

# ***MHIMA CONNECTION***

## **P**resident's **M**essage

Happy New Year!

I hope you all had a nice, relaxing holiday, and are staying warm in this cold winter weather. Start thinking Spring and register for the 2015 Annual Meeting, which will be held at Treasure Island Resort and Casino in Red Wing, MN. The convention will be April 29 – May 1, 2015, and registration is now open! The theme this year is “Expedition: Health Intelligence”, and there are some exciting speakers on the agenda. Hope to see you all there!

There are many questions coming in regarding ICD-10, and the possibility of another delay. The grass roots campaign led by AHIMA, and all of the state associations, has so far been successful in preventing any further delays in the implementation. If you were able to take time out to write a letter, or tweet your support of #NoDelay, we thank you for your efforts and support! We are moving ahead as planned with our ICD-10 Boot Camp and Webinars. Please check your email, and our MNHIMA.org website for more information.

If increasing your volunteer hours is one of your New Year's Resolutions, contact MHIMA for opportunities! We need your help and would love to have you join our volunteer roster, no matter how much time you can commit! Big or small, we appreciate all.

Sincerely,

Jean MacDonell, MBA, RHIA  
2014-2015 MHIMA President

Proud to be a  
member of MNHIMA



The College of  
*St. Scholastica*

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## TECH TIP

*By: Diane Wolfe, RHIA*

**Application** = Microsoft Excel

The situation: I am constantly going from keyboard to mouse when working with my spreadsheets. Is there an easier way to perform some of the basic Excel functions without having to click through my workbooks?

Moving back and forth from keyboard to mouse can cost you precious time and energy when working with large spreadsheets. Just a few simple keyboard shortcuts can help minimize the need to mouse so much, and keep you closer to that home row on the keyboard to maintain lightning fast spreadsheet maneuvers!

You probably learned a lot of these in your very first Excel class many years ago, but unless you use them every day, you forgot. When spreadsheets get really big, these keyboard shortcuts can prove extremely helpful and can prevent the endless scrolling and scrolling... and scrolling... and scrolling...

**Keyboard shortcuts:**

Ctrl+End                    takes you to the last cell of data in the sheet (lower right corner)

Ctrl+Home                takes you to the first cell of data on the active tab (upper left corner)

F2            activates EDIT mode wherever you are. Instead of double clicking inside cell to edit, you can arrow to it, and then hit F2.

**Tab:**    moves the cursor from cell to cell, left to right. Shift+Tab goes back the other way, right to left

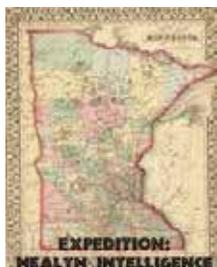
**Arrow keys :** These are the easiest way to move around without using the mouse. If your keyboard has the arrows on the same keys as the number pad, you have to make sure the Num Lock is turned off (toggle). That turns the number keys into arrow keys. Most desktop computers have the arrows in a separate cluster between the letter keys and the number pad which makes it much easier, but you might run into the combo situation on a laptop. In that case, toggle off the Num Lock and go to town!

# 2015 ANNUAL MEETING

## Our Travels Have Gotten Us Closer!



In less than 6 months we will be heading to Treasure Island Resort & Casino to gather for a chance to learn how to develop leadership and management skills, participate in change effectively, analyze data, and other areas of interest! Is Privacy and Security in your list of priorities? Are you studying hard and preparing to pass that looming credentialing test? Mallory and Brenda are pursuing leads to bring in experts in all of these areas and many more. In addition to what is mentioned above, we are also reaching out to address some “less-traveled” topics: Long term care, eHealth, and Cancer Registry to name a couple.



Educators will also have time to discuss their focus for the year, what’s new and what their struggles are. As you explore further, you will also discover information on topics such as the EHR, Coding, Social Media and Clinical Documentation. We’ll have our yearly update from AHIMA and will hold the Annual Business meeting as well.

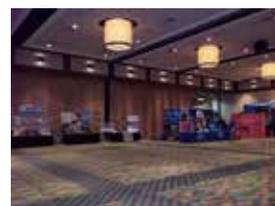
Of course it won’t be all work and no play! Treasure Island has wonderful meeting rooms and spacious areas to mix and mingle.



They have bowling, casino games and Bingo all available on site!



We have set a goal to invite and house forty exhibitors for you to explore through.



In addition to recruiting a variety of speakers for the conference, there are also four sub-committees that have been identified to help plan other areas of this meeting be a great success!

We are very excited to begin the planning of the meals



and networking



portions of our Expedition.



Not only are we working hard to make this annual meeting a success, but we are also looking forward to some lovely spring weather, and having a great time with all of you!

By: Brenda Peschl, MA, RHIA

&

Mallory Young, RHIA

~2015 Annual Meeting Co-Chairs

# 2015 ANNUAL MEETING

## 2015 MHIMA Distinguished Member

The MHIMA Nominating Committee, chaired by Danika Brinda, Past President, is seeking your recommendation for an individual deserving of being recognized as MHIMA's 2015 Distinguished Member. This is a way to recognize excellence within our professional association. The 2015 Distinguished Member will be celebrated on April 30, 2015, at our annual meeting at the Treasure Island Resort & Casino, in Welch, Minnesota (near Red Wing, MN).

### Eligibility for Nomination:

Candidates must have been an active member of MHIMA for five (5) years or longer and whose record of contributions to our field is truly exceptional. Qualified nominees must be MHIMA members at the time of nomination, and have made an outstanding contribution to our profession in one or more of the following leadership areas:

- Volunteer service to our association, as an officer, director, committee chair or member, project or task force chair or member, CoP facilitator, or representative of the HIM field at governmental or state healthcare associations
- Outstanding achievement in professional practice through leadership in a specialty area or innovative approaches to methods improvement
- Leadership in education through regular presentations at HIM conferences or other educational events, respected instructor in academic HIM programs, or development of teaching strategies
  - Contributions in research or published materials such as authorship, editing, or service on editorial boards for journals, books and other publications that advance the HIM profession

Submit names of nominees no later than February 15, 2015 to [dbrinda@css.edu](mailto:dbrinda@css.edu) and [executivedirector@mnhima.org](mailto:executivedirector@mnhima.org).

### Registration for MHIMA's 2015 Annual Meeting is Now Open!

The Annual Meeting Committee is pleased to announce that MHIMA's 2015 Annual Meeting will be held at the Treasure Island Resort and Casino near Redwing, MN.

Our meeting theme this year is "Expedition: Health Intelligence."

Earn up to 15 CEUs by attending all three days while networking with your peers and having a good time! Watch for further updates or check out [www.mnhima.org](http://www.mnhima.org) for more information on the program.

**Dates:** April 29, 30 and May 1, 2015

### Registration Link:

<http://events.r20.constantcontact.com/register/event?oeidk=a07e9teh5q7c5776d64&llr=aue7rlrab>

### Hotel Information

Call 1-800-222-7077 to reserve a room in Eagle Tower. Ask for the reserved room block for Minnesota Health Information Management. Room rate is \$79. Online reservation will not work for our room block.

Use #2015MNHIMA to let us know you have registered!

Hope to see you there!

**REGISTER  
NOW!**

# EMERGING TOPICS

## **OCR's 2015 HIPAA Audits:**

### **Privacy and Security Audits Ahead: Knowing What to Expect**

Welcome to 2105 and the year of audits. All audits are on the rise, including those for HIPAA privacy and security. The Department of Health and Human Services Office for Civil Rights (OCR) will be conducting privacy and security audits this year according to Linda Sanches, OCR's health information privacy officer.

The 2015 playbook calls for a select number of covered entities (CEs) and business associates (BAs) to be audited through a combination of remote "desk audits" and onsite evaluations. The exact number of organizations to be audited continues to vary—as does the exact timeline for the audits to begin.

### **Pre-Audit Questionnaires**

Organizations scheduled for potential OCR audit will have already received a pre-audit questionnaire last summer and submitted your responses. Based on your organization's responses to the pre-audit questionnaire, the OCR will determine which organizations should take part in more in-depth desk audits during 2015.

If your organization is selected for a desk audit, documentation must be timely, accurate and concise. You'll have ten days from the date of the audit letter to respond. A new OCR web portal is being implemented to collect documentation and streamline the audit process. Beyond these high-level parameters, there are a few known target areas for HIM professionals to understand about the 2015 audits.

### **Key Targets**

Target areas for 2015 audits fall into three main categories: general information risks, security risks and privacy risks. There are nine known target areas so far and they include:

- Failure to encrypt data and devices (including mobile devices)
- Social media
- Employees (breaches by insiders)
- BYOD: Bring Your Own Device
- Cloud storage
- Photocopiers
- Business Associates (BAs)
- Networked medical devices
- Malware

All efforts to mitigate breach risk associated with these areas should be thoroughly documented, and documentation should be made available upon auditor request.

### **Take Practical Steps**

Auditors will be looking for practical application of your privacy and security policies. For example, fully document efforts to detect new threats and intrusions as potential problems. Conduct your own audit of all your internal systems' audit trails and usage logs. Look for outliers, changes, transactions, key activities, and common user access threads. If your organization has experienced breaches or other known privacy and security incidents, investigate them and provide forensic evidence, especially if there were sanctions against a workforce member, business associate or other contracted agent.

For HIM, particular attention should be paid to tracking all disclosures of PHI along with detailed responses to any patient privacy concerns. Finally, work together with your HIPAA compliance, privacy and IT teams to evaluate the overall effectiveness of established policies, procedures and staff education.

### **Know Your Trigger Events**

I believe the OCR audits will be similar in methodology to the tracer system utilized by the Joint Commission. To prepare, be sure to identify and define your "trigger events"—the criteria that will flag questionable access of confidential, electronic PHI and therefore prompt further investigation. Some triggers will be appropriate to the whole organization, while others will be specific to a department or unit. Review your trigger events on a regular basis and update them as necessary. *(Continued on next page)*

# EMERGING TOPICS

## **Privacy and Security Audits Ahead: Knowing What to Expect, *continued***

### **Make HIPAA a Mindset—Not a Checklist**

For HIM professionals, the most important thing to remember about OCR's 2015 audits is that your organization's HIPAA privacy and security efforts must go beyond checking boxes and maintaining binders. The new round of audits seeks to ascertain whether or not a commitment to patient privacy and security exists throughout your entire organization.

By: Rita Bowen, MA, RHIA, CHPS, SSGB  
~HealthPort

#### About the Author:

Rita Bowen, MA, RHIA, CHPS, SSGB

Ms. Bowen is a distinguished professional with 20+ years of experience in the health information management industry. She serves as the Sr. Vice President of HIM and Privacy Officer of HealthPort where she is responsible for acting as an internal customer advocate. Most recently, Ms. Bowen served as the Enterprise Director of HIM Services for Erlanger Health System for 13 years, where she received commendation from the hospital county authority for outstanding leadership. Ms. Bowen is the recipient of Mentor FORE Triumph Award and Distinguished Member of AHIMA's Quality Management Section. She has served as the AHIMA President and Board Chair in 2010, a member of AHIMA's Board of Directors (2006-2011), the Council on Certification (2003-2005) and various task groups including CHP exam and AHIMA's liaison to HIMSS for the CHS exam construction (2002). Ms. Bowen is an established speaker on diverse HIM topics and an active author on privacy and legal health records. She served on the CCHIT security and reliability workgroup and as Chair of Regional Committees East-Tennessee HIMSS and co-chair of Tennessee's e-HIM group. She is an adjunct faculty member of the Chattanooga State HIM program and UT Memphis HIM Master's program. She also serves on the advisory board for Care Communications based in Chicago, Illinois.



Rita Bowen, MA, RHIA, CHPS, SSGB

### **MHIMA SUPPORTS THE BLUE BUTTON CAMPAIGN!**

The Office of the National Coordinator for Health IT (ONC), part of the U.S. Department of Health and Human Services, is sponsoring a national campaign to raise awareness about Blue Button Initiative (BBI) and how consumers can use this resource to exercise their rights and empower themselves with health data. AHIMA is participating in this campaign, as well. As part of this effort, myPHR.com is hosting a series of public service videos to create increased awareness for the BBI campaign. Visit the MHIMA webpage and click on Blue Button to view the Blue Button PSAs. Don't forget that the CSA Blue Button Toolkit is available through Badger Graphics can help you spread the word to your CSA members and in your communities about the Blue Button Initiative.

# EMERGING TOPICS

## Copy/Paste in the Age of the Electronic Health Record

What are the benefits of using the copy/paste function in the electronic health record? Whether it is in the electronic health record or in another form of the patient's record, it can save precious time for a busy physician or nurse who finds their jobs getting busier every day. It can enhance data entry efficiency while at the same time enhance the possibility of fraudulent health care claims. Therefore, it has been recommended that acknowledgement of the misuse of the copy/paste function be considered in the electronic health record.

The easy answer to this issue would be to turn off the ability to use the copy/paste feature; however, this is not possible according to developers of popular electronic record systems. Therefore, it is recommended that CMS and the ONC work together to decide if the benefits outweigh the risks and to develop guidelines that can be used as a resource for practices and hospitals.

This subject has gotten much attention lately mainly because so many physicians are using it, with some estimates as high as 90% of them. It is advised that the copy/paste function be used to copy only regular medications, long-standing allergies, demographics, problem lists, labs and ongoing treatments.

For more information on this important topic please refer to the following articles:

[http://library.ahima.org/xpedio/groups/public/documents/ahima/bokL\\_050621.pdf](http://library.ahima.org/xpedio/groups/public/documents/ahima/bokL_050621.pdf)

and

[http://library.ahima.org/xpedio/groups/public/documents/ahima/bokL\\_049377.hcsp?dDocName=bokL\\_049377](http://library.ahima.org/xpedio/groups/public/documents/ahima/bokL_049377.hcsp?dDocName=bokL_049377)

By: Amy Verhulst

~2015 Emerging Topics Co-Chair

## #ICD10MATTERS TWITTER CALL TO ACTION

### SAMPLE #ICD10MATTERS TWEETS

Support #ICD10 implementation. #ICD10Matters  
 No More Delays! Implement #ICD10 October 1, 2015 #ICD10Matters  
 Support patient safety with #ICD10 #ICD10Matters  
 We need #ICD10 in 2015 #ICD10Matters  
 Move forward with #ICD10 #ICD10Matters  
 Support better health data with #ICD10 #ICD10Matters  
 No More delays! We need #ICD10 now #ICD10Matters

### HOUSE LEADERSHIP

John Boehner  
 @SpeakerBoehner

Nancy Pelosi  
 @NancyPelosi

Rep. Kevin McCarthy  
 @GOPLeader

### SENATE LEADERSHIP

Mitch McConnell  
 @McConnellPress

Harry Reid  
 @SenatorReid

# LEGAL MANUAL

## What is the Legal Manual?

The Minnesota Legal Reference Manual is a manual containing information on key aspects of the Health Information Management (HIM) world in Minnesota. There are currently 14 Chapters that address a variety of HIM related topics. While focusing primarily on the legal issues within HIM, the manual also includes best practice guidelines for the handling of medical information.

The manual is reviewed continuously for updates and revisions by the Legal Reference Manual Committee as well as a team of legal professionals. The Legal Manual Committee is made up of HIM professionals from different facilities and companies across the state, each bringing their own expertise and experience to the table. This creates a wide body of knowledge from all areas of HIM.

## Why should I subscribe to the MN Legal Reference manual?

The Legal Manual is an expert compilation of laws and best practices in managing health information in Minnesota. A recognized and reliable resource for Health Information Professionals, the manual is legally reviewed and continually updated with the latest changes in legislative and regulatory laws, statutes and best practice.

The manual is available in electronic format for ease of use and is accessible from anywhere, online, 24/7 with a valid subscription.

## How do I subscribe and what does it cost?

Subscribers can purchase a subscription or renewal on the MHIMA web site.

- Go to <http://www.mnhima.org>
- Click HIM Trends and Topics on the top menu bar
- Click Legal Manual
- Click the Purchase a Subscription Securely Online link

Several annual subscription options are available:

Users	Member	Non-Member
Single User Initial Subscription	\$225.00	\$325.00
Yearly Renewal Fee	\$150.00	\$250.00
Multi-User (2-5 Users) Initial Subscription	\$600.00	\$750.00
Yearly Renewal Fee	\$300.00	\$450.00
Multi-User (6-9 Users) Initial Subscription	\$950.00	\$1050.00
Yearly Renewal Fee	\$600.00	\$650.00
Organizational (10+ Users) Initial Subscription	\$1800.00	\$1950.00
Yearly Renewal Fee	\$1000.00	\$1150.00

## How can I join the Legal Reference Manual Committee?

Would you like to contribute your expertise to the Legal Manual? We want YOU! Members of the committee must commit to at least one year of service. Duties include regular attendance at monthly meetings via teleconference and ownership/contributions to chapter reviews and updates. Contact Diane Wolfe, Legal Reference Manual Committee Chair at [diane.wolfe@allina.com](mailto:diane.wolfe@allina.com).

By: Diane Wolfe, RHIA  
~2015 Legal Manual Chair

# ICD-10/CODING

## *Volunteers Needed!!*

The Coding KFA is in need of volunteers. The Coding KFA is focused on providing meaningful coding education and resources to MHIMA members. We are looking for members interested in brainstorming ideas for coding education, the coding webpage on the MHIMA website, help with the planning of bootcamps and to work on the questions submitted for the Coding Roundtable sessions. The Coding KFA generally meets via audio conference once a month. If you are interested in volunteering on this committee, please e-mail Katie Kerr at [kkerr@css.edu](mailto:kkerr@css.edu) or Gina Hale at [Gina.L.Hale@healthpartners.com](mailto:Gina.L.Hale@healthpartners.com).

### **ICD-10 Committee Update & Upcoming Events**

The MHIMA Coding KFA has been really busy and have many offerings for our members.

#### **ICD-10 Refresher Webinar Series**

MHIMA has partnered with Himage Solutions to provide 18 webinars on ICD-10 to fully prepare you as coding professionals to identify and assign ICD-10-CM and PCS codes. The webinars cover PCS and CM as well as some specific chapters and documentation challenges. Once purchased you can watch the webinars at your own pace and would be a great way to educate a department as well as remote coders. The webinars will be available to purchase through October 2015. Webinar #1 and #2 are great for preparation for the boot camp event in January! There are multiple webinar packages available for purchase. Don't miss this great opportunity for additional ICD-10 training! Visit [www.mnhima.org](http://www.mnhima.org) for information on how to register for this event.

#### **ICD-10 Bootcamp January 29-30, 2015 at The College of St. Scholastica, St. Cloud, MN campus**

MHIMA has partnered with Himage Solutions to provide a 2-day ICD-10 boot camp to fully prepare you as coding professionals to identify and assign ICD-10-CM and PCS codes. Attendees of the workshop will learn the fundamentals of the ICD-10-CM and PCS systems, and will complete exercises to help enhance your ICD-10-CM and PCS coding skills. The event will be on Thursday, January 29 and Friday, January 30, 2015, at the College of St. Scholastica, St. Cloud Campus (driving directions can be found here). There is a block of rooms reserved at the Americinn in Sartell (119 Lesauk Drive, Sartell, MN 56377); call toll free to make reservations: 1-800-634-3444 or contact the hotel front desk: 320-259-0877. Visit [www.mnhima.org](http://www.mnhima.org) for information to register for this exciting event.

#### **Do you have a coding question or a need help coding a specific case?**

If so, submit it to the Coding KFA for discussion at an upcoming Coding Roundtable. The next Coding Roundtable is scheduled for Wednesday, January 21st, 2015 from noon to 1:00p.m. The Coding KFA will facilitate discussion about ICD-9 and ICD-10 topics that have been submitted by MHIMA members. The Coding Roundtable sessions are free and you can earn 1 CEU for attending. If you would like to submit a question or case, please e-mail it to [executivedirector@mnhima.org](mailto:executivedirector@mnhima.org). Please visit our webinar page for more information and to register for this free event.

#### **ICD-10 & DSM-5 in the Behavioral Health Setting Webinar**

Brooke Palkie, Ed.D, RHIA, and Katie Kerr, MA, RHIA will discuss ICD-10 and DSM-5 in the Behavioral Health Setting. This online event will occur on Thursday, January 22, 2015 from 12:00 to 1:00PM. The webinar agenda is as follows:

- Dispelling Common Misconceptions
- Highlighting the changes from DSM-4 to DSM-5
- Highlighting the changes from ICD-9 to ICD-10
- ICD-10 and DSM-5 – Documentation and Z codes

Visit [www.mnhima.org](http://www.mnhima.org) for information on how to register for this event.

By: Katie Kerr, RHIA

~2015 Coding & Data Quality KFA

# ICD-10/CODING

## Coding Webinar Summary

The MHIMA Coding KFA continues to sponsor coding webinars. On November 6th Brooke Palkie, Ed.D., RHIA and Katie Kerr, MA, RHIA presented “Mental & Behavioral Health ICD-10 and the DSM-5.” The webinar reviewed some common misconceptions about ICD-10 and DSM-5, highlighted the changes from DSM-IV to DSM-5 and ICD-9 to ICD-10 and provided an overview of Z codes and documentation for ICD-10 & DSM-5. This webinar will be offered again on Thursday, January 22nd from noon to 1:00p.m. On December 18th Kim MaGee, RN, Ben Anderson, RN and Sally Hamilton, AS, CCS, AHIMA Approved ICD-10 Trainer presented “Maximizing SOI and ROM using an Integrated CDI Program.” This webinar addressed Severity of Illness and Risk of Mortality scoring, the capture of SOI & ROM, how an APR-DRG is different than an MS-DRG, the impact to reimbursement, DRG mismatch during concurrent review, quality improvement and finally addressed how Park Nicollet Methodist is managing this. If you were not able to attend the “live” webcast, an archived copy is available for purchase at a rate of \$49 for members or \$89 for non-members. The MHIMA is planning additional webinars – stay tuned for upcoming communications!

By: Katie Kerr, RHIA

~2015 Coding & Data Quality KFA



## ICD-10 Update – What you did helped!

First off, on behalf of MHIMA, thank you so much for all the work and effort you put into contacting local legislators and telling them how important the implementation of ICD-10 in the United States is. We had a great turn out for MHIMA as well as for AHIMA – and we really made a difference! Congratulations to all of you! It is exciting to see everyone support our profession and today’s healthcare!

In December 2014, a spending plan bill for healthcare was proposed to Congress. The bill raised fears that language would be added to delay the implementation of ICD-10 due to the fact that a select group of physicians and physician groups were advocating for a 2 year delay of the implementation of ICD-10. Additionally, some state medical associations were pushing and advocating the delay of ICD-10. With little time to react, 71,000 AHIMA members took to Twitter, Facebook, E-mail, phones, and paper to write, tweet, and e-mail the legislature to tell them how important ICD-10 was.

On December 12, 2014, The Cromnibus bill (spending plan for healthcare) was passed by the US House of Representatives. It did not include any information or language to delay ICD-10. On December 15, 2014, the bill passed the US Senate with no language for the ICD-10 Delay!!!! This was a HUGE milestone in the goal of no more ICD-10 Delays!

The legislative session will begin again in 2015, and we need to continue to advocate and promote the implementation of ICD-10. There is a lot of buzz and talk about wanting to delay the implementation or even skip ICD-10 implementation and go straight to ICD-11. Continue to use the advocacy assistant AHIMA has – contact your legislative representatives in any way you can – e-mail, phone, tweeting, Facebook, mail...the opportunity is endless! Advocacy Assistant - <http://capwiz.com/ahima/home/>

By: Danika Brinda, MA, RHIA, CHPS, HCISPP

~2015 Advocacy Committee Co-Chair

# CAREER INFO

## Telephone Etiquette

Good telephone etiquette should be universal with common sense coming into play. It makes no difference if it is a business office phone, personal phone, or cell phone, make good manners a priority.

- It is very courteous to identify yourself at the very beginning of calls. Give your name when the telephone is answered and before asking for the person you wish to speak to.
- Smile as it will come through when placing or answering calls. Use a pleasant and friendly tone even when you don't feel that way.
- Never be rude to a caller, no matter how nasty they are. Always handle yourself in a professional manner.
- If you must place a caller on hold, ask permission first and then thank the party for holding when you return.
- It is better to return a call than to keep someone on hold too long. A phone ring back is a signal that you have kept them on hold too long.
- Make it a policy to return all calls when you had promised.
- Do not let an office phone ring more than three or four times.
- Do not eat or chew gum while making or receiving calls.
- Dial carefully to avoid getting a wrong number and inconveniencing someone. If you do get a wrong number, apologize, and hang up promptly.
- Calling a business at or near closing time is not thoughtful. Most likely you will be delaying someone's departure and you may not get a happy response.
- When leaving a message, repeat your name and telephone number slowly. Nothing is more irritating than replaying a message more than once to get the information.
- Always have a pen and paper handy to jot down messages if necessary.
- If the caller does not identify who they are, there is a nice way to find out who is on the other end. "May I ask who is calling" sounds much nicer than "Who's this".
- I am getting old and I find it irritating when I place a call only to find out the intended receiver is using an answering machine to screen their calls. I would much rather have the person answer their phone and ask if they could return a call later.

As with many things in life, a gentle manner (and good manners) will put you on top of any game.

By: Carolyn Gaarder, MA, RHIA

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

**MHIMA**  
**Job**  
**Bank**

# STUDENT PAGE

## 2015 MHIMA Scholarship Forms Available Now!

MHIMA is pleased to once again remind our eligible students of our 2015 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 GPA

You can find links to all of the scholarship application documents from our website Scholarship page.

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 2015, and the scholarships will be recognized at our MHIMA Annual Meeting on April 30, 2015, at the Treasure Island Resort and Casino, Red Wing, MN. The person being awarded the scholarship will be eligible to attend our Annual Meeting on Thursday, April 30, 2015, 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 July issue of the MHIMA Connection.

All application materials must be received on or before February 28, 2015. No applications will be considered after this date.

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

By: Christina Wallner, RHIA

~2015 Delegate Director & Scholarship Program Chairperson

**Did You  
Know?**

www.mnhima.org has a page dedicated to information about the MHIMA Scholarship Program. Just go to Education-->Scholarships.

Also, all students should check out the agenda for Thursday of the 2015 Annual Meeting. There are speakers and tracks on Thursday that are dedicated to student education and career preparation!

# STUDENT PAGE

## **A Look at Certifications/Credentials: Which One is Right for Me?**

When starting in health information technology (HIT) or health information management (HIM), career direction can be challenging to consider. Add to this the question and expense related to certification, figuring out which way to go can be downright overwhelming. To help make sense of some of it, here are some answers to frequently asked questions about credentials in the HIM profession.

### **What is certification or a credential?**

A certification or credential is a formal statement of qualification used to show a person's expertise and skill level in a particular field or in a specialized area within the field. Credentials show to prospective employers that a person has successfully demonstrated a level of knowledge that is defined as meaningful and agreed upon by industry professionals.

### **What are the credentials in the health information management field?**

Credentials can be "academically-based" meaning, they require a college degree to earn, and they can be "certificate-based," which do not necessarily require a degree, but typically require work experience. In the healthcare industry, different professional associations will often have their own certification processes/credentials. As one of the longest-standing health information professional associations, AHIMA has two academically based (RHIT and RHIA) certifications, three coding certifications (the entry-level CCA and the more advanced CCS and CCS-P, and four specialized certifications.

### **Are credentials truly needed or worth it?**

In today's environment, certification in HIT and HIM areas is becoming more frequently sought and expected of HIM professionals. Resumes can be scanned and eliminated by a computer, so having a credential can be a significant step in "getting in the door" if you are new to the career. For those who have worked in the field, obtaining a certification formalizes your expertise based on an industry standard.

As with a degree, your reason for obtaining a credential often determines its value. Most professionals who obtain certification as a way to improve their skills and to achieve mastering a subject find that it is a worthwhile effort. Credentials do not guarantee a job, but they do speak to your level of commitment and knowledge, which are traits that help in landing a job.

### **Which one should I get?**

The most important part about deciding this is to start by considering the career path you are interested in, and whether you prefer to have a wide range of knowledge in several areas (such as occurs with the RHIA or RHIT) or to specialize in a specific area. There is no single path when it comes to developing an HIM career.

For the best possible help and consideration, AHIMA has several web pages devoted to the HIM, coding and specialty certifications: what they are designed to show and what education and/or work experience may be required to earn them.

Visit AHIMA Certification for more detail on each.



By: Laura Blabac, MA, RHIA

~2015 President-Elect & Emerging Topics KFA

# MARKETING/ COMMUNICATIONS

## **Mentoring Program**

I am so excited to tell you about MHIMA's new mentoring program! When I was a student, I could not imagine thinking I was fully prepared to have a career in HIM. It seemed like there were so many things I didn't know. It would have been so helpful and reassuring to me to be connected to someone that was already working. Someone that could listen to my doubts, fears and questions and help walk me through them. Recently I hosted my first HIM student as a manager and I realized other students feel that same way I did.

I made the decision to volunteer with MHIMA about five years ago. As I look back, I know it was one of the best decisions I ever made because it gave me access to multiple mentors and I did not know it at the time. These people have helped me grow both personally and professionally and I will always be grateful. As the Marketing & Communications Key Focus Area Coordinator, developing a mentoring program became a task for me. Remembering how I felt as a student fueled my eagerness to start this program! I knew there must be other students and new professionals that want this, too.

The other thing that working and volunteering has taught me is that HIM professionals are eager to share their knowledge! In my opinion, we have some of the most engaging people in our profession. We love to see our peers succeed! Therefore, I knew that my fellow HIM professionals would want to become mentors.

That is enough of the history, the mentoring program is officially started! We already have a few volunteers but we want more! There is a new page on [www.mnhima.org](http://www.mnhima.org) under Members, Mentor Program. It is easy to sign-up. Just complete the form. Please read the instructions, and include as much information as possible. For sure, we need to know if you want to be a mentor, or you are looking to be mentored. This form gets sent directly to me and I will be in contact with you within a few days. We will discuss in more detail the type of match you need. Once I have someone signed-up that will work well with you, we will connect you! Then the rest is up to you!

Please feel free to contact me ([amanda.maas85@gmail.com](mailto:amanda.maas85@gmail.com)) or MHIMA ([executivedirector@mnhima.org](mailto:executivedirector@mnhima.org)) if you have any questions about the program.

I really hope that this program gets a lot of participation and people can experience the benefits that we envision!

By: Amanda Maas, RHIA, CHPS  
-Marketing & Communications KFA Coordinator

## **Vendor & MHIMA Booth Update**

A small group of us traveled to Treasure Island Resort and Casino to ask questions and view where we will be set up. The space is very nice and very smoke free! Our MHIMA booth will be directly across from Registration and the bathrooms. We have enough room for 40 vendors. So if anyone knows of a service area that could benefit from this conference please let us know about them. We will be happy to reach out and let them know how they can participate.

In the meantime we have been busy reaching out to vendors for the upcoming conference in 2015. We currently have six vendors that have registered and we expect more. MHIMA is lucky to have a great membership that we can show off to our vendors when they come to our conference.

We are also narrowing down our marketing items for this conference. We do have a limited supply of the polar fleece jackets still available in sizes Large and X-Large. They would be \$15 if you are interested and missed out on this hot item last year.

Again thank you for letting us know of any potential vendors for the 2015 conference. See you in April!

By: Lorna Clodfelder, RHIT  
-Marketing & Communications Co-Chair

# MHIMA REGIONS

## Website TIP

Curious about the MHIMA Regions? Check out the webpage! Go to [www.mnhima.org](http://www.mnhima.org) click on Members, then MHIMA Regions to find out more information.

### It's a Wrap

I have just completed my term as President of MHIMA Region D. What an experience it has been. I am so glad I stepped out of my comfort zone and volunteered to be an officer, Vice President of the Central Minnesota region. Thank goodness Rosalie Jaenisch and Jeri Romano were there to show me the ropes!

Our Region meets twice a year once in the spring and again in the fall. We try very hard to mix up where we meet. We've held our meeting in Brainerd, Mora, Sartell, any where we can find room; from Chapels to educational meeting rooms. A super big thank you to our gracious hosts; all have been a real pleasure to work with, allowing us to disrupt the facility so we can gather together for our all-day agendas.

Our attendance has been growing each and every event; we had 75 attendees for our October meeting, WOW! Our goal is to provide 4.5 to 6 CEUs for each meeting, time for networking for our student attendees to meet our professional hiring members, good food, and an exciting day of learning. We have been fortunate to obtain some really interesting speakers throughout the past four years. Topics such as work place ergonomics, meaningful use, ICD-9 and 10; we've played games and won prizes.

I am so very glad I got to work with such wonderful people, most recently Geri Hotz and Christina Wallner, our MHIMA liaison. Ranelle Bauer, our past liaison, traveled threw a huge snow storm to support us. Gotta love those late fall meetings in Minnesota! Jeri Romano is our current president, Lori Diederichs is our Vice President/Treasurer and Carman Seward is our secretary going forward. I am excited to continue to support our region and know I will continue to appreciate and enjoy the meetings to come.

Let me conclude with a message to our Region D membership; Thank you for taking time away from your work or your school to support our organization. Please consider volunteering for an officer position, it is well worth your time. Continue to suggest what HIM areas you are interested in learning about on the meeting evaluations as this is vital for the officers to provide the agendas you want to participate in.

By: Brenda Peschl, MA, RHIA  
 ~Region D President  
 2015 Annual Meeting Co-Chair



**MHIMA wishes to extend a very big thank you to all of the volunteers on our Board of Directors, Regions and Key Focus Areas (KFAs). We really appreciate all of the time and effort that you dedicate to this organization. We could not do it with you!**

# VOLUNTEER HERE

## CALL FOR NOMINATIONS FOR MHIMA BOARD OF DIRECTORS

The MHIMA Nominating Committee is seeking names of individuals interested in having their names placed on the ballot for our MHIMA 2015 election. Positions open are:

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

Nominees for President-Elect must be active MHIMA members with an AHIMA-approved credential, have been a MHIMA board member within the last five years, a MHIMA committee chair within the last three years, or active in an AHIMA volunteer role within the last three years. This is a significant leadership position, expected to provide 80+ volunteer hours per year. Serves as a MHIMA delegate to the AHIMA House of Delegates (HOD). Attends AHIMA's leadership and team talks events. As President, has responsibilities on a weekly basis, including chairing the bi-monthly MHIMA Board meetings, leading the annual MHIMA strategy planning meeting, presiding at the MHIMA annual business meeting, as is the chief delegate to the AHIMA HOD. Some travel is required, both in-state and to AHIMA events. As Past-President, chairs the MHIMA Nominating Committee and serves as the KFA for Advocacy and Collaboration.

Delegate Director nominees must be active MHIMA members with an AHIMA-approved credential, have been a MHIMA committee chair, held another elected office, or have been a regional officer within the last three years. These positions are expected to provide 80+ volunteer hours per year. Delegate Directors chair the MHIMA Bylaws Committee, Scholarship Committee, and provide liaison to the regional associations. They serve as MHIMA delegates to the AHIMA HOD and attend AHIMA's leadership and team talks events. Some travel is required, both in-state and to AHIMA events.

Secretary nominees must be active MHIMA members with an AHIMA-approved credential. This position is expected to provide 15-40 volunteer hours per year. The Secretary attends all Board, planning and annual business meetings, takes minutes, and participates in all Board decision making. Some travel may be required in-state to Board and planning meetings.

Treasurer nominees must be active MHIMA members with an AHIMA-approved credential. This position is expected to provide 40-80 volunteer hours over a two-year term. The Treasurer attends all Board, planning and annual business meetings, attends and chairs Finance Committee meetings, attends annual budget meetings, and reviews periodic financial reports presented to the Board. The Treasurer presents the annual Treasurer's Report to the membership at the Annual Meeting. The Treasurer receives monthly bank statements, confirms reconciliation of money market account with Executive Director. The Treasurer confirms that all required tax returns are completed and filed as required. Some travel may be required in-state to Board and planning meetings.

The election occurs in March and the elected positions take office on July 1, 2015. If you are interested, or want to recommend someone for consideration, please contact Danika Brinda at [dbrinda@css.edu](mailto:dbrinda@css.edu) no later than January 26, 2015.

**Website TIP**

The current Board of Directors with pictures and email contact information is listed on [www.mnhima.org](http://www.mnhima.org). Just click on MHIMA then About MHIMA.

# VOLUNTEER HERE

## Delegate Director Role

In the past 2 years I have been asked a few times to explain the role of the Delegate Director, and what my responsibilities are as a Delegate Director, so I thought an article for the newsletter would be a perfect place to share all about the Delegate Director role.

The MHIMA Board of Directors has 3 Delegate Directors, and each Delegate serves a two year term. The Delegate Director is an elected position and MHIMA members vote each year for open Delegate Director Positions. Throughout the year the Delegates are responsible for chairing the Bylaws Committee, Scholarship Committee, and creating communication for regional presentations. These responsibilities are split between the Delegates. The Delegates divide the Minnesota MHIMA regions and provide a MHIMA update at each of the regional meetings, and also answer any questions that the regional members may have. Delegates are also required to attend MHIMA Board meetings and actively participate in discussions and are a voting member of the Board. In addition, Delegates are also members of the AHIMA House of Delegates, which is lead by the AHIMA Speaker of the House. Throughout the year we are asked to take part in Delegate phone calls, review practice briefs, and participate in voting for items that require a vote.

Each year the Delegates attend the AHIMA Summer Leadership Symposium in Chicago, as well as the House of Delegates meeting during the AHIMA National Convention. During these meetings we work through an agenda set by the Speaker of the House and often provide input on AHIMA's strategic plans, and this input is utilized by the AHIMA Board of Directors. During these meetings we have an opportunity to meet with Delegates from other states and share success and ideas on how to advance our state association. The Delegates end our year with the MHIMA Annual Meeting where we actively participate within the MHIMA Business Meeting and enjoy interacting with all the MHIMA members.

It is an honor to be a Delegate Director and I have thoroughly enjoyed the opportunity to meet so many of our MHIMA members as well as other AHIMA members throughout the United States. I encourage everyone to run for Delegate Director!

By: Kristi Lundgren, RHIA  
~2015 Delegate Director, 2nd Year

## Serve AHIMA in 2016

The 2015 Nominating Committee is seeking qualified individuals for the 2015 AHIMA ballot for positions of AHIMA President/Chair-elect, three Directors for the Board of Directors, two Commissioners for the Commission on Certification for Health Informatics and Information Management (CCHIIM) and one Speaker-elect to the House of Delegates.. Find more information about these positions in the Application to Serve. All nominations are due March 31, 2015. Consider giving back to your Association. For additional information, contact [Volunteer.Services@ahima.org](mailto:Volunteer.Services@ahima.org).

Thank You,  
Sue Powell, RHIA  
~2015 AHIMA Nominating Committee Member

# MHIMA CALENDAR



JANUARY 7TH

Annual Meeting Planning Committee 3-4 pm

JANUARY 21ST

Coding Roundtable 12-1 pm

JANUARY 22ND

Webinar: Review of ICD-10 & DSM in the Behavioral Health Setting 12-1 pm

JANUARY 23RD

Board Meeting

JANUARY 29TH - 30TH

ICD-10 BOOTCAMP

FEBRUARY 4TH

Annual Meeting Planning Committee 3-4 pm

MARCH 4TH

Annual Meeting Planning Committee 3-4 pm

MARCH 20TH

Board Meeting