

Chapter Officer News

February 2021

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See below the 10 most important things to know this month!

#10

Discount Prices for Officers to Attend AAPC's National HEALTHCON

If you are ready for a change of scenery, we invite you to get out and network while you receive some great education at AAPC's national HEALTHCON conference coming up March 28-31 in Dallas Texas, at the Gaylord Texan Resort & Convention Center. In-person registration is just **\$695** for all officers, and there is no early-bird deadline to meet! Arrive in time to attend the Officer Leadership Meeting at 5:30-8:30 on Saturday, March 27th, where you can meet and visit with the AAPCCA Board of Directors. Or if you're hunkering down and want to get educated from home, you can attend virtually for **\$495!**

#9

How Does Your Chapter Compare to Others?

Are you aware that there is statistical information online showing attendance stats for the chapters with the most attendees and the highest percentage of attendance at their chapter meetings? Check out the [details for November](#) under the Chapter Stats icon. Your chapter might be among the top 20!

#8

Message from the CEU Approval Team

When requesting CEUs for an upcoming event, you must allow 14 business days for the CEU team to process the application. However, we encourage you to submit the application well before then.

Submitting 45 days prior to the event allows for plenty of time for the event to be approved and for the automated system to send out email reminders one, three, seven or even 30 days in advance. It can be difficult sometimes getting a speaker committed a month ahead of time, but even if the speaker has loosely committed you can submit the application and receive approval. Then, as details firm up, you can make changes to the approval. You will find that typically, applications are approved much quicker than 14 days.

#7

Make Money by Sponsoring Meetings and Hosting Exams

Chapters are rewarded for sponsoring meetings and hosting exams and if you've had any activity in January, you've earned the beginning of the 1st Q 2021 reimbursement! So, to qualify for the payment, January, February and March bank statements must be uploaded online before the deadline of April 30th and attendance must be marked within 30 days of the meetings. So, if your chapter qualifies, watch for the reimbursement for 1st Q 2021 to be deposited into your chapter account around the middle of May. Remember, beginning this year, the reimbursement schedule has changed: AAPC pays \$2 per member attendee at in-person meetings, \$1 per member attendee at virtual meetings, and \$15 per examinee.

#6

Be Aware of the Reimbursement Schedule

Miscellaneous

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

February Events

February 03

[2021 OPPTS Final Rule Analysis](#)

CEU: 1

Type: Webinar

February 10

[Coding & Billing for Coverage Analysis](#)

CEUs: 1

Type: Webinar

February 17

[Emerging Coding Implications for Pharmacist Integration in New Care Delivery Systems](#)

CEU: 1

Type: Webinar

February 24

[Common Ophthalmology Billing Denials](#)

CEU: 1

Type: Webinar

Here is the schedule for planning events, uploading information for events, and when to watch for a payment in the chapter checking account:

1st Q activity: January, February, March	Receive Payment: Middle of May
2nd Q Activity April, May, June	Middle of August
3rd Q Activity Jul, Aug, Sep	Middle of November
4th Q Activity October, November, December	Middle of February

#5 Speakers Bureau

To provide additional support to chapter officers, the past several boards of the Chapter Association have worked hard to create a Speakers Bureau which makes available a list of topics officers might not otherwise have access to in their areas. This free resource is now online, and officers can access it as follows:

- Read about it and [link to it here:](#)
- The bureau is a list of presentations that certain speakers are willing and available to offer *virtually*.
- Officers pick a date and choose presentations of interest to their members.
- Presentations will be auto-assigned according to availability of presenter.

It is important to know the following information:

- This is an automated service, so please understand that it can take several days for a request to be processed.
- Therefore, this service is not designed as a fallback in the event of a last-minute cancellation by a speaker.
- This service is still in its infancy and we are looking for additional speakers. Therefore, for now, each chapter is eligible for one speaker per year.
- We hope all officers will respect the rule of one request per year, so our presenters are not over-committed.

#4 The “Deal of the Month” For February Chapter Meeting Attendees!

We are encouraging attendance at chapter meetings, so we offer a “deal” each month for AAPC members that come out. This month, members that attend a local chapter meeting are eligible to receive **\$50 off the on-demand workshop [2021 CPT® Coding Updates](#)**. Remember, all they have to do is show up! As officers, make sure you are aware of and announce the deal for February during the meeting. Also, be sure to mention the coupon code **SPRING21** at the end of the meeting. Then members can easily go online and reap the benefit of chapter attendance right away! You’ll have an easy reference if you read right from the [February Hot Sheet](#).

#3 Winners of the Hardship Fund Donation Contest

Many thanks go to all the chapters that donated to the Hardship Fund in 2020. A total of 67 chapters donated \$40,090 throughout the year. \$33,159 of that was donated by 54 chapters during the month of December! As you know, the eight chapters (one from each region) donating the most to the Hardship Fund will now receive five free registrations to AAPC’s national HEALTHCON conference beginning March 28th through 31st. Thank you all for participating! And the winners are listed here in order of amount:

Gainesville Florida
Durham North Carolina
Richardson Texas
Billings Montana
Minneapolis Minnesota
Harrisburg Pennsylvania
Providence Rhode Island
Bend Oregon

Congratulations, the Hardship Committee extends their appreciation of your generosity!

#2 Know How to Be Informed

As an officer you have a responsibility to understand the duties to the local membership and the expectations from AAPC. How can you keep up on all this? It’s easy! Here are the four top ways to know what’s going on:

- Watch for officer news to come at the end or the first of each month. If there are changes or timely updates, they will be announced in Officer News.

- o Officer News is delivered straight to your email but can also be accessed online in [Training and News](#).
- Join the Local Chapter team and other officers on the monthly LCQ&A calls.
 - o These are held the third Friday of the month at noon ET. Click [here](#) to join us in February.
- Participate on the [2021 AAPC Officer Facebook Group](#) or [AAPC Chapter Officers Forum](#)
- Refer to the [AAPC Local Chapter Handbook](#).

#1

Financial Information is Due February 15th

The new P&L tool is up and running and all 2020 financial information is due to be uploaded online by February 15th. Here are some tips to remember when inputting the details:

- Input 2020 income and expense information in the chapter profit and loss statement on this [page](#).
- All 2020 and 2021 treasurers and presidents have permission to enter this information.
- Entering 2020 financial information is the responsibility of the 2020 treasurer.
- Enter the income and expenses of each month of 2020 separately.
- Remember to save the data at the end of each month so it will carry over to the next month.
- If monthly bank statements were uploaded in 2020, as was the requirement, they should be visible, and it is not necessary to re-upload them.
- This information is due to be entered online by February 15th.
- There are no “other” or “miscellaneous” fields, add income/expenses where they best fit.
- **Do not upload receipts** except for those from a charitable organization or for equipment over \$500.
- **Important note:** If your beginning balance is incorrect in January 2020, adjust it for accuracy by adding additional income or expenses in the adjustment income or adjustment expense field.

Message from AAPCCA Leadership

Happy New Year from your Officer Resource Committee! Julia, Robin, Rhonda and I look forward to working together this year to create resources and ideas for all your meeting and/or seminar needs. Our committee is responsible for keeping the “Speaker’s Bureau” up to date with presentation topics and speakers to be a vault of knowledge for all our chapters. We are always looking for new speakers, topics, and ideas to expand, collaborate and maintain this exceptional group of talent so that we are not overusing a few and burning them out. We welcome speakers to join and will be reaching out soon to recruit new members.

We have plans to create resources for meeting ideas, things that you may not have thought about but are of interest to your members after reading national survey comments. 2020 taught us that we were tougher than we thought and together, we could get through anything. Virtual or in-person meetings can be fun, entertaining, and rewarding experiences while providing top notch education at the same time. Are you thinking about planning a ½ or full day seminar but aren’t quite sure where to begin? Our committee is going to put together a basic toolbox, outlines to assist with your questions and get you started. If you have other suggestions, ideas you would like us to work on please don’t hesitate to reach out to us, as we are happy to hear your ideas and comments. Also feel free to share with your Region Reps during your regional meetings as they will share them with us as well. These meetings are great sources for all of your ideas as well as questions.

Michele Stevens, CPC, CPMA, AAPC Fellow
AAPC Chapter Association Board of Directors 2019-2021
Region 1 – Maine, New Hampshire, Vermont, Massachusetts Connecticut, Rhode Island, New York



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