

# WPHIMA

Western Pennsylvania Health Information Management Association

Date: September 5, 2007

To: WPHIMA Executive Board

From: Chris Parfitt, RHIT  
WPHIMA President

RE: 1st Quarter 2007 Executive Board Report

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- Meetings Conducted**
- 1 WPHIMA Executive Board Meeting
  - 1 Business Meeting (today's)
- Attended**
- 1 PHIMA Board Meeting
- Submitted**
- 1st Q report to PHIMA Board
  - President's message for 1st Q electronic 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: Christine Parfitt, RHIT, President  
From: Michele Bartholomew, MHMS, RHIA, CCS, President-Elect  
Date: September 6, 2007

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During the 1<sup>st</sup> Quarter, I performed the following functions as President Elect :

1. Attending the July Board Meeting and emailed to all board members the proposed bylaw changes for board approval.
2. Participated in Telephone Conference regarding Education Committee
3. Mailed Flyers for September Educational Session
4. Plan to Attend the September Business Meeting and Educational Session

Thank you for allowing me to serve as President-Elect. If there are any questions, feel free to contact me at [Bartholomew@zoominternet.net](mailto:Bartholomew@zoominternet.net) or 412-956-0568.

# **WPHIMA**

*Western Pennsylvania Health Information Management Association*

Date: September 5, 2007

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

FROM: Stacy Lucas, RHIA  
Membership Chair, WPHIMA

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

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I have addressed the following:

- Our current membership is 206 Members
  - ✓ Active 202
  - ✓ Associate
  - ✓ Student 2
  - ✓ Retired 2
- Maintaining and updating the Membership Database

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

# **WPHIMA**

*Western Pennsylvania Health Information Management Association*

Date: September 4, 2007  
TO: WPHIMA Executive Board  
Chris Parfitt, RHIT, President  
FROM: Sharif Zyhier  
Nominating Chairperson  
RE: 2007-2008 First Quarter Report

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- Currently working with WPHIMA membership to submit nominations for officers for the PHIMA ballot
- Will be attending upcoming education session on Sept. 14, 2007

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

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# WPHIMA

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TO: WPHIMA EXECUTIVE BOARD  
CHRIS PARFITT, RHIT, PRESIDENT, WPHIMA

FROM: CRISTEL CHUDEREWICZ, RHIT/CCS, SECRETARY,  
WPHIMA

SUBJECT: 1<sup>ST</sup> QUARTER SECRETARY REPORT

DATE: SEPTEMBER 1, 2007

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During the past quarter, I have completed the following tasks:

- Attended the June education Session and Business Meeting
- Attended the July Board Meeting

Thank you for the opportunity to serve as secretary. If there are any questions or concerns, please contact me at 412-977-4933 or [ccc.mr@butlerhealthsystem.org](mailto:ccc.mr@butlerhealthsystem.org)



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## Report to the Board

To: Christine Parfitt, RHIT, President  
From: Michelle Wieczorek RN RHIT CPHQ CPUR, Publications Committee Chair  
Date: September 4, 2007

During the 1<sup>st</sup> Quarter, I performed the following functions as Publications Chair:

1. Performed updates to the WPHIMA membership via email blast communications at the direction of the President.
2. Updated the WPHIMA Website.
  - ✓ Posted information regarding meetings and updated the educational calendar.
  - ✓ Read and responded to all email correspondence to the association.
  - ✓ Posted tribute to past member on website.
  - ✓ Updated the Website Documentation packet and passed to the President.
  - ✓ Updated the membership email directory.
  - ✓ Changed the board password and login information per documentation.
  - ✓ Renewed the domain name and web hosting services per direction of the board.
3. Published "Off the Record" for Summer 2007.
4. Composed 2 articles for the Keystoner on behalf of WPHIMA.
5. Updated the Executive Board on the status of the Publications Committee via email and written report as I was not able to attend the July Board meeting.
6. Monitored website utilization and reported statistics to the Executive Board.

Summary by Month										
Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
<a href="#">Sep 2007</a>	14	9	4	4	18	3609	13	13	27	44
<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
<a href="#">Dec 2006</a>	84	40	15	4	97	28382	135	473	1251	2605
<a href="#">Nov 2006</a>	95	52	17	4	143	79283	129	521	1585	2860
<a href="#">Oct 2006</a>	116	63	31	3	36	17868	59	510	1013	1864
<b>Totals</b>						<b>834060</b>	<b>2207</b>	<b>6776</b>	<b>23603</b>	<b>41077</b>

It has been my pleasure serving as your Publications Chairperson and please contact me at [webmaster@wphima.org](mailto:webmaster@wphima.org) if there is anything else I can do for you!



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## Report to the Board

To: Christine Parfitt, President, WPHIMA  
From: Susan Huffman  
Jennifer Bitkowski  
Education Committee Co-Chairs  
Date: September 7, 2007

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### First Quarter Report

Susan and Jennifer attended the first board meeting on July 30, 2007 in which all roles and responsibilities of the education co-chairs were discussed. A tentative schedule with topics for the educational sessions for the year was developed. All board members were very helpful by offering suggestions for topics, places etc...

The first educational session will be taking place on Friday, September 14 to review coding updates. The session will be presented by Becky DeGrosky and held at West Penn Hospital. This session will provide the attendees with 3 continuing education credits. Time has also been allotted for a business meeting.

The flyers and emails for this session were sent out on August 3, 2007. A reminder email notice will be sent on September 5, 2007.

The next session is tentatively scheduled for November 2, 2007 in which Managing MPI – clean up etc.. will be discussed presented by Shelley King from Siemens. Also, Julie Brown from UPMC will be discussing her facilities process in regards to scanning. The location of this seminar has not yet been decided.

The CPT update is scheduled for December 7, 2007 to be held at St. Clair Hospital and presented by Laurie Johnson.

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**  
TREASURER'S REPORT  
9/6/2007

<b>Beginning Balance:</b>		<b>\$15,398.00</b>
<b>Expenses:</b>		<b>\$2,353.51</b>
	Prior Education Sessions	
	Annual Meeting	
	Web Domain Renewal	
	Other Supplies	
<b>Revenue:</b>		<b>\$1,048.28</b>
	Education Sessions	
	Memberships	
	PayPal Transfer (s)	
<b>ENDING BALANCE:</b>		<b>\$14,092.77</b>

Prepared and Submitted by: Peri L. Long, RHIA



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## Report to the Board

To: Chris Parfitt, RHIT, President  
From: Beth A. Summer, RHIA, Vice-President  
Date: September 13, 2007

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

1. Attended the first board meeting on July 30, 2007.
2. Updated the policy and procedure manual and forwarded to the board for approval.

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) .