

# AAHAM

American Association of Healthcare  
Administrative Management  
MN Gopher Chapter

## GopherTracks

*Save the Date: April 13-14, 2016*

*Payer Panel Meeting/  
Ed Norwood Boot Camp*

*Mille Lacs Health System/ Onamia, MN*



### Wednesday/ April 13th

#### **Payer Panel Representatives**

- Blue Cross Blue Shield of Minnesota
- National Government Services
- Healthpartners
- Minnesota Department of Labor and Industry/  
Workers' Compensation
- Medica
- PreferredOne
- Minnesota Department of Human Services

### Thursday/ April 14th

#### **Ed Norwood Boot Camp**

- **PCCP Accelerated: Mastering Federal and State Appeals, Dispute and Prompt Payment Laws**  
(PCCP: Professional Claims Compliance)

#### **PFS Interactive Session**

- Roberta Collins and Dawn Buck

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### **Gopher Tracks**

**2014-2015  
National Journal Award**

**First Place  
Alan Tabas Division**



**Rick Rogers**

## **From the Desk of the President**

Greetings MN Gopher Members,

Let me begin by expressing my hopes that all of you had a wonderful Thanksgiving and that your time was filled with family and friends as well as grateful praise for all that you have been so richly given. This year, as with every year since I have been a member of the MN Gopher Chapter, I have taken time to give thanks for the friends and colleagues I have met as part of my involvement here. AAHAM and more specifically our chapter has been a hugely rewarding part of my life, both professionally and personally. I have developed life-long friendships and grown professionally in my time here. In what seems like a whirlwind experience, I became a member, a board member, a V.P. and ultimately the President of the chapter. Also in that time I successfully completed certifications as a CRCS-I and a CRCE-I, but not without the help of my chapter friends and the support of the chapter as a whole.

I mentioned that I have reached the level of Chapter President, which is obviously why I have this opportunity to write to all of our members. The rewards of being on the Board of Directors and working within the executive level of the board are too numerous to count, but among the most important has been the pride I have experienced at representing this great chapter at the national level. It has been an honor that I could never have imagined and it is one that I hope I have accomplished to the satisfaction of the chapter. The MN Gopher Chapter of AAHAM does not belong to the President, the Executive Committee or even the Board of Directors. This chapter belongs to its members and has as its mission, service to those members. The right and honor of serving at the board and committee levels belongs to each and every one of our members. I will go further to say that it is the responsibility of all members to aid in the delivery of the chapter's mission through service on the board and/or a committee, at some point during their time in the chapter.

The future of the MN Gopher Chapter looks bright. We are financially sound, but even more important, our executive team and board have worked selflessly to ensure the continued success of the chapter. The incoming President, Marie Murphy, and her executive team as well as her board, are focused on providing the highest level of chapter based education I have seen in the Midwest. Our members have asked for programs on topics that have a real impact on our providers' every day. The Education Committee has responded with some of the most insightful and hard hitting speakers we have seen at the chapter level in a decade. I have the benefit, as do many of my vendor colleagues, of attending AAHAM meetings in many other states. NO ONE has produced the quality in programming that the MN Gopher Chapter has. The Education Committee has responded to the requests of the members, and more specifically the provider members. I am calling upon our members and especially our provider members to look closely at what the team has put together. Review the information in the meeting notifications and make a commitment to attend the MN Gopher Chapter educational meetings. I challenge you to become part of the reason the MN Gopher Chapter of AAHAM is a Top-Tier chapter and the continued recipient of so many national awards for excellence in many areas.

As I sign off on my final President's Message here, I want to thank everyone who has supported me in my two years representing this great chapter as her President. I look forward to aiding the continued growth and success of our chapter under our new leadership team, as Chairman, and for many years beyond that as a continued member.

God Bless,

Rick



## MN Gopher AAHAM Fall Conference

# Ed Norwood Presentation Invigorates Attendees

Ed Norwood, President of ERN/ The National Council of Reimbursement Advocacy spoke on the topic of 5 Things Medicare Advantage Plans Don't Want You to Know. Mr. Norwood proved to be an inspiring and passionate speaker who said healthcare is in a war as in a war to preserve patient access to care. He stated that if you are having difficulty getting government claims paid, more than likely you are fighting with the wrong weapons. He talked through stall tactics and denial types and gave suggested legal responses.

Some pertinent quotes include, "A provider's ability to practice medicine is the direct result and product of cash flow." and "We are all advocates for medically appropriate healthcare for the citizens of the State of Minnesota."

### On the Conference Survey, Ed received a perfect rating of "Excellent" and here are some of the comments:

- Amazing!! All the information he provided for MC Advantage plans will be helpful to our facility. A wonderful presenter.
- Hope he is at the Payer Panel and General meeting in April. We just want to bring him home to work for us.
- Knowledgeable and passionate.
- Exceptionally Excellent! Get him back for Minnesota Laws!!
- Amazing – need more of Ed!
- Bring him back another time and allow us to bring other staff. Allow a full day for this.
- We need a whole day of Ed.
- Wonderful!!!!
- Excellent – I can't wait to use what I learned.
- NEED MORE!

*If it were not for our Corporate Sponsors we couldn't afford to bring our members the quality of Ed Norwood. A special thanks for you support!*



Ed Norwood along with sponsors Stephanie Brown, Rycan; Mary Donnay, Collection Resources; Tom Keefe, Apex; Tiffany Schleppegrell, Advantage Billing; Rhonda Helgeson, Tri-State Adjustment; Pam Brindley, Avadyne Health.



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### Fall Conference Recap

# Charity Presentation Be the Match

The Fall Conference Charity was, *Be The Match National Marrow Donor Program*. The presenters were Erika and Kevin Cowley. This was a very personal choice for Jamie Weappa, Board Member and Charity Chair as Erika is her cousin. Kevin, Erika's husband is from St. Cloud and donated his bone marrow to a little 10 year old girl from New York which resulted in saving her life. He shared his experiences with the chapter during the luncheon. Take a minute and click on the following media link and you will be taken by this story.

<http://abc7ny.com/news/emotions-strong-as-10-year-old-girl-meets-bone-marrow-donor-for-first-time/835800/#videoplayer>

### What We Do

*Be The Match National Marrow Donor Program* Curing Blood Cancers and More

For patients diagnosed with leukemia, lymphoma, and other life-threatening diseases, a hematopoietic cell transplant (bone marrow or cord blood transplant) may be their best or only hope for a cure. Yet 70% of patients who need a transplant do not have a matching donor in their family. They depend on the National Marrow Donor Program®/Be The Match® and our supporters to find a match and a chance for a cure.

Our founders recognized this need and started a registry of volunteer donors. Today, our service and resources extend far beyond the Be The Match Registry®. We serve as the hub of our global network to facilitate transplants, improve access to transplant, conduct research, educate and support patients, and provide extensive resources and education for health care professionals.

### Fall Conference

# President's Award



This year's recipient of the President's Award is a long time and active chapter member. This individual is a regular attendee of the National AAHAM ANI as well as our chapter meetings. This person spent many years working on the provider side ascending to the Director level in her organization before venturing into the vendor world where they can have an impact on a larger distribution of providers. The passion and caring this person has shown for the Gopher chapter over the past several years has helped to ensure the chapter's strength and commitment to our members and to the mission and vision of the chapter. It is my pleasure to award the 2015 President's Award to Marie Murphy.

Pam Brindley, Avadyne Health and 1st VP awards the President's Award to Marie Murphy from Eide Bailly. Marie is the incoming Chapter President.

**Ray Costello**

## Member of the Year Award



The recipient of the Member of the Year Award has been a member of MN AAHAM for as long as I can remember. Quietly attending our meetings regularly, this person has offered insight, comment and expertise to fellow members as well as to presenters when they sought input. When asked several years ago if they would be interested in participating on the board, this person said, "...I have been thinking about getting more involved..." A great sounding board for the Officers, this person's quiet intellect has been an asset and they have stepped up when asked, without reservation. I am honored to count this year's recipient among my friends and colleagues. Please help me congratulate Dawn Buck as the 2015 MN Gopher Chapter Member of the Year.

Janet Curtis from Experian Healthcare and MN Chapter Legislative Chair presents Dawn Buck, the incoming Treasurer with the first Ray Costello Member of the Year Award.

**ANI**

## Chapter Excellence Award



MN AAHAM Gopher Chapter President Richard Rogers accepts the Chapter Excellence Award at the ANI.

A banner for the 12th Annual Legislative Day 2016. On the left is a white statue of Abraham Lincoln. The text on the banner reads: "12th Annual Legislative Day 2016", "April 25-26, 2016", "Hyatt Regency on Capitol Hill, Washington, D.C.", "American Association of Healthcare Administrative Management", "Providing excellence in the business of healthcare", and the AAHAM logo on the right.

**12th Annual  
Legislative Day 2016**

**April 25-26, 2016**  
Hyatt Regency on Capitol Hill, Washington, D.C.

American Association of Healthcare Administrative Management  
Providing excellence in the business of healthcare

2016 marks the twelfth year AAHAM has brought members together with their elected officials at the AAHAM Legislative Day. We need your support to make sure our voices are heard.

\* 2 hot topics this year: The Medicare Audit Improvement Act and the Hospital Improvements for Payment (HIP) Act

\* When grassroots advocates from around the nation unite, shaping healthcare policy becomes more effective. Once we receive your registration, we'll schedule meetings with your Senator and Representative.

\* Before going to Capitol Hill you will be given issue overviews, talking points and any other information you need to make our case

\* Although the idea of meeting with elected officials may seem daunting, those that have met with them report very positive experiences. Remember, your elected officials work for you!

Bring others from your chapter as well as from your facility AAHAM encourages you to bring other chapter members and coworkers along for this fantastic learning experience.



## Conference Candids

# MN AAHAM Gopher Chapter 2015 Fall Conference



Speaker J. Paul Spencer from Avastone Health Solutions ICD-10 with the group that asked the most questions: members Paula Bengtson, Sheri Kremeier, Anne Gillund, Ashley Halverson from Riverview Health.



Speaker Derek DePuydt, President APOGEE Payment Systems and the prize winners for answering questions during his presentation: Dawn Buck, Mille Lacs Health System; Ann Gillund, Riverview Healthcare and Jamie Weappa, Eye Surgeons and Physicians.



Members network during luncheon after the Charity Presentation.





Mary Donnay from Collection Resources and Election Chair announces the New Board.



David Dyke, guest speaker from RelayHealth and Sarah Spiess, Silver Sponsor.



First time attendees; Ashley Halverson, Paula Bengtson with Riverview Health, Nicole Weber Ridgeview Medical Center, Kelly Swearingen North Shore Health Care.



First two conference speakers: Joe Schindler, Minnesota Hospital Association and Tom Gavinski, ARS National Services.



Members presented Pam and John Brindley, News Letter Chairs win 1st Place, National Journal Award for Chapters with 81-180 National Members



**Congratulations to New Certified Members**

# **CRCS and CCT Examinees AAHAM Certification Calendar**

Beginning in 2016 AAHAM will offer the certification exams three times a year, in March, July and November.

## **2016 Certification Calendar**

March 14-25, 2016

March 2016 Exam Period

April 15, 2016

Registration deadline for July 2016 Exam Period

July 11-22, 2016

July 2016 Exam Period

August 15, 2016

Registration deadline for November 2016 Exam Period

November 7-18, 2016

November 2016 Exam Period

### **Newly Certified Members**

CRCP –P Julie Burmeister

CRCS-I Becky Balzum

CRCS-P Lisa Edelbrock

CRCS-P Joyce Lauer

CRCS-I Angela Plunkett

CRCS-I Jeanne Wolbeck

CRCS-P Michelle Wurzberger

## 2015 Certification Calendar

# Benefits AAHAM Certification

### *How does certification benefit an individual?*

Earning an AAHAM certification demonstrates a high level of achievement and distinguishes you as a leader and role model in the revenue cycle industry. The certification validates your proficiency and commitment to your profession and can play an integral role in your career strategy. In many instances certification may help you secure the promotion or the job you desire.

Earning certification can help you by:

- Improving your earning potential
- Giving you a competitive advantage with current and prospective employers
- Granting you the recognition you deserve
- Providing access to the positions and promotions you seek and desire
- Building a network of peers in the influential group that shares your certification designation
- Continuing to expand your skills and expertise through continuing education

### *How does certification benefit an employer?*

Earning an AAHAM certification demonstrates an individual's expertise. It shows they possess the knowledge to meet the industry's highest standards and the capacity to pass a rigorous certification examination. It shows commitment to their profession and ongoing career development. It also represents professionalism in the individual's pursuit of excellence to quality of service in their career and the healthcare industry.

By hiring AAHAM certified individuals and investing in AAHAM certification for your staff you can:

- Increase the competency of your staff
- Increase quality and productivity
- Build a strong team
- Promote ongoing education and training
- Reduce exposure to fraud and abuse
- Develop a career ladder for staff





**Corporate  
Sponsor  
Program**

# Help Support Education and Certification for Minnesota Healthcare Workers

## 2015 Fall Convention Testimonials



*"This agenda is fabulous. We did attend the joint AAHAM/HFMA meeting this summer and met Rick Rogers your President. HFMA has good information too, but these sessions relate to what we do. It would be well worth it to get Ed Norwood back for our April meeting. He empowered us and the VA information was really helpful for our organization."*

*"This agenda was one of the best we've seen. Ed's session was worth it. Let's have him come to both our Payer Panel and the General Meeting the next day and do a Boot Camp."*

### Platinum

*Full Page Ad/ Six Complimentary Registrations or Two for a Provider/ One National AAHAM Membership/ One MN Gopher Membership/ Link to Company Website and more.*

### Gold

*Half Page Ad/ Three Complimentary Registrations or One for a Provider/ One National AAHAM Membership/ Link to Company Website and more.*

### Silver

*Quarter Page Ad/ One Complimentary Registration or Gifted to a Provider/ One MN AAHAM Membership/ Company Recognition and more.*

### Bronze

*Business Card Size Ad/ Company Recognition and more.*

More information is available on the MN AAHAM website  
[www.mnaaham.com](http://www.mnaaham.com)

***You can also contact the following members for information:***

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**Richard Rogers** Toll Free: 888.302.8444 Cell: 414.690.6099 [richard.rogers@ar-solutions.biz](mailto:richard.rogers@ar-solutions.biz)



**Priscilla Holland / NACHA Senior Director of Healthcare Payments**

## Documenting Success of Healthcare EFT Standard and ERA

The healthcare EFT standard became effective January 1, 2014, which required all health plans to deliver claims reimbursement payments via the ACH Network if requested by the provider. In 2014, more than 149 million healthcare EFT standard transactions were processed through the ACH Network saving the healthcare industry an estimated \$740 million. Under HIPAA, providers are also able to receive electronic remittance advices (ERAs) if they request it from their health plan. In 2013, almost 50 percent of remittance advices were conducted using the HIPAA standard. It is estimated that more than \$1.5 billion could be saved annually in the healthcare industry by full conversion to ERA.

To help healthcare industry providers recognize and realize the benefits of automation using the healthcare EFT standard and ERA, NACHA worked with provider groups to document savings realized by different sized organizations, from a single doctor micro-practice to one of the largest hospital groups in the U. S. The research proved that practices of all sizes can achieve cost savings and benefits from converting their claims reimbursements payments from paper checks to the healthcare EFT standard transaction and automating the reconciliation and posting process using the ERA. Benefits achieved across practices included:

- Faster patient billing, as EFT payments are received faster allowing for quicker secondary billing and billing of patient responsibility
- Reduced posting errors through automation of EFT and ERA
- Reduced processing costs

### **Documenting Success: Case Studies**

**Case Study #1** - A practice with one doctor, one physician's assistant and one administrative director leveraged the implementation of the healthcare EFT standard to move to a 95 percent adoption of both EFT and ERA in the practice. Through automation, the administrative director was able to limit the billing, reconciliation and posting to only 25 percent of her time allowing her to deal with all other administrative tasks of the practice.

**Case Study #2** - With the healthcare EFT standard, a midsized OB/GYN practice with 56 providers and 19 care centers with a centralized billing office was able to achieve a 90 percent adoption rate for both EFT and ERA. The billing management staff started converting insurers it billed most and continues to migrate all insurers to EFT and ERA. With the migration to the healthcare EFT standard and ERA, the practice has also been able to reduce its claims outstanding. Seven years ago, the practice's claims outstanding was at 25 days. Today, the practice has reduced the average claims outstanding to 13 days from claims submission to posted payment, significantly improving the cash flow of the practice. Additionally, despite growth in practice providers and care centers - and resultingly claims processed through the business office - the practice has not needed to increase the billing staff.

**Case Study #3** - A large hospital group with 165 locally managed hospitals and 115 freestanding surgery centers in 20 states and England has been converting checks to EFT for over 20 years. With the implementation of the healthcare EFT standard, the volume of checks converted to EFT has increased significantly for the hospital group. In addition, the hospital group has seen a 70 percent reduction in the processing costs for claims reimbursed with EFT and ERA as a result of improved payment posting and reconciliation. Now, the hospital group has an 83 percent match rate of EFT and ERA on the day received (Day 0), which improves to a 98 percent match by Day 2. The automation of the EFT and ERA has essentially eliminated the errors associated with manual posting and processing.

NACHA is the federally recognized standards body for the healthcare EFT standard and is the private-sector rule making organization for the ACH Network. NACHA staff has worked with the healthcare industry to provide information and education on the benefits of the healthcare EFT standard. All case studies are posted on the NACHA Healthcare Payments microsite at <https://healthcare.nacha.org/ProviderResources>

CAQH 2014 U.S. Healthcare Efficiency Index.  
The X12 835 version 5010 is the HIPAA standard for electronic remittance advice (ERA).  
CAQH 2014 U.S. Healthcare Efficiency Index.



# MN AAHAM Officers/ Board of Directors and Committee Chairs



**President: Richard Rogers, CRCE-I/ 2016**

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**Committee Chairs**

<u>By-laws</u>	Richard Rogers
<u>Certification</u>	Sandra Pawelk
<u>Chapter Excellence</u>	Sandra Pawelk
<u>Community Service</u>	Jamie Weappa
<u>Corporate Sponsors</u>	Jody Heard
<u>Education</u>	Pam Brindley and Rhonda Helgeson
<u>Legislative</u>	Janet Curtis
<u>Membership</u>	Tom Osberg and Heather Elwood
<u>Publications</u>	Pam and John Brindley
<u>Scholarship</u>	Janet Curtis (ANI), Janet Curtis (LEG)
<u>Website</u>	Richard Rogers and Erika Running
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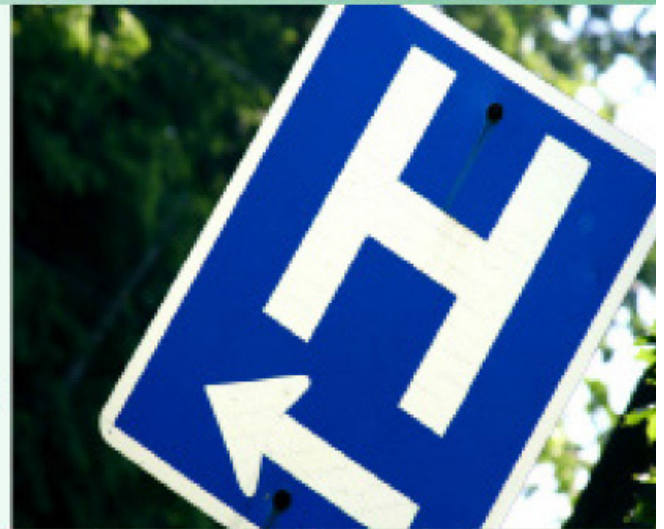
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The Officers and Board of Directors would like to express out gratitude to our Corporate Sponsors for their continued support of our mission. It is through your support that we are able to deliver on our mission of providing top quality educational resources to our members. In addition, your sponsorship helps our chapter engage lawmakers in the important work of legislation which impacts our industry on the state as well as national level.

To our Provider Members, when looking for partners to provide services and products to your institutions, please include our sponsors in your consideration. They have made a commitment to our chapter to support both the chapter and you, the members.

**Advertising Rates**

Business Card size	\$25.00
1/4 page ad	\$50.00
1/2 page ad	\$70.00
Full page ad	\$100.00

Advertisers will receive 25% discount with 1 year commitment when paid in advance. All ads must be camera ready.

In addition, members can advertise positions for free in the Gopher Tracks.

Non-members will pay a \$25.00 fee to advertise in the Gopher Tracks.

There is also advertising available on our website for a fee.

Contact [jbrindley54@gmail.com](mailto:jbrindley54@gmail.com) for more information if needed.





**Local Chapters:** AAHAM has 32 chapters throughout the US and India. Local chapters offer you more opportunities for education and networking. Please see the listing of local chapters below to help you decide which chapter you should belong to along with your National membership

Name of Chapter	Geographic Location	Chapter Dues	Please Check the Appropriate Codes in Each Category Below
Aksarben #01	Nebraska	\$0.00	<p><b>Years in Healthcare:</b>  <input type="checkbox"/> 0-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-25 <input type="checkbox"/> 25+</p> <p><b>Certification:</b>  <input type="checkbox"/> CHAM (NAHAM) <input type="checkbox"/> CHFP (HFMA)  <input type="checkbox"/> FHFMA (HFMA) <input type="checkbox"/> CHCS (ACA)  <input type="checkbox"/> Other (please list)</p> <p><b>Employer Type:</b>  <input type="checkbox"/> Vendor/Corporate Partner <input type="checkbox"/> Billing  <input type="checkbox"/> Collection Agency <input type="checkbox"/> Consulting  <input type="checkbox"/> Outsourcing <input type="checkbox"/> Software/IT  <input type="checkbox"/> Provider <input type="checkbox"/> Law Firm  <input type="checkbox"/> Other (please list)</p> <p><b>Position:</b>  <input type="checkbox"/> CFO  <input type="checkbox"/> Vice President  <input type="checkbox"/> Partner, Principal, Owner  <input type="checkbox"/> Executive Director  <input type="checkbox"/> Consultant  <input type="checkbox"/> Director  <input type="checkbox"/> Manager  <input type="checkbox"/> Supervisor/Coordinator  <input type="checkbox"/> PFS Representative  <input type="checkbox"/> Patient Access Representative  <input type="checkbox"/> Other (please list)</p> <p><b>Responsibility:</b>  <input type="checkbox"/> Accounting  <input type="checkbox"/> Administration/Operations  <input type="checkbox"/> Admitting/Access <input type="checkbox"/> Audit <input type="checkbox"/> Benefits  <input type="checkbox"/> Budget <input type="checkbox"/> Compliance  <input type="checkbox"/> Business Development, Sales, Marketing  <input type="checkbox"/> Information Services/Technology  <input type="checkbox"/> Managed Care  <input type="checkbox"/> Medical Records <input type="checkbox"/> Medicare/Medicaid  <input type="checkbox"/> PFS, Patient Billing &amp; Collections  <input type="checkbox"/> Reimbursement  <input type="checkbox"/> Third Party Administration  <input type="checkbox"/> Other (please list)</p>
Florida Sunshine #03	Florida	\$40.00	
Carolina #04	North & South Carolina	\$30.00	
Evergreen #05	Washington State, West of the Mountains	\$30.00	
Gopher #06	Minnesota	\$40.00	
Hawkeye #07	Iowa	\$0.00	
Hawthorn #08	Missouri	\$45.00	
Illinois #09	Illinois	\$25.00	
Inland Empire #10	Washington State, East of the Mountains	\$25.00	
Keystone #11	Central Pennsylvania	\$25.00	
Maryland #13	Maryland	\$25.00	
Mountain West #14	Utah	\$30.00	
New Jersey #16	New Jersey	\$35.00	
Western Reserve #18	Ohio	\$0.00	
Northeast PA #19	North East Pennsylvania	\$30.00	
Rocky Mountain #21	Colorado	\$20.00	
Pine Tree #22	Maine	\$25.00	
Rushmore #23	North & South Dakota	\$0.00	
Western Region #26	Arizona and California	\$0.00	
Virginia #27	Virginia	\$30.00	
Philadelphia #29	Philadelphia, Pennsylvania	\$35.00	
Mid-York #31	New York	\$30.00	
Georgia #33	Georgia	\$30.00	
Connecticut #34	Connecticut	\$35.00	
Three Rivers #37	Pittsburgh, Pennsylvania	\$50.00	
Texas Bluebonnet #40	Texas	\$50.00	
Indiana #42	Indiana	\$25.00	
Wisconsin #44	Wisconsin	\$25.00	
Chennai #49	Chennai, India	\$0.00	
Music City #53	Tennessee	\$25.00	
Michigan #55	Michigan	\$0.00	
Twin States #56	Vermont & New Hampshire	\$25.00	

## MN Gopher AAHAM Chapter Scholarship Program



### Eligibility

- ◆ Local Gopher Chapter member must be a member for 1 year before running for scholarship.
- ◆ If not a National member, the member will be responsible to pay national dues if wins.
- ◆ The President & Chair of the Board are ineligible.
- ◆ The winner of the scholarship award is ineligible for the next 3 years.
- ◆ The scholarship year runs from the day after the summer meeting the current year until after the summer meeting the following year.
- ◆ Points need to be turned in within 30 days of the qualifying event to be accepted. July points need to be turned in by the summer meeting.

### Points

10 points	25 points	50 points	75 points	100 points
<ul style="list-style-type: none"> <li>◆Assisting with seminars</li> <li>◆Recruiting a local member</li> <li>◆Articles not written by the member but published in the Gopher Tracks or the National Journal (max 2 per issue)</li> <li>◆Conducting coaching sessions outside regular meetings</li> </ul>	<ul style="list-style-type: none"> <li>◆Setting up speaker for meeting</li> <li>◆Serving on a Gopher Chapter task force or special committee</li> <li>◆Representing AAHAM on a committee (ex. AUC)</li> <li>◆Proctoring for technical certification(max 50 pts./day)</li> <li>◆Representing AAHAM as a speaker for an organization</li> <li>◆Presenting at a Gopher Chapter meeting</li> <li>◆Attending MN Leg Day</li> </ul>	<ul style="list-style-type: none"> <li>◆Sitting for technical certification (1 sitting)</li> <li>◆Passing technical certification</li> <li>◆Articles you wrote that are published in the Gopher Tracks or National Journal (max 2 per issue)</li> <li>◆Attending Chapter meetings</li> <li>◆Attending ANI</li> <li>◆Attending Nat'l Leg Day</li> <li>◆Chairing a Gopher Chapter committee</li> <li>◆Serving on a National Committee</li> <li>◆Presenting at ANI</li> <li>◆Attending <u>all</u> Chapter meetings for year</li> </ul>	<ul style="list-style-type: none"> <li>◆Recruiting a National Member</li> <li>◆Grading CPAM/CCAM</li> <li>◆Proctoring for prof certification</li> </ul>	<ul style="list-style-type: none"> <li>◆Sitting for CCAM, CPAM, or CHCS (Max 100 pts per certification)</li> <li>◆Passing the CCAM, CPAM, or CHCS</li> </ul>

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DATE	QUALIFYING ACTIVITY	COMMITTEE CHAIRPERSON	POINTS

Send to: Janet Curtis  
 Fairview Range Regional Health Services  
 Revenue Cycle Manager  
 Hibbing, MN  
 218-362-6240  
[jcurtis1@range.fairview.org](mailto:jcurtis1@range.fairview.org)

## **CONSTITUTION**

American Association of Healthcare Administrative Management  
Gopher Chapter

### **ARTICLE I – NAME**

The name of this organization shall be the American Association of Healthcare Administrative Management (AAHAM),  
Gopher Chapter.

### **ARTICLE II – MISSION**

Our mission is to be the premier professional organization in healthcare administrative services. Through a national organization and local chapters, we provide quality member services and leadership in the areas of education, communication, representation, professional standards and certification.

### **ARTICLE III – PURPOSE AND OBJECTIVES**

The purpose of the American Association of Healthcare Administrative Management, Gopher Chapter shall be to:  
Promote and encourage recognition of Patient Account Management as an integral part of healthcare financial management.

Encourage the implementation of effective and efficient business and receivables management, policies, and procedures in the healthcare industry.

Stimulate and encourage an exchange of information among the membership.

Develop and encourage the implementation of programs for the purpose of furthering the education and increasing the knowledge of the membership of the healthcare industry.

Develop and implement such programs as may add to the knowledge and encourage the development of persons new to the healthcare industry.

Establish standards of performance for persons who participate in, or are involved with, the management of healthcare patient accounts.

Cooperate with other healthcare organizations, institutions, and other related agencies.

### **ARTICLE IV – MEMBERSHIP**

A member shall be an individual associated with healthcare administrative services.

Membership shall be on an individual basis and not on an institutional basis.

One member from each institution must be a national AAHAM member. Other members from that institution may be Gopher Chapter (local) members only.

In the event the National AAHAM member leaves the institution, local only members may continue their membership for the remainder of the membership year.

### **ARTICLE V – MANAGEMENT**

The Executive Committee shall direct the affairs of the American Association of Healthcare Administrative Management, Gopher Chapter.

The Executive Committee shall consist of the Officers and Board of Directors of the American Association of Healthcare Administrative Management, Gopher Chapter. The powers and duties of the Executive Committee are defined in the Bylaws.

### **ARTICLE VI – PERSONAL LIABILITY OF OFFICERS AND DIRECTORS**

An Officer or Director of the AAHAM, Gopher Chapter shall not be personally liable to the Association or its shareholders for monetary damages as such including, without limitation, any judgment, amount paid in settlement, penalty, punitive damages or expense of any nature (including, without limitation, attorney's fees and disbursements) for any action taken, or any failure to take the action, unless the Officer or Director has breached or failed to perform the duties of his or her office under this Constitution, the Bylaws of the Association, or applicable provisions of the law and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

### **ARTICLE VII – MEETINGS**

Annual or special meetings of the American Association of Healthcare Administrative Management, Gopher Chapter shall be held as provided for in the Bylaws.

### **ARTICLE VIII – BYLAWS**

The Bylaws of the American Association of Healthcare Administrative Management, Gopher Chapter may be amended, repealed, or added to in the following manner:

Any of the membership of the American Association of Healthcare Administrative Management, Gopher Chapter may propose a change to the Constitution.

The Board of Directors shall, by a majority vote, determine if the proposed change shall be submitted to the membership for a vote.

Notification shall be in writing and shall inform the members of the Article or Articles to be changed.

The Article or Articles to be changed shall be submitted to the membership in their existing form and in the form of the proposed change.

Voting on any change shall be by mail ballot submitted to the membership. A two third (2/3) vote of the members voting shall be required to adopt the said change.

Approved by the Board of Directors 5/7/97. Approved and adopted by a majority vote of the membership 11/5/97.

Changes approved and adopted by a majority vote of the membership 11/6/02 and 7/21/03

Reviewed and Approved by Board of Directors 7/21/10 and 11/2012

National AAHAM Membership Application

For those interested in becoming a National AAHAM Member,  
this application can be found at [www.aaham.org](http://www.aaham.org)



**2015 APPLICATION FOR NATIONAL MEMBERSHIP**

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
EMPLOYER/ORGANIZATION NAME: \_\_\_\_\_  
PRIMARY ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ LOCAL CHAPTER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

How did you hear about AAHAM?  Colleague  Publication  Website  LinkedIn

If referred by AAHAM member, please give name: \_\_\_\_\_

Membership Type:  National Member  Student Member

**NATIONAL MEMBERSHIP** - The fee to become a National member is \$190. If you join anytime between July 1st and August 31st, the dues are \$150 for the rest of the current year. If you join between September 1st and December 31st, the fee is \$230 for the rest of the current year and all of the following year.

**STUDENT MEMBERSHIP** - The student membership fee is \$50. If you join between July 1st and August 31st, the pro-rated dues are \$35, and if you join between September 1st and December 31st, dues are \$65 (for 15 months of membership). **To qualify for student membership you must currently be taking 6 credit hours per semester and submit proof with this application.** Student members receive all the benefits of membership with the exception of voting, eligibility for professional certification, and cannot be a proxy for a chapter president at any national board meetings.

**PAYMENT OPTIONS**

**For Credit Card Payment:**  Amex  Visa  MasterCard

Card Number: \_\_\_\_\_ Exp: \_\_\_\_\_  
Name as it appears on card: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Billing Address, if different from above: \_\_\_\_\_  
\_\_\_\_\_

**For Check Payment:**

*Please make checks payable to AAHAM and send application with your payment to:*

**AAHAM Membership**  
**11240 Waples Mill Road, #200**  
**Fairfax, VA 22030**  
**Fax: 703-359-7562**  
**AAHAM Tax ID: 23-1899873**

Please allow two weeks for processing after your application is received at the national office. Dues are not tax deductible as a charitable contribution, but may be as a business expense.

Please note: Membership is on an individual, not institutional, basis and is non-transferable.

**YOUR PAYMENT TOTAL:**

NATIONAL DUES: \_\_\_\_\_  
LOCAL DUES: \_\_\_\_\_  
TOTAL ENCLOSED: \_\_\_\_\_