer. The Secretary and Treasurer may be split into two separate offices if deemed necessary by the Chapter.
- Only Association members of the local chapter as reflected on the local chapter's membership list provided by the AAPC may vote.**
- All officers must maintain current AAPC membership and the President, Vice President and Education Officer must hold current CPC-A, CPC, CPC-H, or CPC-P credentials.
- Nominees must be in good standing with the AAPC.
- All nominees should be active members who consistently attend the local Chapter meetings.
- In order to give all members the opportunity to serve, it is preferred that members only serve one term. However, if necessary, current officers may be elected to a different position.
- Once elected, officers must attend all local Chapter meetings unless previously excused by the other Chapter officers.

Please make **ONLY ONE** selection for each office from the nominees listed below, then fold in half and give to any current chapter officer in attendance for counting. **Be sure you do not select the same person for more than one office.**

PRESIDENT xxx xxx

VICE PRESIDENT xxx xxx

SECRETARY xxx xxx xxx xxx
 xxx

TREASURER xxx xxx xxx

EDUCATION OFFICER xxx xxx xxx xxx
 xxx

MEMBER DEVELOPMENT OFFICER xxx xxx xxx
 xxx xxx



MOTIVATION

Nothing **GREAT** was ever achieved without enthusiasm.

Ralph Waldo Emerson



Local Chapter Team
Marti Johnson, Emilie Nelson, Linda Litster



2012 AAPCCA BOARD OF DIRECTORS

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Roxanne Thomas



Pam Brooks



Robin Sink



Cindi Colangelo



Judy Wilson



Candy Ruffing



Melissa Corral



Sharon Oliver

2013



Marti Johnson

2014



Brenda Edwards



Amy Bishop

A
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P
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Barbara Fontaine



Faith Melicholas



Donna Nugteren



Kathy Burke

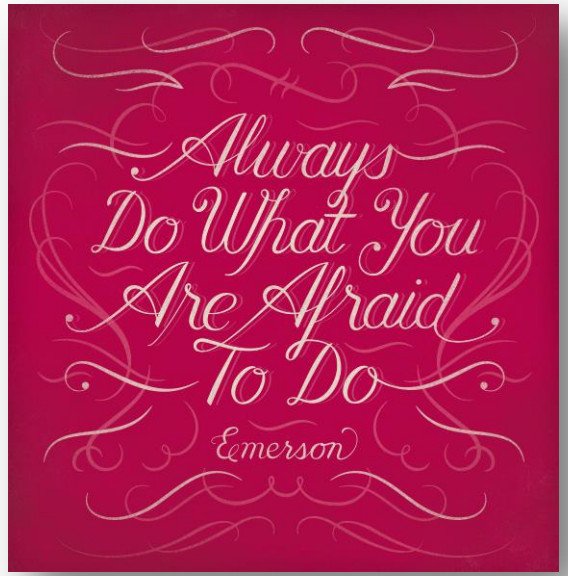


Susan Ward



Erin Anderson





Thank you for participating in this training. We hope it has been informative and will help you as you go forward with your duties as an AAPC local chapter officer.

We ask that you give us feedback by clicking here and adding ["Feedback"](#) to the subject line so we can learn how to better meet your needs.

Thank you once again for participating in the Officer Training.

AAPC Local Chapter Department
AAPCCA Board of Directors



HELP