



# Chapter Officer News

NOVEMBER 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 – Changes Coming in 2022

Starting January 1<sup>st</sup>, the following changes will be implemented in the handbook:

*Required Changes:*

- Six educational events are required to be sponsored by each chapter.
  - Four of these events must be sponsored virtually.
    - One virtual event may be sponsored per chapter per month.
  - Two of the educational events must be sponsored in person.
    - May MAYnia is an in-person event and will be held in May.
    - Fall Back Together is also an in-person event and will be held in October.
  - Elections will not be held in person but will be conducted through AAPC's website throughout the month of October.
    - Officers should dedicate time in the August or September meeting to introduce chapter members who have expressed an interest in serving as officers. This will allow members to be informed when it comes to voting in October.
  - Officers will work together to appoint the most qualified officer as the technology specialist. This officer will be responsible to ensure virtual meetings are run smoothly and appropriately.
    - By default, the vice president will be given the responsibility until the officers otherwise identify a better-qualified person.
  - Hybrid meetings are approved. Hybrid meetings are in-person meetings with virtual attendees. Chapter officers are required to be in attendance in person. The following accommodations must be made for virtual attendees:
    - A camera must be available to show the speaker.
    - The speaker must repeat the questions from attendees in the audience and online.
    - An officer must oversee the laptop dedicated to ensuring the virtual attendees' questions and comments are included.

### *Strongly Suggested Changes:*

- Chapter funds should be used to contribute in part or in full to the payment of officers' membership dues (or other forms of compensation, as deemed appropriate.)
  - An incentive program for members should be provided as well.
- Play the monthly video loop provided by AAPC at the beginning of each meeting to keep the members informed on what's happening nationally.

### *Suggested Changes:*

- Officers should entice their chapter members to attend their own chapter meetings before looking to other chapters for education by doing the following:
  - Publishing the meeting dates and topics at the first of the year so chapter members can plan to attend.
  - Being in touch with your members' specialties and needs so meetings can be tailored to their needs.
  - Informing members that it is approved for members from other chapters to occasionally attend your meetings if the subject matter involves their specialty.

**Be aware that we want all AAPC members to have access to the best education available. As chapter officers, you should welcome all AAPC members, whether assigned to your chapter or not, on an occasional basis.**

## **#7 – Officer Training for 2022 Officers**

With these changes in mind, officer training is more crucial than ever. There will be 18 different sessions from which to choose (starting around the beginning of November), each lead by two of the AAPCCA Board of Directors members. [Click here](#) for more details and to pick a date that best works for you. This will be an interactive session that will allow for questions throughout the presentation. Training is worth 2.0 CEUs.

## **#6 – 2022 Officers Should be in Place**

We are surprised to report that only 200 of our 456 chapters have their 2022 officers in line to serve. Thank you to those of you who made sure the chapter stays in good standing by ensuring leadership is in place.

- Vice Presidents, if you have not yet uploaded officers into the [Election Verification](#) area of the website, please do so before November 15<sup>th</sup>.

## **#5 – CEU Tips from the Expert – Train New Officers How to “Save the Date”**

Valerie Jones, from the CEU Vendor Team, shared this information to encourage 2021 officers to train the incoming officers on the new Save the Date feature, which is a way to announce events before details such as speakers and locations are finalized. “Many officers complete ‘Save-the-Dates’ for the entire year at the beginning of their leadership. This secures dates that their membership can insert into their calendars and greatly improves attendance.” Here’s how it works:

- Go to My AAPC -> My Chapter -> Events -> Schedule Ne Event ->and click on “Here” under the BETA.
- Click on the green tab Add New Event.

- Add the title of the event, the event date, and promotional detail (this part will show online), and then click Save The Date.
- Using the Save the Date option bypasses the CEU review process and automatically uploads info to the website for member viewing.
- *But remember* no CEUs are awarded so you must always go back and add the details once finalized.

"We look forward to working with our new officers and are very grateful for all the work and dedication our current officers have done this year!"

## #4 – 3<sup>rd</sup> Q 2021 Reimbursement

Watch your bank accounts in the middle of the month for the 3<sup>rd</sup> quarter reimbursement from AAPC. This will be payment for meetings and exams held in July, August, and September.

- Note: All bank statements from January through September must have been uploaded online by October 31 in order to qualify.

## #3 – Answers to Miscellaneous Questions

Q – Why can't current officers schedule 2022 meetings and exams?

A – Special officer access to AAPC's system is granted during the terms of service for each officer. Service as an officer goes from January through December each year.

Q – How soon can 2022 officers schedule 2022 meetings and exams?

A – As soon as the 2022 officers are input in the Election Verification tool online.

Q – I have served as an officer multiple times and I don't need extra CEUs. Do I really need to attend officer training again?

A – Absolutely! This year the training will largely be focused on a review of the AAPC's website where officers are required to regularly upload information.

## #2 – November Deal of the Month

If you host a meeting during the month of November, attendees at your meeting will be entitled to purchase *2022 ICD-10 CM Updates On-Demand Webinar* for the discount rate of \$24 by mentioning this coupon code **THANKS21**. Please remember to download your November Hot Sheet before the meeting so you have easy access to the details.

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

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

- If you hold a meeting in November, be proactive and mark attendance right away.

## Message from AAPCCA Leadership

Elections are finally behind us so now is the time to review your profit and loss statement to determine if your chapter will have excess funds at the end of the year. It is recommended the ending balance should be at or below what you started with in January. If excess funds exist, your chapter could be penalized and required to pay taxes on the overage. What should you do to spend down this balance? Consider donating to the AAPC Hardship Fund. AAPC is currently holding a contest and the chapter donating the most money in each region will be rewarded with five paid registrations (in-person or virtual) to attend 2022 DC HEALTHCON. The deadline to contribute funds is December 10<sup>th</sup>. The officers of the chapter will be able to decide how to give away the registrations.

This has been another crazy year with many challenges being faced by our chapters. Many struggled to find locations willing to allow them to hold in-person meetings. Officers had to think outside the box and tap into resources they wouldn't normally think of. We have heard of meetings being held at fire stations, parks, and churches just to name a few. Exams are being held, but the number of allowed examinees has been significantly reduced, depending on the restrictions of the area and location. Through it all our officers have persevered and continued to provide education so members could earn their CEUs. Virtual meetings have become second nature and we continue to look for ways to keep members engaged.

The BOD representatives have held Meet & Greets to encourage networking among the officers. We have seen time and time again officers who are so willing to help others who are facing similar struggles. We would like to thank you for being so dedicated and kind to one another. It truly warms our hearts to see these interactions unfold. We want all the officers to know how much we appreciate you and everything you do for your members as well as fellow officers. You are truly amazing!

As the end of the year approaches and we enter the busy holiday season, we want to express our gratitude for your dedication to your chapters. Without volunteers stepping up, local chapters wouldn't exist, so we are grateful for you. Holiday blessings to you all!

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**Denise Garrett, COC, CPC, PCO, CIC, CPMA, CPPM, CSFAC**

**AAPC Chapter Association Board of Directors 2020-2022**

**Region 6 - Wisconsin, Minnesota, Illinois, Indiana, Michigan, Ohio**

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