

Chapter Officer News

July 2021

July 2021 Chapter Officer News

See below the 6 most important things to know this month!

#6

Elections are Coming, Elections are Coming!

We believe that by October, we will be meeting in person in most chapters, so we are announcing that elections for 2022 officers will be *held* in October! But don't wait until then to prepare; here are some suggestions to use now that will help make your elections successful.

- Ensure that at every chapter meeting between now and then (whether virtual or in-person) all officers are participating in the business part of the meeting.
 - Hopefully, each officer is regularly taking 15-30 seconds to give a report on their activity.
 - This gives the members an idea of what it takes to be an officer.
 - Continue watching those members you have had your eye on all year, who appear to be potential officers. Sometime between now and September, ask them if they are willing to be nominated.
 - Invite several members to participate as nominees.
 - Ask them if one position interests them more than another or tell them where you think they would serve well.
 - Some members just need to be asked; they need to know you have confidence in their abilities to serve.
 - In September at your meeting go ahead and nominate those who have agreed to run.
-
- Keep in mind that members may not think they are qualified to serve. Help them understand otherwise by sharing the fun parts of your role.
 - Point out that being an officer does not require being an expert coder.
 - Remind them that willingness to participate and serve is one of the most needed qualities of an officer.
 - Encourage them by explaining that a positive attitude is one of the most important traits.
 - Get your in-person October meeting calendared now!
 - Elections must be held in person.
 - Voting is all done by private ballot, no voting by show of hands, or by sending emails.
 - Watch for more election information in next month's Officer News.

#5

Quarterly Reporting of Taxes

Beginning in 2021, the Chapter Association is reporting taxes on a quarterly basis which means that all chapters must comply with the requirements in the *AAPC Local Chapter Handbook* which state that officers must upload bank statements monthly on AAPC's website. Receipt of this information is crucial for accurate reporting. As is stated in the Handbook, to qualify for a reimbursement, the bank statements must be uploaded. *Failure to comply with required bank statements will mean forfeiture of the quarterly reimbursement and following reimbursements until the information is submitted.* Now more than ever it will be crucial to upload bank statements in a timely fashion.

Miscellaneous

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

July Events

July 07

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

CEU: 1

Type: Webinar

July 14

[Landing a Job in Healthcare Revenue Cycle](#)

CEUs: 1

Type: Webinar

July 21

[Spine and Stimulator Coding](#)

CEU: 1

Type: Webinar

July 28

[Start With Empathy: How Practicing Empathy Can Elevate and Improve Organizational Productivity](#)

CEU: 1

Type: Webinar

#4

The Deal of the Month

Any members who attend your July meeting will be eligible for the deal of the month which is access to purchase the AAPC webinar *Coding for COVID-19 Vaccines* at **\$25 off** the price of **\$49.95**. Remind members that there is a unique and different deal each month so if they don't want to miss out, they should always come! (Remember, the deal is only for those members who attend!) This information can be found in the July Hot Sheet.

#3

Answers to Miscellaneous Questions

Q – If our chapter did not receive a 1st Q reimbursement due to failure to upload bank statements, but we did upload all 2nd Q bank statements, will we receive a 2nd Q reimbursement?

A – No. If you want to receive the 2nd Q reimbursement, you must go back and upload the missing 1st Q bank statements also; otherwise, the 2nd Q reimbursement will also be held.

Q – Can we, as officers, reward ourselves for service in the chapter?

A – Absolutely! Chapter officers are members too and we are always reminding officers to spend the money on the members! Now is a good time to review the money in the chapter account and decide how the funds should be spent, keeping in mind incentives for members will help increase attendance and attract officers in the future. Always be sure to inform members on these decisions.

Q – Will our chapter be held to the rule of sponsoring the required six educational events during 2021?

A – We are aware that not all states have been opened, but most areas are beginning the process. At this point in time, we are halfway through the year and are hoping that officers will soon be able to schedule events. As you know, the need for educational opportunities has not stopped during the pandemic, so we are hearing that members are anxious for chapters to provide it close to home.

#2

Important Tasks for Every Officer in July

- Read the monthly Officer News.
 - Watch for an email or find it online in [Training and News](#).
- Join us on July 16th 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 July

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



Connect with us



As an AAPC member, you receive email updates on products, services, and membership benefits. To opt out of future emails from AAPC, update your [email preferences](#) or [Unsubscribe from all future emails](#)

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