



# Chapter Officer News

DECEMBER 2021



Facebook Group



Officer Quiz



Newsletter Template



Officer Flyer

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

### #8 – Officer Training is Being Sponsored by the AAPCCA BOD

If you will be a 2022 officer, be sure to sign up for officer training, now being presented by the BOD. Like last year, all training is being given virtually, yet will be very interactive. There are 14 dates from which to choose, and all officers are required to participate. Here are the details:

- Lasts for two hours and is worth 2.0 CEUs
- Should be taken at your computer where you need access to the AAPC website to participate
- Includes a handout which all officers should either print out in advance or make available on a second screen
- Click [here](#) to register

And something new, this year there is a contest with prizes. Chapters with all their officers trained by January 31st will be entered into a drawing to win prizes for the officers. Make sure you participate!

### #7 – Remember the Hardship Contest

Now's the time to spend down the money in your chapter and one great way to do that is to donate to the Hardship Fund. We are sponsoring a contest for the chapters that donate the most money to the fund. All donations that were made earlier in the year as well as donations from the members of your chapter, will be added together too. The eight chapters that donate the most money will be awarded *five free registrations* to AAPC's national conference in Washington DC next spring. Deadline to donate is December 15th.

### #6 – 2021 Chapter of the Year

Although we've had a rough year with COVID still lingering, many officers have stepped up to provide education, exam, and networking opportunities for their members. If this is true for your chapter, you deserve to be recognized! Tell us how you did it. We encourage you to apply for the 2021 Chapter of the Year award. You can find the application [here](#). Act now while you still have officer privileges. The deadline is February 1st.

### #5 – 3rd Q 2021 Reimbursement Was Paid

Did you receive it? This was the payment for meetings and exams held in July, August, and September. Check your November bank statement to ensure the deposit was made to your account.

- If you did not receive it, it may be that the requirement for July, August, and September bank statements to be uploaded was not met.

In February another reimbursement will be paid for meetings and exams held in October, November, and December of 2021.

- To qualify for that, all 12 bank statements from 2021 must be uploaded.
- This task must be completed before December 31st because 2021 officers will not have privileges after that.
- Be aware: The ability to upload bank statements and input P&L information is always available for treasurers and presidents, through their terms of service. It does not lock on a monthly basis.
- Please contact us at [localchapters@aapc.com](mailto:localchapters@aapc.com) if you have questions about this.

## #4 – End of Year Financial Responsibilities – Communicate with 2022 Officers

### *P&L and Bank Statements*

As 2021 officers, you are responsible for the funds held by your chapter. The nature of the disposition of these funds must be reported by AAPC to the IRS on an annual basis. For this reason, treasurers are required to input P&L information and upload all bank statements monthly. Presidents serve as a backup-up resource for the treasurers.

- Bank statements for December will not be available until January.
- 2021 treasurers will not have access on AAPC's website to upload the December bank statements after December 31st.

For this reason, it is crucial that the 2021 treasurers meet with the 2022 treasurers before December 31st to walk them through the process of inputting P&L information and uploading of banks statements.

- This information is due to AAPC by February 1st.

### *Bank Signature Cards*

Additionally, the 2021 president or treasurer must meet with the 2022 president and treasurer at the bank to ensure the signature cards on file are signed and accurate.

- This should take place once the 2021 bank statements have all been uploaded on AAPC's website.
- 2021 presidents have ultimate responsibility to make sure that this transfer of information takes place.

## #3 – Answers to Miscellaneous Questions

Q – When are the 2021 Chapter of the Year applications due in to AAPC?

A – February 1st. Look [here](#) for the application.

Q – How long will 2021 officers have officer privileges on the AAPC website?

A – Through midnight on December 31st.

Q – Which officers have privileges of signing on the chapter bank account?

A – Only the current treasurer and president.

Q – What is the deadline for treasurers to upload monthly bank statements?

A – The deadline is by the end of the following month. For example, November bank statements must be uploaded by the end of December.

Q – If our chapter forfeited a reimbursement because we failed to upload the bank statements, can we make that up in the next reimbursement?

A – Once the reimbursement is paid, the reimbursement is forfeited if deadlines were not met. However, it is still important to upload those missing bank statements; they will be required for future reimbursements.

Q - What is the deadline for contributing to the Hardship Fund contest?

A – December 15th.

## #2 – December Deal of the Month

Remember that you can offer your attendees the ability to purchase AAPC products at discount prices for that month they attend. This month, attendees at your meeting will be entitled to purchase AAPC On-Demand Webinar: 2022 CPT® Coding Updates for the discount rate of 50% by mentioning this coupon code WINTER. Make it easier on yourself by downloading the December Officer Flyer before the meeting so you have quick access to the details.

## #1 - Financial Tasks for Treasurers to Accomplish in December

- Once you receive the **November** bank statement, go online into the [P&L tool](#) and input all income and expenses under the October tab.
- Upload the November bank statement in the November tab.
- If you held a meeting in November and have not yet marked attendance, be sure to [mark attendance](#) within 30 days, before the tool locks.
- If you hold a meeting in December, be proactive and mark attendance right away.

**NEW!** Pre-meeting Welcome Video - For instructions on how to use the video at your next chapter meeting click [here](#).

## Message from AAPCCA Leadership

2021 dawned upon the AAPC as it did upon our nation, cautiously optimistic that "normal" would be around the corner, restless from a long hibernation. The 2021 AAPCCA Board of Directors got right to work, and it was my absolute pleasure to work alongside them, in moving the changes forward that came about.

- Virtual Meetings are now our norm
- Blended conferences have been wildly successful
- Expansion of the speakers bureau (we need you!)
- Meet & Greets
- Updated officer training
- Member engagement
- Leadership training
- Facebook, Officer News, HBM support

To name a few!!

What I have enjoyed the most in our Chapter Association, is the networking. The bond that is forged when we come together to share our experiences, stories, support, and encouragement, and is what drives me to want to be the best I can be in this profession. The AAPC and its chapters, have made all the difference in my life, and I am forever grateful.

Your Board of Directors this last year has gone above and beyond, working hard behind the scenes to make the officer and chapter experience a positive one. They are AAPCCA rock stars!

- Brenda Stevens                      2022 Chair
- Robin Goudy                            2022 Vice Chair
- Tammy Vannatter-Berger        2022 Secretary
- Denise Garrett                        2022 Treasurer
- Samantha Patterson                2022 Meeting Coordinator
- Cindy Stephenson
- Julia Mitchell
- Kimberly Espinosa
- Michelle Stevens
- Rhonda McCaskill
- Tabitha Iverson
- Tricia Tuttle
- Victoria Moll

Most of all, we have learned that change is inevitable. Embrace it, decide to get behind it, even if it seems uncomfortable at first.

We are all human, mistakes are made. Give grace when expectations are not met.

Be bold, reach out and take the next step! You are our leaders, mentors, trusted friends, and advisors. Share of yourself and be blessed.

I will forever cherish my time as your AAPCCA Chair, it has been an honor to serve you. Please give your love and support to your incoming Chair Brenda Stevens. 2022 is an adventure yet to be written, and I can't wait to be a part of it!

Gratefully,

**Heather Allen LPN, COC, CPMA**  
**AAPCCA Board of Directors 2018-2020**  
**2021 Executive Board Chair**  
**Region 1 Northeast (ME, NH, VT, MA, CT, RI, NY)**

**It's the job that's never started that takes longest to finish."**  
**— J.R.R. Tolkien**

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