



MHIMA Uplink

January 2013

## Welcome!

Welcome to the **January 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.

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## MHIMA Vision &

## President's Message



Ranelle Bauer, RHIT  
President MHIMA

Ranelle Bauer, RHIT, MHIMA President

Happy New Year!

I hope everyone had a safe new year!

It was a quiet month. This will be a short article from me. We are actively working on the Annual Meeting that will be held in Hinckley on April 24<sup>th</sup> – 26<sup>th</sup>, 2013. The Annual Meeting committee is doing a great job and will have another fantastic meeting.

We had an external audit done this year due to the Executive Director position changing. Everything with the audit came back well.

Senate file 44 was introduced on 1/17/13. This is a change to copy fees again. Sue Jensen is working on a statement on behalf of MHIMA to respond to this.

So it looks like we have a very busy month ahead of us!

## 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

Stay healthy!

Ranelle

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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 for the meeting. 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.

The program is packed full of presentations on topics relevant to HIM professionals. Click here for [Online Registration](#).

Mark your calendars and register now!

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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



Amy Watters, MA,  
RHIA, FAHIMA

## The MHIMA Member in the Spotlight for January is Amy Watters, MA, RHIA, FAHIMA

### Title: Assistant Professor and HIM Graduate Program Director at the College of St. Scholastica

I teach graduate courses in Health Information Management, both on-line and face-to-face. I teach courses related to technology in healthcare, and research and writing. I also teach a graduate seminar course which is the capstone experience for students who are completing the program. The other part of my job is to administer the HIM Graduate Program which entails overseeing the program's curriculum, managing faculty and academic advisors, and working with students throughout their time in the program.

I have both a bachelor's and a master's degree in Health Information Management from the College of St. Scholastica. I am currently enrolled in a doctoral program in Education at Hamline University in St. Paul. I am a RHIA, and a Fellow of AHIMA. Over the years I have worked in a variety of positions in the HIM profession, including release of information, HIM and admitting management in acute care settings, product management at a software and consulting firm, and

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

HIPAA security at a multi-specialty physician group. I have been in my current position at St. Scholastica for 6 years.

One of the things that I love about the HIM profession is the diversity of opportunities in the field. If you are open to new challenges, the possibilities are endless. My goal as an educator and program director is to provide a space where students can explore the many facets of HIM, learn to embrace lifelong learning, and thrive in an environment that is constantly changing.

Being a part of MHIMA is vital to remaining connected with colleagues and staying on top of the latest happenings in the profession, both locally and nationally. I have been involved with MHIMA in various ways at various points throughout my career. Through my involvement I was able to develop valuable skills, including project management, problem solving, and team building. I have made connections with other professionals, and found lifelong friends. I know that when I need assistance or support my MHIMA community will be there.

As a current doctoral student I don't have much time for anything other than studying these days, however, I do enjoy curling and cross country skiing in the winter and camping and golfing in the summer. I also I also enjoy reading, and traveling, and spending as much time as possible with my family.

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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:

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

- 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: <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

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

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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### **2013 Call for Nominations for Board of Directors**

The MHIMA Nominating Committee is seeking names of individuals interested in having their names placed on the ballot for our MHIMA 2013 election. Positions open are:

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

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

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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, 2013. If you are interested, or want to recommend someone for consideration, please contact [Gina Sanvik](#) no later than January 27, 2013.

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## **Call for Nominations for 2013 Distinguished Member**

The MHIMA Nominating Committee, chaired by Gina Sanvik, Past President, is seeking your recommendation for an individual deserving of being recognized as MHIMA's 2013 Distinguished Member. This is a way to recognize excellence within our professional association.

The 2013 Distinguished Member will be celebrated on April 25, 2013, at our annual meeting at the Grand Casino Hinckley Hotel and Convention Center.

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, 2013 to [Gina Sanvik](#). To view the list of previous MHIMA Distinguished Members, [click here](#).

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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](mailto:andrea.heikkinen@yahoo.com) .

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**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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