MHIMA CONNECTION
FALL 2015

Proud to be a member of MNHIMA The College of St. Scholastica
Save the Date for the 2015 NEMHIMA Region B Annual Meeting

The Northeastern Health Information Management Association would like to invite you to the Region B Annual Meeting being held at the College of St. Scholastica (Duluth, MN) on Thursday, November 19, 2015. The conference is being held in Somer’s lounge and will offer the opportunity for networking and collaboration with other professionals and the receipt of 5 CEUs. Registration will be held from 7:30-8:15 and lunch will be available. Please watch your email for more information on registration and the agenda. We hope to see you at this year’s meeting!

For more information on attending the meeting please contact Diana Wark in the CSS HIM department: 218-723-6759, dwark@css.edu.
President’s Message
by: Laura Blabac, MS, RHIA, CHDA

Welcome to Fall 2015, a tremendously exciting time in HIM history! As I write this message, we are officially 12 hours away from the implementation of the ICD-10 coding system in the United States, and by the time you see this, it will be a reality. It has been a long time in coming, but we’re finally here! Thank you to the many, many individuals who have worked hard over several years –the last year in particular –to advocate for it, to educate about it, and to prepare us for this point: we would not be where we are today without your efforts. While the next several months will undoubtedly offer some challenges as we get used to the new system, I hope everyone’s first weeks go as smoothly as possible as we transition. Good luck everyone!

The MHIMA BOD and Key Volunteers have been hard at work since summer, attending the leadership symposium, developing our strategic plan, representing Minnesota HIM professionals at the House of Delegates meeting during the 2015 AHIMA Convention, participating in key discussions around HIM profession governance, preparing for next year’s Annual Meeting and beginning to plan the multiple activities for 2015-2016 designed to fulfill our mission to support you.

A common theme we continue to encounter is HIM without Walls. The profession is clearly experiencing rapid change in response to the many changes in healthcare, and MHIMA is working to align our strategy to support AHIMA’s five pillars of Information Governance, Innovation, Informatics, Leadership and Public Good, and in doing so, to provide resources, tools and education to support the evolving HIM profession in your organizations.

Other updates and notices:

- **We're getting more social!!** If you haven’t yet, be sure to “Like” our Facebook page (MN Health Information Management) and follow us on Twitter, @MNHIMA to receive reminders and informational posts.

- **Follow Us on Engage!!** Minnesota has its own Engage Community among the many others that exist on different topics. These are great places to connect to other professionals who may share and have answers to questions we all experience in our work.
President’s Message (continued)  
by: Laura Blabac, MS, RHIA, CHDA

- Be sure to update your AHIMA Profile!!  We continue to be very active in email communication, and if you have opted out, you might not be aware of the many opportunities for education/CEU’s, volunteer opportunities, or notices about HIM-related topics or activities happening within Minnesota. Take a minute to make sure your AHIMA profile is up-to-date and that you’re setup to receive communications from us!

-Consider volunteering!!  It takes many tasks, projects and people to bring to life the resources, webinars and meetings to our membership. Please consider joining a committee or helping out with some of their to-do list items. Many hands make light work, and you’ll be developing skills and networking to support a lifetime of professional activities. All are welcome!  For more detail, check out the MHIMA Volunteer page.

In the meantime, I hope that everyone is enjoying the beauty and colors of fall. More to come as plans get underway – and as always, email me if you have any questions or comments at lebMHIMA06@gmail.com.

Best,

Laura

Tech Tip: DATEDIF  
by: Diane Wolfe

Need to know how much time is between two dates or times?  Excel has a nifty little function called DATEDIF.  This is particularly handy for figuring out turn-around times.

The syntax for this function is:  =DATEDIF( start_date, end_date, interval )

Let’s say you have a column A that contains the patient’s admission date and time, and column B that contains the patient’s discharge date and time.

To find the difference in days, the formula is:  =DATEDIF(A1,B1,”D”)
Save the Date for the Annual Meeting!
April 27-29, 2016
Mayo Civic Center and Kahler Grand Hotel
Rochester, MN

Join us as we “Remember the Past: Embrace the Future” at the MHIMA Annual Meeting at the Mayo Civic Center and Kahler Grand Hotel in Rochester, MN. The event will take place from Wednesday, April 27th-Friday, April 29th.

MHIMA is inviting individuals or companies to submit presentation proposals for speaking consideration. Visit the MHIMA Website (Conferences and Events > Annual Meeting > Call for Speakers) to complete the Call for Speakers form if you are interested in presenting. You can also email Ranelle Brown (ranelle.brown@allina.com) or Gina Sanvik (gina.sanvik@ahima.org) if you have ideas of presenters or topics that you would like to see at the Annual Meeting.
How to Make Your Resume Work for You
by: Carolyn Gaarder, MA, RHIA

What was a shining example of a resume may be outdated in this technology age. Human resource departments now may use resume screeners who can scan a resume for keywords and phrases in a few seconds. A resume has become a buyer/seller situation. Here are few tips to help you get into the current mind set.

• Forget the fancy resume paper. Many resumes are now submitted electronically and often it is the preferred format. But it is still a good idea to print a couple of copies of your resume and take them with you to the interview. Plain white paper will do.
• Since cell phone service is now much more reliable, using a cell phone for an interview is very common today. I recently read an interesting piece of advice which stated that you would come across better on any phone if you stand or pace since psychologically movement will give you more energy. Just don’t let yourself get distracted by keeping notes handy.
• Forget tacking on “references available on request”. If an employer is interested, they will ask for references and request a background check. No need to list every past employment unless it directly related to the position being applied for. Generally speaking, consider 10 years as a cut-off point. However, since your resume is a sales pitch, any obvious gaps should be explained with phrase such as “family duties”.
• Write in your regular natural language. Make sure to use correct grammar and use only standard abbreviations.
• Always use spell check and then ask someone you trust to read it over.
• Since a resume is a sales pitch, it is not always a good idea to use the same resume for every job that you apply for. This does not suggest that the facts are changed, but maybe the emphasis should change to more closely align with the job that you applying for.
• It may not be necessary to have a professionally done resume. There are templates available online. Keep it simple. Allow enough white space to make your resume easy to read or scan.

Ho hum words not to use. Recruiters do not want to see: team player, think outside the box, go-getter, results-driven, and hard worker. These words focus on soft skills of the applicant. Instead, consider the following: achieved, improved, created, resolved, or negotiated. These words communicate action that the applicant could bring to the new position.

Stand up, tell them who you are, and what you can do! Good luck!
Credential Spotlight: CHPS

Each quarter we will be featuring a different credential offered by AHIMA. This quarter, we will take a look at becoming Certified in Healthcare Privacy and Security (CHPS). According to AHIMA, “The CHPS credential:

- Denotes competence in designing, implementing, and administering comprehensive privacy and security protection programs in all types of healthcare organizations
- Demonstrates a choice to focus and advance by specializing in the privacy and security dimensions of HIM
- Shows a commitment to advancing privacy and security management practices and lifelong learning and professional development”. (www.ahima.org/certification/chps)

Stephanie Luthi-Terry, MA, RHIA, CHPS, FAHIMA recently received her CHPS credential and we took the opportunity to ask her a few questions about the exam.

1. **What materials did you use to prepare and how long did you study prior to taking the exam?** I purchased AHIMA’s modules for the CHPS exam and went through those a couple of times. I also used the Privacy and Security toolkit available via Stratis Health (it is free!), and used the resources available on the HHS website. One of the nice things about AHIMA’s tools is the self-test at the end of each chapter/module. This was very helpful, especially for those areas that I found more challenging than others. There were significant pieces related to “security” in the exam that I felt were not well covered in the materials I reviewed.

2. **How did your current or previous positions help you prepare for the exam?** I’ve been working in HIM for many years. I was the subject matter expert for HIM for HIPAA privacy and security rule implementation several years ago. I assisted in developing many of the foundational policies and procedures related to privacy and security. I continue to be part of workgroups internal to our organization that review current regulations, interpretation and developing operational approach. Privacy and security is inherent to the type of work and roles HIM professionals occupy, and use daily in support of our patient and provider communities.

3. **How do you feel obtaining this credential has helped you in your current position or will help you in the future?** The exam certainly gave me a great appreciation for security! I read somewhere recently that having a “credential” is not always indicative of “knowledge”. I would agree that that is a correct statement. I’m not sure what my future will be however the credential is certainly another indicator of my appreciation for lifelong learning, continual education and knowledge gathering and appreciating that “knowledge” may sometimes be demonstrated by a credential.
4. **What would you say to MHIMA members who are considering obtaining their CHPS?** The exam is very challenging; don’t underestimate the scope of questions asked. Take the time and diligence to study a variety of P&S materials to inform your understanding of the rule. Understand “why” you wish to undertake the rigors of the exam and how you intend to use it. Talk to peers who have taken the exam and who actively work in the field.

5. **Any other comments about preparing for or taking this exam?** Don’t “over-study” and prolong the time you study! I purchased materials and scheduled the exam on the same day. It gave me a focused, specific period of time to study and talk with others, and organize my materials. I studied about 6 hours a week, no more than 2 hours at a time. It helped my retention of the information so that I didn’t feel so overwhelmed by the material. I started to study mid-April and took my test in mid-June. Take a couple of days “off” of studying immediately before the test. Acknowledge early on the difficulty of the exam and know it isn’t the “end of the world” if you need a second opportunity to re-take the exam.

For more information on the exam and resources, visit AHIMA.org.

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**Call for Nominations for Board of Directors and Audit Committee**

The MHIMA Nominating Committee is seeking names of individuals interested in having their names placed on the ballot for our MHIMA 2016 election. Positions open are:

- President-Elect (3 year term)
- Secretary (1 year term)
- Delegate Director (2 year term)
- Audit Committee - 2 members (2 year term)

For more information on the open positions, visit MHIMA.org. The election occurs in March and the elected positions take office on July 1, 2016. If you are interested, or want to recommend someone for consideration, please contact Jean MacDonell at jean.macdonell@granditasca.org no later than January 25, 2016.
2015 Scholarship Winners

Congratulations to the 2015 MHIMA scholarship recipients!

**RHIT Program:**
Cynthia Kennedy  
Saint Paul College  
$750

Cheryl Friendt  
Saint Paul College  
$550

**RHIA Program:**
Regan Holmes-Katz  
The College of St. Scholastica  
$1,000

**Masters HIM Program:**
Lorri Matthys  
The College of St. Scholastica  
$800

Heather Hodgson  
The College of St. Scholastica  
$1,000

Gina Sanvik  
The College of St. Scholastica  
$1,500

You can view the scholarship recipient essays on the MHIMA website under the Education section. Congratulations to the winners!

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The 2016 Scholarship Application is Now Open!

The application and guidelines are now available for the 2016 MHIMA scholarship. Students can download the application on the MHIMA website under Education › Scholarships. The application must be turned in no later than February 28, 2016. If you have any questions, contact the Executive Director at 218-340-1968.
Marketing and Communications Update

The Marketing and Communications team is going strong this year. We have many team members that are assisting with our vendor communication for the 2016 conference that will be held in Rochester, MN. Thank you to those that are helping with this process. Keeping in touch with our vendors is a great way to know what services are available to our members. If there are vendors that you work with in your business, please let us know their information. We would appreciate reaching out to them to see if they would like to participate in our successful conference.

We’ve updated many of the pages on our website. Please log onto the website to see the changes that have been made. If you have any further ideas about what you’d like to see on the website, please let us know.

Social Media is very important to the success of our broad membership. It is a great way to stay connected to what is going on across Minnesota. MNHIMA uses Twitter, Facebook and Instagram to stay in touch and let others know what we have going on. If you would like to post something on one of these sites about a Regional Meeting, National Conference or event going on in your area please email marketing-communications@mnhima.org. Pictures are also encouraged!

Thank you again to our committee members and if anyone has questions please let me know!

Lorna Clodfelder, KFA Marketing and Communications
Lorna.clodfelder@allina.com

Follow us on Facebook and Twitter!
Follow us on Facebook (MN Health Information Management) and Twitter (@MNHIMA) to receive information and keep up with current events!

We gave away 5 MNHIMA tote bags on Facebook in September. Congrats to our winners: Shari Henson, Linda King, Lisa Weber, Donna Sebastian and Cory Bauer!
Another national convention has come and gone, this year in the Big Easy, New Orleans, Louisiana! As always there was a robust agenda with many educational tracks to choose from. Most notably topics focused on Information Governance (IG), Clinical Documentation Improvement (CDI), and ICD-10 post 10/1 after the apocalypse! After the ICD-10 implementation, it’s time to focus on auditing. Find where your providers’ weaknesses are by reviewing what shows up regularly as an issue or if you find yourselves querying the same thing more than once. Now more than ever have clear and open channels of communication and look to give your CDI program a boost, or create one if you don’t already have one as now is a great time. With ICD-10 in place now, most coding professionals with the exception of ICD-10 educators have no experience coding in ICD-10. Hiring managers should be more open to hiring those with less experience now more than ever!

Our President, President-Elect, and three Delegate Directors joined leaders from the other Component State Associations (CSA) at the House of Delegates meeting on Sunday, September 27th. A priority for this year’s meeting was to identify key trends for AHIMA’s Strategic Initiatives: Informatics, Information Governance, Innovation, Leadership, and Public Good. These key trends will be utilized for further strategic planning by the AHIMA Board of Directors for the upcoming year.

Be sure to mark your calendars for next year’s convention in Baltimore, Maryland beginning on October 15th through the 19th. We hope you can join us!

Christina Wallner, Ryan Johns, & Heidi Onsted
ICD-10 Update
by: Coding KFA Co-Chairs, Katie Kerr, MA, RHIA & Gina Hale, RHIT, CDIP

We have gotten over the initial hurdle of the long-awaited ICD-10 transition. We hope that you have all weathered the first couple weeks of the transition to ICD-10 well. You may not truly know how things are going until you hear from the payers but we hope that you are all successful in working through the change. It is our hope that you will share questions and your experiences with us through the Engage (engage.ahima.org) site as well as through our coding roundtables and webinars. We want you all to know that we will be working hard to provide you with continuing ICD-10 educational opportunities. This month we have two new MHIMA Coding KFA members starting, Anita Schmidt and Meredith Lathrop. Anita and Meredith will be co-chairing the monthly coding roundtables. The next coding roundtable is scheduled for Wednesday, October 28th at noon. If you have ICD-10 coding cases or questions you would like assistance on, please send them to Deb Switzer at executivedirector@mnhima.org. Anita and Meredith will ensure they are addressed during one of our upcoming roundtable discussions.

We have a great webinar coming up as well! Please mark your calendars and register for the webinar on Wednesday, November 4th at 12:00p.m. central time. The title of the webinar is, “ICD-10 – First 30 Days – Lessons Learned.” Cortnie Simmons, MHA, RHIA, CCS, CDIP, will be hosting this webinar and will be discussing key areas coders have faced in the first 30 days. She will also address recent coding clinic advice for ICD-10 on CM and PCS. Please come prepared for an open discussion with other coding professionals. More webinars will follow, with another scheduled for November 4th, and we hope that you are able to attend!

Allina Health Receives Grace Award

Congratulations to Allina Health on receiving the Grace Award for Innovation in HIM! Susan Heichert, SVP and chief information officer, and Stephanie Luthi-Terry, director of eHIM business solutions, accepted the award at the national convention in New Orleans.
Upcoming Events

Region E Fall Meeting
October 23, 2015
8:00AM - 3:00PM
Willmar, MN

Coding Roundtable
October 28, 2015
12:00PM - 1:00PM
Online

Region D Fall Meeting
October 23, 2015
8:30AM - 2:30PM
Monticello, MN

NEMHIMA (Region B) Fall Meeting
November 19, 2015
7:30AM - 3:30PM
Duluth, MN

Be sure to visit our website for more information, including registration instructions!

Thank you for your article submissions!
We would like to give our great appreciation for everyone who helped with this newsletter. Special thanks to those who submitted content: Laura Blabac, Savannah Matuszak, Diane Wolfe, Carolyn Gaardner, Stephanie Luthi-Terry, Lorna Clodfelder, Christina Wallner, Ryan Johns, Heidi Onsted, Katie Kerr, Gina Hale, and Deb Switzer.

Do you have an article you would like to submit for the next newsletter or have a topic you would like to see featured? Please email us at marketing-communications@mnhima.org!