

BUSINESS MEETINGS- AGENDA

The order of business at the regular meetings shall include:
December 12, 2008

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 June Meeting -Christel
2. Reports of officers-Reports will be posted on our website. If you would like a printed copy to review- please see the copy on each table.
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 – PHIMA update

Call the Business meeting ended.

To: WPHIMA Board and Membership

From: Cheryl Collier, RHIA, CCS
Chairperson

Re: Report

November 7, 2008 Educational Session at West Penn Hospital (Liberty Room) It was well attended with close to 40 people with standing room only. The Topics were Legal Health Record presented by Pamela Happ, Esq. She was fantastic and enlightened the audience with specific examples of why we need one. The other half was devoted to Tumor Registry. She brought some her students to observe. The future of the Registry was discussed and we had a great question & answer session.

Our next educational session will be in March 2009. The exact location, topic and date is TBA.

Time for Renewal of Dues. WPHIMA Dues are calendar from January to December. Applications are on the web site and there are some on the table for renewal at this time.

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 requested by the 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	<p>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 (30) days before the annual meeting. Ballots received after the deadline shall be destroyed unopened.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
	Article IV, Section 6	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.



2400 Oxford Drive #170
Bethel Park, PA
15102

Report to the Board

To: WPHIMA Membership
From: Michele Bartholomew, MHMS, RHIA, CCS, President
Date: December 12, 2008

Meetings Conducted - 1 WPHIMA Executive Board Meeting

- 1 Business Meeting (today's)

Attended -1 WPHIMA Educational Session

Submitted -1st Qtr report to PHIMA Board

- WPHIMA report to PHIMA Keystoner

Assisted - Educational Committee with preparation for the November Educational Session

Thank you for the pleasure of being your president this year. If there are any questions, please contact me at 412-956-0568.



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Report to the Board

To: Michele Bartholomew, MHMS, RHIA, CCS, President
From: Beth A. Summer, RHIA, Vice-President
Date: December 12, 2008

During the Second Quarter, I performed the following functions as Vice-President:

1. Attended the business meeting on September 19, 2008 at St. Clair Hospital.
2. Attended the board meeting on November 17, 2008 and provided the proposed bylaw changes that will be voted on at the annual meeting

I am also working on a quick reference table for the bylaws and policies and procedures for the board.

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

WPHIMA
TREASURER'S REPORT
12/8/2008

Beginning Balance: **\$18,558.87**

Expenses: **\$41.94**
knowledge connex

Revenue: **\$121.33**
paypal
membership dues

ENDING BALANCE: **\$18,638.26**

Prepared and Submitted by: Jon Gabster, RHIA

WPHIMA

Western Pennsylvania Health Information Management Association

Date: December 10, 2008

TO: WPHIMA Executive Board
Michele Bartholomew, WPHIMA President

FROM: Stacy Lucas, RHIA
Membership Chair, WPHIMA

RE: 2008 - 2009 Second Quarter Report

I have addressed the following:

- Our current membership is 203 Members
 - ✓ Active 190
 - ✓ Associate 9
 - ✓ 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 2008-2009.

WPHIMA

Western Pennsylvania Health Information Management Association

DATE: December 8, 2008

TO: WPHIMA Executive Board
Michele Bartholomew, President

FROM: Chris Parfitt, RHIT
Nominating Chairperson

RE: 2008-2009 Second 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
- **Attended WPHIMA Board meeting**
- Attended educational session on Sept 19, 2008

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



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Report to the Board

To: Michele Bartholomew, MHMS, RHIA, CCS - President
From: Sharon Widenhofer, MS, RHIA - Publications Committee Chair
Date: December 10, 2008

During the 2nd Quarter, I performed the following functions as Publications Chair:

- Attended the business meeting and educational session on September 19, 2008
- Completed the Fall issue of *Off the Record* newsletter. The issue was available to the membership on October 31, 2008
- Currently working on content for the Winter 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 swidenhofer@mmm.com or 724-772-9980.



Report to the Board

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

FROM: Peri L. Long, RHIA, President-Elect

DATE: December 8, 2008

RE: Second Quarter

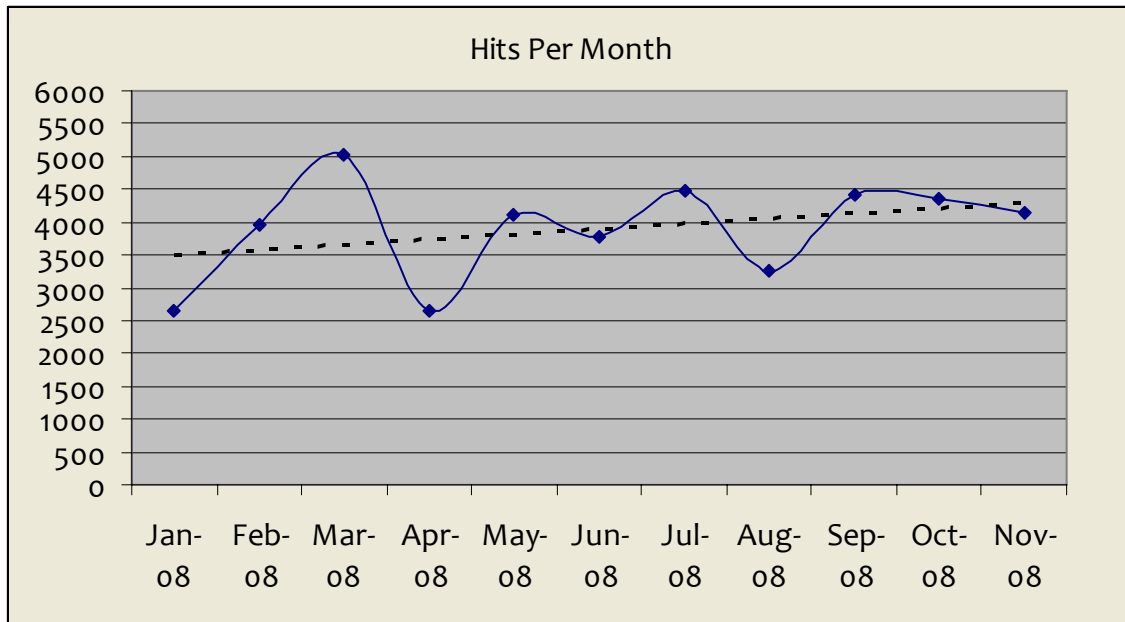
During the 2nd quarter 2008, I performed the following functions as President –Elect:

- Contributed an article to the fall edition of *Off the Record*.
- Assisted the President in budget preparation.
- Attended the November board meeting.

Thank you for allowing me to serve as President- Elect. If you have any questions, please feel free to contact me at long_4@comcast.net.

www.wphima.org Website Analysis:

Webtraffic has remained steady with an average of 4200 hits per month. The most frequently viewed areas of the site deal with continuing education and paypal for education offerings.



Respectfully Submitted,

Michelle Wieczorek RN RHIT CPHQ
Webmaster, WPHIMA