



## September 2021 Chapter Officer News

See below the 9 most important things to know this month!

### #9

#### Apply to Serve on the Chapter Association Board of Directors

The AAPC Chapter Association Board of Directors serves as a liaison between the chapter officers and the AAPC Local Chapter team, helping to keep the lines of communication open and flowing.

Their charge is to keep the best interest of the members, officers and chapters in the forefront while balancing the policies, direction, and initiatives of the AAPC National Office.

- Each year at this time we look for [five new applicants](#) to serve for the next three years.
- Those considered are always former or present chapter officers.

If you would like to be considered, [apply online](#) or email questions to [localchapters@aapc.com](mailto:localchapters@aapc.com).

- The deadline for applications to be submitted is Monday, November 1<sup>st</sup>.

### #8

#### 2nd Q Reimbursement Paid in August

If you haven't already done so, check with your bank to ensure your chapter's payment was received for holding meetings and proctoring exams in April, May, and June.

If you did not receive the deposit yet, it may be because you failed to upload one or more bank statements for the past six months. Please refer to your chapter's P&L statement for details.

### #7

#### Preparing for the Elections

Elections are always exciting because they provide an opportunity to start fresh with new ideas and eager leaders. By hosting elections, officers provide the members a chance to give back and become more involved. Your enthusiasm and positive example are key components in motivating members to participate.

Special thanks go to officers who have been able to reserve a location where an in-person meeting can be held in October, so elections can take place. Voting is private and must be conducted using ballots.

#### Ballots

- Ballots should be created to require a "yes" or "no" for unopposed candidates.
- Voting by raising hands or verbally agreeing, is prohibited.
- Absentee ballots can be sent but by request only.
  - Absentee ballots must be returned and received by officers no later than 24 hours in advance of the election date.

#### Voting

- Only AAPC members who are assigned to your chapter may vote in the election.

#### Miscellaneous

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

#### September Events

##### September 08

##### [2022 ICD-10-PCS Updates](#)

CEU: 1

Type: Webinar

##### September 15

##### [2022 ICD-10-CM Updates](#)

CEUs: 1

Type: Webinar

##### September 22

##### [Medicare Fee for Service - Depression Screening](#)

CEU: 1

Type: Webinar

##### September 29

##### [Ask & Learn: Potpourri of Billing – Ask the CPB](#)

CEU: 1

Type: Webinar

- The elections committee members will count all ballots at the meeting.
  - Absentee ballots should be counted at this time also.
- Results should be announced at the meeting.

### *Nominations*

If you've held nominations and no one has volunteered to serve, officers may serve again, even beyond the time frame. If some officers can serve again and others can't, contact us at [localchapters@aapc.com](mailto:localchapters@aapc.com) for additional help. We realize the last year has been difficult for many officers and we want to work with you to keep your chapter open. It is not our intent to close any chapters at this time. However, without officers, a chapter would close.

## **#6**

### **Fall Back to Your Chapter in October**

We hope you're planning to "Fall Back" to your chapter in October as we bring attention to the good our chapter officers provide AAPC members through education, CEUs, networking experiences, job postings, and leadership opportunities. Allow these following activities to spark your creativity and sponsor what is most helpful for your local members.

#### *We're providing education for you to present!*

- A presentation on the 2022 Proposed Ruling for Physician Services will be sent to every chapter.
  - There are interesting changes included in the Proposed Rule that will affect AAPC members and we are anxious to share this information through you, our chapter 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.
- Watch for additional details on how to access this information.

#### *We're having another contest!*

- Back by popular demand: the Hardship Fund contest!
  - Last year AAPC members donated over \$40,000 by way of their chapters, and every penny went to AAPC members who were struggling financially.
- Again this year, the eight chapters that donate the most will be the winners.
  - There will be one winner from each region.
  - Winning chapters will receive five free 2022 DC HEALTHCON registrations which can be used virtually or in-person.
- Deadline to contribute is December 10<sup>th</sup>.

#### *We're thanking 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.

#### *We're sending you swag to give away at the meeting!*

- And as an extra special thank you, every chapter that has an in-person meeting in October will be sent swag to give the attendees at the meeting.
  - The package will go to the president.
  - Presidents, please confirm that your address online at [aapc.com](http://aapc.com) is correct.

## **#5**

### **September Deal of the Month**

Once again, we're offering a discount to our members who participate in their local chapter meetings, whether in-person or virtually. The deal for September is **\$25** off the AAPC webinar [Landing a Job in the Healthcare Revenue Cycle](#) and the coupon code is **REVCYCLE21**. Be sure to tell the attendees at the meeting that because they participated in September, they are eligible for the deal. It's also a good idea to encourage them to come next time, because we'll have another deal for October! Also, be sure to have your [September Hot Sheet](#) ready for easy reference, it contains all the necessary information.

## **#4**

### **Answers to Miscellaneous Questions**

**Q – Will virtual meetings still be allowed once we are all able to meet in person again?**

**A –** Yes! Absolutely! Many AAPC members can only attend virtually so we will always want a way to accommodate their needs.

**Q – Will we always be required to host in-person meetings?**

**A –** Yes again. Meetings held in-person have always been AAPC's model; we value the unique attributes of meeting person-to-person. Therefore, we will always have in-person meetings as part of our model.

**Q – Why are we required to upload bank statements each month even if we have no**

financial activity?

A – Bank statements are required monthly as proof of provided P&L information.

**Q – What will happen to our chapter if there are NO officers for 2022?**

A – The chapter will have to close. We cannot have a chapter without officers.

Please contact us directly at [localchapters@aapc.com](mailto:localchapters@aapc.com). We do not want to close any chapters.

### #3

#### Important Tasks for Every Officer in September

- *Read* the monthly Officer News.
  - Watch for an email or find it online in [Training and News](#).
- *Join* us on September 10<sup>th</sup> 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.
- *Remember* you can find a [template](#) to design your own local chapter newsletter online under Training & News. You'll also find charts there showing [how your chapter compares](#) to others statistically.

### #2

#### Financial Tasks for Treasurers to Accomplish in September

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

### #1

#### Take Our Salary Survey for a Chance to Win Prizes!

It's that time of year where we gather information for our annual salary survey. In addition to creating a comprehensive report on the status of the industry, we also use your data for our [Salary Survey Calculator](#), a popular tool that keeps employers and employees up to date on appropriate compensation and variance in salaries from region to region.

#### Help Ensure Fair Pay for All.

In the end, it's a matter of members helping members. The information gathered in our survey helps ensure, across the board, that people are earning the industry standard. Employers use this data to make compensation decisions, so your input is key to the survey's success.

#### Take the Survey. Enter to Win!

After completing the anonymous survey, just enter your name into our drawing for a chance to win one of the prizes listed below.

#### Grand prize:

- One online Credential Preparation Course of choice\*

#### Runners-Up Prizes\*\*:

- Voucher to attend HEALTHCON 2022 — choice of virtual or in-person\*\*\*
- 1-year webinar subscription
- Free code book (eBook version) of choice (2021 or 2022 editions)

#### [Take the Salary Survey](#)

\* Grand prize does not include membership, practice exams, reviews, exam, code books, or Practicode. A random drawing for the grand prize winner will be conducted at the end of October.

\*\* We will draw three names each month (September-October) for the runners-up prizes, for a total of six names. Winners will be notified.

\*\*\* Conference voucher does not include transportation or lodging.

## Message from AAPCCA Leadership

### Officer Greatness

In case you are wondering if you have what it takes to be a representative for the AAPC Chapter Association Board of Directors, of course you do, and I encourage you to come aboard.

The Board provides policy, rules, direction, and advice to AAPC local chapters and ensures that the local chapters function in accordance with the mission of AAPC. Although the board is made up of 16 members, each year, five new members are selected and given an opportunity to represent AAPC on a professional level and encourage others all while developing their professional skills.

As a representative you will share your experience and expertise to advise local chapters and their officers on issues that are important to their chapter. It is imperative that we equip local

chapters with the tools necessary to be successful. If you are currently, or in the past have served as an officer of a local chapter, then you have a good idea what is needed. You will be amazed of the immeasurable growth of your chapter. For three years, you'll work with different committees and together, sharing your ideas and expertise on how to serve local chapters.

I'll never forget November of 2019 after thinking to myself, "How can I expand my knowledge base, is it even possible to find a mentor without being a burden, are there others just as passionate as me?" After applying and being accepted to the BOD, In January of 2020, there was no longer a need to wonder. This role has led me to challenge myself professionally and today, I excel in areas where I've felt uncertain. Being guided by experienced BOD members has helped build lifelong relationships that will be forever cherished.

There are 8 regions that cover 450+ chapters. Take a moment to find out who your Board of Directors Representatives are for your region. Reach out to them and ask questions about their roles as a representative, then look out for that application in this officer newsletter, and the AAPC website.

Being a representative for the Board of Directors is a volunteered role, yet necessary, very rewarding and a decision you will never regret.

**Robin Goudy, CPC, CRC**  
**AAPC Chapter Association Board of Directors - Secretary - 2021**  
**AAPC Chapter Association Board of Directors – PR Committee Chair 2021**  
**Region 4 – Tennessee, Georgia, Alabama, Florida, Puerto Rico, Bahamas**



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