



Chapter Officer News

January 2023



Facebook Group



Officer Quiz



Newsletter Template



Officer Hotsheet

Thank you for making the decision to serve as an AAPC local chapter officer for 2023! We hope you will regularly read this e-newsletter, *Chapter Officer News*, to keep you current on timely information from AAPC. Watch for it in your inbox around the first of each month. And remember, if you take the quiz after you read the newsletter, you will earn 0.5 CEUs — just for becoming informed!

Read about the most important topics to know this month:

#8 – Greetings, 2023 Officers!

Welcome aboard, new officers! We're glad to have you serving in your local area. Whether you're a new officer or continuing to serve, we want to equip you with the tools you need to begin the New Year with enthusiasm. Get started and stay informed with these resources:

- **Officer Training.** Conducting by the BOD, attend one of these [officer training sessions](#). This is one of the most important first steps that you can participate in to better understand expectations. This is a two-hour virtual meeting worth 2.0 CEUs. Contact your [BOD representative](#) if you have not yet attended and are interested to learn about upcoming sessions.
- **Officer Website Resources.** Familiarize yourself with the [officer area](#) of AAPC's website. Most of the tasks relative to officer responsibilities are accessed via this section of the website.
- **Chapter Handbook.** All rules and expectations are outlined in the [AAPC Local Chapter Handbook](#) which is found online and available to members and officers. Please note the handbook will be updated for 2023 in the coming weeks.
- **Monthly E-Newsletter - Chapter Officer News.** (This email!) Watch for the monthly e-newsletter, *Chapter Officer News*, to learn about timely information just for chapter officers. It is sent via email to all officers around the first of each month.
- **Weekly Email - Tuesday Newsday.** Also watch for the weekly *Tuesday Newsday!* email with tidbits of information for the week. This email is sent on Tuesdays.
- **Monthly Zoom Meeting - LCQ&A.** Participate in the monthly LCQ&A meeting. These are live Zoom meetings with officers and AAPC staff that provide updates and answers to questions. LCQ&A is typically held the third Friday of the month; two sessions are offered: Noon ET and 2:00 p.m. ET.
- **Online Officer Networking.** Participate in the [2023 AAPC Officer Facebook Group](#) or [AAPC Chapter Officers Forum](#). Learn from other officers and their best practices.
- **BOD Support.** Connect with the [BOD representative](#) assigned to your region for additional networking ideas. They're here to help you!

#7 – Meet and Plan Your Year

Hold an officers' meeting (which can be held virtually), right away to get acquainted with one another and plan for 2023. Here are some agenda items to consider:

- Share responsibilities and review expectations of officers.
- Discuss member needs, consider a survey to obtain more insight.
- Confirm all four exam dates. *(These should be set by March 31, if possible.)*
- Plan your educational events. *(Even if speakers cannot be obtained in advance, "Save the Date" reminders can be added to the calendar so members can put all chapter activities on their calendars.)*

#6 – Ensure Your Chapter Meeting is Run Professionally

We only get one chance to make a first impression, so be on your toes for your first event of the year. To help you best prepare for your meetings, here are some quick tips:

- Display the [Pre-Meeting Welcome Video](#) while attendees arrive. It includes timely information about upcoming AAPC events, the Deal of the Month, AAPC trivia, and more. [Click here](#) for instructions about how to play the video.
- Start and end your meetings on time and as planned
- Provide an agenda
- Introduce chapter officers
- Share information provided in the [Officer Hot Sheet](#) at each meeting with your members. *Tip! - Look carefully for a new "Deal of the Month" each month that you can share with your meeting attendees.*
- Involve all officers in each meeting
 - Help members feel welcome and appreciated. Have the membership list available and make note of regular attendees.
- Offer a variety of educational content at your meetings, and always [provide CEUs](#).
- Advertise meetings well in advance.
- Poll or survey your members often about their experience.

#5 – Required Educational Events for 2023

This year, as in years past, officers are required to sponsor a minimum of six educational events, where CEUs are offered.

- **In-person meetings** – It is required that only 2 of the 6 events are held in-person, or as traditional meetings. If you choose, you can host more than 2 in-person events. If your chapter wants to sponsor an in-person seminar, that could take the place of one of the in-person meetings. Looking for ideas for in-person meetings? The Chapter Officer Facebook page and the monthly LCQ&A are two opportunities to ask questions and obtain ideas for your chapter meetings.
- **Virtual meetings** - 4 of the 6 educational events must be hosted virtually. Virtual meetings may be hosted every month. All chapters have many more AAPC members assigned to them than have ever been able to attend in-person. We believe by requiring virtual meetings, this will provide a way for most AAPC members to engage with fellow members through their local chapters. Virtual seminars may also be hosted. Although it is approved to schedule additional virtual meetings, be aware that it is a requirement that all officers attend all educational events.

#4 – Required Hosting of Certification Examinations

Chapter officers are required to provide a minimum of 4 exams per year. Details to note about hosting exams:

- Officers may offer more than 4 exams if they wish.
- Every quarter, 1 exam must be held.
- 2 of the 4 exams must be ADA approved.
- The first proctor must be a chapter officer.
- All officers are expected to take a turn proctoring.

#3 – Statistical and Financial Information

AAPC is required to report on the financial status of local chapters each quarter. Officers help this progress by providing P&L information and bank statements. Details to note about financial information:

- 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.

Important Note: December bank statements typically do not come until January 2023. Please note that 2022 treasurers no longer have access to officer privileges on the website after December 31. 2023 treasurers must obtain the December 2022 bank statement from the 2022 treasurer and upload it by February 15. All 2022 financial information (bank statements from Jan - Dec and P&L information for the year) must be added online by February 15.

#2 – AAPC Supports Local Chapters Financially

When officers sponsor meetings (in-person or virtually) and host exams, chapters earn money. Reimbursements are made to chapters on a quarterly basis. Beginning with meetings held from January 1, 2023, the reimbursement will be as follows:

- AAPC pays \$4 per member attendee at in-person meetings
- AAPC pays \$1 per member attendee at virtual meetings
- AAPC pays \$15 per examinee

Reimbursements for meetings and exams held in these months are paid as follows:

- 1st quarter activity (Jan-Feb-Mar) – paid May 15
- 2nd quarter activity (Apr-May-Jun) – paid August 15
- 3rd quarter activity (Jul-Aug-Sep) – paid November 15
- 4th quarter activity (Oct-Nov-Dec) – paid February 15

#1 – NEW THIS YEAR! - Chapter Officer Rewards Program

Serving as a chapter officer can be very fulfilling but also requires certain tasks and responsibilities. Beginning this year, AAPC is implementing a new Chapter Officer Rewards Program — an incentive program with a cash value for officers who qualify. This will give officers the opportunity to earn credit towards AAPC products and services just for completing their responsibilities! Watch for additional details to come.

Message from AAPCCA Leadership

Happy New Year!

The AAPCCA Board of Directors (BOD) would like to welcome 2023 local chapter officers. Whether you are a first-time officer or a veteran officer we are thankful for your decision to serve as a chapter officer.

As we hit the ground running to make this the best year for our local chapters, remember to:

Sign up for Officer Training - Officer training offers invaluable information that is needed for your success as a chapter officer.

Read the Chapter Officer News every month - Chapter Officer News will offer information every month to ensure your success as a chapter officer and you can earn .5 CEUs for reading the newsletter and taking a brief quiz.

Plan to attend the monthly Local Chapter Q&A sessions - This is another great resource for officers to get the most up-to-date information about AAPC.

Sign up for the Chapter Officer Facebook page - Here you will be able to network with other officers and share ideas to have successful meetings.

Survey your members - Find out what type of presentations/topics they would like to have in 2023 along with finding out the different type of specialties in your chapter to ensure you have meetings for specialty certifications.

Thank you for being committed to the success of local chapters and your success as an officer. Together we will make 2023 our best year ever.

Gratefully,

Brenda Stevens

COC, CPC, CDEO, CPMA, CRC, CPC-I, CMC, CMIS, CMOM
2023 AAPC Chapter Association Board of Directors - Executive Board- Chair
Region 2 - Pennsylvania, New Jersey, Delaware and Maryland