



MHIMA Uplink

February 2013

Welcome!

Welcome to the **February 2013** issue of our MHIMA member and corporate partner e-newsletter, *Uplink*. We hope you enjoy our newsletter!

Feeling creative? Looking for some CEUs? We are always looking for authors of articles of broad interest to our MHIMA membership: about 500 words, worth **two (2)** CE credits for your original work. There are lots of "hot topics" in today's world of healthcare, Privacy & Security, e-HIM, ICD-10, etc. If you're interested in authoring an article, please contact MHIMA's [Executive Director](#).

Current and past issues of our e-newsletter are available under the [UPLINK E-NEWSLETTERS button](#) on our MHIMA website.

MHIMA Vision &

President's Message



Ranelle Bauer, RHIT
President MHIMA

Ranelle Bauer, RHIT, MHIMA President

Think Spring?!

Well with the recent snow fall, it crushed my thoughts of an early spring. Hopefully we will thaw out soon!
We are also entering the winter high school playoffs! I think of all the competition and the athletes and their desire to be the best that they can be for their school. I get this same feeling for our association. I feel that we have a board in place that always strives and "competes" for the better of our organization.

I think our biggest "competition" will be the copy fee laws that our state leaders are trying to change. We have our champion of advocacy, Sue Jensen, taking point on this issue. She is drafting a letter that will be sent to the state leaders on behalf of MHIMA. We also have many strong people backing and supporting Sue on the venture. Diane Larson, Lisa Kampa, Stephanie Luthi-Terry and many more.

Mission



Vision: The Minnesota Health Information Management Association, together with AHIMA, will set the standard and be the recognized leader in health information management practices, technology, education, research, and advocacy.

Mission: MHIMA is committed to the professional development of its members through education, networking, and life-long learning. These commitments promote high quality health information and benefit the public, health care providers, and other clinical data users.

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MHIMA Member Spotlight

Greetings from the Marketing and Communications Committee!

We continue this month highlighting another of our MHIMA members as a fun and interesting way to get to know our diverse and multi-talented group. Want to be in the spotlight? Know someone who should be? Please send names of individuals you would like to know more about, or

Definitely a team effort! Thanks to all that are helping with this issue.

We are also gearing up for Capitol Hill Day in Washington, DC. Sue Jensen, Gina Sanvik, and I will be representing our state. This will be taking place on March 18th & 19th.

We have one more board meeting before the Annual Meeting taking place on March 22, 2013 at Allina Health. If you are interested in participating, please check out the MHIMA calendar on our website for times.

Then we have our great meeting in April!!!! Hopefully the snow will be melted by then. I know the Annual Meeting committee has a great conference planned. See you there!

Ranelle

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Message from The College of St. Scholastica, Department of HIIM.

As you may know, on October 1, 2014, the United States will transition from the International Classification of Diseases version 9 to version 10. This is a massive undertaking and it will have an effect on nearly every health care provider in the country, particularly if they are reimbursed by any payer (private or public).

AHIMA members are required to receive continuing education on ICD-10 to maintain their credential. One course that qualifies towards continuing education, is Anatomy and Physiology.

volunteer yourself to "be in the spotlight" in our monthly e-newsletter.

Criteria for suggested individuals might be, but is certainly not limited to:

New MHIMA member
New to active involvement with MHIMA
MHIMA member with an interesting or unique job

Forward your suggested name(s) to [Jon Cloutier](#) or [Amanda Maas](#).

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Updated AHIMA PPE Guide - Professional Practice Experience

AHIMA recently updated the PPE Guide for Professional Practice Experience. This guide provides comprehensive information and best practices to students, academic faculty, HIM programs, and practitioners on the expectations for the professional practice experience that students undertake during their HIM academic program.

This update includes greater emphasis on distance education programs and examples of possible sites and project work in non-traditional HIM settings. In addition, the guide contains

The College of St. Scholastica is partnering with MHIMA, and offering a Massive Open Online Course (MOOC) to current members at no cost. The course, Introduction to Anatomy and Physiology by Dr. Gerald Cizadlo, begins February 18, and registration is open until March 2. The course needs to be fully completed by April 30, 2013.

This program has been approved for 12 continuing education unit(s) for use in fulfilling the continuing education requirements of the American Health Information Management Association (AHIMA).

Please take advantage of the opportunity to experience a MOOC first-hand and receive 12 CEUs at no charge. Register here: <http://go.css.edu/learn>.

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Registration is Now Open for 2013 Annual Meeting at Grand Casino Hotel in Hinckley, Minnesota!

Registration is now open for MHIMA's 2013 Annual Meeting scheduled for April 24 -26, 2013 at the Grand Casino Hotel in Hinckley, Minnesota. The

Annual Meeting Committee is working hard on the plans to make this an exciting meeting you won't want to miss! Heather Hodgson, RHIA and Katie O'Hearn, RHIA, CCS-P are heading up the committee this year as Co-Chairs, with assistance by Past Co-Chairs, Jen Callendar, RHIA and Brielle Wolf, RHIA.

The theme for this year's annual meeting is HIM:Champions of Change.

We are fortunate this year to have Kathyryn DeVault, RHIA from AHIMA presenting a two-hour session on ICD-10-PCS. You will also find sessions on Anatomy and Physiology of Aging, Health Information Exchange, Clinical Documentat

information on PPE content and length, the importance of work behaviors, and student feedback and advocacy projects.

If you are interested in hosting a student in a professional practice experience, or want to learn more about the HIM education process or access the PPE guide on our MHIMA website, click [here](#).

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Staying Connected with MHIMA

Want to stay connected with MHIMA? Be sure your AHIMA profile information is up-to-date.

When is the last time you reviewed the information in your AHIMA profile? Have you changed positions? Do you have a new email address? Have you recently moved? MHIMA depends on the member information in your AHIMA profile on a regular basis, including how we communicate with you.

Take a couple of minutes today and visit the [AHIMA website](#), log in with your seven-digit AHIMA member number and your last name, and click on "My Profile/Dues Renewal." Review all of the sections and update any old information.

In the section for **Component State Association (CSA) Selections**, may we ask that

Improvement, Long Term and Post Acute Care and HIT in Minnesota, Transitioning to Enterprise Information Management, Disaster Planning in the Wake of the 2012 Flood in Duluth, MN, Personal Health Records, Real Time Access to Patient Records, Meaningful Use Stage 2, Release of Information in an Electronic World.

Click here for [Online Registration](#).

Click here for [Printable Registration Form](#).

Click here for [Program of Events](#)

If you register before April 5, you will take advantage of significant early discount rates. You can earn up to 15 CEUs by attending all three days. Don't wait--register now!

SILENT AUCTION ACTION NEEDED!



Silent Auction Gifts Needed! The Silent Auction supports our MHIMA Merit Scholarship Fund at the AHIMA Foundation. We need your donations and request that you contact us early with your information about your planned gift. Suggested gifts include jewelry, event tickets, gift baskets, artwork, unique apparel, books, games, movies, etc.

Please send us a photo of your planned gift so we can advertise Silent Auction items in advance this year. To download the **Silent Auction Gift Form**,

[Click Here](#)

you check "YES" to select e-mails about products and services and "yes" to Postal Mailings. "CSA" stands for the state that you want to be associated with as an AHIMA member. MHIMA uses email as our primary method of communication, and occasionally land mail. If you check "no" in either of these options, you don't receive either type of communication from MHIMA.

Remind your colleagues to update their profile as well.

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MHIMA Job Bank

Are you seeking a job? Are you an employer looking for a potential employee? Is your facility looking for someone with a skill set of MHIMA members?

Be sure to check out the MHIMA Job Bank Network on our website, which continues to be very popular. New positions are posted on a regular basis. On the Job Bank page, you'll find information about registering as a "job seeker" or as an "employer." Check us out often!

Job Seekers: There is no fee to register.

Employers: Job posting fees are very reasonable and position postings are open to everyone visiting our Job Bank as a job seeker. E-blasts of job

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2013 MHIMA Student Scholarships

MHIMA is pleased to once again remind our eligible students of our 2013 MHIMA Scholarship. This scholarship is based on merit and not on financial need.

Who is eligible to apply for a scholarship? A Minnesota resident, or an AHIMA member with Minnesota designated as their state, who is enrolled in an in-state or out-of-state HIM program. Applicants must have completed 50% of one of the following:

- Accredited health information technology or health information management program
- Graduate program related to HIM in a college or university accredited by a nationally recognized accrediting agency
- Coding certificate program
- AHIMA coding basics interactive campus program

All applicants must have a cumulative GPA of 3.0 (out of 4.0), and must be a member of AHIMA.

The application process includes:

- Completing the MHIMA Scholarship application document
- Providing a letter of recommendation from a faculty advisor, faculty member or mentor
- Providing verification from your Program Director that you are in your last year and are expected to graduate
- Providing a written essay of between 300-700 words under the title: "How I Will Use This Degree to Advance the HIM Profession"
- Providing an official school grade transcript that indicates your cumulative

announcements are available for purchase and reach a targeted audience of MHIMA members who receive emails.

Click [here](#) to visit the MHIMA Job Bank.

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Stay Up-to-Date with MN e-Health

If you aren't receiving the weekly electronic MN e-Health Update newsletter, consider signing up for it. This publication, from the MN Department of Health, keeps you current with issues related to e-health, including HITECH, Meaningful Use, Privacy & Security and others. You'll also find links to e-Health resources available for your use. To subscribe, click [here](#).

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MHIMA Promotional Items

We have discounted the prices on our MHIMA logo navy crewneck sweatshirt and our navy button down shirt. A limited quantity of these items are available to purchase by visiting our [MHIMA Store](#) on our website to order. We also have a limited quantity of our MHIMA Coffee Mugs with Spoon which could be great collector's items some day! Our MHIMA logo items make a great gift for

GPA

You can find links to all of the scholarship application documents from our website Scholarship page: <http://www.mnhima.org/aboutus/aboutus8.html>. Program Directors from all of our Minnesota HIT/HIM programs have received information about our Scholarship program as well.

The exact amounts of the scholarship awards depend on yearly contributions to our MHIMA Scholarship Fund; however, past awards have been between \$500 and \$1500.

Scholarship winners will be announced in April 2013, and the scholarships will be recognized at our MHIMA Annual Meeting on April 25, 2013, at Grand Casino Hinckley Hotel and Convention Center, Hinckley, Minnesota. The person being awarded the scholarship will be eligible to attend our Annual Meeting on Thursday, April 25, 2013, at no cost. (MHIMA will not reimburse for any associated expenses to attend the meeting, such as hotel, meals, or travel.) The actual scholarship checks will be forwarded to the winners from the AHIMA Foundation, which holds our MHIMA Student Merit Scholarship Fund dollars. Winning essays will be published in the June issue of MHIMA's electronic newsletter, *Uplink*.

All application materials must be received on or before February 28, 2013. No applications will be considered after this date.

If you are eligible to apply for a scholarship, we encourage you to consider this opportunity.

Best regards,

Jean MacDonell, RHIA
2013 MHIMA Scholarship Program Chairperson

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yourself or a colleague, or to honor someone's achievement. Hurry while quantities are still available!

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Volunteers Needed for Annual Meeting Student Mentor Panel

Interested in being a mentor for students at our annual meeting? We need at least 3 more volunteers (supervisors, managers, or directors) to sit at our student mentor panel (of 5) on Friday April 26th from 11:30-12:30.

It will be a place for students to interact and network with professionals in the field in a more personal setting. Students will have an opportunity to ask any questions they have about the HIM career field.

If you are interested, please contact Heather or Katie,

HHodgson@bigforkvalley.org or Kathryn.S.Ohearn@healthpartners.com

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The MHIMA Member in the Spotlight for February is Lorna Clodfelder, RHIT

**Title: Operations Supervisor
Allina Health**



Lorna Clodfelder, RHIT

I am the Supervisor for Allina Home and Community Services (AHCS). The services provided at AHCS are Home Care, Hospice, Palliative, Senior Care Transitions, and Advanced Care Planning. My duties at AHCS are unique since we do not physically have patients at the facility. I am based at the St. Paul location and our site manages all the orders electronically and by fax since

not all physicians are with our company. The sites include; New Ulm, Owatonna and Hutchinson/Glencoe. We work out of our billing queue if orders are not signed timely and follow up often with providers that have not signed orders. I correspond with the other sites often and do site visits a few times in the year. We work closely with Compliance and the Clinician to ensure the best patient care is achieved. I also meet a few times a month with Home Care and Hospice leadership to stay current on changes, answer questions or work through work flow processes that affect the care of the patient. Our team processes all the release of information requests. This is time consuming since many of our patients are transferred to Nursing Homes or Assisted Living and they request continuing care information about the patient. We work with State and Federal agencies to make sure they have the correct documentation for Medicare and Medical Assistance patients and fax needed information to them often. Another unique job that HIM does at AHCS is the scanning of consents. Upon admission clinicians will visit the patient at their home and the patient signs all the necessary forms to care for the patient. The clinician brings that paperwork back to the office so our team can scan in the consents required at Allina. We track these consents to make sure they are completed. We are currently working out of three systems since Hospice has not transitioned to Excellian. I also handle any privacy and security issues and make sure we are HIPAA compliant. I serve on many committees within Allina so I can bring forth ideas and take back information to my team.

I have attended Vermillion Community College and more recently Rasmussen College. I have worked within Allina since 2005; started in Mercy HIM Department with Inpatient Assembly and Deficiency and was fortunate to have good trainers and leaders. I had no previous experience in the medical field so I felt like I had a ton to learn about the process. I found health information to be fascinating with so many different avenues that a person can go into. I also like all the changes. It keeps me on my toes and I enjoy figuring out the best scenario all the time without it becoming repetitious. I really enjoyed the implementation of Excellian and have gone and helped at other sites during their go-lives, either to help or as part of my job. Over the years I have worked my way up in the organization, moving around from the hospital, to archival scanning, to my current role. I do enjoy learning all that I can about the organization and understanding all the ins and outs of Health Information Management. I now have my RHIT and have gone back to school in October to work towards my Health Information Management Degree.

I like the connections that are available by being a part of MHIMA. I also enjoy being able to stay current with my credentials and participate in the activities that are constantly happening in our field. This past year I attended the Annual Meeting and asked if I could be a part of the Marketing and Communications Committee. Now I am a co-chair for this committee and like being involved in a growing organization. Our committee has been working with the Board and the chairs for the next Annual Meeting and it never ceases to be interesting to me. We have meetings with our committee members to discuss ideas or projects coming up to better serve our members. I believe MHIMA and AHIMA do a great job keeping our field in the know with all the changes that we see every day.

I am from up north, the Aitkin area, so I do like to go home as often as I can. I do enjoy being around my family and friends. I like to watch the Vikings and attend Twins games; I love the new stadium especially when it is not raining or 100 degrees! I enjoy concerts of all kinds and go to Moondance Jam in Walker, MN to listen to the “oldies” music and see my friends from up north. I like to stay active and do different activities. As long as I am having fun I will do just about anything. I usually like to read a wide variety of books but right now being in school they are academically chosen. And a good movie is never denied.

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MHIMA Is on Facebook!

Please check out the new MHIMA page on Facebook! To find the MHIMA page, search for MN Health Information Management. Click “Like” to start receiving our MHIMA page updates!

We are looking to use this tool as another way to communicate to our members. So far, the following items have been added to the page:

- Calendar of Events

- Notes/Member Spotlights
- Pictures
- Uplink Article Reminders

The Marketing & Communications Committee is continuously adding new information to the page and we are always looking for ideas. If you have any suggestions regarding the Facebook page, please email marketing-communications@mhima.org or send us a message using Facebook!

Sincerely,
Amanda Maas, RHIA, CHPS
Marketing & Communications Committee Co-Chair

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2013 Election for Board of Directors

The MHIMA Nominating Committee has created a ballot for the following 2013 MHIMA Board Positions:

- President-Elect (3 year term)
- Secretary (1 year term)
- Treasurer (2 year term)
- Two (2) Delegate Directors (2 year term)

The election occurs in March and the elected positions take office on July 1, 2013.

Please watch for more information on the election. Your vote counts!

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ATTN: ALL MHIMA Members - Copy Fee Legislation Introduced

- S.F. 44 and H. F. 427

On January 17, 2013, Senate File #44 was introduced to cut the copy fee and retrieval charges allowed in Minnesota. The proposed changes would **cut the per page fee to \$.10 per page and cut the retrieval fee to \$10.00**. In addition, current law allowed these rates to be adjusted annually based on the Consumer Price Index. **The annual adjustment language is proposed to be removed, so no annual increases would occur.** This bill has 2 authors and has been referred to the Health, Human Services, and Housing Committee.

On February 8, 2013, a Companion Bill, (House File #427) was introduced into the House of Representatives, which included the same language as the Senate File. This bill has 20 authors and has been referred to the Health and Human Services Policy Committee.

**** Updated**** This House File has been put on the Committee Agenda to be discussed on Tuesday, February 19th. At this time, Steph Luthi-Terry and I are anticipating testifying before the Committee.

Link to Senate File #44 and House File #427: <https://www.revisor.mn.gov/bills/bill.php?b=Senate&f=SF0044&ssn=0&y=2013>

MHIMA is asking that all members contact their legislatures to inform them of our opposition to these Bills.

Please contact Sue Jensen, RHIT Legislative/Advocacy KFA for additional information or if you have any questions at sue@divinehouse.org.

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MHIMA Legal Manual Committee Requests Your Input/Feedback

HOW HAS THE LEGAL REFERENCE MANUAL ADDED VALUE TO YOUR ORGANIZATION?

At the annual meeting this year, the MHIMA Legal Reference Manual Review Committee will be giving an educational session on how the MHIMA Legal Reference Manual adds value to an organization. We have a list going of real-life examples but know there are more out there.

MHIMA is asking for real-life examples that show how the MHIMA Legal Reference Manual has been valuable to HIM professionals and their organizations.

Please email your testimonies to Andrea Heikkinen, Co-Chair of the MHIMA Legal Reference Manual Committee at andrea.heikkinen@yahoo.com .

Coming Soon: ICD-10-PCS Flashcards Go Mobile

A mobile version of AHIMA's educational [ICD-10-PCS Flashcards](#) will be available soon for Apple devices and the Android phone, demonstrating the power of technology to transform learning, energize coding communities, and inspire innovative learning and thinking. The first step in mastering ICD-10-PCS is to become familiar with the terminology, structure, and format of the new code set. The app covers 31 medical and surgical root operations and the seven approaches, along with 16 cards that illustrate the character values of each of the of ICD-10-PCS sections, and will allow coding professionals to master ICD-10-PCS principles directly from an Android phone, Apple iPhone, iPad, or iPod Touch.

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Updated Maximum Charges for Patient Records

The Minnesota Department of Health has published the **Maximum Charges for Patient Records** February 2012, confirming the annual determination of maximum charges for patient records. When section 144.292 of the Minnesota Statutes applies, the maximum charges for 2012 are \$1.27 per page for copy charges and \$16.82 for retrieval fees.

You can obtain a copy of the February 2012 document by clicking [here](#).

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MHIMA 2011 Legal Reference Manual

Do you have legal HIM questions? Do you wish there was a convenient reference you could have on your desk to answer many of them? The 2011 MN Legal Reference Manual on CD is ready to help you and is available for purchase!

The manual is a great resource for everyone in the field of HIM, regardless of your work setting. It pertains to all areas of HIM. Various chapters include topics such as health care records, record retention and storage, reporting requirements, legal proceedings and requests, disclosure of health information and patient access, consents, behavioral health records, long term care records, home care and hospice records, ambulatory care records, risk management, HIPAA, research, and medical identity theft. Feel confident in your research and decision making using MHIMA's MN Legal Reference Manual.

The co-chairs of our MN Legal Reference Manual committee are Andrea Heikkinen, RHIA, and Susan Schanno-Foss, RHIT. Email questions pertaining to the Manual or suggestions for improvements in the next edition (coming in 2013) to both [Andrea](#) and [Susan](#).

Attention Students: MHIMA supports students of HIM and offers a special discounted rate for AHIMA students who want to purchase the legal reference manual.

MN Legal Reference Manual pricing:

\$150 MHIMA/AHIMA members (from sales tax-exempt organizations)

\$200 non-members (from sales tax-exempt organizations)

\$90 student members of AHIMA with MN as their designated state and enrolled in a tax-exempt educational program

Individuals ordering from organizations who are not MN sales tax-exempt will be charged MN sales tax in addition to the prices listed above. Tax-exempt organizations must have a copy of their MN sales tax exemption form on file in the MHIMA Executive Director office.

For more information and to order, click [here](#).



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