

Gopher Tracks

Summer 2010

We will be announcing our ANI Scholarship winner at our July meeting...

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President's Report

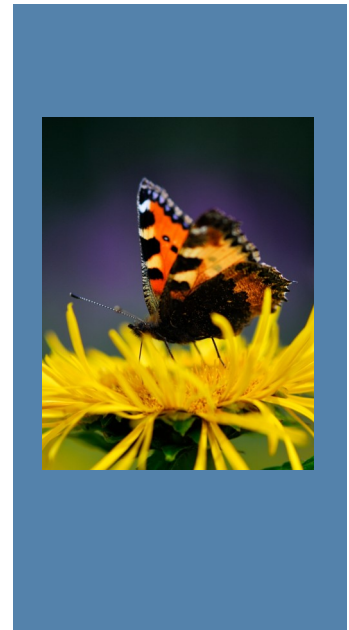
Greetings to all.

We are looking forward to seeing everyone at our summer meeting at Grand View Lodge in Nisswa. It is a lovely facility with a new conference center.

We will be announcing our ANI Scholarship winner who will

win an all expense paid trip to this year's ANI which will be held in FT. Lauderdale, Florida. If you have never attended it is something you should definitely work towards winning.

Roberta



MN Family Burn Camp

Each meeting our Chapter chooses an organization as our Community Service.

For our July meeting we have a great opportunity to have Paul Andres son come and speak to us about the MN Family Burn Camp.

Paul's son, Logan has been using the services of the camp as well as the entire family for 11 years.

We will be holding a Silent Auction during our meeting and need your donations.

Please email Kari if you have an item you wish to donate at

kmarinowski@icsystem.com.

You can also make a cash donation at the meeting or by contacting Kari.

Got a Claim? TriWest Improves Claims Search Capabilities

Based on user feedback and a usability study, TriWest Healthcare Alliance and its claims processor Wisconsin Physicians Services (WPS) have enhanced the claims search functionality on the secure Web site at www.triwest.com/provider.

Registered users now have several new search options to easily search and find claims associated with their office(s). Examples of the new search criteria are as follows:

- Search by process date
- Search by claim number

Search by patient [account number](#)

- Search by check number
- Search by individual provider

In addition, the following improvements were also made:

- Added expandable help links
- Modified the search screen to make some fields optional
- Redesigned the claim search and result screens to make them more intuitive
- Added claim paid date information to the search results screen

Providers need to be registered to enjoy these new changes and the other many benefits of the secure provider portal. These include:

- Verify patient eligibility
- Research covered benefits and check referral/authorization and medical review requirements for specific codes
- Submit referrals/authorizations online and check their status regardless of how the request was submitted
- Submit claims online and check claim status regardless of how the claim was submitted

[Download](#) remittance advices

- Claims correspondence/Webmail (coming soon)

HealthPartners Fast Facts March 2010

2010 CME Conference Calendar

Continuing Professional Development

28th Annual Strategies in Primary Care Medicine – September 23-24

Optimizing Mechanical Ventilation 2010: A Hands-on Practical Emphasis – October 8-10

Fundamental Critical Care Support – October 14-15

11th Annual Women's Health Conference - November 5

The Mind of a Child: Psychiatric Challenges for Today's Youth - November 12

Emergency Medicine and Trauma Update – November TBA

32nd Annual Cardiovascular Conference – December 9-10

For further information contact HealthPartners Institute for Medical Education, Center for Continuing Professional Development, 952-883-6225 or e-mail

CPDregistrar@HealthPartners.com. You can visit their Web site at imehealthpartners.com.

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(American Association of HealthCare Administrative Managers)
For Certification Coaching Sessions**

CCAM/CPAT/CCAT/CPAT/CCT

Target Area	Dates	Time	Where	Area to meet	Personnel	Contact
North-Central MN	every other Wednesday	4:30 PM – 5:30 PM	Hibbing, Advantage Billing Concepts Office	Lunch Room	Tamora Ellis, CCAM	Tamora Ellis 218-312-1225 or email tamora@advantagebilling.net
North West MN	every Wednesday	2:00 PM – 6:00 PM	Park Rapids, St. Joseph's Area Health Services	Computer Training Room	Eileen Froelich, CPAM/CCAM and Carla Simonson	Eileen Froelich 218-237-5504 or email eileenfroelich@catholic.health.net Carla Simonson 218-237-5346 or email carlasimonson@catholic.health.net
Central Mn	Every other Tues.	4:00pm – 6:00pm	TBA	TBA	Sandy Pawelk CPAM	Sandy Pawelk 763-878-2767 or e-mail jspawelk@tds.net

MN GOPHER CHAPTER AAHAM's Mission - to be the premier professional organization in health care administrative services. Through a national organization and local chapters, we provide quality member services and leadership in the areas of education, communication, representation, professional standards and certification.



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Through the generous participation of our Corporate Sponsors, the AAHAM Gopher Chapter is able to provide high quality educational programs to our members while keeping registration fees manageable for our attendees. Please acknowledge these AAHAM Gopher Chapter Corporate Sponsors when you are looking for related services/products. Thank you.

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	Ingram & Associates Nicholas Kuzera 615-778-6201	

New Minnesota Law: Requirements for Health Care Clearinghouses

Clearinghouses doing business in Minnesota are now governed by the Administrative Simplification Act (ASA). The goal of the provisions added to law ([Chapter 243-S.F.No. 2852](#)) is to ensure that health care clearinghouses comply with industry best practices and meet the same requirements as health care providers and payers when exchanging administrative transactions. The law:

- States as of Jan. 1, 2012, all providers, payers and clearinghouses must acknowledge receipt of health care claims and remittance advices
- Clarifies when clearinghouse fees may be charged
- Extends the Administrative Simplification Act's (ASA) compliance provisions to clearinghouses
- Requires clearinghouses, on Jan. 1, 2012, to provide mechanisms for providers and payers to track administrative transactions to ensure that transactions make it to their destination
- Requires clearinghouses to make electronic connections with other clearinghouses or trading partners that are willing and capable of meeting the standard business terms and conditions of the clearinghouse, as well as any applicable state laws and regulations
- Prohibits clearinghouses from making the acceptance of a standard transaction contingent on the purchase of additional services
- Provides greater transparency about clearinghouse services, and clearinghouses may be required to provide and post certain information.

Extra, Extra Read All About It!

Trying to find Best Practices? You know they are out there, but where? See the [Best Practices Summary Guide](#) now available on the [AUC website](#). Check it out: it will make your life easier.

New TAG quickly developing electronic acknowledgment Companion Guides

A law signed recently by Gov. Tim Pawlenty requires providers, clearinghouses and group purchasers to use a standard electronic acknowledgment when receiving health care claims, equivalent encounter information transactions, the health care payment and remittance advice transaction.

A new Technical Advisory Group (TAG) is developing the four companion guides necessary for the acknowledgment transactions. The new law takes effect Jan. 1, 2012. A final version of the guides needs to be published and available no later than Jan. 1, 2011.

Shelagh Kalland, Blue Cross and Blue shield of Minnesota, and Patrice Kuppe, Allina Health System, are co-chairs of the TAG.

The timeframe is extremely short so all interested organizations are strongly encouraged to get involved at the TAG level. Anyone interested in volunteering to work on this take should contact Amy Luitjens at the Department of Health to sign up for the Acknowledgment Transaction TAG. You can reach Amy at Health.AUC@state.mn.us.

The law's language is available online ([Chapter 243-S.F.No. 2852](#)).

Administrative simplification efforts go nationwide in new health reform law

The 2,400 page recently enacted federal Patient Protection and Affordable Care Act includes 20 pages on health care administrative simplification. Minnesota is already developing single, uniform data content and format specifications ([Uniform Companion Guides](#)) for the electronic exchange of health care administrative transactions as required under Minnesota law. David Haugen of the Minnesota Department of Health (MDH) says it is not yet clear what impact the federal law will have on Minnesota's administrative simplification efforts.

New federal transaction standards

The Secretary of Health and Human Services must adopt operating rules for transaction standards. The effective dates of the operating rules and new HIPAA standards occur from July 1, 2011, through Jan. 1, 2016. "Operating rules" are defined as "Necessary business rules/guidelines for electronic exchange that are not defined by a standard or implementation specifications."

Areas of uncertainty

Some areas where it is unclear what impact the new law will have on Minnesota include:

- The federal operating rules could change the state's uniform companion guides;
- Minnesota's statute applies to non-HIPAA covered entities, such as workers' compensation, property-casualty and auto insurers, but the federal reform provisions probably do not apply to non-HIPAA covered entities; and,
- It is uncertain how the operating rules may relate to other health care information technology (HIT) and reform efforts such as recent federal rules for standards for electronic health records.

A full review of the federal health reform law continues in order to help in plan future work with the AUC. Federal reform information was presented to the AUC Operations Committee on April 12, and is available [online](#).

AUC Membership Changes

The AUC welcomed [Wisconsin Physician Services Insurance Corporation](#) (WPS) as a new member in 2010 and welcomed back [Hennepin Faculty Associates](#). While full members have voting rights and committee responsibilities, all health care organizations touched by the administrative simplification law are encouraged to attend and participate in meetings.

The E3 Initiative: *The Minnesota Department of Health (MDH) is working with the AUC to implement a state law (Minnesota State Statutes, section 62J.536) for the standard, electronic exchange of common health care business transactions. More information regarding the statute and rulemaking activities briefly summarized in this Update is available on the AUC website: www.health.state.mn.us/auc, and the MDH website: www.health.state.mn.us/asa.*

Contact the AUC at:
Health.AUC@state.mn.us



New Version 5010 Guides adopted

Four new [Version 5010 Minnesota Uniform Companion Guides](#) have been adopted as rules for the implementation of the:

- ASC X12/005010X279 Health Care Eligibility Benefit Inquiry and Response (270/271)
- ASC X12/005010X222 Health Care Claim: Professional (837)
- ASC X12/005010X223A1 Health Care Claim: Institutional (837)
- ASC X12/005010X224A1 Health Care Claim: Dental (837)

Electronic Remittance Advice (ERA) Can Reduce Your Paperwork

The Electronic Remittance Advice (ERA) can help improve your business office workflow and productivity. ERA can be automatically loaded into your accounts receivable system, depending on your software.

Also known as the 835 transaction, your ERA can be a secure and reliable alternative to manually posting claim adjudication information to an accounts receivable software program and allow you more time to focus on caring for your patients.

**“As soon as
your TRICARE
claims
finalize, your
ERA is
generated”**

How Does It Work?

Containing the same information on claim payment, deductible, and co-insurance, ERA is the electronic equivalent of the paper remittance advice (also known as Explanation of Benefits or EOB) and provides details on how your claims were processed.

As soon as your TRICARE claims finalize, your ERA is generated.

What are the benefits of ERA?

Depending on your practice management system and internal workflow, ERA can improve your business office workflow and productivity by:

- Eliminating the need to manually enter and process paper EOBs
- Eliminating errors associated with manual posting of paper EOBs
- Eliminating the need to store and file paper EOBs
- Decreasing the time spent reconciling accounts receivable

How can I start receiving ERA?

To enroll, please download and complete the [Electronic Remittance Advice \(PDF\) document](#) or the fill and print version located at www.triwest.com. Find a Form tab and return it to:

WPS Electronic Data Services
PO Box 8128
Madison, WI 53708-8128

When you choose to receive ERAs, your files will be sent to you in the ANSI (American National Standards Institute) X12 835 format, version 4010A1, and can be downloaded from the WPS Bulletin Board System (BBS) or through the secure Web site at www.triwest.com/provider.

For further information about ERA, refer to the [835 Electronic Remittance Advice Transaction guide](#) located in the EDI/Secure area of www.triwest.com/provider.

Nominations Open for 2011

We have 6 positions opening up on our Executive Board that will be posted at our July meeting that include the following.

- Vice President - Virginia Berney
- Treasurer - Lois Wakefield
- 4 Board Member Positions - Jamie Weappa
Jody Heard
Kari Marinowski
Stephanie Brown

Feel free to talk with any of the current Executive Board or those that are ending their terms. Getting involved in one of these positions is a great way to learn about our organization.

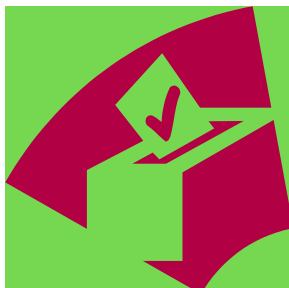
If you have any questions about running for these open positions, please contact Mary Donnay at mary@collectionresources.net.



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BYLAWS

American Association of Healthcare Administrative Management Gopher Chapter BYLAWS

ARTICLE I – MEMBERSHIP

Application for membership shall be made in writing on application blanks furnished for that purpose.

The Board of Directors shall have the final authority to determine the eligibility of an individual for membership, or the revocation of membership, consistent with the ethical standards and requirements of this organization.

Membership shall not be transferable from individual to individual. A member who changes employment during a membership year shall continue to be a member for the remainder of the membership year for which dues have been paid.

ARTICLE II – DUES AND FEES

Annual dues shall be for the calendar year in an amount to be determined by the Board of Directors and reviewed on an annual basis.

If the Board of Directors imposes an application fee, it shall accompany the application.

New applications for membership, accompanied by the proper amount of dues and fees, received after the first day of the last quarter of the membership year shall constitute payment for the remaining portion of the membership year and for the following membership year.

Dues shall be forwarded to the Treasurer. The Membership Chair will track local and national membership.

An individual who submits an application for membership, accompanied by the appropriate dues and fees, which is received by the Treasurer by the first day of the third quarter of the membership year, shall have the right to vote in any election held during the remainder of that membership year.

ARTICLE III – VOTING

Eligibility

All eligible members shall have the right to vote. Proxy voting shall be used for any issue except for the election of Officers and Board of Directors.

Mail Votes

Votes shall be cast by mail on the official ballot.

A system of mailing the ballots and receiving the mail votes shall be designated to maintain the security and secrecy of the ballots and votes.

Ballots must be mailed to the members by the Chapter at least thirty (30) days prior to the meeting. To be counted, ballots must be returned by the members postmarked at least five (5) days prior to the meeting at which such vote is to be counted.

All mail votes shall be kept for thirty (30) days after the election results are announced in case recounts are required.

Majority

All matters except as otherwise specified in this constitution and Bylaws shall require a simple majority of those voting.

ARTICLE IV – MEETING

Annual Meeting

The Annual Meeting shall be the last scheduled meeting of the calendar year. The results of the election of Officers and Board of Directors shall be announced to the membership at the annual meeting following the election. Notice of this meeting shall be given at least thirty (30) days prior to the scheduled date. Notice shall be in writing.

Special Meetings

1. Special meetings of the Chapter may be called by the President, a majority of the Board of Directors, or not less than one tenth (1/10) of the membership. Notice of the meeting shall be made in writing.

Transitional Meeting

The Transitional Meeting of all current and newly elected Executive Committee and Board of Directors members shall take place on a mutually agreed upon date prior to the first meeting of the new year and after the final meeting of the prior year. All elected officers and outgoing officers shall arrange to meet at a time and place designated by the new President.

Meeting Place

1. The Executive Committee may designate any place within the State of Minnesota as the site of either the annual or any special meeting. A majority of the Executive Committee must approve the meeting place.

Regional Meeting

A Regional Meeting will consist of the Gopher Chapter of AAHAM and one or more other AAHAM chapters, or other recognized associations.

At the request of the President and by a majority vote of the Executive Committee, a Regional Meeting can be held. Notice of the meeting shall be made in conjunction with those chapters/organizations involved.

A Regional Meeting can be held outside of the State of Minnesota.

Quorum

One tenth (1/10) of the membership shall constitute a quorum, provided a majority of the Executive Committee is present.

A majority of the Executive committee shall constitute a quorum for a meeting of the Committee.

ARTICLE V – EXECUTIVE COMMITTEE

Composition of the Executive Committee

The Executive Committee shall consist of the elected or appointed officers of the Chapter, the members of the Board of Directors and the Chair of the Board of Directors.

Officers

There shall be six (6) elected or appointed officers of the Chapter. They shall be a President, First Vice President, Second Vice President, Secretary, and Treasurer.

An Officer is an individual in good standing with the local and National AAHAM organization. An Officer is a member that has been nominated in accordance with the procedures as set forth in these Bylaws and elected by the members of the organization or who has been appointed by the President.

National members who are associated with healthcare administrative services are eligible to run for office, provided they meet the respective officer qualifications.

Board of Directors

There shall be seven (7) members of the Board of Directors.

Vacancies on the Board of Directors shall be appointed by the President, and each person so appointed shall be a Director until a successor is elected by the voting members of the Chapter.

All members shall be qualified to be members of the Board of Directors.

Chair of the Board and Advisory Council

The Chair of the Board shall be the most recent past President.

The Advisory Council shall consist of the three (3) most recent past presidents whose term ended other than by removal. It shall be the function of the Council to serve in an advisory capacity to the Board of Directors.

ARTICLE VI – POWERS AND DUTIES OF EXECUTIVE COMMITTEE

Officers

President

The President shall preside at all general meetings of the membership of the Chapter, at meetings of the Board of Directors, and attend at least one National Presidents meeting per year. If the President is unable to attend the National Presidents Meeting, a qualified chapter member may be appointed, by the President, to attend. The President shall send an outline of the proposed programs and activities for the Gopher Chapter to the National AAHAM Executive Director as soon as is practical. The President shall be an ex officio member of all Chapter committees, standing and special, except the Nominating Committee. The President shall call meetings, execute policy, and provide leadership to the members of the Chapter. The President shall consult with the Executive Committee and the Advisory Council, and keep them fully informed so the programs and activities of the Chapter may be coordinated. The President shall strive, during his or her term in office, to guide the Chapter to meet the objectives outlined in the Chapter's constitution.

First & Second Vice Presidents

The Vice Presidents are responsible for all arrangements for Chapter meetings. The Vice Presidents shall serve as Co-Chairs of the Education Committee.

In the absence of the President, or during his or her incapacitation (as determined by the Board of Directors), the President's duties shall be performed by the First Vice President. The Second Vice President shall assume the duties if both the President and First Vice President are absent or incapacitated.

Secretary

The Secretary shall be responsible for maintaining the Chapter's official records. The Secretary shall keep minutes of the Board of Directors meetings and send a copy of the minutes to the Board Chair, Officers, Board Members, and Committee Chairs. The Secretary shall maintain past and present copies of Bylaws and Amendments. The Secretary shall provide each elected Officer and Committee Chair with copies of their job descriptions and Chapter Bylaws as soon as possible, following an election.

Treasurer

The Treasurer shall be responsible for all monies of the Chapter and for the disbursement of those monies. The Treasurer shall receive and acknowledge all monies due and payable to the Chapter. The Treasurer shall deposit all monies, in the name of the Gopher Chapter of the American Association of Healthcare Administrative Management, in a depository approved by the Executive Committee. S/He may reimburse approved expenses for business of the Chapter, authorized by the Executive Committee.

The Treasurer shall be bonded. S/He shall submit a financial report at each regular meeting of the Board, and make available to the Chapter membership an annual report. S/He shall maintain and forward such reports as may be required by National.

Chair

The Chair is required to attend all general meetings of the membership of the Chapter and meeting of the Board of Directors.

Executive Committee Duties and Obligations

Duties and obligations of the Executive Committee are further outlined in the Job Description manual.

Board of Directors

It shall be the duty of each Board Member to attend all Executive Committee meetings, to promote and encourage increases in membership and development of Chapters within his or her geographic area, and to represent the Chapter at regional or state activities in his or her areas that are related to the Chapter. Each member of the Board of Directors shall sit on a minimum of one Chapter Committee.

Advisory Council

1. The members of the Advisory Council shall be given notice of, and be invited to attend, as non-voting observers, regular business meetings of the Board of Directors. In addition, the Advisory Council shall meet as needed for the purpose of reviewing the Chapter operations, procedures, and recommending any changes to the Board of Directors which it considers desirable for the more efficient operation of the Chapter. The immediate past President shall be the chair.

Term of Office

Elections shall be held annually. The President, Secretary, and three (3) Board members shall be elected in uneven years. The Treasurer, and four (4) Board members shall be elected in even years. The Second Vice-President shall be elected every year. S/He shall be moved to First Vice-President in his or her second year of term, and a new Second Vice-President shall be elected with the rotation continuing. A term of office shall start January One (1) of the following calendar year. An Officer or Director who ceases to qualify for that office will be requested to fill out their term. An Officer or director may serve for more than one (1) consecutive term, but not more than two (2) consecutive terms in the same office.

Executive Vacancies

If any member of the Executive Committee (excluding the President) shall, for any reason, vacate his or her office, the President shall appoint, from the voting members, someone to fill the unexpired term.

If the President shall, for any reason, vacate his or her office, the First Vice President shall assume the office of President, to fill the unexpired term.

In the event the immediate past President cannot serve as Chair of the Board, the Board shall elect any past President to serve as Chair, by a mail vote of the majority of the Board. In the further event there are no past Presidents available to serve as Chair of the Board, the Board shall elect one of their members by a majority vote of the entire Board, which vote may be by mail, in person at a meeting, or both.

ARTICLE VII – COMMITTEES

Committee Membership

The President of the Chapter shall appoint a Chair to each Chapter Committee, who may in turn appoint additional members to the committee.

The Chair of each Committee shall be responsible for submitting a written report on committee activity to the Chair of the Chapter Excellence Committee, following each chapter meeting.

Bylaws

The Bylaws Committee shall be responsible for maintaining the current status of the Chapter Constitution and Bylaws.

The Bylaws Committee shall be responsible for staying current with National changes.

The Bylaws shall be reviewed on a yearly basis.

Certification

The Certification Committee shall be responsible for providing up-to-date materials and education to Chapter members who are interested in sitting for the Certified Patient Account Manager (CPAM), Certified Clinic Account Manager (CCAM) exam, Certified Patient Account Technician (CPAT) or Certified Clinic Account Technician (CCAT) exam.

Chapter Excellence

The Chapter Excellence Committee shall be responsible for gathering, collating and submitting the application for the National AAHAM Chapter Excellence Award.

Community Service

The Community Service Committee shall be responsible for arranging service projects that will benefit the community in which each Chapter meeting is held.

Corporate Sponsors

The Corporate Sponsors Committee shall be responsible for recruiting corporate sponsors and establishing guidelines for their participation at Chapter events.

Education

The First and Second Vice Presidents of the Chapter shall be Co-Chairs.

The Education Committee shall develop and recommend to the Executive Committee, programs and outlines for workshops, institutes, and seminars, in accordance with the goals and objectives of the Chapter.

HECAPP/Uniformity

The HECAPP/Uniformity Committee shall be responsible for representing the Gopher Chapter by participating with a group of providers to develop policies that recommend uniform reporting to insurance payers and coordinates coding for the benefit of healthcare providers.

Legislative

The Legislative Committee shall be responsible for representing the Gopher Chapter at the legislative level while monitoring governmental changes that affect healthcare.

Membership

The Membership Committee shall promote the increase of membership in the Chapter and shall report to the Board of Directors on all matters relating to the membership.

Nominating

No member of the Nominating Committee may be an Officer or Board of Directors of the Chapter or running for any elected office.

The Nominating Committee shall nominate a slate of candidates for election, in accordance with Article VI, Section 4, prior to the next annual meeting of the Chapter.

The committee shall report to the President, no later than six (6) weeks before the scheduled date of the annual meeting, the names of the candidates the committee has nominated.

All voting is to be done by mail. Ballots must be mailed to the members of the Chapter at least thirty (30) days prior to the meeting. To be counted, ballots must be returned by the members postmarked no later than five (5) days prior to the meeting at which such vote is to be counted.

The committee shall be responsible for receiving and counting all ballots and reporting the results at the Annual Meeting.

Publications

The Publications Committee shall coordinate and prepare material for publications of the Chapter and National Office to include Gopher Tracks, meeting brochures and such other publications as may be required.

The Publications Committee shall develop and promote publication policies in accordance with the goals and objective of the Chapter and National Office.

The Publications Committee shall utilize an Editing Sub-Committee to proof-read publications before they are sent to print.

Scholarship

The Scholarship Committee shall consist of the winner of the previous year's Scholarship Award.

The Scholarship Committee shall be responsible for keeping a running total of points (obtained by pre-established criteria) of all Chapter members who wish to run for the Scholarship Award.

The results will be reviewed by the President and the Chair.

Welcoming/Registration

The Welcoming Committee shall be responsible for registration at each Chapter meeting.

Other Committees and Assignments

The President and Executive Committee, during their terms in office, shall have the authority to appoint special committees in accordance with the objectives of the Chapter, and to request special tasks for the members for appropriate study and for action.

Subject to the Constitution and Bylaws, the President shall have the authority to make appointments to all other committees.

The term of all committee members shall expire at the end of the calendar year unless otherwise provided for by the action of the Executive Committee.

The board shall hire an external accountant to audit, review and maintain financial records.

ARTICLE VIII – AMENDMENTS

A. The Bylaws of the Gopher Chapter may be changed, amended, or repealed by a two-third (2/3) majority of those members voting.

See Article VIII of the Constitution for procedure.

Approved by the Board of Directors 5/7/97.

Approved and adopted by a majority vote of the membership 11/5/97.

Changes approved and adopted by a majority vote of the membership 11/6/02.

Approved by the Board of Directors 7/21/10

CONSTITUTION

American Association of Healthcare Administrative Management

Gopher Chapter

ARTICLE I – NAME

The name of this organization shall be the American Association of Healthcare Administrative Management (AAHAM), Gopher Chapter.

ARTICLE II – MISSION

Our mission is to be the premier professional organization in healthcare administrative services. Through a national organization and local chapters, we provide quality member services and leadership in the areas of education, communication, representation, professional standards and certification.

ARTICLE III – PURPOSE AND OBJECTIVES

The purpose of the American Association of Healthcare Administrative Management, Gopher Chapter shall be to:

Promote and encourage recognition of Patient Account Management as an integral part of healthcare financial management.

Encourage the implementation of effective and efficient business and receivables management, policies, and procedures in the healthcare industry.

Stimulate and encourage an exchange of information among the membership.

Develop and encourage the implementation of programs for the purpose of furthering the education and increasing the knowledge of the membership of the healthcare industry.

Develop and implement such programs as may add to the knowledge and encourage the development of persons new to the healthcare industry.

Establish standards of performance for persons who participate in, or are involved with, the management of healthcare patient accounts.

Cooperate with other healthcare organizations, institutions, and other related agencies.

ARTICLE IV – MEMBERSHIP

A member shall be an individual associated with healthcare administrative services.

Membership shall be on an individual basis and not on an institutional basis.

One member from each institution must be a national AAHAM member. Other members from that institution may be Gopher Chapter (local) members only.

In the event the National AAHAM member leaves the institution, local only members may continue their membership for the remainder of the membership year.

ARTICLE V – MANAGEMENT

The Executive Committee shall direct the affairs of the American Association of Healthcare Administrative Management, Gopher Chapter.

The Executive Committee shall consist of the Officers and Board of Directors of the American Association of Healthcare Administrative Management, Gopher Chapter. The powers and duties of the Executive Committee are defined in the Bylaws.

ARTICLE VI – PERSONAL LIABILITY OF OFFICERS AND DIRECTORS

An Officer or Director of the AAHAM, Gopher Chapter shall not be personally liable to the Association or its shareholders for monetary damages as such including, without limitation, any judgment, amount paid in settlement, penalty, punitive damages or expense of any nature (including, without limitation, attorney's fees and disbursements) for any action taken, or any failure to take the action, unless the Officer or Director has breached or failed to perform the duties of his or her office under this Constitution, the Bylaws of the Association, or applicable provisions of the law and the breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

ARTICLE VII – MEETINGS

Annual or special meetings of the American Association of Healthcare Administrative Management, Gopher Chapter shall be held as provided for in the Bylaws.

ARTICLE VIII – BYLAWS

The Bylaws of the American Association of Healthcare Administrative Management, Gopher Chapter may be amended, repealed, or added to in the following manner:

Any of the membership of the American Association of Healthcare Administrative Management, Gopher Chapter may propose a change to the Constitution.

The Board of Directors shall, by a majority vote, determine if the proposed change shall be submitted to the membership for a vote.

Notification shall be in writing and shall inform the members of the Article or Articles to be changed.

The Article or Articles to be changed shall be submitted to the membership in their existing form and in the form of the proposed change.

Voting on any change shall be by mail ballot submitted to the membership. A two third (2/3) vote of the members voting shall be required to adopt the said change.

Approved by the Board of Directors 5/7/97. Approved and adopted by a majority vote of the membership 11/5/97.

Changes approved and adopted by a majority vote of the membership 1/16/02.

Changes approved and adopted by a majority vote of the membership 7/21/03.

Approved by Board of Directors 7/21/10.



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APPLICATION for NATIONAL MEMBERSHIP

American Association of Healthcare Administrative Management

Tax Id # 23-1899873

DO NOT USE THIS FORM FOR RENEWING YOUR MEMBERSHIP OR MAKING AN ADDRESS CHANGE.

Membership is on an individual, not institutional, basis and is non-transferable.

Local dues vary by chapter. National dues are prorated according to date of application.

For dues amounts and your chapter assignment, please call AAHAM's National Office at 703-281-4043 M - F, 9 am - 5 pm, Eastern time

Prorated dues amount for 07/01 to 09/30 - 75% of full amount
10/01 to 12/31 - 125% of full amount (15 mos of membership)

Please allow 2 - 4 weeks for processing once your application is received at the National Office.

Dues are not tax-deductible as a charitable contribution, but may be deductible as a business expense.

Send TWO COPIES of this application with your payment to:

Tom Osberg
Colltech Inc.
15600 35th Ave N
Suite 201
Plymouth, MN 55449

NAME		DAY PHONE () -	FAX NUMBER () -
MAILING ADDRESS			
CITY		STATE	ZIP
EMPLOYER NAME		YOUR TITLE	
LOCAL CHAPTER NAME			DATE
IF SPONSORED BY AAHAM MEMBER, GIVE NAME			EMAIL ADDRESS
HOME ADDRESS (IF NOT LISTED ABOVE)			
CITY		STATE	ZIP
NATIONAL DUES		FOR CREDIT CARD PAYMENTS	
LOCAL DUES		ACCOUNT NUMBER	
TOTAL ENCLOSED		NAME ON CARD	EXPIRATION DATE
SIGNATURE			

PLEASE SELECT THE APPROPRIATE CODES BELOW AND ENTER THEM IN THESE PROFILE BOXES

02 Yrs. in Healthcare	04 Major	05 Certification	06 Employer	07 Special Interest	08 Hospital Size	09 Title	10 Department
02 - Years in Healthcare 1 0 - 2 years 2 3 - 5 years 3 6 - 10 years 4 11 - 15 years 5 16 - 20 years 6 21 - 30 years 7 31 - 40 years 8 41+ years	04 - Major 1 Accounting 2 Business Administration 3 Finance 4 Health Administration 5 Management 6 Other	6 CHCS (ACA) 7 CPA 9 Other _____ 06 - Employer or Type 1 Accounting Firm 2 Agency 3 Attorney 4 Clinic 5 Physician 6 Emergency Tx Center 7 Government 8 Hospital 9 Home Care 10 Ins. Representative 11 3rd Party Payor 12 Vendor/Supplier 13 Other _____	07 - Special Interest 1 Alcohol/Drugs 2 Children 3 Hospice 4 Psychiatric	5 Rehabilitation 6 Skilled Nursing 7 Teaching 8 Other _____ 08 - Hospital Size 1 Less than 50 beds 2 50 - 74 3 75 - 99 4 100 - 149 5 150 - 199 6 200 - 299 7 300 - 399 8 400 + 09 - Title 1 Administrator 2 Director 3 Manager 4 Supervisor 5 Asst Director 6 Asst Manager 7 Vice President 8 Consultant	9 Controller 10 Asst Controller 11 President 12 Acct executive 13 Representative 14 Coordinator 14 Other _____ 10 - Department 1 Pt. Admin Services 2 Pt. Financial Services 3 Patient Accounts 4 Admin Services 5 Financial Services 6 Accounting 7 Business Office 8 Billing Service 9 Collections 10 Credit 11 Admissions 12 Marketing 13 Sales 14 Operations 15 Other _____		

Gopher Tracks Staff and Information

Editor/Publisher Tamora Ellis

Advertising

Business Card size	\$25.00
1/4 page ad	\$50.00
1/2 page ad	\$70.00
Full page ad	\$100.00

Advertisers will receive 25% discount with 1 yr commitment when paid in advance. All ads must be camera ready.

In addition, members can advertise positions for free in the Gopher Tracks. Non-members will pay a \$25.00 fee to advertise in the Gopher Tracks.

There is also advertising available on our website for a fee.

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MN Gopher Chapter Committee Chairs

By Laws	Pam Wilbur
Certification	Sandy Pawelk
Chapter Excellence	Eileen Froelich
Community Service	Kari Marinowski
Corporate Sponsors	Rick Rogers
Education	Tamora Ellis & Virginia Berney
Legislative	Judy Gordon
Membership	Tom Osberg
Nominating	Mary Donnay
Publications	Tamora Ellis
Website	
Gopher Tracks	
Scholarship	Judy Gordon
Welcoming	Jody Heard