

BUSINESS MEETINGS- AGENDA

The order of business at the regular meetings shall include:
June 5, 2009

Welcome to WPHIMA Membership and guests

Call Business Meeting to Order

Business meeting minutes, reports from Officers and Committee chairs are accessible on each table.

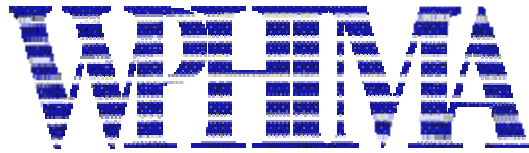
1. Reading of minutes- **Business meeting** of December Meeting -Christel
2. Report of Officers – Posted online at www.wphima.org
3. Michele Bartholomew- President’s Report
Peri Long - President Elect
Beth Summer-Vice President
Jon Gabster- Treasurer
Christel Chuderewicz-Secretary
4. Reports of committees
Education Committee - Cheryl Collier
Publication Committee - Sharon Widenhofer
Membership Committee - Stacy Lucas
Nominations Committee – Christine Parfitt
5. Unfinished business-None
6. New Business –
 - a. Bylaw Voting
 - b. PHIMA update by Eve Ellen Mandler
 - c. Proposed Board Position of Past President

Call the Business meeting ended.

PROPOSED BYLAW CHANGES

**Indicates a vote required	Location of Bylaw	Current Bylaw	Proposed Bylaw
*****	Article III, Section 2	Active. Any individual with an AHIMA certification in good standing who has Pennsylvania designated as his/her component state association in accordance with AHIMA bylaws shall become an active member in this Association. Active members in good standing shall have all the rights and privileges of the Association including the right to vote, hold office and serve as committee members and committee chairmen.	Active. Any individual with an AHIMA certification in good standing is eligible to become an active member in this Association. Active members in good standing shall have all the rights and privileges of the Association including the right to vote, hold office and serve as committee members and committee chairmen.
	Article III, Section 6	Application for Membership. Applications for all memberships shall be in writing on the form provided by the Western Pennsylvania Health Information Management Association and shall be forwarded directly to the Executive Board .	Application for Membership. Applications for all memberships shall be submitted to the Western Pennsylvania Health Information Management Association and shall be forwarded directly to the Membership Chairperson or designee by Executive Board .
	Article III, Section 7, subsection b	Forfeiture. Membership shall be considered forfeited upon failure to pay dues for the current year by the end of the second month of the calendar year. Thirty (30) day grace period, final action of forfeiture of membership will be automatic. Exception can be made by Executive Board action if delinquent member. Any member having forfeited membership may be reinstated upon recommendation of the Executive Board and payment of the dues for the current calendar year plus a reinstatement fee determined by the Executive Board.	Forfeiture. Membership shall be considered forfeited upon failure to pay dues for the current year by the end of the second month of the calendar year. Thirty (30) day grace period, final action of forfeiture of membership will be automatic. Exception can be made by Executive Board action if requested by the delinquent member. Any member having forfeited membership may be reinstated upon payment of the dues for the current calendar year plus a reinstatement fee determined by the Executive Board.
	Article IV, Section 2	Eligibility. Only members in good standing and active at the time of exaction shall be eligible to hold office.	Eligibility. Only members in good standing and active at the time of election shall be eligible to hold office.

	Article IV, Section 3	Nominations. Nominations shall be made by the Executive Board as provided in Article VIII, Section 4.	Nominations. Nominations shall be made by the Executive Board as provided in Article VIII.
*****	Article IV, Section 4	Elections. Elections shall be a plurality of the votes cast by the active and associate members in good standing. Voting shall be by mail only. Ballots with instructions for their use shall be placed in the mail to all voting members at least thirty (30) days prior to the annual meeting. In order to be counted, a ballot must be returned by mail to the Executive Board or designee and must be received at least (5) days before the annual meeting. Ballots received after the deadline shall be destroyed unopened.	Elections. Elections shall be a plurality of the votes cast by the active and associate members in good standing. Voting shall be by mail only. Ballots with instructions for their use shall be placed in the mail to all voting members at least thirty (30) days prior to the annual meeting. In order to be counted, a ballot must be returned by mail to the Executive Board or designee and must be received at least (5) days before the annual meeting. Ballots received after the deadline shall not be counted. Voting and notifications may be done electronically.
	Article IV, Section 6	The Executive Board shall tabulate the ballots after the deadline and results of the election shall be announced at the business session of the annual meeting. In case of a tie, the election shall be decided by a lot at the same meeting. Officers shall assume office at the close of the meeting at which their election is announced.	The Executive Board shall tabulate the ballots after the deadline and results of the election shall be announced at the business session of the annual meeting. In case of a tie, the election shall be decided by majority vote of members at the same meeting. Officers shall assume office at the close of the meeting at which their election is announced.
		Expulsion. Any member of the Executive Board who neglects the duties of his/her office including attendance at Board meetings may be expelled by a two-thirds vote of the remaining members of the Executive Board, after a hearing provided said member shall have been given a copy of the charges preferred against him/her together with thirty days notice in writing of the date, time and place of the hearing. Service of notice and a copy of the charges may be made either by receipted personal delivery or by registered letter, return receipt requested, mailed to such member's last known address.	Expulsion. Any member of the Executive Board who neglects the duties of his/her office including attendance at Board meetings may be expelled by a two-thirds vote of the remaining members of the Executive Board, after a hearing provided said member shall have been given a copy of the charges brought against him/her together with thirty days notice in writing of the date, time and place of the hearing. Service of notice and a copy of the charges may be made either by receipted personal delivery or by registered letter, return receipt requested, mailed to such member's last known address.



Western Pennsylvania Health Information Management Association

DATE: June 2, 2009
TO: WPHIMA Members
FROM: Michele Bartholomew, RHIA, CCS
WPHIMA President
RE: Annual Summary Report to WPHIMA

During the past year, WPHIMA has had 4 Board Meetings, 3 Business Meetings and 4 Educational Sessions

Board Meetings – July 29, 2008, November 17, 2008; March 5, 2009; May 19, 2009

Education Sessions – September 19, 2008 (ICD-9-CM Updates); November 7, 2008 (Health Care Law & PCR Update); December 5, 2008 (CPT Updates); June 5, 2009 (Finance, Resume Writing & Networking, and Medical Identity Theft)

On June 5th, WPHIMA will hold its Annual Meeting. The educational topics of this meeting will be Finance, Resume Writing, Networking, and Medical Identity Theft. We will also hold our annual Business Meeting during which time Peri Long will be inducted as the new President of WPHIMA and some bylaw revisions will be voted on.

I have also in the past quarter signed a new website management contract with Knowledge Connex through PHIMA. This decision was approved by the Board on May 19th. I have worked with Nominations & Education Committees to conduct the WPHIMA Elections for this year and put together the agenda for the Annual Meeting. I attended the PHIMA Annual Meeting and Board Meeting from May 18th to 19th.

Please see me or call 412-956-0568 with any questions.

It has been a pleasure to serve as President. Thank you!



2400 Oxford Drive #170
Bethel Park, PA
15102

Report to the Board

To: Michele Bartholomew, MHMS, RHIA, CCS, President
From: Beth A. Summer, RHIA, Vice-President
Date: June 4, 2009
Re: Final Board Report

During the 2008-2009 year, I performed the following functions as Vice-President:

1. Attended two business meetings on September 19, 2008 and June 5, 2009
2. Attended two board meetings on July 29, 2008 and November 17, 2008
3. Submitted the proposed bylaw changes to the Executive Board that will be voted on at the annual meeting
4. Worked on a bylaw quick reference table for board consideration highlighting the major points of the bylaws

With my maternity leave and work obligations, I was unable to attend the other board and business meetings.

Thank you for allowing me to serve as Vice-President for the last 2 years. It was a pleasure working with the board and membership.

WPHIMA
TREASURER'S REPORT
6/1/2009

Beginning Balance: **\$19,365.82**

Expenses: **\$1,528.10**

PHIMA Scholarship donation
Supplies
Board meeting expense
Webmaster

Revenue: **\$1,145.00**

Membership dues
Paypal transfers

ENDING BALANCE: **\$18,982.72**

Prepared and Submitted by: Jon Gabster, RHIA



Report to the Board

TO: Michele Bartholomew, MHMS, RHIA, CCS
President, WPHIMA

FROM: Peri L. Long, RHIA

DATE: May 28, 2009

During this quarter, I have performed the following functions as President Elect:

- Attended all board meetings.
- Reviewed contract information for WPHIMA's ongoing website maintenance and provided recommendations to the President.
- Assisted the President as needed.
- Represented WPHIMA at the PHIMA annual conference, May 18-20, 2009.
- Worked to fill the Chairperson and Committee positions for the upcoming year. Thanks to the many who have agreed to serve and those who are considering involvement in the future.
- Made contacts for future education sessions for planning assistance to the education committee for the upcoming year.

Thank you for allowing me to serve as President Elect. If there are any questions, feel free to contact me at longp@conemaugh.org.

WPHIMA BOARD REPORT

Educational Report
June 3, 2009

Greetings Members/Associates:

We had four educational sessions during this term 2008 - 2009. Our turnout has been tremendous. We were fortunate to have great speakers that covered up to date topics and state of the art technology.

Session one: ICD 9 updates 60 people plus Board members & Vendors.

Session two: CPT Updates held approximately 60 people also.

Session Three: Health Law & Cancer Registry was a surprise with 40 people.

Annual Session: Registered 70 people and counting.

The Educational Committee tried to adhere to voices of our members thru the previous surveys with topics of interest and different locations. I hope that we met your ideas. I would like to thank my Co-Chair Debra Prendergast for stepping in while I was sick and always working with me.

I am grateful for the opportunity to serve WPHIMA Members & Associates.

Cheryl A. Collier, RHIA, CCS
Educational Chairman

WPHIMA

Western Pennsylvania Health Information Management Association

DATE: May 26, 2009

TO: WPHIMA Executive Board
Michele Bartholomew, President

FROM: Chris Parfitt, RHIT
Nominating Chairperson

RE: 2008-2009 Fourth Quarter Report

- Submitted the following nominations for the PHIMA ballot:
 - President-Elect -Chris Parfitt
 - Secretary
 - Director – Laurine Johnson
 - Delegates (1) and Alternates – Cheryl Collier
 - AHIMA Nominating Committee – Eve-Ellen Mandler

- Submitted the following nominations for the WPHIMA ballot:
 - President-Elect – Debra Prendergast
 - Vice-President – Jennifer Bitkowski, Donna Klos
 - Secretary – Christel Chuderwicz, Cathy Straub

- **Attended all WPHIMA Board meetings**
- **Attended all WPHIMA educational sessions**

Thank you for the opportunity to serve on the WPHIMA board. Please contact me with any questions.



2400 Oxford Drive #170
Bethel Park, PA
15102

Report to the Board

To: Michele Bartholomew, MHMS, RHIA, CCS - President
From: Sharon Widenhofer, MS, RHIA - Publications Committee Chair
Date: May 20, 2009

During the 3rd Quarter, I performed the following functions as Publications Chair:

- Attended the business meeting and educational session in December 2008
- Completed the Spring issue of *Off the Record* newsletter. The issue was available to the membership on April 24, 2009
- Currently will work on determining publication and content for a Summer issue of *Off the Record*

Thank you for the opportunity to serve as the Publications chairperson. If there are any questions, please feel free to contact me at slwidenhofer@hotmail.com or 724-772-9980.