

# WPHIMA

Western Pennsylvania Health Information Management Association

Date: November 23, 2007

To: WPHIMA Executive Board

From: Chris Parfitt, RHIT  
WPHIMA President

RE: 2nd Quarter 2007 Executive Board Report

---

- Meetings Conducted**
- 2 WPHIMA Executive Board Meeting
  - 1 Business Meeting
- Attended**
- 2 PHIMA Board Meetings
- Submitted**
- 1st Q report to PHIMA Board
  - President's message for 1<sup>st</sup> and 2<sup>nd</sup> Q electronic WPHIMA newsletter/website
- Assisted**
- Nominations Chair with recommendations for PHIMA ballot
  - Educational Committee by completing CE certificates for Today's session.
  - Treasurer with preparation of 2007-08 budget.
- Reviewing**
- Policy and Procedure Manual for suggested revisions for Executive Board meeting.



2400 Oxford Drive #170  
Bethel Park, PA  
15102

## Report to the Board

To: Chris Parfitt, RHIT, President  
From: Beth A. Summer, RHIA, Vice-President  
Date: December 4, 2007

---

Unfortunately, my input as Vice-President during this second quarter of the WPHIMA year has been limited due to some personal issues. I was unable to attend the board the educational session/business meeting in September and the board meeting in October.

I did attend the educational session in October and assisted the Education Committee with the registration desk duties. Chris Parfitt and I also discussed some of the issues that were covered at the board meeting and last business meeting.

I am forwarding the final version of the policies and procedures and bylaws to the board to receive final approval prior to the information being posted on the website.

Thank you for allowing me to serve as Vice-President. If there are any questions, feel free to contact me at [bsummer@aol.com](mailto:bsummer@aol.com).



2400 Oxford Drive #170  
Bethel Park, PA  
15102

## Report to the Board

To: Christine Parfitt, RHIT  
From: Michele Bartholomew  
Date: December 4, 2007

---

During the 2<sup>nd</sup> Quarter 2008, I performed the following functions as President-Elect :

1. Attended the September Business Meeting and Educational Session.
2. Assisted the Education Committee Chairpersons with determining best methods to communicate flyers for educational sessions with membership
3. Attended the October Board Meeting

Thank you for allowing me to serve as (Insert Office or Committee Chair). If there are any questions, feel free to contact me at (Insert Email Address).

**WPHIMA**  
TREASURER'S REPORT  
11/23/2007

**Beginning Balance:** **\$14,092.77**

**Expenses:** **\$1,079.74**  
Education Sessions  
Bond Renewal

**Revenue:** **\$3,016.93**  
Education Sessions  
PayPal Transfer (s)

**ENDING BALANCE:** **\$16,029.96**

Prepared and Submitted by: Peri L. Long, RHIA



2400 Oxford Drive #170  
Bethel Park, PA  
15102

## Report to the Board

To: Christine Parfitt, President, WPHIMA

From: Susan Huffman

Jennifer Bitkowski

Education Committee Co-Chairs

Date: December 4, 2007

---

### Second Quarter Report

The first educational session took place on Friday, Sept. 14, 2007, on ICD-9-CM Coding Updates. The session was held at West Penn Hospital and Becky DeGrosky provided the presentation. Provided 3 CE credits.

The total attendance for the meeting was: 99

The breakdown of the attendance is as follows:

Paying Non-members	24
Paying Members	68
Students	0
Board Members/Speakers	7

The second educational session was held on November 2, 007 on MPI- data integrity & Scanning. This session was held at LifeCare Hospital & Shelly King from Siemens & Julie Brown from UPMC provided the presentation. Siemens sponsored the awesome lunch and break for all attendees. Provided 3 CE Credits.

The total attendance for the meeting was:31

The breakdown of the attendance is as follows:

Paying Non-members	2
Paying Members	21
Students	0
Board Members	7
Host Facility	1

A summary of the evaluation results are attached.

Flyers and emails are being sent out for the third session which will be held on December 7, 2007. This session will be held at St. Clair Hospital. Laurie Johnson will do the presentation on the CPT Coding Updates.

The next session is planned for March 14, 2008 on Core Measures and other topics to be announced. Will try to make this session at least 6 CE credits. Since WPHIMA needs to provide 20 CE credits per year. Flyers and emails are scheduled to be sent out in early Feb.

The annual session will be on June 8, 2007 at the Comfort Inn, Pittsburgh East from 10am – 4pm. Speakers/Topics to be announced closer to the date.

Thank you for allowing us to serve as Education Committee Co-Chairs for WPHIMA. If there are any questions, feel free to contact us at [jbitkowski@washingtonhospital.org](mailto:jbitkowski@washingtonhospital.org) or [susan.huffman@jeffersonregional.com](mailto:susan.huffman@jeffersonregional.com).

**WPHIMA  
Program Evaluation Form- November 2, 2007**

**Scoring Guide:**

**1-Poor 2-Fair 3-Good 4-Very Good 5-Excellent NA-Not Applicable**

**Improving your MPI Data Integrity - A Requirement for Electronic Medical Records**

*Presented by : Shelly King, RHIA*

Please circle one:

1      2      3      4      5      NA

Was the topic of interest to you?						
Speaker's knowledge and/or coverage of topic				11	10	
Usefulness of handouts			1	6	14	
Quality of A-V presentation				5	16	

**Scanning Perspective – A local hospital shares their personal experience in regards to their transition to scanning**

*Presented by: Julie Brown, RHIA*

Please circle one:

1      2      3      4      5      NA

Was the topic of interest to you?						
Speaker's knowledge and/or coverage of topic			1	3	17	
Usefulness of handouts			2	1	18	
Quality of A-V presentation			3	4	14	
			1	4	16	

1      2      3      4      5      NA

Location						
		1	2	1	17	

1      2      3      4      5      NA

Food/ Break Refreshments						
				3	18	

**Suggestions for future topics:** *Release of information, Long term information, Quality Improvement, Accreditation rep. EMR, Medical Records Audits, HIPAA*  
**Suggestions for future locations:** *Airport /Sewickly, Oakland, Shadyside, Penn Hills, Monroeville*

**Please circle the method you prefer to receive seminar notifications:**      **Email**      **Regular Mail**

**Other Comments:** Handout text needed to be bigger .. Hard to read on some of the slides. Thanks for the free parking! Would have been nice to start the session during lunch. Julie was great = knowledgeable and spoke well. Provide name tags. Really enjoyed the meeting. Shelly did a great job!

**Total evaluations completed = 21**



# **WPHIMA**

*Western Pennsylvania Health Information Management Association*

Date: November 21, 2007

TO: WPHIMA Executive Board  
Chris Parfitt, RHIT, WPHIMA President

FROM: Stacy Lucas, RHIA  
Membership Chair, WPHIMA

**RE: 2007 - 2008 Second Quarter Report**

---

I have addressed the following:

- Our current membership is 216 Members
  - ✓ Active 212
  - ✓ Associate
  - ✓ Student 2
  - ✓ Retired 2
- Maintaining and updating the Membership Database
- Attended the Quarterly Board Meeting

Thank you for giving me the opportunity to serve as your Membership Chairperson for 2007-2008.



2400 Oxford Drive #170  
Bethel Park, PA  
15102

Report to the Board-2<sup>nd</sup> Quarter 2007

To: Christine Parfitt, RHIT, President  
From: Michelle Wieczorek RN RHIT CPHQ CPUR, Publications Chair and Webmaster  
Date: December 5, 2007

**Website Analysis**

Website traffic continues to grow with a positive trendline representing an increase in visitors to the website. In addition, Pay-Pal based web transactions have increased in the past quarter signifying that members are receptive to using the website to conduct business transactions such as registration for events, and online membership renewal.

Costs to maintain the website remain minimal. Annual website hosting, domain name registration and functionality have been renewed through August 2008 via Network Solutions at a fee of \$189.00. Ongoing content management is provided free of charge to the Association at this time.

There are opportunities for growth with providing more web-based functionality to users. The Job Bank has recently opened on the website and is making money for the organization. Jobs can now be submitted and paid for online with money going to the WPHIMA Pay-Pal account.

Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
<a href="#">Dec 2007</a>	150	102	25	15	54	4058	30	51	204	300
<a href="#">Nov 2007</a>	175	110	25	10	231	119480	315	752	3213	5080
<a href="#">Oct 2007</a>	181	93	29	9	286	186843	285	908	2898	5622
<a href="#">Sep 2007</a>	254	138	34	13	681	166850	391	1048	4142	7640
<a href="#">Aug 2007</a>	165	95	26	10	232	151268	315	825	2959	5145
<a href="#">Jul 2007</a>	64	36	15	6	120	65090	202	469	1144	1998
<a href="#">Jun 2007</a>	120	78	19	7	237	77573	237	590	2357	3626
<a href="#">May 2007</a>	330	213	41	16	658	139626	503	1293	6607	10242
<a href="#">Apr 2007</a>	85	50	13	4	113	59571	137	419	1516	2560
<a href="#">Mar 2007</a>	83	37	10	3	121	154439	106	311	1157	2573
<a href="#">Feb 2007</a>	94	48	20	5	131	20987	155	565	1351	2651
<a href="#">Jan 2007</a>	158	85	25	6	160	36364	216	787	2636	4909
<b>Totals</b>						<b>1182149</b>	<b>2892</b>	<b>8018</b>	<b>30184</b>	<b>52346</b>

## **Publications Chairperson**

**During the past quarter, I have performed the following functions as Publications Chairperson:**

- ✓ Attended one board meeting.
- ✓ Produced the fall edition of "Off the Record".
- ✓ Completed a weekly Friday email blast to members publicizing job postings, upcoming educational sessions and other routine communications from the board.
- ✓ Revised and updated the website to reflect current educational offerings, communications to the membership and updates to the Job Bank.
- ✓ Monitored and responded to correspondence to the website inbox.
- ✓ Posted minutes, documents and other items to the site as directed by the President.

As always, it is my pleasure to serve WPHIMA as your Publications Chair and I can be reached at [webmaster@wphima.org](mailto:webmaster@wphima.org) if I can ever be of assistance to you.