

Chapter Officer News

January 2021

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Welcome 2021 Chapter Officers!!

Whether you are a first-timer or a veteran officer, welcome aboard as a local chapter leader in a brand-new year. We have all looked forward with much anticipation to leaving 2020 in the rear-view mirror, so here we go, with renewed enthusiasm.

As you hit the ground running in 2021, make regular reading of Officer News a habit! Doing so will set you up for success in this rewarding experience as an officer, as you are providing a valuable service to the coding professionals in your area (and earning .5 CEU each time!)

See below the most important topics ascending to the #1

#10

AAPC Offers a "Deal of the Month" to Chapter Meeting Attendees!

Chapter members can take advantage of this deal just by showing up to your in-person or virtual meetings. As officers, make sure you are aware of and announce the deal for January at the beginning of the meeting, and it is \$50.00 off the on-demand workshop [Auditing for the 2021 E/M Guideline Changes](#).

Be sure to mention the coupon code JAN2021 at the end of the meeting, so members can go online and reap the benefit of chapter attendance right away! You'll have an easy reference if you read right from the [January Hot Sheet](#).

#9

Q&A from Officer Training

Thank you, thank you, to all officers who participated in 2021 officer training. As promised, we have gathered a list of questions that arose out of the training sessions and have [included them here](#) so all could read the same answers. If you have additional questions, send them in and we can answer them in future issues.

#8

Apply for 2020 Chapter of the Year

Because 2020 was such a unique year, we know it will take a group of very dedicated and creative officers to qualify for the award! The hunt is on...could it be your chapter? Qualifications include:

- Sponsorship of six educational events
- Hosting of four chapter exams
- Submission of financial information such as monthly bank statements and profit and loss information
- Marking attendance for chapter meetings
- Attendance at 2020 officer training

[Go online](#) today and complete the [application](#), and tell us why your chapter should be the 2020 winner. Remember, the deadline is February 1st.

#7

Meet Requirements of Hosting 6 Educational Events and 4 Exams per Year

- 4 events must be traditional, in-person meetings or seminars
- 2 events must be virtual meetings
 - Virtual meetings may be hosted every month
- A total of 16 educational events may be hosted annually
 - Officers must be in attendance at all meetings
- 1 exam must be held each quarter
 - 2 of these exams must be ADA approved
- All officers must take a turn proctoring

#6

Statistical and Financial Information is Required

- Bank statements must be uploaded monthly
- Profit and loss information must be input monthly
- Attendance at meetings must be tracked within 30 days of the event

#5

AAPC Supports the Local Chapters Financially

- Reimbursements are made to the chapters on a quarterly basis. The reimbursement schedule has changed:
 - AAPC pays \$2 per member attendee at in-person meetings
 - AAPC pays \$1 per member attendee at virtual meetings
 - AAPC pays \$15 per examinee

#4

Make Sure your Chapter is Run Professionally

- Be well-prepared for your meetings
 - Start and end the meetings on time and as planned
 - Use an agenda
 - Be sure to share the [Hot Sheet](#) at each meeting to the members
 - Involve all officers in each meeting
 - Provide a variety of educational content at your meetings; always [give CEUs](#)
 - Always advertise meetings well in advance
- Help members feel welcome
 - [Know the members](#), call them by name
 - Be familiar with their employment and their certifications
 - Poll your members often on their expectations

#3

Meet Together as Officers and Plan Your Year

Hold an officers' meeting (which can be held virtually), right away

- Get acquainted
- Share responsibilities and review expectations of officers
- Discuss member needs, consider a survey

#2

Understand Your Responsibilities as an Officer

- Attend officer training!
 - Hopefully, you have already done so, but if not, watch the 2021 Officer Facebook Group and the AAPC Chapter Officer Forum for additional dates.
- Refer to the [2021 AAPC Local Chapter Handbook](#)
- Peruse the [officer area](#) of AAPC's website
- Contact the [BOD representative](#) assigned to your region
- Read [Officer News monthly](#) to learn of timely information
- Join monthly LCQ&A calls the third Friday of the month at noon ET. Click [here](#) to join us in January.
- Participate on the [2021 AAPC Officer Facebook Group](#) or [AAPC Chapter Officers Forum](#)

#1

End of Year Financial Information is Due February 15th

Each year officers are required to report the status of their chapter finances to AAPC and this year the information is due February 15th. As you know, we have a new P&L tool. Important things to remember are:

- Information for 2020 must be submitted on a monthly basis, starting with January 2020.
- New this year is the adjustment field, so you can correct the beginning balance from 2019, if it is currently incorrect.
- Detailed information should be input in the respective fields.
- There are no "other" or "general" fields, all information should be included in the most closely related field.
- If you have not yet attended a Zoom training session for these changes, join us on one of these dates, [January 5th](#) at 1:00 pm ET, [January 6th](#) at 9:00 am ET, or [January 7th](#) at 7:00 pm ET.
- If you are not available for any of these sessions, contact us at localchapters@aapc.com. We will work with you on training.

Message from AAPCCA Leadership

We are pleased to introduce the AAPC Chapter Association Board of Directors (BOD) for 2021. Here they are:

Executive Committee

Heather Allen, Chair
Rik Salomon, Vice Chair
Robin Goudy, Secretary
Treasurer, Aileen Baldwin
Brenda Stevens, Meeting Coordinator

BOD Members

Denise Garrett
Julie Mitchell
Joan Snodgrass
Kimberly Espinosa
Kristin Rodriguez
Michele Stevens
Rhonda McCaskill
Tabitha Iverson
Tammy Vannatter-Berger
Tricia Tuttle
Victoria Moll

We look forward to hearing from them each month in Officer News.

Miscellaneous

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

January Events

January 06

[Managing a Remote Workforce](#)

CEU: 1

Type: Webinar

January 13

[Behavioral Health Updates for 2021](#)

CEUs: 1

Type: Webinar

January 20

[2021 Medicare Physician Fee Schedule Final Rule Analysis](#)

CEU: 1

Type: Webinar

January 27

[Medical Necessity from the Lens of a Payor](#)

CEU: 1

Type: Webinar



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