

# Chapter Officer News

April 2021

## April 2021 Chapter Officer News

See below the 8 most important things to know this month!

#8

**The “Deal of the Month” for April Chapter Meeting Attendees!**

For April we have a great deal to offer all attendees at your chapter meeting so be sure to announce that everyone there is eligible to purchase the AAPC webinar [Tools of the Trade for Newly Certified Billers and Coders](#) at **\$25.00 off** the price of \$49.00. And remember, it's a deal that only attendees in April are eligible to receive. Announce the details at the end of the meeting, along with the coupon code - **TOOLS25**, - so members can take advantage right away. It helps if you have the April Hot Sheet ready to go to answer any questions.

#7

**HEALTHCON 2021 Is Now History!**

As you are receiving this in your inbox, many of us are just stepping off the plane back home again. HEALTHCON is always eventful and 2021 lived up to that reputation.

Following are things that happened which are of most interest to officers:

- The Jefferson City MO chapter was recognized as the 2020 Chapter of the Year and we congratulated their 2020 officers:
  - Linda Martien, president;
  - Pam Beck, vice president;
  - Lauri Elston, education officer;
  - Debbie Ford, secretary;
  - Crystine Green and Tammy Inman, treasurers;
  - Lindsey Roush, member development officer.

You can read more about this in *Healthcare Business Monthly*.

### Miscellaneous

- [April Officer Hot Sheet](#)
- [Newsletter Template](#)
- [April Officer Quiz](#)
- [Meet With Officers On Facebook](#)

### April Events

**April 07**

[Coding for COVID-19 Vaccines](#)

CEU: 1

Type: Webinar

**April 14**

[HEDIS for Behavioral Health](#)

CEUs: 1

Type: Webinar

**April 21**

[Common Modifiers Used in Physician Billing](#)

CEU: 1

Type: Webinar

**April 28**

[Planning for the Unknown Future of Telehealth, Post Pandemic](#)

CEU: 1

Type: Webinar

- Emily Schmidt of the Daytona Beach FL chapter was named the 2020 officer of the year and she looked just like a queen in her crown and sash.
  - You also can read about this in *Healthcare Business Monthly*.
- We had a lot of fun with something new this year and lots of thanks go to all the officers and BOD members who participated!
  - The videos were a hit! The best part was connecting faces with names and chapters.
  - We hope you enjoyed making those videos as much as we enjoyed watching them.
  - Pay close attention; we hope to bring this idea back again soon!

## #6

### Protocol for Safety at Exams

AAPC is still requiring masks to be worn at exams during check-in and book-check times, whether the state is open or not. This is because we have examinees that travel from state to state, and we want to provide a safe experience until the entire country is open. However, when tables are distanced six feet apart, examinees can remove their masks when seated at the table. Upon leaving their seats, masks must be worn again.

## #5

### Help Us Communicate Better with You

At AAPC we appreciate all officers and the time and energy you give to your local members. As an officer, you know communication is vital in understanding your role which includes the expectations and responsibilities toward the chapter members, as well as understanding what is happening at AAPC.

- Therefore, we are requesting that where possible, you begin using your personal email address in your contact information, if you have not done so already.
- We have found that professional/work emails often filter out AAPC messages resulting in those officers missing out on key information that could affect your chapter or chapter members.
- Using a personal email, we hope, will bring forth a more effective and timely means of communication.

## #4

### Emergency Meeting Idea for Education Officers

As the officer that is primarily responsible for securing chapter meeting education, it is wise to start the new year out with an emergency plan in place in the case of unforeseen circumstances like weather or presenter cancellation, etc., and our CEU team has designed an emergency meeting approval for just these cases. We call this plan a “Back-pocket Approval”. Having this in place will create confidence for you as an officer so that you are prepared for anything! If you are interested in obtaining a “Back-pocket Approval”, contact [valerie.jones@aapc.com](mailto:valerie.jones@aapc.com) for concise instructions.

## #3

### MayDays – Something New for 2021!

Without May MAYnia this spring, we are heading in a different direction, right toward MayDays! We plan to have a variety of promotions, educational opportunities, and surprises throughout the month, and to have some fun while doing it. Here is what we can tell you so far:

- AAPC members are invited to participate in one of eight virtual presentations which will be given by your favorite speakers.
  - It’s a surprise who each speaker will be, but we know there will be 2.0 CEUs!
  - Presentations will be in the evening and you can choose the time that is the best for you, first come, first-served.
- We will promote chapters and help spread the word about what our chapters have to offer.
- There will be AAPC promotions and specials offered throughout the month.
- You can know what is happening by watching AAPC’s website.
- And keep in mind that if you, as officers, wish to host a chapter meeting in May, that is still approved and a great idea. Our members can never have too much education!

## #2

### Financial Tasks to Accomplish in April

- Once you receive the *March bank* statement, go online into the P&L tool and input all income and expenses under the March tab.
- Upload the March bank statement in the March tab.
- If you held a meeting in March and have not yet marked attendance, be sure to mark attendance within 30 days, before the tool locks.
- If you hold a meeting in April, be proactive and mark attendance right away.
- Remember that the first quarter reimbursement for 2021 will be paid in May **if**:
  - Meeting attendance for 1st Q is marked within 30 days of the meeting.
  - All profit and loss information for 1st Q is input by the end of April.
  - All bank statements are uploaded for 1st Q by the end of April.

## #1

### Other Tasks to Accomplish in April

Most important of all, remember that you can be a better officer if you are informed about your expectations and duties. Be sure to do the following this month:

- *Read* the monthly Officer News.
  - Watch for it to come in the email and if it does not come, check your email address online for accuracy. (Or change to a personal address if it is a possibility your employer is blocking AAPC emails.)
  - If you do not see it in your email, find it online in [Training and News](#).
  - Good news – there is .5 CEU for answering five quiz questions after reading!
- *Join* in the monthly LCQ&A calls.
  - Reserve the third Friday of the month at noon ET.
  - Here is the [URL](#) to join Friday, April 16th at noon ET.
- *Watch* for AAPC's announcements on the [2021 AAPC Officer Facebook Group](#) or [AAPC Chapter Officers Forum](#)
- *Be familiar* with the [AAPC Local Chapter Handbook](#).

## Message from AAPCCA Leadership

### Chapter Development Committee

Happy April from your Chapter Development Committee: Brenda Stevens, Denise Garrett and Kimberly Espinosa.

Our committee is here to assist chapter members with understanding the benefits of being a member of their local chapter. We will also be assisting officers in getting members enthusiastic and more actively involved in their chapter.

This committee will be coming up with tips for officers on engaging members and making meetings exciting and inviting in addition to having quality education. We will reach out to members for ideas on successful chapter meetings, from their perspective, and share this information with officers during our regional meet and greets.

In addition, we are working on ideas for officers to start conversations with members about stepping into an officer position within their chapters. Having chapter members step up to the challenge will strengthen your chapters and bring new perspectives to the officer group.

We are excited for the future and are here to help should you need it.

**Brenda Stevens, COC, CPC, CDEO, CPMA, CRC, CPC-I, CMC, CMIS, CMOM**  
**AAPC Chapter Association Board of Directors 2019-2021**  
**Region 2 - Pennsylvania, New Jersey, Delaware, Maryland Washington DC**

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