2016 Annual Meeting Registration

Registration is now available for our 2016 Annual Meeting at the Mayo Civic Center and Kahler Grand Hotel in Rochester, MN! The meeting will occur April 27-29, 2016. This year, our Wednesday and Thursday sessions will be held at the Mayo Civic Center. Friday sessions will be held at the Kahler Grand Hotel. MHIMA has also reserved a block of rooms at the Kahler Grand Hotel and Rochester Marriott, with discounted rates being offered through April 5th.

Visit our website, www.mnhima.org, for more information and to register! We hope to see you there!
President’s Message
by: Laura Blabac, MS, RHIA, CHDA

So here we are in the dog-days of winter, where everything from water to time seems to freeze and come to a standstill. I’ll admit, while I’ve never been crazy about the cold there’s definitely something comforting about the slow down after end of year activities - particularly since for HIM professionals, the end of year work of managing the after effects of ICD-10 implementation and initiatives such as Meaningful Use rule modifications made for a hectic time. As interoperability moves forward, HIM professionals will continue to be needed to provide strong voice and attention to the information infrastructure needs to support it; patient matching problems, needs and initiatives among them.

Foraging ahead into the new year, MHIMA BOD and Key Volunteers continue to work toward the many activities that will begin to increase (along with warmer weather!): the annual meeting committee is now in full swing, and we’ve continued to have some fabulous coding roundtables and webinars. The 2016 advocacy symposium and Hill Day in DC are right around the corner as well, and MHIMA will have representation at the Hill to ensure our congressional leaders receive feedback on matters that HIM professionals know are central to health information technology and management. A membership survey is also being planned for early this year to touch base on what you as a member are looking for from the association. We hope to hear from you! Finally, we have been working more closely with our Regional affiliates, to establish ways to assist the work that they do to meet your needs.

A few other doings…:

Remembering the Past, Embracing the Future!!
Registration for the 2016 MHIMA Annual Meeting is now open, and will be held at the Mayo Civic Center and Kahler Grand Hotel in Rochester, MN, April 27 - 29. I hear tell that in addition to a great program, the entertainment event is going to be a blast - be sure to register early to get the early bird rates, and come join us at a fun and learning-packed event.

Honoring our Leaders, Planning the future!!
The nominating committee is seeking your recommendations and nominations for our 2016 Distinguished Member and for election candidates interested in helping direct activities and to represent Minnesota in the AHIMA house of delegates. Information about distinguished member and elected BOD officer positions can be found on the MHIMA website. While the time commitment can seem daunting, the challenge and rewards of being involved are incredible. Please consider!
President’s Message (continued)

Be sure to update your AHIMA Profile!!
Annual Meeting notices, Job Openings, News Updates: if you have opted out, you might not be aware of the many 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! To do this: Login to AHIMA and navigate to “My Profile.” At the bottom of the Communication Preference page is where you can select your preferred communication forms from us.

Consider volunteering!!
As we continue to foster an ongoing strategic approach to fulfilling our mission, we have an ongoing need for volunteers who are willing to share their time and talent toward the common goal of providing services and programs for our association and others, and to become a source of expertise for the communities and organizations we serve. Please consider joining a committee or helping out with some of their to-do list items. All are welcome!

In the meantime, bundle up and stay warm by a fire. Or if you’re an outdoor winter play and ice fisher, bundle up and stay warm! As always, email me if you have any questions or comments at lebMHIMA06@gmail.com.

Tech Tip: Count Functions
by: Diane Wolfe

The count functions can be extremely helpful when working with large sets of data or preformatted sheets. If you need to know how many data elements are in a row, column or data set or how many times a specific value occurs. For the data set on the right:

=COUNT(A1:A10) yields the result 7
Counts only the cells with a value in them

=COUNTBLANK(A1:A10) yields the result 3
Counts only the cells with no value in them.

=COUNTIF(A1:A10, “18”) yields the result 2
Counts only cells containing the value 18
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.

We are very excited for this year’s Annual Meeting. We have a great keynote speaker talking on "Survive and Thrive with Humor" by Tim Westhead. I had the opportunity to personally talk to him. He is a very funny guy and should be a great topic. We are close to finalizing our program. We also have great entertainment and theme for this year. We have booked a band for Thursday evening. Ladies of the 80’s will be performing. I encourage everyone to come in their best 80’s gear! Think leg warmers and big hair! I look forward to seeing you all there.

-Ranelle Brown, Annual Meeting co-chair
Call for Nominations for 2016 Distinguished Member

The MHIMA Nominating Committee, chaired by Jean MacDonell, Past President, is seeking your recommendation for an individual deserving of being recognized as MHIMA’s 2016 Distinguished Member. This is a way to recognize excellence within our professional association.

The 2016 Distinguished Member will be celebrated on April 28, 2016, at our annual meeting at the Mayo Civic Center, Rochester, Minnesota.

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, Key Focus Area coordinator, committee chair or member, project or task force chair or member, Engage Community facilitator, or representative of the HIM field at governmental or state healthcare association
• 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, 2016 to Jean MacDonell, jean.macdonell@granditasca.org.

A listing of previous MHIMA Distinguished Members is available on mnhima.org.
Marketing and Communications Update

The Marketing and Communications Team is in full force so far this year. We have updated the volunteer page on our website with a fresh new look. Please go and check it out and while you are there sign up to volunteer. It is a rewarding way to meet other HIM professionals plus grow within the industry.

We have team members busy contacting and calling on vendors for the annual conference that will be held at the Mayo Civic Center and Kahler Grand Hotel in Rochester, MN. I am happy to report that we have vendors who have taken the time to sign up already. This is great news as we roll into January. We appreciate our vendor support so greatly and we love having them join us at our conference. And a special thanks to all that have been in contact with vendors. We will be successful this year with the help of those committee members.

The annual conference booklet will be gearing up very soon. Thank you to Amanda, Brandi and Jennifer for helping with this project! We had the suggestion to be paperless in 2017. We are considering options and seeing what is available for applications or services. If someone has a contact for this kind of work we would love to hear about it!

Amelia Lisi is helping us stay socially connected this year. We have been posting on Facebook, Tweeting and sending out emails to keep our members connected. We do have a YouTube account so if there is something of reference for MHIMA please let us know and we can get that set up. Area Regional Presidents if there are plans for your Region to gather let the Marketing and Communication Committee know and we will post to Facebook and Twitter. This includes pictures of your meetings. It would be nice to see what the other areas are doing and stay connected.

Thank you again to all the M & C Committee members! The support has been appreciated.

Lorna Clodfelder, KFA
Remembering Pat English
by: Kathy LaTour, MA, RHIA, FAHIMA

Long-time HIM faculty member, Patricia R. English, 73, died Thanksgiving Day, Nov. 26, 2015 in Duluth, MN. Pat began working for The College of St. Scholastica in 1969 and served as an instructor and Clinical Coordinator in the Department of Health Information Management until retiring in 1998. Her memorial service was held on December 8 at Our Lady Queen of Peace Chapel on the campus of the St. Scholastica Monastery and the College, a place that she dearly loved. Pat was from Ohio but CSS meant so much to her: she came to campus as a medical record science major in the early 60s and taught most of her career at the College, retiring in 1998. Pat had a lifelong commitment to learning and her field. She was a member of the American Health Information Management Association and served on the Panel of Accreditation Surveyors and as a member of the Editorial Board of the Professional Journal. She served as an officer and committee member for the Health Information Management Associations in Minnesota and Pennsylvania. The Minnesota Health Information Management Association awarded her its Distinguished Member Award in 1994. After retirement Pat volunteered at Daisy Shop at the Benedictine Health Center, and at the Monastery playing bingo and visiting the infirm sisters at Benet Hall. The community at St. Scholastica became her extended family. She loved the sisters, her colleagues at the College and her students as well as her many friends.

Pat was unique and unforgettable! She was independent, opinionated, direct, blunt but always caring, supportive, loyal and a wonderful teacher, mentor and friend. She had a big smile and an infectious, raucous, hearty laugh heard throughout the 3rd floor of Tower Hall.

Pat had a style all her own . . . she loved clothes and shopping and her clothes were fun, dramatic, colorful, stylish! Students and alums often mention that they couldn’t wait to see what Pat would be wearing each day. Her beautiful hair changed colors and styles on a frequent basis . . .often because she decided to chop it off on a whim! Pat loved wearing high heels . . .always stylish and coordinated with her wardrobe. She wore long after she shouldn’t . . .until one day in class she fell off the podium and broke her wrist. That incident and her progressing MS symptoms finally put an end to the high heels but not the colorful wardrobe.

Pat taught introductory courses in the HIM curriculum and her role was to set the bar and “weed out” students who couldn’t make it in the program . . .or to light a fire under them to get them moving. She was tough, demanding, did not coddle and sometimes scared students. . . . until they realized that she ALWAYS had their best interests at heart.

She built strong and lasting relationships with her students and the first thing alums ALWAYS asked over the years was “How is Pat English?”. In fact, after she retired, Pat attended the MHIMA annual meeting each year. She would find a comfortable chair in the lobby, set up her belongings and “holding court”, visiting with alums throughout the day!
Remembering Pat English, continued

I want to share a message that came last week as word of Pat’s death spread. This message came from Cheryl DeRosier Martin who was an undergrad student of Pat’s and subsequently earned her master’s in HIM at CSS:

“ I am so appreciative of what Pat did! What a huge impact all of you made in my life. As I’m sure so many CSS HIM grads do, I believe I needed to be in your program for a reason. And more importantly, I think I came through at the perfect time -- to learn both career and life lessons from incredible women. Don’t ever wonder if you’ve made a difference in other people’s lives. I am just one of thousands. Pat was such a unique individual. If I close my eyes I can see that half smile, half smirk. She actually had me enjoying Medical Terminology. Now that’s a great teacher!!!”

Shirley Eichenwald Maki, Vicki Zeman, Pat and I taught together for many years and forged a life long friendship! Thanks to Shirley and Vicki for sharing their thoughts and memories so this is truly a group effort from her friends. We used the MBTI as a teaching tool and had a lot of fun with it as well. Pat had a distinctly different personality type than the three of us and while that sometimes caused “spirited discussion” but we always worked incredibly well as a team and respected each other and our strengths and weaknesses. Pat rounded us up for lunch every day and had a rule of NOT letting anyone talk ‘business’ during that time period.

She was the HIM department Internship Coordinator for many years and had an incredible sense of what an individual student needed out of an internship and she pushed many beyond their comfort zones to challenge them and help them grow. She developed lifelong relationships with her students and they often looked to her for advice and mentoring well beyond their graduation. One of those who was mentored by Pat over a long period of time was Jeanne Solberg. Before moving to Minnesota, Jeanne worked for Pat in Lancaster, PA. When Jeanne heard of Pat’s passing she sent this message which captures Pat’s personality:

“My heart broke when I heard the news. I hadn’t realized she had declined so significantly over the past couple months. I am sure you heard the story about her always giving me tasks to do such as speeches under the guise that it was, ‘...training me to become President of AHIMA one of these days.’ When I saw her in May, I told her I was getting some pressure to run for president of AHIMA. Being The Pat I know, she looked at me and said, ‘Uh, uh. You’re too old to do that now. Too late. Too late.’ I laughed and realized it was time to take her sage advice. I will miss our chats and her laughs, but feel blessed to have her in my life which in turn has allowed me to meet all of you and my wonderful colleagues and friends at Scholastica.”

Those of us who worked with Pat, who were her friends and her students are blessed to have had Pat in our lives and she will be missed!
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.

Staying Informed

It’s hard to take time in a busy day to get out to the AHIMA Engage Communities to find out what’s going on in our profession or what our colleagues are asking about. Did you know that you can have this information come to you?? There are many communities out there specific to Coding & Reimbursement, Health Informatics, Consumer Engagement/Personal Health Information, Confidentiality/Privacy & Security, Information Governance, HealthCare Leadership & Innovation, Health Information Technologies, and Consumer Engagement. To join a community, simply log on to www.ahima.org and into MyAHIMA. Click on ‘Engagement Online Communities.’ Select the ‘Communities’ dropdown, and then ‘All Communities’ to start, and finally ‘Join’ the ones that interest you. MHIMA’s members-only community is ‘Minnesota.’ Once you’ve joined some communities, in the upper right-hand corner, select the dropdown on your “profile icon” and select Profile. From your Profile, navigate to “My Account” (last tab). Select the dropdown box, and then select ‘Community Notifications.’ When your list of communities displays, you can select individual communication settings for each community.

While you’re in and setting up the ability to hear from your favorite communities, you might want to take the time to setup your profile. Members who opt out of email communications from MHIMA won’t receive emails from us – and they’re a great way to see what’s going on with upcoming events, job openings, and other AHIMA-related information. To know you’re getting information from your state association, navigate to the “About Me” tab, and set your State Association to “Minnesota.” To set your communication preferences, navigate to the Communication Preferences tab. Communications about MNHIMA activities are at the bottom of page of options.

If you have any questions, please do not hesitate to reach out to any of the MHIMA Board members, as we are happy to assist you!

Christina Wallner, 2nd Year Delegate Director
Ryan Johns, 1st Year Delegate Director
Heidi Onsted, 1st Year Delegate Director
Habits That Can Help or Hinder Your Professional Image and Your Career
by: Carolyn Gaarder, MA, RHIA

It isn’t by accident that some people have a more professional shine. They were not born with this polish. They worked at it. Professionalism is hard to define but things that come to mind include:

- Knowing your strengths and weaknesses. After identifying a weakness, make tracks to the person or people who can help you fill the void ASAP.
- Have the confidence to stand up and tell people who you are and what you can do, but never promise more than you know you can deliver.
- Follow through is the next step to doing what you say you will do and doing it when you promised.
- Humor is good but few people would love working with an aspiring stand-up comedian. However, a person who can see the bright side is usually welcome in any situation (and invited out to lunch a lot).
- Take time to think about your appearance as it shows that you are a person who cares for themselves and other people too.

Now consider the habits that may put your career in a holding pattern. Here are some things that come to mind:

- Profanity has no place in a professional world.
- Habitual lateness may be construed as disrespect. Are you telling people that your time is more valuable than anyone else’s? Know your expected time and place.
- Pollyannishness is an old term for too much unrealistic optimism. Avoid putting a false rosy glow on everything.
- Lack of planning leads to disorganization. While planning takes time, lack of planning is a time waster for everyone involved.
- Cheating and lying. Here the only words that come to mind are no, no, and no. Honesty and integrity are paramount in a professional world. Years ago I saw a little poster that said, “Travel the road straight and true and your troubles in life will be few”.

Take heart and always try to put your best foot forward. It will be good for your career.
Credential Spotlight: CHDA

Each quarter we will be featuring a different credential offered by AHIMA. This quarter we will take a look at becoming a Certified Health Data Analyst (CHDA). According to AHIMA, “Individuals who earn the CHDA designation will achieve recognition of their expertise in health data analysis and validation of their mastery of this domain. This prestigious certification provides practitioners with the knowledge to acquire, manage, analyze, interpret, and transform data into accurate, consistent, and timely information, while balancing the ‘big picture’ strategic vision with day-to-day details. CHDA-credentialed professionals exhibit broad organizational knowledge and the ability to communicate with individuals and groups at multiple levels, both internal and external.”

Judith Dokken and Jennifer Robertson both recently received their CHDA credential and have offered their input on the experience below.

1. What materials did you use to prepare and how long did you study prior to taking the exam? Jennifer: I took an AHIMA CHDA Exam Prep Course (at the New Orleans conference) that lasted two full days. After that, I used the Susan White CHDA Exam Prep textbook through AHIMA and completed the online practice exams. I can’t remember exactly how many days it took me, but I was certain to complete all of the online prep questions for all the sections of the exam. Judith: I also took the 2 day CHDA Exam Prep Course (in San Diego a year ago). It was very helpful in pinpointing items to focus on. The CHDA Exam Prep textbook probably has similar information but the instructors in the class were wonderful about sharing their study and exam experience which really helped alleviate some of the stress for me. The prep class shared some other resources available that I likely wouldn’t have found without it. A couple days before the exam I purchased an AHIMA online pre-test which allowed me to get a better feel for the timing of the exam and how fast to move through the questions. This cost $50 or so but was well worth it to give a more real exam than provided with the books I had. I took the exam about 6 months after the prep class but I believe Jennifer’s idea to take the exam closer to the prep class would be beneficial. I studied randomly for about 6 months but really kicked in for about 3 weeks, then took 3 days off work to focus strictly on the exam prep.

2. How did your current or previous positions help you prepare for the exam? Jennifer: My current position did not help me prepare for the exam at all. However, my Master’s classes in Health Informatics at The College of St. Scholastica was a huge benefit to assist me in understanding the basics of the exam prep materials, as well as on the exam itself. Judith: Experience in coding and claims submission helped with some parts of the exam while my experience with analytics and reporting provided strength in other areas. I think it would be difficult to take the exam without some related job experience. I agree with Jennifer that some of the college classes in stats helped with T-test, null hypotheses and other statistical concepts. Using the pre-test to identify areas of weakness is a must.
Credential Spotlight: CHDA (continued)

3. **How do you feel obtaining this credential has helped you in your current position or will help you in the future? Jennifer**: I am confident that the CHDA credential will help me attain a position that requires the skills and abilities that such a credential exemplifies and demonstrates. Even if an employer is not familiar with that exact credential, I will be able to explain that I have achieved a nationally recognized certification in health data analytics. **Judith**: I think this credential helps to stand out as healthcare moves to more and more data analytics used by both providers and payers. When interviewing others, it is difficult to evaluate analytical skills. The fact that the interviewee can do a pivot table and make a chart isn’t a real picture of analytical skills but there isn’t a lot to go on so this credential helps to define the depth of their knowledge.

4. **What would you say to MHIMA members who are considering obtaining their CHDA? Jennifer**: I would say that if a person wants to demonstrate their skills and knowledge in analyzing health data and working with healthcare databases, this is the credential to obtain. **Judith**: That fact that you have the credential exemplifies that analytics is an area of interest/passion for you. Analytics is a growing field and from a professional/career perspective, this field is starting to be recognized and it appears employers may be willing to pay for this specific skill. I started an article this summer to share why a coder makes a good data analyst but just haven’t gotten around to much more than an outline and opening paragraph. I would need to prioritize some time but I think it would be a fun article to write.

5. **Any other comments about preparing for or taking this exam? Jennifer**: I am confident that the combination of taking the exam prep class and completing the online test prep questions from the White text are what helped me pass the CHDA exam. Also, I took the exam while these materials were still fresh in my memory, which I think was critical as well. **Judith**: The materials covered in this credential are very broad from understanding of codes and claims, to reporting, statistics, presentation of data, so focus on your weaknesses and study those. I don’t think you can learn all this from a book and it really does require some experience. I know the testing criteria requires education/experience which I believe is a critical part of success with this exam.

For more information on the exam and resources, visit AHIMA.org.
AHIMA Nominating Committee Seeking Future Leaders

I am writing today, as a member of the AHIMA Nominating Committee, to ask for your help in identifying candidates to serve in AHIMA volunteer leadership positions. The Nominating Committee is searching for qualified active AHIMA members to fill the following roles:

- One AHIMA President/Chair-elect,
- Three Directors for the Board of Directors,
- Two Commissioners on the Commission on Certification for Health Informatics and Information Management (CCHIIM); and
- One Speaker-elect for the House of Delegates

The President/Chair-elect, Director, and CCHIIM Commissioner positions have three-year terms and the Speaker-elect has a two-year term. All terms begin on January 1, 2017. Descriptions, duties, and qualifications for each of these elected positions are available to view on the Application to Serve web page (www.ahima.org/volunteers). It’s easy to apply and/or nominate via the Application to Serve Web page. Once on the Application to Serve web page, just click on the “Elected Positions” tab then click on the nominate or complete application link at the bottom of the “elected positions” web page. Nominations for these positions are due March 31, 2016.

Are there qualified members that you would like to contact and/or nominate? I am also happy to reach out to qualified members so please let me know if you would like me to contact and encourage someone.

Many thanks for your assistance and commitment to AHIMA and the HIM profession.

Sue Powell, RHIA
Member, 2016 AHIMA Nominating Committee
Suzanne.Powell@nuance.com

Why do you volunteer?

I initially started to volunteer for MHIMA because the association reached out to St. Scholastica for assistance with centerpieces for the distinguished membership luncheon. I remember it being my second MHIMA conference, but volunteering as a student gave me the opportunity to understand a little bit more of the mechanics of how everything is put together and the people in the profession. The experience was great - I had the opportunity to network and learn more about project management and the jobs that were available from someone other than my professors. The following year, I began to get more involved, becoming a member of the Annual Meeting and Marking & Communications committees, and since then I have gained so much more exposure to the profession as a whole, the peers/experts in the industry, as well as having the tools and resources in all areas of HIM. -Brandi Bierbrauer, RHIA, CPhT

Interested in volunteering? Visit mnhima.org for more information!
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, Diane Wolfe, Carolyn Gaarder, Ranelle Brown, Lorna Clodfelder, Christina Wallner, Ryan Johns, Heidi Onsted, Katie Kerr, Gina Hale, Sue Powell, Brandi Bierbrauer, Kathy LaTour, Jennifer Robertson, Judith Dokken, Jean MacDonell, 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!