



# New York Health Information Management Association Annual Report

Kim Charland, BA, RHIT, CCS  
2017-2018 NYHIMA President/Chair

NYHIMA Central Office  
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## **OUR MISSION STATEMENT**

To promote the professional excellence of NYHIMA members through education, advocacy, and alliances and to offer an exceptional assortment of members-only benefits and professional resources.

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## **OUR VISION STATEMENT**

To be the organization of choice for all health information managers in New York State.

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## **OUR CORE VALUES**

### **ADVOCACY**

We advocate the importance of quality information, patient's privacy and confidentiality, ethical practices and support collaboration.

### **DIVERSITY**

We recognize the value of bringing members together and we respect everyone as an individual; irrespective of their backgrounds.

### **INNOVATION**

We constantly look for an opportunity to improve, embrace, and shape innovation.

### **INTEGRITY**

We set high standards for our behavior, stand up for what we believe in; remain dedicated and self-controlled, even when challenged.



## **ABOUT NYHIMA**

Since 1935, NYHIMA has been dedicated to promoting the professional excellence of its members through education, advocacy, and alliances, thereby ensuring quality health information to benefit the public, the health consumer, providers, and other users of clinical data.

NYHIMA is a non-profit organization whose membership consists of Health Information Management professionals employed in hospitals and other health care settings throughout New York State.

Our members possess training in the principles of health information management and are certified and/or registered by the American Health Information Management Association (AHIMA). We are committed to excellence in the management of health information for the benefit of patients and providers.

Within NYHIMA, there are nine regions called Component Local Associations (CLAs). The CLAs provide networking and educational opportunities to members at the local level.

NYHIMA is governed by a Board of Directors and its governing documents include the NYHIMA Bylaws.

## 2017-2018 NYHIMA Board of Directors and Staff



**President/Chair**  
Kim Charland, BA, RHIT, CCS



**President/Chair-Elect**  
Jeffery Youngs, RHIT



**Past President/Chair**  
Christine Edwards, RHIA, CHP



**Treasurer/Finance**  
Frances A. Scott, RHIA



**Education/Programs Director**  
Sue Clarke-Kendrick, RHIA



**Communications Director**  
Shea Coleman, RHIT



**Legislative Director**  
Peggy Ann Presbyla, RHIA, CHP



**Angela Kelly**  
Central Office Coordinator

## NYHIMA COMPONENT LOCAL ASSOCIATIONS (CLAs)

NYHIMA is comprised of nine Component Local Associations (CLAs) which serve as an important platform for professional networking and keeping members apprised of local matters that affect health information management.

NYHIMA's CLAs are located throughout New York State and provide members with access to local educational offerings, networking, as well as leadership opportunities. NYHIMA members are encouraged to join their local association which is determined by the county in which he/she is employed and or resides.





## **Letter from the NYHIMA President: Kim Charland, BA, RHIT, CCS**

As President of the New York Health Information Management Association (NYHIMA) it is my privilege to present to you the NYHIMA Board Annual Report for 2017-18. The work that has been accomplished this past year is due to the dedication and commitment of NYHIMA volunteers – members, local leaders, committee chairs and members, section leaders, educators, NYHIMA Delegates, and the NYHIMA Board of Directors (BOD). It has been an honor to serve as the 2017-18 NYHIMA President and to collaborate with these exceptional volunteers. NYHIMA celebrated its 83<sup>rd</sup> year as an association and this year's annual conference theme – Power of the Past, Force of the Future is a reflection on where we have come from and the unlimited possibilities of our future.

With the retirement of the NYHIMA House of Delegates (HOD) last year, NYHIMA replaced the HOD with an Annual Member Business Meeting. The Annual Member Business Meeting is held during Monday's lunch at the NYHIMA Annual Conference so all members can attend. It was my pleasure to be able to host the first one this year. The main objective of the Annual Member Business Meeting is to present a summary of the work accomplished during the year to the members and to hear from the members on any thoughts, comments, questions, etc. that they may have. Details of this year's accomplishments will be found throughout this NYHIMA Board Annual Report however some of the highlights from this year include:

Through the update of the NYHIMA bylaws, the NYHIMA Membership Types were more clearly defined. Notice was given to all AHIMA Members with New York as their designated CSA (Component State Association), that the proposed NYHIMA bylaw amendments would be voted upon electronically in December 2017. The voting and comment period was open throughout the months of December 2017 and January 2018 and on Monday, January 29, 2018, NYHIMA's Amended Bylaws passed the vote and they were adopted into the NYHIMA Membership. The amended bylaws focused on the Membership benefits that NYHIMA Dues Paying Members receive and the benefits that AHIMA members with New York as their CSA receive.

Our focus this year was on evaluating many administrative items and functions of the association and updating them to support NYHIMA association member business. This included; revising and updating the NYHIMA Bylaws (last revision in 2015), Policies and Procedures (last revision in 2009), BOD Job Descriptions (last revision in 2009), and Committee Descriptions (last revision in 2009). We also created new NYHIMA BOD and Committee Transition Packets for when the new NYHIMA Board takes over each July, a Retention Policy, began using Zoom for BOD monthly meeting calls, and performed a member education and app survey (led by Sue Clarke-Kendrick, MHA, RHIA, Education Director and Jeffery Youngs, RHIT President-Elect respectively). We created calendars for the BOD, *Perspectives On-line*, Social Media, NYHIMA and CLA (Component Local Association) Bylaw Updates, and will enhance the 2018-19 Education calendar to include both NYHIMA and CLA programs and events.

The NYHIMA BOD reviewed the website and voted to upgrade it in the Fall of 2018. The Membership Committee was revised and renamed the Member Engagement Committee with an updated description and goals and a draft HIM Awareness Coordinator position was created to promote the HIM profession within New York State and will be finalized in the Fall 2018 as well.

Finances remained strong under the watchful eye of our Director of Finance, Frances Scott, RHIA. Corporate Sponsorships were brought back, and a media kit is being created to reflect the different types of Corporate Sponsorship's available. Sue Clarke-Kendrick, RHIA (Education Director) with support from Jeffery Youngs, RHIT President-Elect, did an exceptional job for the NYHIMA Program offerings this year. A total of 85.5 CEUs were offered and details can be found in the Education section of the Annual Board Report.

NYHIMA membership numbers have remained strong and a NYHIMA membership and student marketing campaigns have been created to utilize this July for membership renewals and to encourage new membership. At the recommendation of our Past President, Chris Edwards, RHIA, CHP, NYHIMA donated \$1,000 to the AHIMA HIRO Fund to support or health information colleagues in Florida and Texas.

Our Communications Director, Shea Coleman, RHIT ensured that our five issues of NYHIMA's Newsletter *Perspectives Online* were distributed (August, November, December, February and April). In 2017-18, NYHIMA showed growth in our three social media outlets – LinkedIn, Twitter and Facebook and there were several opportunities throughout the year to focus and spotlight NYHIMA members through *Perspectives Online* and NYHIMA social media.

Peggy Presbyla, RHIA, CHP, NYHIMA's Advocacy Director was interviewed by *For the Record* regarding the amendment made to NYS Public Health Law which states we may no longer charge for copies of medical records when needed for applying for government benefits. In addition, several Advocacy Alerts were sent to the NYHIMA Membership as well as a survey of what other CSA's are doing for Advocacy initiatives. NYHIMA will use these survey results to establish its advocacy goals for 2018-19.

NYHIMA continues to strive to work and collaborate with local leadership and members across the large state of New York. In September 2017 and in April 2018, the NYHIMA Board of Directors, Local Leaders from each CLA, the NYHIMA Central Office, and representatives from Capitol Hill Management Services met in Albany, NY to hold Leadership Retreats. The Fall Local Leadership Retreat focused on Financial Management and Strategic Planning and the Spring Local Leadership Retreat focused on Membership Engagement, Leadership Development, and Working Together for a Better Future. This year the NYHIMA BOD also established a committee operational structure and introduced the newly developed structure to the CLA Local Leaders at the NYHIMA/CLA Local Leadership Retreat in April 2018. This included opportunities for the local leaders for future Local Leaders Retreats, strategic planning and annual conference hosting and promoting. Collaboration of CLAs and NYHIMA were also outlined in relationship to NYHIMA's Membership, Nominating, Education, Advocacy, and Awards Committees. A CLA bylaws update calendar was also created and provided.

Our President-elect Jeffery Youngs, RHIT has been on the BOD for over three years and is more than ready to take on his duties as President in July. He has been instrumental as the past Education Director so he has a great understanding of the financial side of associations and in addition as a previous Distinguished Member and Mentor of the Year award recipient, he is engaged with members and always ready to assist where ever needed. I look forward to serving with him on the NYHIMA BOD.

In my role as President, I have been fortunate to have been able to visit most of the local areas within the state and was able to speak with our members about leadership and volunteer opportunities and the benefits that come with that both at a professional and personal level. In addition, I was also able to provide some educational sessions at a few of the local annual conferences. It has been great meeting so many NYHIMA professionals this year and it has also been very rewarding to be able to share my experience with others about this past year.

This year's annual conference was held at the historic Sagamore Resort on beautiful Lake George, NY in the Adirondacks Mountains on June 3-6. A place that I am privileged to call home and it was an honor to be able to host our annual conference in such a unique setting. We had over 300 guests, including members, speakers and vendors. The education sessions were outstanding, we were greatly supported by our vendors who we are most thankful for, and the social events (including a dinner cruise on Lake George) were spectacular. A special thanks to our annual conference chairs, Program Committee - Chair: Meg DeVoe, CCS and Arrangements Committee - Chair: Carol Maimone, RHIT, CCS and all the committee members.

I would also like to thank our NYHIMA Central Office Coordinator, Angela Kelly. She has been instrumental to the success of NYHIMA this year. Although Angela was new to NYHIMA this year, her dedication and commitment showed and it did not take her long to learn about us and what we needed. We are very fortunate to have Angela and the team at Capitol Hill Management Services for all the services that they provide to NYHIMA throughout the year.

Finally, a special thank you to our outgoing Past-President, Chris Edwards. While she is leaving the NYHIMA BOD this year, her upbeat attitude and mantra for enjoying life and having fun will forever be with us.

As I look back at this past year I am amazed at how fast it went by, but am equally as amazed and proud of what has been accomplished this past year. My final thoughts to you all are to consider volunteering at your local and state level. Everyone can make a difference and when we work together the possibilities are endless. I have been in healthcare and health information management for over 30 years and am very proud of our profession. I will never forget my time with NYHIMA both professionally and personally. I have lifelong friends thanks to NYHIMA. Thank you all for your hard work and dedication to our profession.

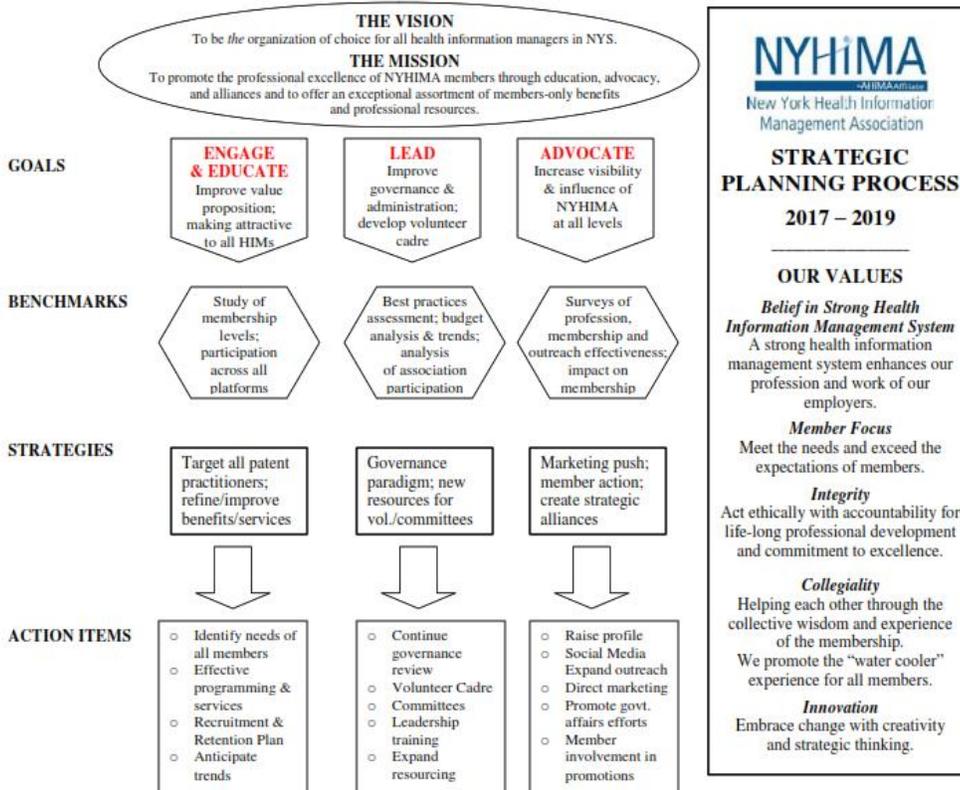
Respectfully,  
Kim Charland, BA, RHIT, CCS  
2017-18 NYHIMA President

## NYHIMA Strategic Plan

**Association Planning  
 & Concentration of Energy/Effort Dynamic**  
**FINAL**  
**January 2017**

**NOTE:** Recognizing that every component listed below works for NYHIMA throughout the year, this Gantt Chart serves to show the concentration of effort in order to assist the association's leadership in creating a more effective work flow and pragmatic annual schedule.

Component	Jan	Feb	March	April	May	June <i>Annual Conference Month</i>	July <i>FY &amp; MY begin July 1st</i>	Aug	Sept	Oct	Nov <i>Election Month</i>	Dec
<i>Monthly Focus Notes →</i>												
Membership Renewals & Services					Initial Renewal Notice (Electron)		Renewals processed on rolling basis		Follow-up Renewal Notice (Mailed)			
Education & Professional Development						Conference Program	AHIMA Leadership Symposium			AHIMA HOD & Convention		
Leadership On-Boarding						Board Orient. @ Conference	Get new team into place →	Solicitation of Board Candidates	→		Ballot Distributed	
Board of Directors; Committees & Task Forces							New Board Starts →		Formally launch committees	NYHIMA Reps to AHIMA HOD & Convention		
Budget Process							Fiscal Yr. begins	Budget Reviewed/ Approved				
Conference Planning						Conference Held			Planning cycle formally begins →			
Government Affairs	New Leg Session/ Albany		AHIMA Hill Day in DC							State Track Training		



 New York Health Information Management Association	<b>Strategic Plan 2017 – 2019</b> <b>WORK PLAN</b> <i>Approved by Board of Directors</i>	<b>Revised</b> <b>1/19/17</b>
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**GOAL #1 ENGAGE & EDUCATE**

**Notes:** *Bridge Action* denotes items that are currently underway or should be initiated while this Strategic Plan is being finalized. The implementation window for the Bridge Actions is the next 90-120 days.

COLOR CODE SCHEME

2017 Major Goals →		2018 Major Goals →		Ongoing Goals/2017-19 →	
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Strategy	Action Item(s)	Responsible Position(s)	Deadline	Notes/Status
Strengthen value proposition of NYHIMA membership through effective programs, services and initiatives to all patent practitioners.	<ol style="list-style-type: none"> <li>1. Conduct full review of member benefits and the packaging of the association's value proposition.</li> <li>2. Continue surveying membership to identify needs, trends, and effectiveness of current offerings (using target surveys).</li> <li>3. Increase awareness and participation in NYHIMA programming.</li> </ol>	Membership Chair Board of Directors Office Operations Manager	By June 2017	2. <i>Bridge Action</i> Survey on Forum, access, etc.
Develop formal membership recruitment and retention plan—with outreach to NYS HIMs to grow membership.	<ol style="list-style-type: none"> <li>1. Craft targeted messages for all prospective member types/groups.</li> <li>2. Obtain contact lists from all appropriate sources</li> <li>3. Develop outreach campaign across all platforms—including mailings, social media and "grassroots"/PPI</li> </ol>	Communications & Marketing Directors Office Operations Manager Board of Directors	Begin in July 2017—and complete in 2018	

Provide state-of-the-art professional development for education, competence and career success.	<ol style="list-style-type: none"> <li>1. Work to develop a standard timeframe to develop, announce and promote all training opportunities and events.</li> <li>2. Continue to expand Annual Conference footprint and offerings.</li> <li>3. Study and develop greater collaborative efforts with the Locals; offering programming and networking opportunities for all members.</li> </ol>	Education Director Office Operations Manager  Annual Conference Chair & Committee  Membership Committee Communications Director Office Operations Manager Local Leaders (as applicable)	Ongoing	2. <i>Bridge Action</i>
Increase member equity by developing and promoting improved access to NYHIMA services and benefits.	<ol style="list-style-type: none"> <li>1. Address use of technology as needed to ease access and expand use of NYHIMA's benefits.</li> <li>2. Conduct website content review; developing it as the "clearinghouse" or portal for all NYHIMA services.</li> </ol>	Membership Chair Office Operations Manager	Ongoing	1. <i>Bridge Action</i>
Strategically promote NYS HIMs—both as professionals in the field and as members of NYHIMA.	<ol style="list-style-type: none"> <li>1. Create recognition system for member successes.</li> <li>2. Highlight such successes across the full spectrum of NYHIMA communications.</li> </ol>	Communications Director Social Media Office Operations Manager	Ongoing	
<i>Other potential strategies for 2017 – 2019?</i>				

**GOAL #2 LEAD**

Strategy	Action Item(s)	Responsible Position(s)	Timeline	Notes/Status
Strengthen governance and administration paradigm.	<ol style="list-style-type: none"> <li>1. Continue to review operations at all levels and assess for best practice implementation.</li> <li>2. Implement a new structure for annual roll-out of outreach, programming and all services.</li> <li>3. Ensure leadership oversight is in synch with administrative structure, i.e. job descriptions, etc.</li> </ol>	Board of Directors Officers Office Operations Manager	2017	
Conduct Local Assessment to ascertain current conditions and needs of the Locals.	<ol style="list-style-type: none"> <li>1. CHMS will perform both written and verbal assessment of all Locals to ensure compliance with NYS Nonprofit Revitalization Act and determine needs of the Locals</li> <li>2. Report with recommendations to be presented to Board and Local leaders.</li> </ol>	Board of Directors Local Leaders Office Operations Manager CHMS Management Team	2017	1. <i>Bridge Action</i>
Establish new leadership development program.	<ol style="list-style-type: none"> <li>1. Create new Leadership Development Committee; expanding efforts to identify and recruit potential new volunteers for leadership—paying attention to greater diversity within the association.</li> <li>2. Create new on-boarding schedule and orientation program new officers and directors.</li> <li>3. Continue to develop resources and tools for leaders—at both statewide and local level.</li> </ol>	President Board of Directors Office Operations Manager CHMS Management Team	Begin in late 2017—and complete in 2018	
Create and implement new Committee Operations structure.	<ol style="list-style-type: none"> <li>1. Review all NYHIMA Committees; ensure structure represents the association's needs.</li> <li>2. Develop goals and action items for Committees.</li> <li>3. Conduct Committee Chair orientation and training.</li> </ol>	Board of Directors Office Operations Manager	2018	1. <i>Bridge Action</i>

Create and implement Volunteer Recruitment Program.	<ol style="list-style-type: none"> <li>1. Initiate a kick-off campaign—promoting opportunities via project basis with overview of needs, etc.</li> <li>2. Promote need and opportunities across NYHIMA communication platform.</li> </ol>	Communications Director Social Media/Communications Office Operations Manager	2018	
Develop templates for governance and administrative needs and consistency.	<ol style="list-style-type: none"> <li>1. Continue to identify vital planning documents/resources that need to be updated, replaced or created to fit the paradigm.</li> </ol>	Executive Team Office Operations Manager	Ongoing	
Continue to develop, improve and leverage all aspects of the NYHIMA's "Toolkit" in identifying and responding to trends and the needs of a changing, diverse membership.	<ol style="list-style-type: none"> <li>1. Expand breadth of communications/outreach to highlight news, events and opportunities.</li> <li>2. Provide at least 1 media/social media training to NYHIMA leaders and members.</li> </ol>	Communications Director Social Media Office Operations Manager Local Leaders	Ongoing	
Tout the achievements of NYHIMA, its leaders and members!	<ol style="list-style-type: none"> <li>1. Create a "pipeline" for submitting news/updates from across the country and use this information across the full spectrum of the association.</li> </ol>	Office Operations Manager	Ongoing	
Continue long-range planning of Annual Conference and major events.	<ol style="list-style-type: none"> <li>1. With conference dates and venues secured for 2017 and 2018—continue planning out the additional years to maintain 3 year spread.</li> </ol>	Annual Conference Committee President Office Operations Manager	Ongoing	
Continue wise financial management to garner the biggest benefit for NYHIMA.	<ol style="list-style-type: none"> <li>1. Provide regular financial updates and reporting to leadership.</li> <li>2. Work with CHMS Finance Department for fuller budget and financial trends analysis.</li> <li>3. Identify long-range financial needs in order to prepare beyond annual cycle.</li> </ol>	Treasurer Office Operations Manager CHMS Finance Team	Ongoing	
<i>Other potential strategies for 2017 – 2019?</i>				

**GOAL #3 | ADVOCATE**

Strategy	Action Item(s)	Responsible Position(s)	Deadline	Notes/Status
Develop and implement a NYHIMA Lobby Day in Albany	<ol style="list-style-type: none"> <li>1. Choose a date for maximum participation by members.</li> <li>2. Develop advocacy materials that will be left for elected officials and staff.</li> </ol>	Legislative Director Board of Directors Office Operations Manager	2017; build upon event success in 2018	
Develop and implement a full outreach/communications plan to increase visibility and influence of NYHIMA.	<ol style="list-style-type: none"> <li>1. Place NYHIMA on wide variety of social media outlets and coordinate the release of information.</li> <li>2. Conduct website content review; developing it as the "clearinghouse" or portal for all NYHIMA services.</li> <li>3. Develop annual editorial/promotional schedule.</li> <li>4. Develop, brand, and implement targeted outreach tools:                "Did You Know?"                "Faces of NYHIMA"; testimonials                "From the Trenches"                + Hard Collaterals (mailers, brochures, etc.)</li> </ol>	Communications Director Social Media Legislative Director Office Operations Manager	Ongoing	1. <b>Bridge Action</b>  3. <b>Bridge Action</b>
Increase the visibility and influence of NYHIMA leadership and members within the HIM and the general records community to promote NYHIMA.	<ol style="list-style-type: none"> <li>1. Identify and support/attend 2-3 HIM events</li> <li>2. Communicate updates to members and how they can be involved via NYHIMA communications network.</li> <li>3. Develop and implement "grassroots" member engagement plan; asking for their assistance in "spreading the word."</li> </ol>	Board of Directors Government Affairs Committee Communications Director Social Media/Communications Office Operations Manager	Ongoing	
Monitor and influence legislation; educate members about legal and regulatory issues.	<ol style="list-style-type: none"> <li>1. Review bills, court actions, AHIMA reports and determine which NYHIMA will support or oppose.</li> <li>2. Provide routine reporting methodology for all government affairs issues and updates.</li> </ol>	Board of Directors Government Affairs Committee Office Operations Manager	Ongoing	
Promote NYHIMA's role in protecting the HIM system to policy makers and decision makers; position NYHIMA as the "go-to" source.	<ol style="list-style-type: none"> <li>1. Develop and distribute updates to policy makers and decision makers across NYHIMA's communications platform—especially social media.</li> </ol>	Government Affairs Committee Office Operations Manager	Ongoing	
<i>Other potential strategies for 2017 – 2019?</i>				

## NYHIMA Membership Report

- NYHIMA 2017-18 Membership: 613
  - NYHIMA Dues Paying Members: 482
  - Emeritus: 15
  - New Graduate: 2
  - Student: 110
  - Corporate Partner: 4
  
- AHIMA Members with New York as their CSA: 4049

## **NYHIMA Bylaw Amendments: Membership**

In January 2018, NYHIMA membership voted upon and adopted amended bylaws into rule.

The amended bylaws focus on the membership benefits that NYHIMA Dues Paying Members will receive and the benefits that AHIMA members with New York as their CSA receive.

### **As a member of AHIMA in New York, NYHIMA will continue to support you with these complimentary member benefits:**

- Subscription to the digital edition of the quarterly NYHIMA newsletter, Perspectives Online
- E-mails regarding upcoming education programs, events and industry news
- Automatic access to your User Profile on NYHIMA Website (using your preferred email and password)
- Access to NYHIMA job board through the NYHIMA website
- NYHIMA Communications via LinkedIn Facebook, and Twitter

### **NYHIMA Dues Paying Members will receive enhanced membership benefits, in addition to the benefits listed above:**

- Assignment to a Component Local Association (CLA), based on the county in which you reside, providing you with local networking and educational offerings
- An interactive CLA community with the NYHIMA Board of Directors and Central Office that provides consultation services via leadership retreats and consultation calls
- Discounted registration fees for NYHIMA's continuing education programs and events
- The capability to hold a NYHIMA office
- Eligibility to vote in the NYHIMA election
- Eligibility to serve on a NYHIMA committee

- Eligibility to apply for NYHIMA scholarships
- Access to the members-only portal of the NYHIMA website with access to HIM professionals through a membership directory
- The opportunity to participate on the many state & federal legislative initiatives that will have a direct impact on HIM professionals
- Ability to submit open positions to the NYHIMA Job Board at No Charge

## NYHIMA Membership Marketing Campaign: June 2018

**All the Signs are Leading you in the Right Direction!**

**Join NYHIMA Today!**

**Advocacy**  
Access to potential job opportunities

**Scholarships and Awards**  
Continuing Education courses allows to offer a more diverse educational program to our potential members

**Recruit potential employees for needed positions**

**Connect with your Local Association Community**

**Leadership Opportunities**

**Vote in the NYHIMA Election**

**Save Money**  
Discounted registration fees for all programs and events and complimentary job leads to the NYHIMA job board

**Interactive Component Local Association Community**

**NYHIMA**  
New York Health Information Management Association

NYHIMA offers a governing and geographically diverse landscape for HIM professionals who reside and work in New York.

**LOCALLY GROWN**

**NYHIMA**  
New York Health Information Management Association

**NYHIMA**  
New York Health Information Management Association

**why join NYHIMA as a student member?**

**why join NYHIMA as a student member?**

Student members will have access to: discounted events and complimentary webinars, local mentors, connections that will help build their professional network, volunteer opportunities to complement their studies.

**Student Members will have access to:**

- Complimentary Membership
- Discounted Events
- Local Mentors
- Connections that will help build their professional network
- Volunteer opportunities to complement their students
- Begin the path down to a future career in the HIM profession

**\*Eligibility**

To qualify for membership in NYHIMA you must first be a member of AHIMA. To be eligible for the complimentary student membership with NYHIMA a student cannot hold an AHIMA credential and must be currently enrolled in a formal certificate or degree granting program directly relevant to AHIMA's purpose, including, but not limited to, CAHIIM accredited or PCAP/ACCP approved coding programs. A student may retain this type of membership until graduation from that program, or for a maximum of four years, or until registering for an AHIMA certification examination.

**Join today by visiting [www.nyhima.org](http://www.nyhima.org)**

If you should have any questions, please call the Central Office at 518-435-0422 or email at [NYHIMA@caphill.com](mailto:NYHIMA@caphill.com).

**NYHIMA**  
New York Health Information Management Association

## NYHIMA Amended Bylaws

In accordance with Article XVI, Section 16.1 (Adoption of Amendments), the power to alter, amend, or repeal the Bylaws of NYHIMA, or to adopt new bylaws, is vested in the Active Members of NYHIMA. The affirmative vote of a two-thirds (2/3) majority of the votes of the Active members cast at a meeting at which a quorum is present shall be sufficient to effectuate such action.

Notice was given to all AHIMA Members with New York as their CSA that the proposed NYHIMA bylaw amendments will be voted upon electronically in December 2017. The voting & comment period was open throughout the months of December 2017 and January 2018.

On Monday, January 29, 2018, NYHIMA amended bylaws passed the vote and were adopted into the NYHIMA Membership.

## NYHIMA Bylaws Amendments

Current Bylaw	Proposed Amendment	Rationale
<p>4.1 Members. NYHIMA shall have one or more types of members, as shall be determined from time to time by the Board of Directors. The members of NYHIMA shall be those qualifying individuals who support the purposes and mission of NYHIMA and of the American Health Information Management Association (“AHIMA”) and are willing to abide by the AHIMA Code of Ethics; apply for membership in NYHIMA and in AHIMA; are approved for membership; and who timely pay the dues established by AHIMA and by NYHIMA. The Board of Directors shall have the right to deny or terminate the membership of any individual, or to deny access to or participation in the programs or services of NYHIMA, if such individual fails to meet the</p>	<p>4.1 AHIMA Members. NYHIMA shall have one or more types of members, as shall be determined by the Board of Directors. The members of NYHIMA shall be those qualifying individuals who support the purposes and mission of the American Health Information Management Association (“AHIMA”) and are willing to abide by the AHIMA Code of Ethics; apply for membership in AHIMA, and who timely pay the dues established by AHIMA. The NYHIMA Board of Directors shall have the right to terminate the NYHIMA membership of any individual if such individual fails to pay AHIMA dues on a timely basis.</p>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.</p>

<p>qualifications for membership or fails to pay dues on a timely basis.</p>		
<p>4.1 Members. NYHIMA shall have one or more types of members, as shall be determined from time to time by the Board of Directors. The members of NYHIMA shall be those qualifying individuals who support the purposes and mission of NYHIMA and of the American Health Information Management Association (“AHIMA”) and are willing to abide by the AHIMA Code of Ethics; apply for membership in NYHIMA and in AHIMA; are approved for membership; and who timely pay the dues established by AHIMA and by NYHIMA. The Board of Directors shall have the right to deny or terminate the membership of any individual, or to deny access to or participation in the programs or services of NYHIMA, if such individual fails to meet the qualifications for membership or fails to pay dues on a timely basis.</p>	<p>4.2 NYHIMA Dues Paying Members: NYHIMA Dues Paying Members shall be those qualifying individuals who support the purposes and mission of NYHIMA and AHIMA, are members of AHIMA (see 4.1), apply for paying membership to NYHIMA and who timely pay the dues established by NYHIMA. The Board of Directors shall have the right to deny or terminate the membership of any NYHIMA Dues Paying Member, or to deny access to or participation in the programs or services of NYHIMA, if such individual fails to meet the qualifications for membership or fails to pay dues on a timely basis.</p>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.</p>
<p>4.2 Rights of Members. Membership shall entitle individuals to participate in the programs and services of NYHIMA, and to be a member of a Component State Association (CSA) as defined in the AHIMA Bylaws, with the rights and benefits that are accorded to members by NYHIMA and AHIMA from time to time. Active members shall have the right to elect the Board of Directors of NYHIMA as set forth below.</p>	<p>4.3 Rights of AHIMA Members. Membership shall entitle individuals to participate in the programs and services of NYHIMA and to be a member of a Component State Association (CSA) as defined in the AHIMA Bylaws, with the rights and benefits that are accorded to members by NYHIMA and AHIMA.</p>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.</p>
<p>4.2 Rights of Members. Membership shall entitle individuals to participate in the programs and services of NYHIMA, and to be a member of a Component State Association (CSA) as defined in the AHIMA Bylaws, with the rights and benefits that are accorded to members by NYHIMA and AHIMA from time to time. Active members shall have the right to elect the Board of Directors of NYHIMA as set forth below.</p>	<p>4.4 Rights of NYHIMA Dues Paying Members. Membership shall entitle individuals to participate in the programs and services of NYHIMA, with the rights and benefits that are accorded to members by NYHIMA and AHIMA. NYHIMA Dues Paying Members shall have the right to elect the Board of Directors of NYHIMA as set forth below.</p>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.</p>
<p>4.3 Types of Members. The membership of NYHIMA shall include</p>	<p>4.5 Types of Members. The membership of NYHIMA shall include Active AHIMA Members,</p>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA</p>

<p>Active, Student, Emeritus, and Honorary and Global members.</p>	<p>NYHIMA Dues Paying Members, Student Members, and Emeritus Members.</p>	<p>Members and NYHIMA Dues Paying Members.</p>
<p>4.3.1 Active. Any professional in the health information management profession or its related fields who meets the qualifications set forth in these Bylaws is eligible for Active membership. Active members in good standing shall be entitled to full membership privileges, including the right to vote on matters before the members.</p>	<p>4.5.1 Active AHIMA Members. Any professional in the health information management profession or its related fields who meets the qualifications set forth in these Bylaws is eligible for Active membership and shall be entitled to the following: Subscription to the digital edition of the quarterly NYHIMA newsletter, Perspectives Online, e-mails regarding upcoming education programs, events and industry news, automatic access to their User Profile on the NYHIMA Website (using their preferred email and password), access to the NYHIMA job board through the NYHIMA website, and NYHIMA communications via LinkedIn, Facebook, and Twitter.</p>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.</p>
<p>4.3.1 Active. Any professional in the health information management profession or its related fields who meets the qualifications set forth in these Bylaws is eligible for Active membership. Active members in good standing shall be entitled to full membership privileges, including the right to vote on matters before the members.</p>	<p>4.5.2 NYHIMA Dues Paying Members. Any professional in the health information management profession or its related fields who meets the qualifications set forth in these Bylaws and pays the NYHIMA membership fee, is eligible for NYHIMA Dues Paying Membership. NYHIMA Dues Paying Members in good standing shall be entitled to full membership privileges to include:</p> <ul style="list-style-type: none"> <li>• Assignment to a Component Local Association (CLA), based on the county in which you reside, providing you with local networking and educational offerings.</li> <li>• An interactive CLA community with the NYHIMA Board of Directors and Central Office that provides consultation services via leadership retreats and consultation calls.</li> <li>• Discounted registration fees for NYHIMA's continuing education programs and events</li> </ul>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.</p>

	<ul style="list-style-type: none"> <li>• The capability to hold a NYHIMA office</li> <li>• Eligibility to vote in the NYHIMA election</li> <li>• Eligibility to serve on a NYHIMA committee</li> <li>• Eligibility to apply for NYHIMA scholarships</li> <li>• Access to the members-only portal of the NYHIMA website with access to HIM professionals through a membership directory.</li> <li>• The opportunity to participate on the many state &amp; federal legislative initiatives that will have a direct impact on HIM professionals.</li> </ul>	
4.3.5 Global. Any professional in the health information management profession or its related fields whose primary mailing address is outside the United States is eligible for Global membership. Global Members shall be entitled to digital membership privileges including the right to vote on matters before the members.	Removed Clause	Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.
4.4 Application for Membership. Any person who wishes to become a member of NYHIMA shall complete an application for membership in AHIMA on a form approved by the AHIMA Board of Directors and shall be accompanied by the then applicable dues and fees for the relevant type of membership. A member in good standing in AHIMA is automatically a member in good standing in this Association, provided any special assessment approved by the Board of Directors of this Association has been paid. An Active member not in good standing shall be ineligible to hold office, vote, serve as delegate, committee member or chair, receive periodicals and general membership mailings, and shall pay non-member registration fees at educational programs and annual meetings.	4.6 Application for Active AHIMA Membership. Any person who wishes to become a member of NYHIMA shall complete an application for membership in AHIMA on a form approved by the AHIMA Board of Directors and shall be accompanied by the then applicable dues and fees for the relevant type of membership. A member in good standing in AHIMA is automatically an AHIMA Active Member in NYHIMA. An Active AHIMA member shall be ineligible to hold office, vote, serve as delegate, committee member or chair, and shall pay non-member registration fees at educational programs and annual meetings.	It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.
4.4 Application for Membership. Any person who wishes to become a member of NYHIMA shall complete an	4.7 Application for NYHIMA Dues Paying Members, Emeritus Members, and Students Members.	It was requested by AHIMA that NYHIMA outline the difference between AHIMA

<p>application for membership in AHIMA on a form approved by the AHIMA Board of Directors and shall be accompanied by the then applicable dues and fees for the relevant type of membership. A member in good standing in AHIMA is automatically a member in good standing in this Association, provided any special assessment approved by the Board of Directors of this Association has been paid. An Active member not in good standing shall be ineligible to hold office, vote, serve as delegate, committee member or chair, receive periodicals and general membership mailings, and shall pay non-member registration fees at educational programs and annual meetings.</p>	<p>Any person who wishes to become a NYHIMA Dues Paying, Student or Emeritus Member shall complete an application which is mailed or accessed online at the NYHIMA website and shall be accompanied by the then applicable dues and fees for the relevant type of membership.</p>	<p>Members and NYHIMA Dues Paying Members.</p>
<p>4.11 Quorum for Elections. A quorum for any elections by the members shall consist of not less than three percent (3) of the Active members of NYHIMA, voting in the form of an official electronic or written ballot in accordance with the NYHIMA Policy and Procedure Manual.</p>	<p>4.14 Quorum for Elections. A quorum for any elections by the members shall consist of not less than three (3) percent of the NYHIMA Dues Paying members of NYHIMA, voting in the form of an official electronic or written ballot in accordance with the NYHIMA Policy and Procedure Manual.</p>	<p>It was requested by AHIMA that NYHIMA outline the difference between AHIMA Members and NYHIMA Dues Paying Members.</p>
<p>6.1 Officers. The Board of Directors shall consist of the Officers and Directors of this Association. The elected Officers of NYHIMA shall consist of the President/Chair, and the President/Chair-Elect. The Board may also appoint such other Officers as, in its judgment, are necessary to conduct the affairs of NYHIMA. No Officer shall execute, acknowledge, or verify any instrument in more than one capacity which is required by law or by these Bylaws to be executed, acknowledged, or verified by two or more Officers.</p>	<p>6.1 Officers. The Officers shall consist of the President/Chair, President/Chair-Elect, Immediate Past President, and Treasurer/Finance Director. The Board may also appoint such other Officers as, in its judgment, are necessary to conduct the affairs of NYHIMA. No Officer shall execute, acknowledge, or verify any instrument in more than one capacity which is required by law or by these Bylaws to be executed, acknowledged, or verified by two or more Officers.</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>
<p>6.2 Election and Term of Office. The President/Chair-Elect of NYHIMA shall be elected annually by the Active members. The President/Chair-Elect shall assume the office of the President/Chair upon the expiration of the President/Chair's term of office or</p>	<p>6.2 Election and Term of Office. The President/Chair-Elect of NYHIMA shall be elected annually by the NYHIMA Dues Paying Members. The President/Chair-Elect shall assume the office of the President/Chair upon the</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

<p>in the event of a vacancy in the office. Elections shall be by written or electronic ballot at a time and under procedures set forth in the NYHIMA Policy and Procedure Manual. Election shall be by a plurality of the votes cast by the Active members. Alternatively, Officers may be elected by voting on a slate of proposed Officers in accordance with the NYHIMA Policy and Procedure Manual. Officers shall take office on July 1, following their election. Each Officer shall hold office for one (1) year and until his or her successor shall be elected and qualified, unless he or she shall sooner resign or be removed or otherwise become disqualified to serve.</p>	<p>expiration of the President/Chair’s term of office or in the event of a vacancy in the office. Elections shall be by written or electronic ballot at a time and under procedures set forth in the NYHIMA Policy and Procedure Manual. Members of the Board of Directors shall assume office on July 1, following the annual meeting at which their election is announced. Each Officer and Director shall hold office for one (1) year with the exception of the Communications Director, the Advocacy Director, the Treasurer/Finance Director, and the Education/Programs Director who shall serve for two (2) years, or until their successor is elected and qualified or until their earlier death, resignation, or removal. Ex officio Directors shall serve as Directors for as long as they hold their office.</p>	
<p>6.4 Duties of President/Chair. The President/Chair shall be the chief elected officer of NYHIMA. The President/Chair shall preside at all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair will determine, in consultation with the Office Operations Manager, the regular agenda of all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair shall present a report at an Annual meeting, appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Board of Directors, act as liaison between NYHIMA’s staff and the Board, and perform such other duties as are inherent in the office of President/Chair or as authorized by the Board of Directors. The President/Chair must be an Active member in good standing of AHIMA and NYHIMA and be an AHIMA-approved certificate.</p>	<p>6.4 Duties of President/Chair. The President/Chair shall be the chief elected officer of NYHIMA. The President/Chair shall preside at all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair will determine, in consultation with the Office Operations Manager, the regular agenda of all meetings of the members, the Board of Directors, and the Executive Committee. The President/Chair shall present a report at an Annual meeting, appoint the chairs and members of committees (unless otherwise specified herein) authorized by the Board of Directors, act as liaison between NYHIMA’s staff and the Board, and perform such other duties as are inherent in the office of President/Chair or as authorized by the Board of Directors. The President/Chair shall certify and keep at the principal office of</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

	<p>NYHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as a book of minutes of all meetings of the members and the Board of Directors, and any committees having any of the authority of the Board of Directors. The President/Chair shall serve as the Chair of the Audit Committee. The President/Chair shall perform any and all other duties incident to the office of President/Chair and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors. The President/Chair must be an NYHIMA Dues Paying Member in good standing of AHIMA and NYHIMA and hold an AHIMA-approved certificate/credential.</p>	
<p>Added Clause</p>	<p>6.6 Duties of the Past President. The Past President is responsible for assisting the President/Chair in providing leadership oversight and guidance to the Board and the membership in all affairs of the state Association. The Past President shall mentor the President/Chair and President/Chair-Elect and serve as the Chair of the Nominating and Governance Committees and a member of the Bylaws committee. The Past President also works with the NYHIMA Central Office to review Local Component Association Bylaws and amendments for approval, prepares proposed Bylaws amendments for submission to AHIMA for approval, and performs the annual update review of the NYHIMA Procedure Manual.</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>
<p>6.7 Duties of Secretary/Communications Director. The Secretary/Communications Director shall be the official custodian of the records of NYHIMA. The</p>	<p>6.8 Duties of Communications Director. The Communications Director shall serve as the Chair of the Editorial Board, responsible for oversight of the Association's</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

<p>Secretary/Communications Director shall certify and keep at the principal office of NYHIMA the original or a copy of the Articles of Incorporation and these Bylaws, as amended to date, as well as a book of minutes of all meetings of the members and the Board of Directors, and any committees having any of the authority of the Board of Directors. The Secretary/Communications Director shall perform any and all other duties incident to the office of Secretary/Communications Director and other duties as may be prescribed by law, the Articles of Incorporation, these Bylaws, or the Board of Directors. The Secretary/Communications Director shall also serve as chair of the Editorial Board, responsible for oversight of the Association’s newsletter, Perspectives Online, as described in the NYHIMA Policy and Procedure Manual</p>	<p>newsletter, Perspectives Online, as described in the NYHIMA Policy and Procedure Manual. The Communications Director shall also approve a monthly social media calendar supplied by the Central Office and provide content to the Central Office to use on all social media platforms. The Communications Director also is a member of the Membership Committee.</p>	
<p>New York Health Information Management (NYHIMA) House of Delegates Section of the Bylaws (refer to attachment)</p>	<p>Removed entire section</p>	<p>The NYHIMA House of Delegates has been retired based on a vote that took place at the 2017 NYHIMA House of Delegates.</p>
<p>Added Clause</p>	<p>6.10 Duties of the Education Director. The Education Director will chair the Education Committee to identify topics and plan the program offerings on the NYHIMA Education calendar. The Education Director will work with the Central Office to ensure that all meeting registration materials are maintained in a secure place. These are used to support financial audits and provide information to members.</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>
<p>Added Clause</p>	<p>6.11 Duties of the Advocacy Director. The Advocacy Director will lead the Association’s advocacy efforts by serving as the legislative liaison with affiliate organizations, and monitoring State and Federal legislative activity in areas affecting the healthcare industry. The</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

	<p>Advocacy Director monitors pending State and Federal legislation and regulation with a potential impact on health information management, including the NYS Legislative Bill File. The Advocacy Director creates and maintains relationships with representatives of government and other associations who share an interest in health information management related topics, regulation and legislation.</p>	
<p>8.2.2 Finance Committee. The Finance Committee shall be comprised of no fewer than three (3) members appointed by the Board President/Chair. The Treasurer shall serve as the Chair of the Committee. The Finance Committee shall be responsible for oversight of the financial operations of NYHIMA.</p> <p>The Committee shall undertake the following responsibilities:</p> <ul style="list-style-type: none"> <li>(a) Review, discuss and recommend changes to the proposed annual NYHIMA budget and submit for approval to the Board of Directors;</li> <li>(b) Review, discuss and approve the monthly financial statements for NYHIMA;</li> <li>(c) Present NYHIMA’s financial statements to the Board of Directors for approval at each meeting;</li> <li>(d) Periodically, review and discuss the quality, quantity, substance and dissemination of financial information provided to the Board of Directors and the Committee, recommending improvements as necessary; and</li> <li>(e) Monitor the investments of NYHIMA and develop and recommend to the Board changes to NYHIMA’s investment and endowment policies as appropriate.</li> </ul> <p>There shall be a subcommittee of the Finance Committee, the Audit Committee, which shall be comprised of no fewer than three (3) Directors appointed by the Board President/Chair. While serving on the Audit Committee, a member of the Committee shall not: (a) accept any consulting fee, advisory fee, or other compensation or benefits from NYHIMA; or (b) have participated in any other</p>	<p>8.2.2 Finance Committee. The Finance Committee shall be comprised of the Treasurer/Finance Director, the President /Chair, and the President /Chair-Elect. The Treasurer/Finance Director shall serve as the Chair of the Committee. The Finance Committee shall be responsible for oversight of the financial operations of NYHIMA.</p> <p>The Committee shall undertake the following responsibilities: (a)Review, discuss and recommend changes to the proposed annual NYHIMA budget and submit for approval to the Board of Directors;</p> <ul style="list-style-type: none"> <li>(b)Review, discuss and approve the monthly financial statements for NYHIMA;</li> <li>(c)Present NYHIMA’s financial statements to the Board of Directors for approval at each meeting;</li> <li>(d)Periodically, review and discuss the quality, quantity, substance and dissemination of financial information provided to the Board of Directors and the Committee, recommending improvements as necessary; and</li> <li>(e)Monitor the investments of NYHIMA and develop and recommend to the Board changes to NYHIMA’s investment and endowment policies as appropriate.</li> </ul> <p>There shall be a subcommittee of the Finance Committee, the Audit Committee will serve a one year term and shall be comprised of no fewer than three (3) Directors appointed by the Board President/Chair. The Treasurer/Finance Director may not</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

<p>transactions with NYHIMA in which he or she has a financial interest within the previous year. The Committee shall be directly responsible for the appointment, compensation, and oversight of the work of any public accountant or public accounting firm engaged by NYHIMA for the purpose of preparing or issuing an audit report or related work, and each such public accountant or public accounting firm shall report directly to the Committee. The Committee shall establish procedures for: (a) the receipt, retention, and treatment of complaints received by NYHIMA regarding accounting, internal accounting controls, or auditing matters; and (b) the confidential, anonymous submission by employees of NYHIMA of concerns regarding questionable accounting, auditing or other financial matters.</p>	<p>serve as the Chair of the Audit Committee. While serving on the Audit Committee, a member of the Committee shall not: (a) accept any consulting fee, advisory fee, or other compensation or benefits from NYHIMA; or (b) have participated in any other transactions with NYHIMA in which he or she has a financial interest within the previous year. The Committee shall be directly responsible for the appointment, compensation, and oversight of the work of any public accountant or public accounting firm engaged by NYHIMA for the purpose of preparing or issuing an audit report or related work, and each such public accountant or public accounting firm shall report directly to the Committee. The Committee shall establish procedures for: (a) the receipt, retention, and treatment of complaints received by NYHIMA regarding accounting, internal accounting controls, or auditing matters; and (b) the confidential, anonymous submission by employees of NYHIMA of concerns regarding questionable accounting, auditing or other financial matters.</p>	
<p>8.2.3 Nominating Committee. The Nominating Committee shall be comprised of the presidents of the Component Local Associations. The Chair of the Committee shall be the immediate Past President/Chair. The Office Operations Manager shall serve as a non-voting, ex-officio member of the Committee. The Chair and the members of the Committee must be Active members in good standing of AHIMA and NYHIMA. The Committee shall identify and recruit qualified individuals to serve on the Board of Directors and as elected Delegates to the American Health Information Management Association House of Delegates. It shall be the duty of the Committee to present to the Active members in good standing of this Association a ballot with candidates for</p>	<p>8.2.3 Nominating Committee. The Nominating Committee shall be comprised of the presidents of the Component Local Associations. The Chair of the Committee shall be the immediate Past President/Chair. The Office Operations Manager shall serve as a non-voting, ex-officio member of the Committee. The Chair and the members of the Committee must be NYHIMA Dues Paying Members in good standing of AHIMA and NYHIMA. The Committee shall identify and recruit qualified individuals to serve on the Board of Directors and as elected Delegates to the American Health Information Management Association House of Delegates. It shall be the duty of the Committee to present to the</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

<p>each position to be filled according to the schedule as set forth in Section 6.6 of these Bylaws and in the NYHIMA Policy and Procedure Manual. Alternatively, the Committee may present a slate of candidates for election as set forth in Section 5.5 of these Bylaws and in the NYHIMA Policy and Procedure Manual.</p>	<p>NYHIMA Dues Paying Members in good standing of this Association a ballot with candidates for each position to be filled according to the schedule as set forth in Section 6.6 of these Bylaws and in the NYHIMA Policy and Procedure Manual. Alternatively, the Committee may present a slate of candidates for election as set forth in Section 5.5 of these Bylaws and in the NYHIMA Policy and Procedure Manual.</p>	
<p>8.2.4 Governance Committee. The Governance Committee, which shall be comprised of no fewer than three (3) Directors appointed by the Board President/Chair. The Governance Committee shall be responsible for oversight of the Board of Director’s governance activities and Board development. The Committee shall undertake the following responsibilities:</p> <ul style="list-style-type: none"> <li>(a) Orientation for new members of the Board of Directors;</li> <li>(b) Ongoing Board development, leadership development, and self-assessment;</li> <li>(c) Regular review of this Association’s Bylaws to ensure compliance with law and suitability for the needs of the Association, and preparation of proposed amendments to the Bylaws and Articles of Incorporation when necessary and appropriate;</li> <li>(d) Monitoring of compliance by the Board of Directors with applicable law and best practices for nonprofit organizations;</li> <li>(e) Monitoring compliance by Directors with the Association’s conflict of interest policy, reviewing disclosure statements submitted by Directors, and reporting any conflicts of interest to the full Board of Directors for further action in accordance with the policy.</li> </ul>	<p>8.2.4 Governance Committee. The Governance Committee will serve a one year term and shall be comprised of no fewer than three (3) Directors appointed by the Board President/Chair. The Governance Committee shall be responsible for oversight of the Board of Director’s governance activities and Board development. The Committee shall undertake the following responsibilities:</p> <ul style="list-style-type: none"> <li>(a) Orientation for new members of the Board of Directors;</li> <li>(b) Ongoing Board development, leadership development, and self-assessment;</li> <li>(c) Regular review of this Association’s Bylaws to ensure compliance with law and suitability for the needs of the Association, and preparation of proposed amendments to the Bylaws and Articles of Incorporation when necessary and appropriate;</li> <li>(d) Monitoring of compliance by the Board of Directors with applicable law and best practices for nonprofit organizations;</li> <li>(e) Monitoring compliance by Directors with the Association’s conflict of interest policy, reviewing disclosure statements submitted by Directors, and reporting any conflicts of interest to the full Board of Directors for further</li> </ul>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

	action in accordance with the policy.	
Added Clause	<p>8.3 Board Liaison Assignments are as follows: To assist in continuing to fulfill NYHIMA’s Strategic Plan, a Board member shall sit on the Annual Meeting, Education, Advocacy, and Membership Committees. The term will be for the length of their appointed Board terms (one year for the President/Chair, President/Chair-Elect, and Past President and two years for Communications Director). The Board Liaison’s role will be to provide direction as needed and past committee history to ensure an achievement of the President / Chair and NYHIMA Strategic Plan goals.</p> <p>(a) President/Chair - Annual Meeting Committee        (b) President/Chair-Elect – Education Committee        (c) Immediate Past President – Advocacy Committee        (d) Communications Director – Membership Committee</p> <p>The duties of these committees will be determined at the beginning of each Association year by the incoming President and President-Elect, and will support the NYHIMA Strategic plan. The Policy and Procedure manual will define the general duties for these committees</p>	Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.
9.3 Component Local Associations. Seven (7) or more active members employed or living within a district may form a component local association. The boundaries of each component local association shall be approved by the Board of Directors and shall be set down in the Bylaws of the component local association. No member may belong concurrently to more than one	9.3 Component Local Associations. Seven (7) or more NYHIMA Dues Paying Members may form a Component Local Association (CLA). The boundaries of each Component Local Association shall be approved by the Board of Directors and shall be set down in the Bylaws of the Component Local Association. NYHIMA Dues Paying Members	Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.

<p>component local association as an Active member.</p>	<p>may belong concurrently to more than one Component Local Association but may only vote once on NYHIMA ballots.</p>	
<p>9.3.1 Membership. (a) The membership of a component local association shall be composed of NYHIMA members who are employed or reside within the component local association area or who have submitted written notification to the Central Office of NYHIMA identifying the component local association with which they wish to become affiliated. Any component local association may have supporting members and may confer honorary membership in the component local association provided the same qualifications and limitations in the Component State Association (CSA) shall apply. (b) A supporting member is any person who does not meet the qualifications for active, or student membership in NYHIMA who is employed or resides within the boundary of the component local association and who is interested in promoting the purposes of the component local association.</p>	<p>9.3.1 Membership. (a) The membership of a Component Local Association shall be composed of NYHIMA Dues Paying Members who have submitted written notification to the Central Office of NYHIMA identifying the Component Local Association with which they wish to become affiliated. Any Component Local Association may have supporting members and may confer honorary membership in the Component Local Association provided the same qualifications and limitations in the Component State Association (CSA) shall apply. (b) A supporting member is any person who does not meet the qualifications for active or student membership in NYHIMA and who is interested in promoting the purposes of the Component Local Association.</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>
<p>9.3.3 Voting Body. The voting body of a component local association shall be limited to Active members in good standing.</p>	<p>9.3.3 Voting Body. The voting body of a component local association shall be limited to NYHIMA Dues Paying Members in good standing.</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>
<p>9.3.4 Representation. Component local associations shall elect Active members in good standing to represent them in the NYHIMA House of Delegates. Appointment of and election of delegates shall be as provided in Section 7.6 of these Bylaws.</p>	<p>Removed Clause</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>
<p>9.3.5 Dues. A component local association may provide in its Bylaws for amount of and method of payment of local association dues.</p>	<p>Removed Clause</p>	<p>Periodic review to update the NYHIMA Bylaws so that they support our current operating procedures.</p>

## **NYHIMA Leadership**

The leadership goal in the NYHIMA Strategic Plan calls for the NYHIMA leadership to:

- Strengthen our governance and administration paradigm
- Establish a new leadership development program.
- Develop templates for governance and administrative needs and consistency.
- Create and implement new committee operations structure.
- Continue long-range planning of Annual Conference and major events.

In 2017-18, the focus of the NYHIMA Board of Directors was to implement our strategic plan leadership goal. In addition to amending the NYHIMA bylaws, the Board refurbished NYHIMA's policies and procedures, and updated job descriptions for all NYHIMA Board and Committee members.

The job descriptions, policies and procedures, and bylaws will be provided to the Board of Directors and Committee Chairs at the beginning of each NYHIMA year.

This will ensure that the leadership within NYHIMA upholds the highest level of standards for the membership and allows the association to stay true to our core values.

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## **NYHIMA Committees and Component Local Associations (CLAs)**

In 2017-18, the NYHIMA Board of Directors established a committee operational structure and introduced the newly developed structure to CLA Local Leaders at the NYHIMA/CLA Local Leadership Retreat in April 2018.

The newly developed committee structure is as follows:

**Membership Committee** – each CLA to assign one designated membership contact to work with the NYHIMA Membership Committee Chairperson to promote the HIM profession, NYHIMA and the CLA’s.

**Nominating Committee** – each CLA President to serve on the Nominating Committee.

**Education Committee** – each CLA to assign one designated education contact to provide NYHIMA Education Director and Central Office their CLA educational and meeting calendar to assist in establishing a master New York education calendar.

**Advocacy Committee** – each CLA to assign one designated advocacy contact to work with NYHIMA Advocacy Director and Central Office on pending legislation for distribution to local legislative representatives and NYHIMA members.

**Awards Committee** – each CLA Board will promote NYHIMA awards to CLA members.

**Bylaws Committee** – each CLA to assign one designated bylaw contact provide to work with NYHIMA’s Immediate Past President and follow a bylaw revision calendar established by the NYHIMA Board of Directors.

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In September 2017 and in April 2018, the NYHIMA Board of Directors, Local Leaders from each CLA, the NYHIMA Central Office, and representatives from Capitol Hill Management Services met in Albany, NY to hold Leadership Retreats.

**Fall Local Leadership Retreat, September 2017:**

Primary Focus: Financial Management and Strategic Planning

**Spring Local Leadership Retreat, April 2018:**

Primary Focus: Membership Engagement, Leadership Development, and Working Together for a Better Future (CLAs and NYHIMA Board of Directors).

***At both Leadership Retreats, all nine (9) Component Local Associations were represented.***

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**NYHIMA Annual Conference**

**2018 Annual Conference**

*The Prism of Possibilities: Power of the Past, Force of the Future*

June 3 – 6, 2018

The Sagamore Resort, Bolton Landing, NY

Hosted by: AdHIMA and HIMANNY

**2019 Annual Conference**

June 2 – 5, 2019

Marriott Syracuse Downtown, Syracuse, NY

Hosted by: CNYHIMA

**2020 Annual Conference**

June 7 – 10, 2020

Hyatt Regency, Buffalo, NY

Hosted by: HIMAWNY

## **2017-18 Service and Recognition Awards**

### **Distinguished Member: Sandy Macica, MS, RHIA, CCS with AdHIMA**

Honors an individual who has made significant contributions at the local, state, and national level in support of the HIM profession.

### **New Professional: Deb Symonds, RHIT, CTR with RRHIMA**

Honors an individual new to the HIM profession within the past 5 years who has already made a significant impact in various areas of the field.

### **Author's Award: Donna Rugg, RHIT, CDIP, CCS with RRHIMA**

Honors an individual who has published an HIM article, within the past two calendar years, that instructs or guides members with new theoretical concepts or further develops concepts previously presented in another publication.

### **Mentor Award: Sue Clarke-Kendrick, MHA, RHIA with TZHIMA**

Honors an individual with a record of fostering enthusiasm for the HIM profession, encouraging people to enter the field, and providing ongoing career guidance to new professionals.

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### **Mary Zannis Scholarship**

Romy Robielos, Borough of Manhattan Community College

### **Returning Student Scholarship**

Karen Cirillo, Long Island University

## **NYHIMA Outstanding Achievement Awards**

The Outstanding Achievement Award(s) is presented to a senior student(s) in a CAHIIM Accredited Associate or Baccalaureate HIM Program.

Alfred State College: Joshua Whitmarch

Borough of Manhattan Community College: David Druelinger

CUNY: Sharon Boyle

LIU Post: Kristi Cutaia

Monroe Community College: Jennifer Dydo-Spencer

OCC: Jennifer Doeing

Suffolk CCC: Rochelle Varrone

SUNY Broome: Catherine Mazzaresse

SUNY Poly: Sharon Colby

Trocaire: Craig Paul

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## **NYHIMA Clinical Preceptors Awards**

The Clinical Preceptors Award(s) is presented in recognition of the efforts of outstanding clinical preceptors.

Alfred State College: Jane Rogers

Borough of Manhattan Community College: Michelle Spector

LIU Post: Deborah Corwin

Medaille College: Cheryl Quarantello

Monroe Community College: Gail Marie Giordano

OCC: Maureen Corcoran

Suffolk CCC: Donna Antignano

SUNY Broome: Emily Wright

SUNY Poly: Denise Bar

Trocaire: Justine Gorham

## **NYHIMA 2017-18 Activities**

**July 2017:** AHIMA Leadership Conference, Chicago IL

**September 2017:** Local Leaders Retreat and Food Drive, Albany NY

**October 2017:** AHIMA House of Delegates, Los Angeles, CA

**March 2018:** AHIMA Advocacy Summit, Washington, DC

**Spring 2018:** Local Leaders Retreat and Food Drive, Albany, NY

**June 2018:** NYHIMA Annual Conference and Annual NYHIMA Member Business Meeting, Lake George, NY

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## **2018-19 Election Results**

**President/Chair-Elect:** Sue Clarke-Kendrick, MHA, RHIA

**Communications Director:** Tennille Schmitt, RHIT

**Legislative Director:** Darlene McKendrick, RHIT, CCS

**AHIMA Delegate at Large:** Tracy D'Errico, MS, RHIA

### **Awards Committee:**

Cindy Alsheimer, RHIT

Diana Adam-Podgornik, RHIT

Donna Bishop, RHIT

Lance Smith, RHIT, CCS-P, MPA, CHC, COC, CPMA

Matthew Greene, RHIA, CCS

## **2017-18 NYHIMA Board of Directors Reports**

### ***President/Chair Elect: Jeffery Youngs, RHIT***

It was my pleasure to attend the NYHIMA Annual meeting in June 2017 in Rochester and be sworn in as the NYHIMA President-Elect. I always enjoy networking with colleagues and friends from across the state each year, and I'm proud of the members we are so fortunate to have in New York!

Shortly after the conference, I had the honor of representing NYHIMA at the AHIMA Leadership Symposium in Chicago with Angela Kelly from Capitol Hill Management and Kim Charland, NYHIMA President. It was an amazing opportunity to network and learn from AHIMA on how we can build NYHIMA to be a strong and better CSA!

The next journey as President Elect was to prepare for and attend the NYHIMA Fall Board and Local Leaders meeting held in Albany, which provided another great opportunity to network and educate among colleagues who share in common goals for the association.

As the year continued, I had the honor of working with Sue Kendrick-Clark (NYHIMA Education Director) on maintaining the valuable education we have been able to provide our members over the past years. Education is very near and dear to my heart, as I believe in our roots of why NYHIMA and our CLA's exist. We as professionals in healthcare, which is ever changing, and need to have the education available to us and our members to remain current on the changes. Sue hit the ground running, and values the same for our members as I do.

In September, I had the honor of attending the 2017 AHIMA Conference in sunny Los Angeles! I attended the House of Delegates for my first time, and learned of many opportunities for NYHIMA. I also learned of the challenges that other CLA's face, similar to us, and better understanding on how we can build a stronger NYHIMA.

I have participated in monthly NYHIMA Board of Director calls and as a delegate from New York to AHIMA participated in calls and answered requests for information sent to the AHIMA delegates. I also have explored the options we have at NYHIMA to improve communication with our members to hopefully

expand membership at the state level. In addition have been monitoring ways to make our CSA more noticeable to AHIMA, if awards we could apply for or to assist with education and/or to assist AHIMA with their initiatives.

In April 2017, we held a great Spring Board of Directors Meeting and Local Leaders Meeting at the Desmond Hotel and Conference Center. We had great conversations again on how to build a stronger CSA and CLA, the positive energy at the meetings was amazing! We also took a few moments to acknowledge our relationship with Capitol Hill Management Services, especially with the addition of Angela Kelly. Angela has been a wonderful addition to NYHIMA and the board, and we are thankful for her experience and knowledge she brings to us.

As we approach the 2018 Annual Conference, my excitement is growing! I have had the honor of working with Kim over the past couple years on the NYHIMA Board, and she has had great achievements over the past year. Thank you, Kim, for your achievements this year; you have assisted NYHIMA in reaching our next level of success!

I also thank the NYHIMA Board of Directors for all they have committed into making our CSA the very best! I'm truly honored to serve you all as the 2018-2019 NYHIMA President.

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### ***Immediate Past President: Christine Edwards, RHIA, CHP***

The Past President is responsible for assisting the President and providing leadership oversight and guidance to the Board and the membership in all affairs of the state Association. This position is also responsible to serve as chairperson on the Nominating and Bylaws Committees.

#### **Accomplishments:**

- Participated in NYHIMA Board meetings, conference calls, leadership meetings and retreats, and AHIMA House of Delegates and the NYHIMA and AHIMA annual meetings.
- Served as chairperson of the Nominating Committee and in collaboration with the local leadership and the Central Office staff a complete ballot was submitted for a vote to the membership. The successful candidates for the elected positions were made known to the membership.

- Served as Bylaws Chair in collaboration with the Central Office staff and other members of the Board, worked with the local leaders to ensure that bylaws were revised and finalized.

### **Finance Director: Frances A. Scott, RHIA**

The Board had a continued goal this year of increasing our Income over Expenses. With the help of our Central Office, the support of the NYHIMA membership and work of the Board, we are continuing to be successful in achieving that goal. As is shown in the proposed 2018-2019 Budget, we will continue to work toward a positive financial trend to ensure the financial stability of the organization.

#### **REVENUE - 7/1/17 – 6/30/18**

AHIMA Dues Rebate	\$ 103,637.10
NYHIMA Dues	\$ 25,159.00
Consultant's Listing	\$ 150.00
Education	\$ 24,805.12
Donations + Interest (Scholarships)	\$ 571.18
Medicolegal Manual	\$ -
Website	\$ 825.00
Long Term Care Section	\$ 875.00
Non-Operating	\$ 10,033.78
2018 Annual Conference	\$ 117,057.50
Corporate Partnership	\$ 2,000.00
<b>TOTAL INCOME</b>	<b>\$ 285,113.68</b>

#### **EXPENSES - 7/1/17 – 6/30/18**

Postage	\$ 4,874.70
Central Office (Cap Hill)	\$ 94,756.05
Storage	\$ 1,077.31
Office Insurance	\$ -
General Expenses	\$ 19,414.91
D&O Insurance	\$ 1,342.94
Investment/Bank Fees	\$ 616.34
Credit Card Fees	\$ 5,453.91
Dept of State Annual Fee	\$ -
Local President's Meeting	\$ 11,285.91
Board of Director's Expense	\$ 4,416.63
AHIMA Meetings	\$ 13,108.88
Legislative	\$ -
Website Maintenance	\$ 3,955.98
Long Term Care Section	\$ -
Education	\$ 10,264.68
2017 Annual Conference	\$ -
2018 Annual Conference	\$ 109,565.17
Auditor	\$ -
Legal	\$ -
Social Media	\$ 2,460.00
AHIMA FORE Donation	\$ 1,500.00
<b>TOTAL EXPENSE</b>	<b>\$ 279,218.71</b>

#### **ASSETS - 7/1/17 – 6/30/18**

Cash, Cash Equivalents,	
Investments	\$ 413,941.21
Fixed Assets	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 413,941.21</b>

#### **LIABILITIES 7/1/17 – 6/30/18**

Line of Credit	\$ 63,160.70
Accounts Payable	\$ 68,534.89
Deferred Revenue	\$ 200.00
<b>TOTAL LIABILITIES</b>	<b>\$ 131,895.59</b>

**EQUITY - 7/1/17 – 6/30/18**

Net Assets (FUND BALANCE)	\$ 249,258.06
Zannis Endowment	\$ 25,000.00
Scholarship Funds Accumulation	\$ 4,134.58
Net Income	\$ 3,652.98
<b>TOTAL EQUITY</b>	<b>\$ 282,045.62</b>

**Proposed Budget for 2018-2019 (Draft)**

**INCOME**

	<b>2018-2019</b>	<b>2017-2018</b>
4050 AHIMA Dues Rebate	\$ 85,000.00	\$ 85,000.00
4100 NYHIMA Dues	\$ 30,000.00	\$ 30,000.00
4235 Annual Conference	\$ 115,000.00	\$ 115,950.00
4250 Consultant's Listing (Dues)	\$ 500.00	\$ 500.00
4260 Corporate Partnership	\$ 5,000.00	\$ 1,500.00
4300 Education Income	\$ 28,000.00	\$ 35,000.00
4329 Key Bank Ultra MMF Interest	\$ -	\$ -
4331 Zannis Fund Interest	\$ -	\$ -
4332 Dividends - Merrill Lynch	\$ 6,000.00	\$ 6,000.00
4333 Interest - Merrill Lynch		
4500 Website Revenue	\$ 1,000.00	\$ 1,000.00
4711 Misc Income	\$ -	\$ -
9010 Soberano Memorial Fund	\$ 500.00	\$ 300.00
9050 Schwartz Emerging Leader	\$ 300.00	\$ 100.00
<b>Total Income</b>	<b>\$ 271,300.00</b>	<b>\$ 275,350.00</b>

**EXPENSES**

5050 Dues Mailing	\$ 4,000.00	\$ 3,560.00
5201 Capitol Hill Mgmt Services	\$ 92,220.00	\$ 92,220.00
5205 Social Media	\$ -	\$ 4,800.00
5230 Telephone	\$ 300.00	\$ 300.00
5300 Miscellaneous Office Expense	\$ 200.00	\$ 200.00
5310 Office Supplies	\$ 500.00	\$ 500.00
5320 Office Printing	\$ 1,000.00	\$ 1,000.00
5350 Storage	\$ 500.00	\$ 400.00
5450 Investment Fees-Merrill Lynch	\$ 100.00	\$ 100.00
6100 General Expenses	\$ 500.00	\$ 500.00
6109 Interest Expense	\$ 3,500.00	\$ 3,500.00
6110 Credit Card Fees	\$ 4,500.00	\$ 4,500.00
6111 Bank Charges	\$ 200.00	\$ 200.00
6300 Auditor/Bookkeeper	\$ 900.00	\$ 900.00
6320 Legal Expense	\$ 1,000.00	\$ 1,500.00
6341 D&O Insurance	\$ 1,575.00	\$ 1,575.00
6350 Dept of State Annual Fee	\$ 100.00	\$ 100.00
6400 Local President's Meetings	\$ 12,000.00	\$ 12,000.00

6420	Board of Director's Expenses	\$ 4,000.00	\$ 4,000.00
6430	President's Expenses	\$ 500.00	\$ 500.00
6435	President-Elect Expenses	\$ -	\$ 500.00
6440	Recognition & Service Awards	\$ 1,000.00	\$ 1,000.00
6445	AHIMA Foundation Donation	\$ 500.00	\$ 500.00
6450	AHIMA Leadership Conference	\$ 5,500.00	\$ 6,000.00
6451	AHIMA Hill Day	\$ 3,500.00	\$ -
6455	Delegates to AHIMA Convention	\$ 5,000.00	\$ 7,000.00
6470	Website Maintenance	\$ 5,000.00	\$ 5,000.00
7720	Community Education Campaign	\$ 250.00	\$ 250.00
7830	Awards Committee	\$ 250.00	\$ 250.00
7835	Membership Committee	\$ 250.00	\$ 250.00
7850	Education Expense	\$ 7,500.00	\$ 12,500.00
7860	Legislative	\$ -	\$ 1,000.00
7890	Public Relations Expense	\$ -	\$ 500.00
8845	Annual Conference Expenses	\$ 7,500.00	\$ 102,657.00
9020	Soberano Fund Expended	\$ 500.00	\$ 500.00
9040	Zannis Scholarship	\$ 1,000.00	\$ 1,000.00
9060	Schwartz Emerging Leader	\$ 300.00	\$ 300.00
<b>Total Expenses</b>		<b>\$ 253,145.00</b>	<b>\$ 271,562.00</b>

***Education Director: Sue Clarke-Kendrick, MHA, RHIA***

The purpose of the committee is to plan, organize, and offer educational programs to the NYHIMA membership as part of the Associations strategic plan. We strive to offer programs for continuing education and to provide innovative programs of interest to members.

**2017-18 Education Calendar:**

- August 1, 2017: Impermissible Access to EMRs, Patient Access Guidance (1 CEU)
- August 11, 2017: Northeast CDI & Coding Symposium (6 CEUs)
- August 30, 2017: Health Plan Audits and Appealing Claim Denials Webinar (1 CEU)
- September & November: Social Media Webinar Series (offered complimentary for NYHIMA Dues Paying Members) (1 CEU)
- September 22, 2017: 2017-2018 RHIT/RHIA Certification Exam Prep Session (7 CEUs)
- October 16, 2017: CCS Prep Session (6 CEUs)
- November 6, 2017: IG Training Course (Central, NY) (7 CEUs)

- December 1, 2017: Outpatient CDI (7 CEUs)
- December 6, 2017: Code and Data Driven Quality Programs that Affect Inpatient Medicare Reimbursement Webinar (1.5 CEU)
- December 8, 2017: IG Training Course (Downstate, NY) (7 CEUs)
- December 14, 2017: APC/OPPS Update for 2018 Webinar (1.5 CEUs)
- January 31, 2018: Coding, Compliance, and Ethics (1.5 CEUs)
- February 15, 2018: Eliminating the Big 3: Frustration, Stress and Overwhelm (1.5 CEUs)
- March 29, 2018: HIPAA Hot Topics and Current Trends (1.5 CEUs)
- April 13, 2018: Privacy and Security in an Ever-Changing Landscape (4 CEUs)
- April 27, 2018: Advanced CPT Clinical (7 CEUs)
- June 3, 2018: 2018 RHIT/RHIA Certification Exam Prep Session (7 CEUs)
- June 3 – 6, 2018: NYHIMA Annual Conference – earn up to 17 CEUs

### **Total of 85.5 CEUs offered throughout the 2017-18 Year**

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#### ***Communications Director: Shea Coleman, RHIT***

Continuing with the previous year's format change, Perspectives is published on a quarterly basis with a special end of the year edition and a strong focus is on the membership. CLAs are encouraged to share updates from their local organization, including educational & social events, member accomplishments, and member spotlights of experienced and new members.

The Communication Director worked with the Central Office on the social media avenue of NYHIMA, including Facebook, Twitter, and LinkedIn. The social media information includes a variety of news and articles from the HIM profession, updates on the annual conference, and personalized posts of members, NYHIMA events, and profiles for HIP week.

In 2017-18, NYHIMA showed growth in our three social media outlets.

Social Media	2018 Reach	2017 Reach
Facebook	500	423
Twitter	248	202
LinkedIn	34	18

***Advocacy Director: Peggy Presbyla, RHIA, CHP***

The purpose of this committee is to identify and review relevant Federal and State healthcare legislation affecting Health Information Management professionals and to represent NYHIMA during activities where legislative matters are being considered or acted upon.

**Accomplishments:**

- Formed a Legislative committee – reached out to all locals for a volunteer from each. Committee consisted of 6 volunteers representing 4 locals.
- Committee members did research to learn how other state associations utilize their Legislative/Advocacy Director/committee. The information gathered will provide direction, suggestions and plan for the 2018-2019 Legislative/Advocacy Committee. This information will also be passed along to the incoming Legislative/Advocacy Director in June 2018.
- Monitored State Track which is a tracking service that allows AHIMA State Advocates to follow regulations in all 50 states. Daily e-mails are sent regardless of the type of legislation – not necessarily health care.
- Attended several webinars on State Track training.
- Submitted two articles for Perspectives – one discussing the Amendment to NYS Public Health Law §17. §18 and Mental Hygiene §33.16 (Bill 6078) which became effective September 2017 and the other introduced the Legislative committee members and explained its mission.

- Was interviewed for the magazine, “For the Record” regarding the amendment made to NYS Public Health Law as stated above which states we may no longer charge for copies of medical records when needed for applying for government benefits. The article was featured in the February 2018 issue.
  - The incoming Legislative/Advocacy Director and NYHIMA President attended Hill Day in March 2017.
  - Outreach to NYHIMA members to assist in the House passage of HR 6082.
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## **2017-18 Component Local Associations (CLA) Reports**

### **ADIRONDACK HEALTH INFORMATION MANAGEMENT ASSOCIATION (AdHIMA) President’s Report – Meg Devoe, CCS**

#### **THE BOARD OF DIRECTORS:**

- President: Meg Devoe, CCS
- President Elect: Carol Maimone, RHIT
- Past President: Janis A. Leonard, RHIT, CCS
- Communications Director: Aleta Jaen, RHIA, CCS, CPC
- Finance Director: Diane Seeley, RHIT
- First Year Education Director: Thomas Fish, RHIT, CCS, LPN, CPC-I, CPMA
- Second Year Education Director: Leighann Libertucci, RHIA, CCS

#### **GOALS:**

- Provide education on various current HIM topics
- Improve communication
- Create a digital archive of AdHIMA documentation
- Increase our online presence

#### **EDUCATIONAL SESSIONS:**

- IPPS update, ICD-10 update, Coding Roundtable-September 2017
- CDI Joint session with Central NY-October 2017
- Cybersecurity, 2018 OPPS Updates, 2018 CPT updates-December 2017
- ICD-10 Coordination and Maintenance, Health Information Ethics-March 2018
- ANNUAL MEETING, May 2018 – 6 CEU’s offered

#### **MEMBERSHIP:**

- 124 dues paying members for 2017/2018

#### **ACCOMPLISHMENTS:**

- PayPal set up for payment of educational sessions and membership for 2018/2019
- AdHIMA information posted on Facebook
- Creation of an AdHIMA LinkedIn Page
- Joint meeting held with Central New York
- Revision of bylaws to reflect change in delegates
- Begin establishing scholarships for HIM students
- Hosting and planning the NYHIMA annual conference in cooperation with NYHIMA and Northern
- Creating a relationship with Northern and Central NY to more effectively serve our members
- Creation of a centralized repository for AdHIMA documentation using Google Drive
- Supported multiple local charities by collecting donations at our meetings
  - Capital Region Safe Kids Coalition in co-operation with Albany Medical Center
  - ToLife! Supporting Breast Cancer services

#### **FINANCE DIRECTOR REPORT:**

- AdHIMA remains financially sound with a balance of \$8,797.31 at the time of this report.
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#### **CENTRAL NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION (CNYHIMA)** **Michele Hasper, RHIT – President**

#### **THE BOARD OF DIRECTORS:**

- President: Michele Hasper, RHIT
- President Elect: Cindy Alsheimer, RHIT
- Past President: Jeffery Youngs, RHIT
- Finance Director: Nannette Backus, RHIA, CPC, CCS
- Communications Director: Dawn Graney, RHIA, CPC

#### **GOALS**

- Provide ICD-10 Education
- Continue our “Green” Initiative
- Continue to offer an annual scholarships for HIM Students
- Promote and increase awareness of the HIM Profession
- Continue to promote Long Term Care Group programs

#### **EDUCATIONAL PROGRAMS – TOTAL OF 30 CREDITS OFFERED**

- ICD-10/CPT and Coding Round Table(s)
- The Developing Role of HIT in Underrepresented Environments
- ROI
- Inpatient/Outpatient CDI

- Improve Leadership/Management Skills
- Corporate Compliance
- HIPAA Compliance/Update
- RHIT/RHIA Exam Prep

## **ACCOMPLISHMENTS**

- Continue to build relationships with other HIM professionals in our region (Watertown AAPC)
- Consistently send email blasts to members with current job openings in our area
- Held several partnering education programs with NYHIMA & AdHIMA
- CNYHIMA continues to have a Long Term Care Group.
- Membership as of April 4, 2018 is 153 professionals and 31 students. Total Membership – 184
- “Gone Green” by sending all communication to members via email
- Continued to communicate with all HIM professionals within the region
- Presented the tenth annual student scholarship at CNYHIMA Annual Meeting.
- CNYHIMA Annual Meeting in Liverpool on May 11th with the theme of “Lighting the Future to Lead the Way”. Participants will receive 7 CEU’s and access to HIM vendors/Cash N’ Carry Vendors/College Showcases. All paid participants receive CNYHIMA membership for 2018-2019 as part of the registration fee. Provide several door prizes donated by Board members, CNYHIMA, and vendors. Provide a 50/50 raffle to benefit the Student Scholarship Fund.

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## **HEALTH INFORMATION MANAGEMENT ASSOCIATION OF NEW YORK CITY (HIMANYC)**

Lisa Marie Todman-Legall, MSA, RHIT - President

### **THE BOARD OF DIRECTORS:**

- President: Lisa Marie Todman-Legall, MSA, RHIT
- Past President: Christine Shultz
- Finance Director: Michelle Spector
- Director of Bylaws/Procedures and Long-Term Care: Jocelyn Izzard-Picart
- Director of Programs: Crystal Isom
- Director of Membership: Nava Birnberg
- Parliamentarian: Barbara Sutphin
- Archivist: Lynda Carlson
- Awards Chair: Bridget Doman

### **GOALS:**

- Provide ICD-10 education
- Continue to offer voluminous of educational resources
- Continue to retain members and focus on ways to recruit new members

- Review and revise the bylaws to ensure the association aligns with the mission of both NYHIMA and AHIMA
  - Coordinate a communication bridge between all local approved accredited education programs
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## **HEALTH INFORMATION MANAGEMENT ASSOCIATION OF WESTERN NEW YORK (HIMAWNY)**

Robert Majewski, RHIT – President

### **BOARD OF DIRECTORS:**

- President: Robert Majewski, RHIT
- President-Elect: Amanda Mancini, RHIT
- Immediate Past President: Wendy Stoklosa, RHIT, CTR
- Treasurer: Anuya Valiyaparambil, RHIT
- Secretary: Cynthia Stewart, RHIT

### **COMMITTEES:**

- **Membership** – Sue Dold, RHIT Chair  
97 members
- **Education** – Angela Printup, RHIA, CCS, CIRC, CCDS Chair  
12 CEUs offered, highlighted by a presentation from Congressman Brian Higgins, in March.
- **Social Media** – Michelle Doherty, RHIT Chair  
Update and redesign of HIMAWNY website.  
Coordination of website and Gmail.
- **Nominations** - Jean Jurek, MS, RHIA, CPC Chair  
Nominations for 2018-2019 board positions completed. Vote pending.
- **Awards** – Amanda Mancini, RHIT Chair  
HIMAWNY has reintroduced the Distinguished Member, Rising Star, and Dedicated Member, to recognize our local members. Nominations are still underway with awards to be presented at our Annual Meeting in May 2018.
- Treasury has met all expenses while maintaining a prudent reserve. Continued improvement in our allocation and budget process is a priority for the Board.
- On behalf of the HIMAWNY Board and membership, a very early welcome, and a thank you to NYHIMA for bringing the 2020 Annual Conference to the Hyatt Regency Buffalo.

## LONG ISLAND HEALTH INFORMATION MANAGEMENT ASSOCIATION (LIHIMA)

Linda M. DiGregorio, RHIA, CCS ~ President

### BOARD OF DIRECTORS:

- President: Linda M. DiGregorio, RHIA, CCS
- President-Elect: John Ruth, MBA, RHIA
- Immediate Past President: Susan Goldson, MS, RHIT, CCS, CCS-P
- Treasurer: Arlene Fauth, RHIA
- Secretary: Stephanie Burke, RHIT

LIHIMA continues to support our membership and those in the HIM profession here on Long Island by offering free and low cost educational programs throughout the year. Now available to LIHIMA members is the ability to pay annual dues via credit card or Pay Pal; fully participate in on-line balloting; register with ease for our Annual Installation and Luncheon and continue to have full access to all educational materials posted on the LIHIMA web site. Goals for the Association are to finalize updates to our Policy and Procedures Manual and work to present membership with revised Bylaws by the end of 2018.

During the 2017 to 2018 year, LIHIMA offered membership the following education sessions here on Long Island:

- **September 26, 2017: “Clinical Documentation Specialists (CDI) – Effective Presentation of Data”**, presented by Patricia Henry, MSN, RN, CCS, CCDS Assistant Director, CDI and DRG Denials Management and Peter Charon, MBA, Senior Analyst, CDI and DRG Denials Management – NYU Winthrop Hospital. This was a shared discussion and presentation of data displays for Key Performance Indicators for the CDI Program.
- **October 25, 2017: “ICD-10-CM/PCS Updates”**  
A review of the final changes to the ICD-10-CM/PCS updates for fiscal year 2018 was presented by John W. Ruth, MBA, RHIA, Director, Revenue Integrity; Stony Brook University Hospital.
- **November 20, 2017: “Vascular Insufficiency of Lower Extremities – Intervention and Treatment”** presented by Christine Chung, MD, RPVI Attending Vascular Surgeon, NYU Winthrop Hospital; Assistant Professor of Clinical Surgery, Department of Surgery, Stony Brook Hospital. Dr. Chung lead an engaged group of Coding Professionals through her presentation of procedures commonly performed to treat vascular disease of the legs.
- **December 12, 2017: “The Power of Excel!” Basic Excel Skills Used for Data Analytics in HIM**  
Kelly Tamburello, RHIT, CHDA; Administrative Manager; Performance Reporting and Management for the Suffolk County Care Collaborative & Binu Koshy, CCS; Revenue Cycle Manager for NYU Winthrop Hospital walked through a power

point presentation and active data display using Microsoft Excel to show members some of the ways excel can be used to prepare financial reports for tracking and trending the discharge not final billed (dnfb) in the HIM Department.

- **January 24, 2018: “2018 Medicare OPPS and CPT Update”**  
A review of the final changes to the Outpatient Prospective Payment System along with a review of the CPT code updates for calendar year 2018 were presented by John W. Ruth, MBA, RHIA, Director, Revenue Integrity; Stony Brook University Hospital.
- **February 28, 2018: “Legal Aspects in Healthcare; Release of Information”.**  
Lourdes Martinez, Esq. Review of updates and questions regarding the proper release of patient information. Topics covered: Qualified Persons/Power of Attorney/Health Care Agents/Surrogates; Reasonable Charges; HIPAA Exceptions for Law Enforcement Purposes; New Rules for Disclosure of Substance Use Disorder (SUD) Patient Records.
- **April 11, 2018: “LIHIMA’s 39<sup>th</sup> Anniversary Annual Installation and Luncheon”**  
This year’s Annual Luncheon was held at the lovely Marriott Hotel located in Melville, Long Island. This full-day event was well attended by our membership and supported by a gathering of vendors that aid our profession with coding services, educational tools and avenues for professional career advancement and study.

NYHIMA’s President Kim Charland opened the program with a review of the NYHIMA Updates for the current year. Kim’s presentation was followed by a touching and deeply sincere speaker from Interfaith Nutrition Network who addressed the problem of poverty on Long Island. “The Business of Healthcare – HIM’s Collaboration in the Revenue Cycle Process” involved an in-depth discussion among four (4) panel members all representative of lead roles in the financial success of the institutions they work for.

The afternoon sessions included discussions on MACRA & MIPS – Medicare’s quality tracking and reporting measures for Provider based Practices, and a CPT coding lecture on the intricacies of coding Infusions and Injections.

**Awards Ceremony:** This year, LIHIMA honored Jeanette Madsen with the first presentation of the Maryanne Gordon Volunteer Award. Jeanette Madsen has served as the Chairperson of the Credentials & Membership Committee for the Long Island Health Information Management Association (LIHIMA) for over two (2) years now. In her role as Committee Chair, Jeanette sends out annual dues notification (emails) to all members; continuously updates the Membership Listing; processes membership applications and reports membership status at the LIHIMA Board meetings. This is a commitment that Jeanette has made as a volunteer to her local Health Information Management Association – a

commitment that she has kept since 2015. This award was given in grateful appreciation for all the time and effort she has dedicated to LIHIMA and the HIM profession.

Other LIHIMA Awards presented during our Annual Ceremony included three (3) Outstanding Student Awards - one outstanding student from each of the 3 accredited colleges on Long Island. In addition, three (3) HIM Champions were chosen for awards by the current President for their service and promotion of the Health Information Management profession.

- **The Carmella Ormandy Award – LIHIMA Founder.** This award is presented at each year's Annual Meeting to a LIHIMA member who has demonstrated exceptional commitment to the HIM profession and the LIHIMA organization during the past year. This year, I was truly honored by being nominated to receive this award. My sincere thanks to the Nominating Committee; it has been a pleasure to serve as LIHIMA President this past year.

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## **HEALTH INFORMATION MANAGEMENT ASSOCIATION OF NORTHERN NEW YORK (HIMANNY)** **Tennille Schmitt, RHIT – President**

### **BOARD OF DIRECTORS:**

- President: Tennille Schmitt, RHIT
- Immediate Past President: Donna Bishop, RHIT
- Finance Director: Leslie Mills, RHIA
- Secretary: Erin O'Connor, RHIT

### **GOALS:**

- Continue to work on increasing membership within our local to remain viable
- Continue to offer educational programs to our members
- Update our Bylaws to reflect some changes needed
- Encourage membership to participate

### **MEETINGS and EDUCATION:**

- 10-13-17 Meeting was a joint education session with CNYHIMA in Watertown. There was a good turnout. A total of 6 CEUs were offered to attendees. Great topics and speakers discussing Release of Information, HIPAA updates, and coding updates. The joint sessions with CNYHIMA have been successful and helpful to our local and much appreciated.
- Our Annual meeting will be held May 11th at Adirondack Health in Saranac Lake. 3 CEUs will be provided at this meeting with focus compliance, coding, and release of information areas. The NYHIMA President, Kim Charland, will be presenting two of sessions.

- We have had a couple of phone board meetings to discussion membership and future of HIMANNY.
- Our President elect has been vacant since April 2017. The HIMANNY Executive board recently just appointed Donna Bishop into that position.

#### **MEMBERSHIP UPDATE:**

- Our membership seems to remain the same.
- Our finances are still low but we hope to increase that through the upcoming years. The joint session with CNYHIMA have helped with this area as well.
- We have had several members from HIMANNY that have taken part in the Planning Committee for the 2018 Annual Conference in Lake George. I can say from my standpoint that this was been a very interesting thing to be part of.
- We have two members that will be hold board positions in July of 2018 for NYHIMA: Tennille Schmitt, RHIT – Communications Director; Leslie Mills, RHIA –Education/Program Director



Submitted by Diana Adam Podgornik, RHIT, President

#### **BOARD OF DIRECTORS:**

- President - Diana Adam Podgornik, RHIT
- President-Elect – Deb Symonds, RHIT, CTR
- Past-President – Darlene McKendrick, RHIT, CCS
- Director of Finance – Deb Symonds, RHIT, CTR
- Director of Bylaws – Gail Woytek, RHIA, CPC, CRC
- Director of Education – Nicole Morthorst, RHIT
- Director of Communications – Ed Patrick, RHIT
- Student Representative (MCC) – Jennifer Dydo-Spencer, CCS

**The Board:** Again this year the board has met quarterly on a Saturday for 4 – 6 hours to keep the momentum going. Here are some of our highlights:

- Our PnP have been fine tuned to keep up with what has been implemented since last year.
- Bylaws now include the language in regard to the disbanded HOD.

- We've transitioning our antiquated website platform from Host Monster to Weebly. As part of the platform change, we have implemented online registrations and now accept electronic payments through PayPal.
- A student scholarship fund was set up, and we are proud to be able to award two \$250 scholarships to continuing students. We regularly have 50/50 raffles to support the scholarship fund, and have added a spot on our membership application specifically for donation to that fund, streamlining our members' ability to pay for multiple things at one time.
- We've updated our logo! It's at the top of this document, and will be unveiled to our members at our annual meeting on May 3<sup>rd</sup>.

We've also been met with challenges – our initial Bylaws Director resigned before the installation; and we appointed Gail as our Bylaws Director. Additionally, our 1<sup>st</sup> year Education Director resigned about two months in for personal reasons, and the board has absorbed those duties into our own. We now all take on tasks to assist Nicole with putting together educational sessions.

**Membership:** Our membership voted to increase member dues from \$15 (which we've charged for the last 20 years) to \$20 for active members. I believe that we are still one of the most reasonably priced CLA's in NY. Since we had a slight decline in membership we are doing the following:

- Sent letters to members who dropped us in the last three years in an effort to lure them back, but only received some nibbles.
- We also tried reaching out to students who had graduated in the last few years to try to draw them in, but were unsuccessful.
- Our next set of letters will go out shortly to graduating students at MCC and Alfred, encouraging them to take and pass the RHIT exam by 8/31/18, in exchange for a free year active membership. We'll let you know how we make out!

**Election/Ballot:** This year we were unsuccessful in gaining more than a slate ballot – 1 person for each position needed – and had two candidates at the last minute who hadn't met the criteria to run. In the end that leaves our Finance Director position open. As a board we will decide on either a special election or appointment. On the plus side, we sent out 64 ballots to active members and saw 41 valid ballots returned.

**Finances:** We had a healthy balance sheet despite coming off hosting the annual conference in 2017, and made an executive board decision to cover a stipend of \$300 to send the President and President-Elect to represent us at future conferences, beginning this year at The Sagamore. We had slightly more expenditures this year than normal – having put out money for our website, purchasing a laptop to capture meeting information, handle email distributions, manage our Facebook page and digitize our archives. Student volunteers were a big help with the archive project, organizing all the material by year and thinning duplicative information.

We are currently writing an archive retention policy and will then move the paper to a digital format. Additionally, each future year's documents will follow suit. We currently use Dropbox and will be upgrading that to store our archives. Our transition to the new website platform is slightly more expensive, but like all the expenditures we expect future returns on our investments. We submitted our IRS 990 per policy.

**Communications:** Our Communication Director had oversight of the following:

- the archive project
- our Perspectives project manager
- vetting the website platform
- sharing email distributions and Facebook posts each year is to give back to the community, and on Saturday May 5<sup>th</sup> we will be participating in the Rochester Clean Sweep. After a morning of beautifying the city, participants are treated to a free ticket to the afternoon Rochester Red Wings game as a thank you! And thank you to Ed for coordinating all of these.

**Education:** We offer four educational sessions this year, including the annual meeting which is our capstone event. We continued to offer our mixers, which are social networking events held at interesting restaurants and breweries around town; had a Christmas party at a local park lodge sponsored by the board to the members, and decided to upgrade our annual meeting by spending a little more on the venue and food to highlight the celebratory feel of a job well done by all. We are wading into the corporate sponsorship pool and have put together a sponsorship prospectus with the hope of gaining some long term corporate sponsors. We'd like to reach out to LIHIMA and CNYHIMA to pick your brains about sponsorship, so be expecting an email down the road. Thank you!

Our annual meeting agenda – held May 3 – is listed below:



Final Education  
Session May 2018 (2)

**RRHIMA LTC Special Interest Group:** This arm of RRHIMA continues to be active, holding their meetings the third Tuesday of each month at a different LTC facility around town. It is a roundtable session at which HIM professionals working in the LTC setting come together to discuss DOH surveys, PACS and other audit requests, ROI regulatory changes, CMS changes including updates this year to the SNF ABN, and complex coding cases.

**Community Support:** The Student Representative (MCC Health Information Technology Club) reported that the club participated in the following community service events this year:

- "Operation Karibu" which collected onesies, gently used t-shirts, blankets, or cash donations to donate to this organization for expectant mothers in Africa who seek prenatal/postnatal care
- "Be the Match" for registration for bone marrow donation
- "Operation Karibu"

Students are required to attend at least one educational session each year, and RRHIMA continues to reach out to the local colleges by offering a 'day in the life of the board' at which the RRHIMA board speaks to the professional practice class about RRHIMA and the board structure. This year we opened the board meetings up to students to come and observe, with the hope that this would provide them more insight and inspire them to become active. The RRHIMA BOD has worked hard again this year, and still has work to do. Although our strategic plan was done last year as a two year plan, we rarely referred to it. It will need to be reviewed and revised next year and a concerted effort made to keep it handy to insure we are on track to meet our goals. We are also hoping to put together an entire year's calendar early this coming fall to assist with nailing down site locations, and beefing up our sponsorship prospectus. I am honored to be part of this team and proud of our accomplishments.

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## **SOUTHEASTERN NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION (SENYHIMA)**

SENYHIMA President: Lois Drabick, RHIT, CCA

### **BOARD OF DIRECTORS:**

- **President:** Lois Drabick, RHIT, CCA
- **President-Elect:** Katherine Kozlowski, RHIT, CCS, CDIP, RMCC
- **Treasurer:** Laura Berberich, BS, RHIT, COC
- **Secretary:** Filomena Marchione, RHIT

### **MEMBERSHIP:**

- 4 Board Members; 16 Members; 1 Student Member

### **MEETINGS:**

- October 27, 2016 – Littman Cancer Center, Cornwall, New York  
Between Scylla and Charybdis: The Challenge of complying with both HIPAA & Meaningful Use  
Speaker: Aviva Halpert  
3 CEU's
- May 4, 2017 – St. Luke's Cornwall Hospital, Newburgh, New York  
Coding for Pressure Ulcers: How the New Coding guidelines will affect POA Assignment  
Speaker: Mazette Edwards, MA, CDIP, CCS, COC  
3 CEU's

### **GOALS:**

- Continue to find speakers and provide relevant educational sessions to our members.

**TAPPAN ZEE HEALTH INFORMATION MANAGEMENT ASSOCIATION (TZHIMA)**

Sue Clarke-Kendrick, MHA, RHIA

**BOARD MEMBERS:**

- **President:** Sue Clarke-Kendrick, MHA, RHIA
- **President-Elect:** Sherry Jimenez, MS, RHIA
- **Past President:** Diane Cohen, RHIA
- **Treasurer:** Patricia W. Haskel, RHIT
- **Members:** 20 active members, 9 new members-will be active as of 6/2018.

**Board meetings were held on:** July 22, 2017, February 3, 2018

**ASSOCIATION MEETINGS/EDUCATION:**

- **September 26, 2017**  
**Presenter:** Richard Peress, MD, Orthopedic Spine Surgery Chairman, Dept. of Surgery, Phelps Hospital and Vera Rulon, MS, RHIT, FAHIMA, Founder and President Tir Health Advisors, LLC  
**Title:** Understanding approaches in spine Surgery/Bundles, AHIMA's Consumer Health Information Bill of Rights: Advancing Public Good  
**Location:** Phelps Hospital Northwell Health
- **October 27, 2017**  
**Presenter:** Lolita Jones, MSHS, RHIA, CCS, Consultant  
**Title:** Advanced CPT clinic - Knee Surgery and Advanced CPT Clinic Lower extremity endovascularization.  
**Location:** Phelps Hospital Northwell Health
- **November 14, 2017**  
**Presenter:** Lynn-Marie D. Wozniak, MS, RHIT, RCC Content Manager, Clinical Solutions, Elsevier  
**Title:** Detecting, defining, differentiating, documenting and coding bone diseases.  
**Location:** Webinar
- **April 23, 2018**  
**Presenter:** Matt Lawney, MSPT, MBA, CHC Epoch Health Solutions, LLC  
CHC Epoch Health Solutions, LLC  
**Title:** Injections/Infusions and modifiers, CCI/PTP/MUE updates  
**Location:** Phelps Hospital Northwell Health
- **Next Scheduled meetings:** May 29, 2018, June 8, 2018
- **CEUs provided to date: 11.5 CEUs to be provided: 6 Total CEUs: 17.5**

**GOALS FOR 2018:**

- Collaborate with the visions of AHIMA and NYHIMA. Continue to provide relevant educational sessions to our members. Continue to promote the HIM profession to students in the TZHIMA area and in online programs. Continue to retain current members and develop new ways to attract other members, including providing informative and interesting presentations and speakers. Expand the current roles to include a membership coordinator and a media coordinator in our efforts to double our membership by the end of the year and increase our efforts to advertise more on social media. Create a website for TZHIMA to post education calendar, job postings and membership information.

**FINANCES:**

- As of April 2018 report, our balance was \$4170.94. Main source of income for TZHIMA is the membership dues.

**COMMUNITY SUPPORT:**

- On 3/27/18, at Westchester Community College, Sue CK. met with 31 local high school counselors to provide information on AHIMA, NYHIMA and TZHIMA as well as educational pathways and careers in HIM.