2014 Local Chapter Officer Training

Presented by: AAPCCA Board of Directors
in conjunction with
the AAPC Local Chapter Department Team
Topeka Kansas Chapter (78504)

Chapter News

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 >>

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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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[Change My Chapter | View Topeka Kansas Chapter Officers]

### Chapter Forum

<table>
<thead>
<tr>
<th>Topic / Topic Starter</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE CEUs!!! bedwards</td>
<td>11/08/2013 at 11:09 AM by bedwards</td>
</tr>
<tr>
<td>Open position (PT) anabuchele@</td>
<td>09/04/2013 at 02:16 PM by anabuchele@</td>
</tr>
<tr>
<td>Handout for 8/20/2013 meeting</td>
<td>08/15/2013 at 11:59 AM by bedwards</td>
</tr>
</tbody>
</table>

[View All | Start a Thread]
Local Chapter Events

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
# Topeka Kansas Future Chapter Officers

<table>
<thead>
<tr>
<th>Officer</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole P Ramer, CPC</td>
<td>nicole.ramer@</td>
</tr>
<tr>
<td>President</td>
<td>(785) 291</td>
</tr>
<tr>
<td>Julie Lynn VanVleck, CPC</td>
<td>julie.vanvleck@</td>
</tr>
<tr>
<td>Member Development Officer</td>
<td>(785) 291</td>
</tr>
<tr>
<td>Cynthia Baumgardner, CPC</td>
<td>cbaumgar@</td>
</tr>
<tr>
<td>Education Officer</td>
<td>(785) 270-</td>
</tr>
<tr>
<td>Beth Morrow, CPC</td>
<td>beth.morrow@</td>
</tr>
<tr>
<td>Secretary</td>
<td>(785) 230-</td>
</tr>
<tr>
<td>Dayla D Cripe, CPC</td>
<td>dayla.cripe@</td>
</tr>
<tr>
<td>Treasurer</td>
<td>(785) 295-</td>
</tr>
<tr>
<td>Ana Carolina Buchele, CPC</td>
<td>abuchele@</td>
</tr>
<tr>
<td>Vice President</td>
<td>(785) 806-</td>
</tr>
</tbody>
</table>
### AAPC Chapter Association (AAPCCA) Representatives

<table>
<thead>
<tr>
<th>Officer</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy E Bishard, CPC, CPMA, CEMC</td>
<td><a href="mailto:amy.bishard@aapcca.org">amy.bishard@aapcca.org</a></td>
</tr>
<tr>
<td>Brenda Edwards, CPC, CPB, CPMA, CPC-I, CEMC</td>
<td><a href="mailto:brenda.edwards@aapcca.org">brenda.edwards@aapcca.org</a></td>
</tr>
</tbody>
</table>
## National Advisory Board (NAB) Representatives

<table>
<thead>
<tr>
<th>Officer</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stacy Nicole Harper, JD, MHSA, CPC</td>
<td><a href="mailto:sharper@lathropgage.com">sharper@lathropgage.com</a></td>
</tr>
<tr>
<td>Angela B Clements, CPC, CEMC, COSC</td>
<td><a href="mailto:aclements@ochsner.org">aclements@ochsner.org</a></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Flags</th>
</tr>
</thead>
</table>

[Printing Options] [Help]
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
Chapter Officer Resources

Overview
Officers/Members
Officer Resources
Handbook
Officer Training
Officer Responsibilities

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.
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
This video presentation contains 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 “Monitoring Officers and Members”.

AAPC Resources
Events
Chapter Handbook
Scholarship
Discussion
Products
FAQs
Financial Info
**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:

<table>
<thead>
<tr>
<th>Certificate Value</th>
<th>Quantity</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5</td>
<td></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>$20</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total amount requested in AAPC Bucks:</strong></td>
<td></td>
<td></td>
<td>$ ____________</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Chapter (City, State)</th>
<th>Chapter ID</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Submitted By/Ship To</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address - no PO boxes</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mail Request Form and Money Order/Cheque 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)
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.

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

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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.
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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 [topic] given at the chapter meeting/seminar on the date of [date].

<table>
<thead>
<tr>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

---

**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.

Local Chapter Office

[Stamp]  

[Stamp]  

[Stamp]
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
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
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, offhanded 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. Those 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 leaders.

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 lift 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".
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
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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Type</th>
<th>Title</th>
<th>Start</th>
<th>Units</th>
</tr>
</thead>
</table>

AAPC
**General Event Information**

- **Event Type:** Exam
- **Start Date:**
- **Start Time:**
- **Limit/Capacity:**

**Event Location**

- **Address:**
- **City:**
- **Country:** United States
- **State/Region:** Select a State/Region
- **Postal Code:**
- **Directions:**

**Proctors**

1st Proctor Information
- **1st Proctor:** Select
- **1st Proctor Phone:**

Exam Shipping Information
- **Address:**
- **City:**
- **Country:** United States
- **State/Region:** Select a State/Region
- **Postal Code:**

2nd Proctor Information
- **2nd Proctor:** Member ID Entered Below
- **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.

[Submit For Approval]
LOCAL CHAPTER CEU GUIDELINES 2013

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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:** Seminar

**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:** United States

**State/Region:** Select a 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**

- 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).

[Save And Continue]
**General Event Information**

- **Event Type:** Miscellaneous

**Important CEU Guidelines - Please Read!**

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

**Start Date:**

**Start Time:**

**Finish Date:**

**Finish Time:**

**Limit/Capacity:**

**Fee:**

**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:**

**Event Location**

- **Address:**
- **City:**
- **Country:** United States
- **State/Region:** Select a State/Region
- **Postal Code:**
- **Directions:**

**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).
Add/Edit Chapter Event

General Event Information

Event Type: Meeting

Title: ICD-10 What To Expect for 2014

Important CEU Guidelines - Please Read!
Topics must be specific to education provided. TBA and Local Chapter Meeting Topic Titles are not acceptable. (i.e., Dermatology, Round Table)

Speaker: Yvonne Daley, CPC, CPC-I
* Required includes Speaker Credential after the speaker’s name. Please note Apprentice speakers are not eligible for specialty CEU applications.

Start Date: 3/7/2013
Start Time: 8:00 AM
Presentation Length: 3.50 Hours
Fee: $25.00

Description of Educational Component:
Please bring your CPT & ICD-9 books. Registration form must be received by 2/28/13

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

Additional Information for Attendees:
We will have breakfast from 8 to 8:30. 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
AAPCCA Scholarship Fund
2480 South 3850 West, Suite B
Salt Lake City, UT 84120

Scholarship Fund Helps Coders in Need
Members reach out to help others realize their career aspirations.

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
### Chapter Officer Discussion

#### Chapter Officer Forum

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

<table>
<thead>
<tr>
<th>Topic / Topic Starter</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>January Meeting Minutes delmore</td>
<td>Today at 11:10 AM by bfontaine</td>
</tr>
<tr>
<td>May 22nd Seminar atlanticcoder</td>
<td>Today at 06:08 AM by atlanticcoder</td>
</tr>
<tr>
<td>Infusion/Injection Coding Power Pont larr1sa</td>
<td>Today at 05:58 AM by atlanticcoder</td>
</tr>
<tr>
<td>Employment opportunity jussmith51</td>
<td>02/01/2013 at 12:01 PM by jussmith51</td>
</tr>
</tbody>
</table>

#### Topeka Kansas Chapter Forum

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

<table>
<thead>
<tr>
<th>Topic / Topic Starter</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate Job Opening bedwards</td>
<td>01/24/2013 at 07:53 AM by bedwards</td>
</tr>
<tr>
<td>January Chapter Minutes beth.mcrow</td>
<td>01/24/2013 at 06:32 AM by 01129060</td>
</tr>
<tr>
<td>Forums bedwards</td>
<td>01/19/2013 at 07:21 AM by janellehood</td>
</tr>
<tr>
<td>I need access to CFT Assistant lindacoder</td>
<td>01/17/2013 at 05:58 AM by lindacoder</td>
</tr>
</tbody>
</table>
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
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.
<table>
<thead>
<tr>
<th>Check Number</th>
<th>Postage</th>
<th>Amount</th>
<th>AAPCCA Fee</th>
<th>Date</th>
<th>View</th>
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<td>Details</td>
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</tbody>
</table>
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: **$511.00**
  - Proctoring exams: **$380.00**
  - Other reimbursements: **$0.00**

- Other income:
  - Seminars, workshops, review classes, etc.: **$0.00**
  - Fundraisers: **$0.00**
  - Interest from bank: **$0.00**
  - Project AAPC donations: **$0.00**
  - Hardship Scholarship Fund donations: **$0.00**
  - Miscellaneous:

**Total income:**

**Expenses for the year:**

- AAPCCA yearly dues: **$20.00**
- Food: **$300.23**
- Room charges: **$0.00**
- Speaker honorarium and expenses: **$0.00**
- Mailings: **$9.00**
- Bank charges: **$0.00**
- Project AAPC donation: **$0.00**
- Hardship Scholarship Fund donation: **$0.00**
- Miscellaneous:

**Total expenses:**

**Total profit (income minus expenses):**

**Checkbook register balance as of 12-31-2012:**
## Quarterly Meeting/Financial Report

### Quarterly Meeting Reimbursement Request

Requesting reimbursements for the following AAPC approved chapter meetings:

<table>
<thead>
<tr>
<th>Date</th>
<th>Catalog Number</th>
<th>AAPC Members Attending</th>
<th>Sign-In Sheets Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/26/2013</td>
<td>MUNJ131358A</td>
<td>5</td>
<td>Sign-In Uploaded. - View Sign-In</td>
</tr>
</tbody>
</table>

$1 \times \text{Total AAPC Members Attending} = \text{Expected Meeting Rebate} \$5.00$

### 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

[Submit]
Honorarium

Quarterly Meeting/Financial Report

ISSUED CHECKS | VIEW ALL P&L'S | 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Name</th>
<th>Phone #</th>
<th>Email</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/07/2012</td>
<td>Urology</td>
<td>Linda Litster, CPC</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit
Chapters *Can* Change Lives
Charity unites, bonds, and strengthens local chapters.

VOLUNTEERS AT WORK
"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

Acknowledgments
- 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

Instructions for AAPC Exam Proctors

Proctor Procedures Upon Completion of Exam

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.

Allowed Reference Material

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

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.
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- 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
Vice President
Secretary
Treasurer
Education Officer
Member Development Officer

YOUR VOTE COUNTS
Local Chapter Team
Marti Johnson, Emilie Nelson, Linda Litster

2012 AAPCCA BOARD OF DIRECTORS

2013
Malissa Corral
Sharon Oliver
Marti Johnson
Barbara Fontine
Faith McIntosh
Bonna Nguyen
Kathy Burke
Susan Ward
Erin Anderson

2014
Cindy Colangelo
Judy Wilson
Cindy Raffing
Cindy Raffing
Cindy Raffing
Cindy Raffing
Cindy Raffing
Cindy Raffing
Cindy Raffing

AAPC
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