

Chapter Officer News

May 2021

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See below the 4 most important things to know this month!

#4

We are Launching a New CEU Approval Application Process

We are thrilled to announce a new procedure that is available now for officers when applying for CEU approval for chapter events. The old procedure is still available, but we believe you will come to find the new procedure or “application” is far superior.

Take a Walk Through the New Process

To give you a brief introduction, here are some tips to walk you through for the first time if you haven't bumped into it already. You will see it is easy to use and has some great new features. Once you try it, we think you will more than like it!

- Start by logging in at aapc.com, going to the officer area, and clicking on 'Events' and then 'Schedule New Event'.
- Click on 'BETA our new event application here'.
- You will see 'Chapter Events' and off to the left 'Guidelines' which can be referred to at any point during completion of the application.
- Click on 'Add New Event' to start the process.
 - The process is self-explanatory.
 - Note the new field, 'Promote Your Event'.
 - Click continue to add additional information.
- Then go to 'Build Your Event' and complete those fields.
 - If you happen to skip a field, you will get notified on the right-hand side of the page.
- Notice a great new feature with the 'Email Reminders'.
 - You can choose to have reminders sent as often and as frequently as you desire!
- If you need to use AAPC's Zoom platform, you will be prompted to note that.
- When all fields are complete "Submit" your application.
 - You will get a notification the application was submitted.

Status of Submitted Events/Applications

Once you have submitted for events, a list of all applications will appear when you click into the scheduling area, showing the status of these events such as:

- Approval Pending
- Approved
- Incomplete
- Save the Date
- Canceled
- Request Officer Attention

Your CEU application will flow through some or all statuses as your event progresses.

New Save the Date Feature

If you want to post an event on the calendar but do not have all the required information yet, you can create a 'Save the Date' event. Chapter members will be able to see general information about what is coming up and prepare in advance for the event.

Miscellaneous

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

May Events

May 05

[ABA Therapy Billing for Autism Spectrum Disorder](#)

CEU: 1

Type: Webinar

May 12

[Let's Simplify General Surgery Coding](#)

CEUs: 1

Type: Webinar

May 19

[Talk to the Hand](#)

CEU: 1

Type: Webinar

May 26

[What's New With Transitional Care Management](#)

CEU: 1

Type: Webinar

- To create a 'Save the Date' event click 'Add New Event' and then choose 'Save the Date'.
 - Complete the required minimal information.
- The event will appear online as a 'Save the Date' event until you come back and edit it with the details.
 - Remember, if you fail to come back and edit, you fail to get CEUs!

Save the Date Feature for the Speaker Bureau

In order to apply for a speaker from the Speaker Bureau, you must first have your virtual platform reserved. If you want to use one of AAPC's virtual platforms, you can request that with a 'Save the Date' application.

- Do this by noting your meeting date and your request for use of one of the Zoom platforms in the area provided for notes to the CEU Approval Team.
- If possible, it is wise to give a couple of dates in case the platform is already reserved.

Approval of Events

AAPC's CEU Vendor Team will review your application.

- If there is any needed information the event will be changed to the 'Request Officer Attention' status and an email will be sent to you showing the needed information.
 - Any officer can return to the application again, open it and provide the information.
 - The officer will click on 'Submit' and the status of the event will return to 'Approval Pending' again.
- If no additional information is needed the CEU Vendor Team will approve the event and the status will change to 'Approved'.

Edits

If edits are needed for changes that come up, the same process is followed.

- Go back to the 'Chapter Events' list and locate the event, click on it and it will open.
- Make the edits and click 'Submit'.
- The event status will return to 'Approval Pending' until the edit is reviewed at which time the status will go back to 'Approved'.
- You may cancel your event by entering the event and clicking on the red 'Cancel Event' button found in the right column. This can be done in any status.

Additional Bonus Features

- It will be easier to 'Promote Your Event' with the field that includes suggestions to drive interest.
 - This promotional verbiage will be the first thing chapter members see on the website. (Ex: Don't Miss this Celebration - Lunch Included!)
- The application not only gives you directions (right column) as you progress through its completion but there are also 'Information Icons' to clarify questions you may have.
- Attaching an agenda is no longer required! You 'Build Your Event' using the line-item drop-down options to describe your event's agenda.
- A list of contact names and addresses will be stored for your selection.
- An unlimited number of attachments can be uploaded to describe or advertise your event. You can even include pictures to entice attendance.
- The occurrence of auto-generated email reminders can be customized for your needs.
- Virtual events will have designated areas for providing or requesting links.

As you will see, AAPC has listened to officers and implemented their suggestions. We hope you will soon try out this new application tool and use it to its full potential. If you have any questions you are welcome to contact our Customer Care Advocates by phone or the CEU Vendor Team at localchaptersceus@aapc.com.

#3 – MayDays! is Here!

Finally! And there will be something for everyone; watch for promotions at aapc.com.

Be sure to tune in for one of our surprise speakers throughout the month.

Wednesday, May 5th – 6-8:00 pm PT

Thursday, May 6th - 6-8:00 pm ET

Tuesday, May 11th - 6-8:00 pm CT

Thursday, May 13th – 6:30-8:30 pm ET

Tuesday, May 18th - 6-8:00 pm MT

Wednesday, May 19th - 6-8:00 pm ET

Thursday, May 20th - 6-8:00 pm ET

Wednesday, May 26th – 6-8:00 pm CT

For International Members:

Tuesday, May 25th – 6-8:00 pm India Time

Feel free to spread the word to all AAPC members that there are discounts and prizes in conjunction with our month-long celebration that are just limited to attendees! And check out the Facebook contest for chapter officers in the Chapter Officer's group. Pick the date and time

most convenient for you. Remember, it's first-come, first-served. [Register here](#) for a MayDays! event.

#2

Important Tasks to Accomplish in May (and every other month!)

- *Read the monthly Officer News.*
 - Watch for an email or find it online in [Training and News](#).
- *Join us on May 14th for May's monthly LCQ&A call.*
 - Note that this is a week earlier than usual.
 - [Click here](#) at noon ET.
- Watch for announcements specific to officers from the Local Chapter Team on the [2021 AAPC Officer Facebook Group](#) or [AAPC Chapter Officers Forum](#)
- *Refer to the [AAPC Local Chapter Handbook](#) if you have questions on the operation of your local chapter.*
- *Attend your monthly Meet and Greet sessions with your [BOD representatives](#) and network with other officers at the same time.*

#1

Financial Tasks to Accomplish in May

- Once you receive the *April bank* statement, go online into the [P&L tool](#) and input all income and expenses under the April tab.
- Upload the April [bank statement](#) in the April tab.
- If you held a meeting in April and have not yet marked attendance, be sure to mark attendance within 30 days, before the tool locks.
- If you hold a meeting in May, be proactive and mark attendance right away.
- Remember that the first quarter reimbursement for 2021 will be paid in the middle of May if:
 - Attendance for meetings held in January, February and March was marked within 30 days of the meeting.
 - All profit and loss information for January, February and March was input by the end of April.
 - All bank statements for January, February and March were uploaded by the end of April.
- Check with your bank to ensure your first quarter reimbursement was paid into your account.

Message from AAPCCA Leadership

HEALTHCON – Another year in the Books...2021 Was Like No Other!

Many times in our lives we are challenged to move forward with new and effective ways to communicate and learn. HEALTHCON 2021 was no different. Social distancing and masks were a large part of this year's conference in person, while virtual attendees, like last year, were able to join this great event from their own homes.

Because of the dedication of countless AAPC staff, volunteers, and members, HEALTHCON 2021 was a success that brought over 400 people together in person and over 800 people virtually, to learn, grown and participate in the same event.

Highlights from the general sessions included information regarding AAPC growth, Zoom fatigue, technology, industry changes and so much more. Without a doubt educational buzz words could be summed up in these two phrases "2021 E/M Changes" & "Telemedicine". Experts from around the country taught us how to dive into the details of each subject and gave excellent resources to take back into our professions.

Summarizing HEALTHCON would not be complete without mentioning the amazing leadership training opportunity hosted by the AAPC Local Chapter Board of Directors on Saturday night where 35 officers participated in-person and over 20 attended virtually. All earned 3.0 CEUs as they learned how to grow and build on their own local chapter experiences. The dedication from local chapter officers continues to impress us and affirms our decision to continue to support and be part of a great group of professionals who are actively, "Advancing the Business of Healthcare!"

Tabitha Iverson, CPC

AAPC Chapter Association Board of Directors 2020-2022

Region 7 Mountain Plains – Idaho, Montana, Wyoming, North Dakota, South Dakota, Nebraska, Iowa



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