

Chapter Officer News

October 2021

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

#10 - Changes Coming in 2022

To meet the ever-changing needs of the officers and members, as well as AAPC, we will soon be announcing some shifts in the operation of the local chapters.

- These will be effective beginning in January.
- Watch for this information to be sent to all chapter officers by email.

All 2022 officers are required to participate in the annual officer training given by the AAPCCA Board of Directors.

- This will be offered virtually and will be worth 2.0 CEUs.
- There will be several sessions from which to choose beginning in December and going through February.
- Because of these changes coming in 2022, officer training will be more important than ever!

#9 - Take Your Service to the Next Level

Applications for the 2022-2024 term of service on the AAPC Chapter Association are now being accepted. Each year five new AAPC members are chosen to participate on the Board of Directors for the next three years.

- Service as a chapter officer is a prerequisite to being chosen.
- [Download the application](#) and email it to localchapters@aapc.com.
- The deadline for applications to be submitted is Monday, November 1st.

#8 - Fall Back to Your Chapter in October

October is a great month for education and a contest.

We invite you to share this free presentation from AAPC:

- The 2022 Proposed Ruling for Physician Services
 - Download the presentation [here](#).
 - The presentation will include presenter notes and can be given by any of the officers.
- Please note: Many chapters already have their October meetings planned.
 - It is not required that you give this presentation.
 - The presentation may be given in November or December.

Participate in the Hardship Contest

- Win five free conference registrations (in-person or virtually) for chapter members to the 2022 DC HEALTHCON national conference by raising money for the Hardship Fund.
- The eight chapters that donate the most money will be the winners.
- There will be one winner from each region.

Miscellaneous

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

October Events

October 14

[Onboarding & Credentialing](#)

CEU: 1

Type: Webinar

October 20

[How to Effectively Communicate With the C-Suite](#)

CEUs: 1

Type: Webinar

October 27

[Coding for Treatment of Low Back Pain](#)

CEU: 1

Type: Webinar

November 3

[MS-DRG Changes for 2022](#)

CEU: 1

Type: Webinar

- Deadline to contribute is December 10th.
- Officers decide how to give away the prizes.

Remember, every penny goes to AAPC members!

Receive a “thank you” for hosting an October meeting!

- Every chapter that holds a meeting in October will receive a “Meeting in a Box” that can be used in times of last-minute cancellations.

#7 – Elections in a COVID Environment

In-person Meetings

If your chapter is fortunate enough to have access to a facility where you can meet in person, you’ll want to pay close attention to these procedures for conducting an election meeting.

- Paper ballots should be prepared in advance.
- All members in attendance, who are assigned to the chapter, should be given a ballot.
- Voting must be done in person, except for absentee ballots which should have already been received by the officers.
- After voting and during the meeting, the elections committee members should count all ballots, including absentee ballots.
- The election results should be announced at the meeting.
- Within 10 days of the election, but no later than November 10th, the 2021 vice president should complete the [Election Verification Information](#) with the names of the 2022 officers.

When Meetings Can’t Be Held in Person

In the event chapter members cannot meet in person, the officers may meet via Zoom or otherwise, to discuss a plan for moving forward.

- AAPC is giving 2021 officers permission to serve again, regardless of the number of years they have already served consecutively.
- If not all officers are available to serve during 2022, those who must step down can do so and the remaining officers can appoint replacements.
- If chapter members have expressed interest, whether nominated or not, those members could take the places of retiring officers.
- 2021 officers are allowed to appoint 2022 officers as they see best for the membership of the chapter. In the event officers cannot reach a consensus, the president will make the final decision.
- Three officers including a president, vice president, and secretary/treasurer are required to keep a local chapter active.
 - Six officers including a president, vice president, education officer, treasurer, secretary, and member development officer, are preferred.
- Once the 2022 officers have been decided upon, the 2021 vice president must report the information to AAPC by inputting the names online in the Election Verification Information.

#6 – CEU Tips from the Expert – How to “Save the Date”

Valerie Jones, from the CEU Vendor Team, shared the following information to increase proficiency when submitting applications for CEUs:

- If you are not using the beta application and are interested in posting a “Save the Date” select the ‘Misc’ event type and your request will bypass the CEU review process and be automatically uploaded to the website for membership viewing. Keep in mind that no CEUs will be awarded.
- Once you have secured a presenter and topic, then go back and submit your application as usual for CEUs.
 - In the “Additional Information for Analyst” box request your “Save The Date” event be removed from the website, upon approval.
- Fun titles are always welcome and approvable, however, double check that titles are professional and appropriate as they will be viewed online by the entire membership.
 - Events entitled ‘TBA’ or ‘TBD’ will not be approved for CEUs.
- Seminar applications should be completed fully.
 - Often an agenda is provided but completing the “Presentation Details” portion of the application for each presenter is forgotten.
 - This *delays approval* of your application.
- If you are using recorded information, the speaker on the recording is considered the presenter, not a chapter officer or member.
- If you have questions, email localchaptersCEUs@aapc.com.

#5 - Changes are Happening Online

Have you noticed we are making updates and changes online in the “Events” area? See if you can spot these.

- Meetings and seminars are listed as “In-person” or “Virtual”.
- You can now track attendance for seminars and review classes.
- You’ll see “Mark Attendance” where you formerly saw “Pending”, meaning the meeting is approved and ready for you to mark attendance.

Watch for more to come!

#4 - Speakers Bureau

If you want to share information about a particular subject with your chapter members, the speakers bureau is a great asset. There are dozens of presentations available on a wide variety of topics. Go online and look for a presentation that suits your chapter. It’s important to remember:

- The system is all automated.
- Topics are requested by date.
- These are virtual presentations only, therefore you must have your URL for the meeting in advance of making your request.
- After making a request, watch your email! Correspondence is by email only and it is the officer’s responsibility to contact the speaker within a timely manner.

Each chapter may participate in the speakers bureau once a year. If you have not had a turn in 2021, it’s not too late to apply!

#3 – Answers to Miscellaneous Questions

Q – How long does the vice president have to upload the names of the new 2022 officers online?

A – *The election verification tool is open from October 1st through November 15th.*

Q – If we are currently officers and will serve again in 2022, why do we have to upload the names of the officers into the election verification tool?

A – *Officers are tracked by AAPC on a calendar year. If you are a 2021 officer and will also be a 2022 officer, your name must be listed for both years.*

Q – If I accidentally delete my officer news, where can I find access to the monthly Hot Sheet?

A – *Online in the officer area under Training and News.*

Q - How can I see how our chapter measures up against others statistically?

A – *Online in the officer area under training and News.*

#2 – October Deal of the Month

Entice members to attend your meetings regularly by informing them that they are eligible for the deal of the month, just by attending. Remember to download your October Hot Sheet before the meeting so you have easy access to the details. In October we are offering a discount on the AAPC webinar Coding Common Procedures in a Primary Care Setting, \$25 off the regular price! Be sure to announce the coupon code at the end of the meeting. Here it is: **BOO21**.

#1 - Financial Tasks for Treasurers to Accomplish in October

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

Message from AAPCCA Leadership

I’ve had so many wonderful experiences as an AAPC local chapter officer. I started serving in 2009 and loved providing learning and development opportunities for our members. I knew I wanted to serve on the national boards one day. In 2019 I started volunteering to speak at other chapters in my state. I loved networking and the ability to serve beyond my own chapter, and knew it was a great steppingstone to prepare for serving on a higher level.

I’m now over halfway through my three-year term on the AAPC Chapter Association Board of Directors. With all the changes in the world, I’m not traveling nearly as much as I was anticipating, but I am connecting with so many different chapters through virtual meetings and regional Meet and Greets.

My time on the board has been nothing short of eventful. There’s been new challenges to face

with technology and member engagement, and I'm in awe of how chapter officers have adapted and thrived during this time. I'm excited for 2022 elections and encourage any current or past officers that are looking to make an impact on the future of our members to apply for the AAPCCA Board.

Victoria Moll, COC, CPC, CPMA, CRC, CPRC, Approved-Instructor, Fellow

AAPC Chapter Association Board of Directors 2020-2022

Region 2 – Atlantic – New Jersey, Pennsylvania, Delaware, Maryland, Washington DC



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