



## August 2021 Chapter Officer News

See below the 8 most important things to know this month!

### #8 2021 Chapter of the Year

It's only August but it is a good time to see if your chapter would have what it takes to win the award for the most outstanding of all in 2021! If you think your chapter should receive this honor, now is the time to make sure all "t's" are crossed and "i's" are dotted! The application for the [2021 Chapter of the Year](#) is online and shows the requirements to be fulfilled to win.

### #7 How to Prepare in August for Elections

Chapter officers are *the most* important part of every local chapter. Without officers volunteering their time and leadership, local chapters would be unable to function.

Follow these steps to start your election process:

- Be aware that vice presidents are responsible to run the elections each year.
  - Vice presidents should work with presidents to set a date in October to hold the in-person elections.
- But before elections can be held, nominations must take place.
- Nominations can be held in several ways.
  - If your chapter is hosting meetings in August or September, whether in-person or virtual, the vice president should notify chapter members that a call for nominees will be made.
    - This can be through announcements and emails.
    - Encourage members to nominate themselves or others.
  - Additionally, vice presidents and presidents should review the list of active members and approach them personally or through email, about serving next year.
    - A search for nominees is more fruitful when chapter members are contacted individually, whether after a chapter meeting, through a phone call, or sent in a private email.
    - Group emails are easily dismissed whereas a private email which expresses thanks for past support as an active member, and for attending regularly, helps members feel appreciated, noticed and needed.
    - Be sure to inform each potential nominee about the value of serving as a local chapter officer.
- When nominations are received, the vice president ensures all nominees are active AAPC members, assigned to the chapter, and are willing to serve in the nominated position.
  - Be aware that a nominee may be more interested in one position than another so let them choose to volunteer where they feel they best fit.
  - Always keep in mind that some members feel unqualified yet flattered just to be asked. Go ahead and ask them; they need to know you have confidence in their abilities.
- Another important thing to remember is that the vice president can form an elections committee to help organize and conduct the nominations.

### Miscellaneous

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

### August Events

#### August 04

[Coding Common Procedures in a Primary Care Setting](#)

CEU: 1

Type: Webinar

#### August 11

[Behavioral Health Documentation and Coding: Ways to Avoid Costly Errors With Rise in Services Due to the Pandemic](#)

CEUs: 1

Type: Webinar

#### August 19

[Onboarding & Credentialing](#)

CEU: 1

Type: Webinar

#### August 25

[Reducing Hospitalizations and Emergent Care to Increase Outcomes](#)

CEU: 1

Type: Webinar

- Watch for more information on the ballots and voting process, coming in next month's Officer News.

## #6

### Fall Back to Your Chapter

With the hope of meeting together in October, we are excited to announce some plans for fun:

- As we did last year, we are hosting another regional contest for donations to the Hardship Fund. Eight chapters that donate the most will be the winners.
  - There will be one winner from each region.
  - Winning chapters will receive five free DC HEALTHCON registrations which can be used virtually or in-person.
  - Contest details will follow, watch for an email to come.
- Every chapter that has an in-person meeting scheduled in October will be sent swag to give away at the meeting.
  - The package will go to the president. Presidents, please confirm that your address online at aapc.com is correct.
- Every chapter that holds their October in-person meeting will receive a "Meeting in a Box" that can be used in times of last-minute cancellations.

## #5

### 2<sup>nd</sup> Q Reimbursement to Chapters Coming

Treasurers, now is the time to be sure bank statements for January through June are uploaded, (even if you had no financial activity) and that you've completed your profit and loss information for those months as well. Payments to chapters for second quarter activity will be made in August. These are the requirements to qualify for the quarterly reimbursement.

## #4

### August Deal of the Month

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 August at the beginning of the meeting, which is \$10 off any [Specialty Training Course](#). Be sure to mention the coupon code **TRAINING21** 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 August Hot Sheet.

## #3

### Answers to Miscellaneous Questions

Q – What are some ideas to entice chapter members to run for an office for 2022?

A – As mentioned last month, officers are members too, and we always encourage you to spend any extra money on the members. Based on money available, ideas include paying a part of the annual membership dues for 2021 officers and promising that for 2022 officers as well; giving gift cards to all nominees (after they volunteer to run) even if they don't win, or offering to pay a portion of 2022 books for officers. Be creative, what do you think would help!

Q – What if we cannot hold an in-person meeting in October? How will we hold elections?

A – Elections must be held in person. If elections are not able to be held, 2021 officers are invited to serve again in 2022.

Q – Why is AAPC insisting on in-person meetings even when the Delta Variant is still a reality in many areas?

A – We are trying to maintain the AAPC model of promoting networking and recognition. These happen best in-person. We do not want to close chapters, we are simply asking officers to try their best in accommodating the needs of the local members in ways we think are important.

## #2

### Important Tasks for Every Officer in August

- *Read* the monthly Officer News.
  - Watch for an email or find it online in [Training and News](#).
- *Join* us on August 20th for the monthly LC Q&A call.
  - [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 for Treasurers to Accomplish in August

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

## Message from AAPCCA Leadership

## Officer Elections are Fast Approaching!

Officer elections are fast approaching! Where has the time gone? If you haven't already done so, let's start the conversation with our members and get them excited about the upcoming elections. Mentor them to be the future leaders of your chapter. Let them know how rewarding being an officer can be.

Let's take a minute to review some of the guidelines in the handbook. COVID prevented us from holding elections last year. The officers were asked to stay on another year in their current role, regardless of how many years they had served in that position. This was the exception to the rule. The handbook states an officer should only hold the same office for two consecutive years. This is to help bring on new changes and ideas. Each term an officer serves, is a one-year term running from January to December. Additionally, after serving as a chapter officer (in different capacities) for four consecutive years, the officer should take a year off to recharge. This gives others a chance to have the opportunity to serve.

Over the next few months, we can start to use our time in the chapter to mentor and train new officers and pass the baton to those we are mentoring. Sometimes that can help to alleviate any fears they may have on taking that leadership role.

Being an officer is a great honor and a way to give back to the organization. For example, do you have a member that is always smiling, happy, and welcoming of others? Talk to them about the Member Development officer role. Sit down with them and get their ideas on how to increase membership or how to get members more actively involved in the chapter. Let them know how important this role is and how they can make a difference in the chapter.

Helping members to be successful is a great feeling! Remember others were there before you to lay the foundation and framework for the chapter. You can be a part in making the chapter better than before. New ideas and different views are an asset that you can bring to the team.

Your chapter is better because of what each of you put into it! Step up, take a chance, be the change!

### AAPC Chapter Association – Chapter Development Committee Members

Denise Garrett, COC, CPC, CPCO, CPMA, CPPM, CSFAC, CHA

Kimberly Espinosa, CPC, CRC, CPMA, CMPM, CMRS, CPC-I

Samantha Patterson, CPC, CRHC, CMC

Brenda Stevens, COC, CPC, CDEO, CPMA, CRC, CPC-I, CMC, CMIS, CMOM



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AAPC, 2233 S Presidents Dr., Suite F, Salt Lake City, Utah 84120 | 800-626-2633