



TO: WPHIMA EXECUTIVE BOARD
EVE-ELLEN MANDLER, RHIA, MS, CCS, PRESIDENT, WPHIMA

FROM: MICHELE BARTHOLOMEW, MHMS, RHIA, CCS, VICE PRESIDENT, WPHIMA

SUBJECT: 3RD QUARTER VICE-PRESIDENT REPORT

DATE: 2/14/2007

During the past quarter I have completed the following tasks:

- Attended the December Educational Session and Business Meeting
- Attended Board Meeting in January
- Updated the Policy and Procedure manual with revisions as needed.

Thank you again for the opportunity to serve as Vice-President. If there are any questions or concerns, please contact me at 412-956-0568 or bartholomew@zoominternet.net.

WPHIMA

Western Pennsylvania Health Information Management Association

Date: February 14, 2007

TO: WPHIMA Executive Board
Eve-Ellen Mandler, RHIA, MS, CCS, President

FROM: Chris Parfitt, RHIT
Membership/President-Elect

RE: 2006 – 2007 3rd Quarter Report

I have addressed the following:

- Attended three WPHIMA board meetings
- Attended Education sessions on September 22, November 3 and December 8.
- Our current membership is 142 (as of February 14, 2007) Members
 - Active 140
 - Student 3
 - Retired 2
- Revised the 2007 Membership application and mailed out the applications
- Maintain and Update Membership Database

Thank you for giving me the opportunity to serve as your President Elect for 2006-2007.
If you have any questions or comments please feel free to contact me at 412-942-1103.

WPHIMA

Western Pennsylvania Health Information Management Association

Date: February 14, 2007

TO: WPHIMA Executive Board
Eve-Ellen Mandler, RHIA, MS, CCS, President

FROM: Chris Parfitt, RHIT
President-Elect

RE: 2006 - 2007 Third Quarter Report

I have addressed the following:

- *Attended three WPHIMA Board Meetings.*
- *Attended Education sessions on September 22, November 3 and December 8*
- *Attended AHIMA National Convention in October.*
- *Began project assigned by President - systematic campaign to contact the High School guidance counselors of every school in our area about our profession*

Thank you for giving me the opportunity to serve as your President Elect for 2006-2007. If you have any questions or comments please feel free to contact me at 412-942-1103.

WPHIMA
TREASURERS REPORT
2/13/2007

Beginning Balance:		\$12,931.27
Expenses:		\$361.97
	Education Session 12/08/06	
Revenue:		\$3,019.70
	Education Sessions	
	Memberships	
	PayPal Transfer	
ENDING BALANCE:		\$15,589.00

Prepared and Submitted by: Peri L. Long, RHIA

TO: Eve-Ellen Mandler, President, WPHIMA

**FROM: Beth Summer
Susan Barnett
Education Committee Co-Chairs**

DATE: February 12, 2007

RE: Committee Report

The third educational session that took place on Friday, December 8, on CPT Coding Updates. The session was held at St. Clair Hospital and Laurie Johnson provided the presentation.

The total attendance for the meeting was: 55
The breakdown of the attendance is as follows:

Paying Non-members	1
Paying Members	41
Students	0
Board Members	7
Host Facility (no lunch)	6

A summary of the evaluation results was previously forwarded to the board.

Flyers and emails are being sent out for the fourth session on February 23 on EHR. This session will be held at the Sheraton Hotel in Cranberry. Four different speakers are scheduled for presentations.

The next session is planned for April on Interventional Radiology Coding. Flyers and emails are scheduled to be sent out by March 2.

An RFP for speakers for the April seminar has been emailed to potential vendors to speak on this topic.



Date: January 30, 2007

To: WPHIMA Executive Board

From: Eve-Ellen Mandler, RHIA, MS, CCS
WPHIMA President

RE: 3rd Quarter 2006 Executive Board Report

- Meetings Conducted**
- 1 Executive Board Meeting
 - 1 Attended December 8, 2006 Education Session
 - 1 Attended January 12, 2007 PHIMA Board Meeting
 - 1 Executive Board Sub Team Meeting
- Submitted**
- 3rd Q report to PHIMA Board
 - 3rd Q report to WPHIMA Board
- Assisted**
- Publications Chair with Marketing/Advertising Document for Website Use and Article for Keystoner
 - Educational Committee by completing CE certificates for Today's session, for Speakers for this and the 2 future sessions.
- Reviewing**
- Policy and Procedure Manual



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Report to the Board

To: Eve-Ellen Mandler, President and Executive Board
From: Michelle Wieczorek, Publications Chair
Date: February 14, 2007

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

1. Made periodic updates to the WPHIMA website including posting the quarterly reports as requested by the President, and information regarding the educational sessions.
2. Monitored the inbox on the chapter website and directed inquiries to appropriate person.
3. Submitted chapter report to PHIMA for inclusion in the Keystone.
4. Completed an analysis and benchmarking of fees for advertising and marketing activities related to the website, and subsequently created a Marketing and Advertising Brochure for vendors to access via the website.
5. Created a job bank as well as a vendor directory area for the website.
6. Redesigned the education calendar on the website.
7. Provided members with email updates to promote the EHR Education Session.
8. Updated the master documentation for the website and provided a copy to the President and filed in the Website document archive.
9. Participated in a conference call with select members of the board to review the PayPal functionality, and online registration programs.
10. Created documentation for PayPal and provided to President, Treasurer and President-Elect.

It has been my pleasure to serve as the Publications chair and you can reach me anytime by emailing the website webmaster@wphima.org.

Respectfully submitted,
Michelle Wieczorek RN RHIT CPHQ CPUR



DATE: February 15, 2007

TO: WPHIMA Executive Board
Eve-Ellen Mandler, MS, RHIA, CCS, President

FROM: Cheryl A. Collier, RHIA, CCS, Secretary

RE: Third Quarter Report 2006-2007

During the third quarter, as secretary I fulfilled my duties in the activities listed below.

I attended the Educational Session on December 8, 2006 at St. Clair Hospital. I also recorded the minutes from our Business Meeting at this session.

Attended and recorded the minutes from our Third Board Meeting on January 16, 2007 at Panara Breads at Miracle Mile Shopping Center in Monroeville.

I registered to attend the upcoming Educational Session on February 23, 2007 at the Sheraton in Cranberry.