2400 Oxford Drive #170
Bethel Park,PA
15102

Report to the Board

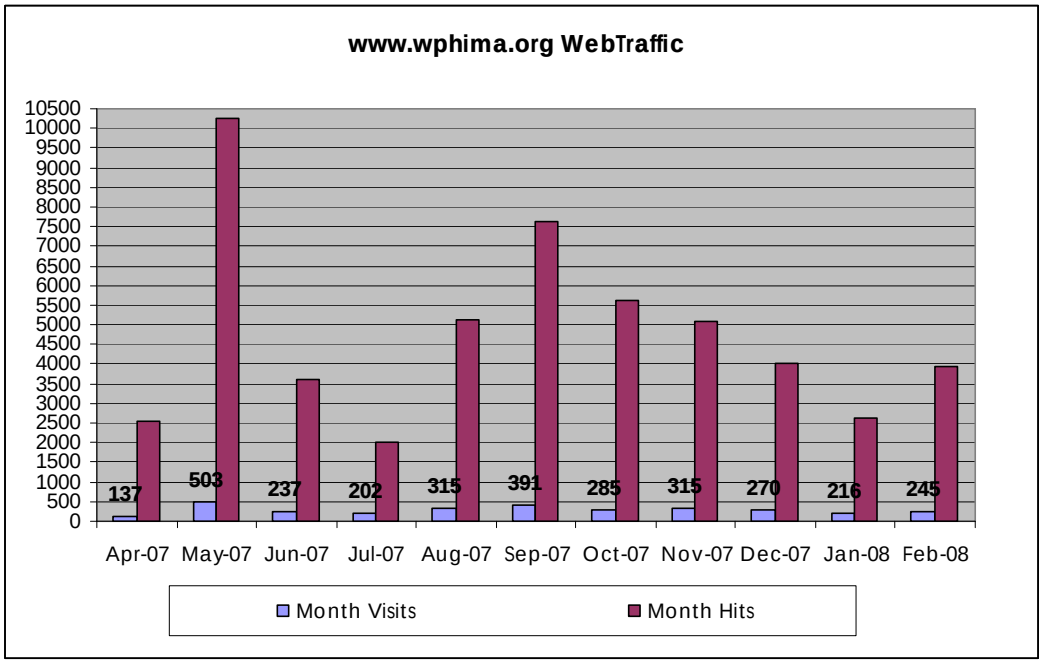
To: Christine Parfitt, RHIT WPHIMA President

From: Michelle Wieczorek, RN RHIT CPHQ CPUR, Publications Chair

Date: March 8, 2008

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

1. Composed all external communications to WPHIMA members via email for educational, information and job bank purposes.
2. Updated the WPHIMA email membership directory.
3. Reviewed and either forwarded or responded to any webmaster@wphima.org mail.
4. Produced Off the Record Newsletter
5. Reviewed and updated content on the WPHIMA Website at the direction of the Executive Board
6. Produced the webtraffic report for www.wphima.org



Thank you for allowing me to serve as Publications Chairperson and Webmaster. If there are any questions, feel free to contact me at webmaster@wphima.org