



**RRHIMA Update, Business Meeting and Bylaws Vote
January 26, 2023**

RRHIMA 2022-2023 Board of Directors



- President
- President-Elect
- Past-President
- Director of Bylaws
- Director of Communications
- 2nd Yr Director of Education
- 1st Yr Director of Education
- Director of Finance
- Student Representative

Mary Pasciak, RHIT

Penny Hankins, MS, RHIT

Lynn-Marie Wozniak, MS, RHIT, CDIP, FAHIMA

Katie McKibben - RHIT

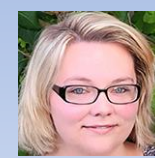
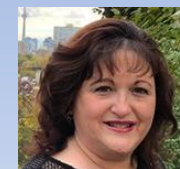
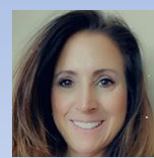
Diana Visconte RHIT, CHC

Leslie Slater, MS, RHIA, CCDS, CIC, CRC

Beth Ann Hinog, MSHIA, RHIA

Brandy Almekinder, RHIT

Marina Caito – SUNY Alfred State College student



2022-2023 Strategic Plan



Updated Mission and Vision Statements

- **Mission** - The Rochester Regional Health Information Management Association promotes professional excellence and provides growth opportunities for its members through education, volunteering, recruiting, and mentoring.
- **Vision** - To be the recognized association and recognized experts in the management of health information in the region.
- **The new Strategic Plan was built around 4 goals:**
 - Leadership Development
 - Governance
 - Education
 - Membership Growth and Engagement

Membership



- Active members on email list (Dues paying and Emeritus) - 103
- Students in database - 3
- We have an online application/membership renewal form on the RRHIMA website - <https://rrhima.org/user-registration/>. Click on the “Renew or Become a Member” link on the website.
- Will be having a volunteer email people who did not renew this year to find out why
- Please encourage professional colleagues and co-workers who are not members or did not renew to join
- We will be putting a special focus on recruiting student members

Finance Report



- Auto pay option on the RRHIMA registration form has been removed.
- Reach out if you believe you have paid twice and still have not received a refund.
- Add a memo to your payments, “membership dues”, “Fall Webinar” for checks and PayPal.

Finance Expense/Summary Report



RRHIMA Expense Summary Report as of Jan 9, 2023				RRHIMA Bank Balance - 7/1/2022		
				General Fund	Awards	Total
				\$6,693	\$1,076	\$7,769
Finance Categories and Items	Revenues	Expenses	Variance			
<input type="checkbox"/> Administrative	\$2,491	\$1,022	\$1,469			
<input type="checkbox"/> Technology		\$282				
<input type="checkbox"/> Membership Dues	\$2,105	\$185				
<input type="checkbox"/> PayPal Fees		\$147				
<input type="checkbox"/> Vendor Sponsorship	\$385					
<input type="checkbox"/> Other Admin	\$1	\$408				
0.59 left in paypal	\$1	\$1				
Printer ink for Director of Finance		\$50				
RRHIMA T-shirts		\$357				
<input type="checkbox"/> Education	\$1,830	\$1,074	\$756			
<input type="checkbox"/> Technology		\$400				
<input type="checkbox"/> 2022 Annual Meeting	\$105	\$63				
<input type="checkbox"/> Annual Picnic		\$462				
<input type="checkbox"/> Webinars - Fall	\$1,725					
<input type="checkbox"/> Speaker - Gifts		\$150				
<input type="checkbox"/> Awards	\$26		\$26	RRHIMA Bank Balance - 10/6/2022		
<input type="checkbox"/> Donation	\$26			General Fund	Awards	Total
Grand Total	\$4,347	\$2,096	\$2,251	\$8,918	\$1,102	\$10,019.63

2022 – 2023 Budget – As of 1-9-2023



2022-2023 Budget as of 01-09-2023	2022-2023 Budget			2022-2023 Actual			Budget	Budget
	Revenue	Expenses	Variance	Revenue	Expenses	Variance	Variance Revenue	Variance Expenses
Administrative	\$1,985	\$2,547	-\$562	\$2,490	\$1,257	\$1,233	\$505	-\$1,290
Membership Dues (80X\$20)	\$1,600			\$2,105	\$185			
Vendor Sponsorship	\$385			\$385				
NYHIMA Conference (Coffee Break, P & PE registration, door prize)		\$1,100						
Other Administrative (Bank Fees (bounced checks), Postage/Supplies, HIP Week Prizes, RRHIMA T-Shirts, Financial Audit)		\$525			\$407			-\$500
Technology (website, software updates, electionrunner, Venage, Zoom, Dropbox, PayPal Fees, etc)		\$922			\$665			-\$257
Education	\$4,275	\$1,850	\$2,425	\$1,725	\$1,012	\$713	-\$2,550	-\$838
Webinars								
Fall Webinar Series (45X\$45)	\$2,025			\$1,725		-\$300		
Spring Webinar Series (45X\$50)	\$2,250							
Speaker Gift Cards		\$300			\$150			
Technology (Zoom Webinars)		\$400			\$400			
Other Expenses (Deaf interpreter Fees \$65 x 10 hrs)		\$650						
Annual Picnic		\$500			\$462			
2023 Annual Meeting	\$2,900	\$3,400	-\$500	\$0	\$0	\$0	-\$2,900	-\$3,400
Registration Fees (40x\$60)	\$2,400							
Vendor Sponsors	\$500							
Venue, program, deposit for 2024, misc.		\$3,400						
Totals	\$9,160	\$7,797	\$1,363	\$4,215	\$2,269	\$1,946	-\$4,945	-\$5,528

Communications Report



RRHIMA Member Spotlight is on the RRHIMA Website *(We also send one of these out daily during Health Information Professionals Week)*

- 9/1/2022 - Ann Marie Ortolaza, RHIT Outpatient Coder, RRH (Ann was our previous RRHIMA Spotlight interviewer)
- 10/4/2022 - Elizabeth Wild, RHIA, CHPS, Senior Manager in the Privacy Program at Rochester Regional Health System
- 12/2022 - Donna Barnard- RHIA,CHFP,MBA Director of HIM at the University of Rochester Medical Center
- Thank you Carol Manfreda for being our Interviewer and writer for the RRIMA Member Spotlight
- Congratulations to all of the 2022 - recent grads; from the HIM Program

Facebook: We are reaching about 50+ members on posts <https://www.facebook.com/rochesterregionalthima/>

RRHIMA website (www.rrhima.org)

- Website-log into Members Only section. If you don't remember your log on information you can reset your password.

Gmail (rrhima1@gmail.com)

- Email Distribution List – Always a work in progress.
- Please keep email updated in your profile on the RRHIMA website, let us know if your email address changes or you aren't getting email notifications from RRHIMA

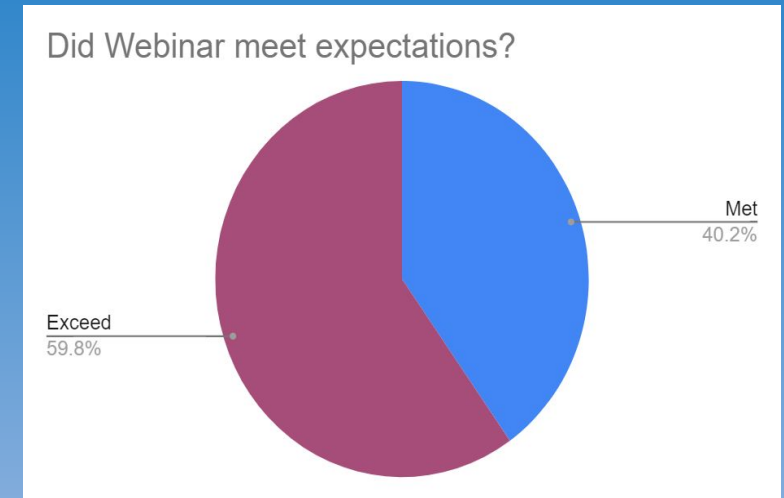
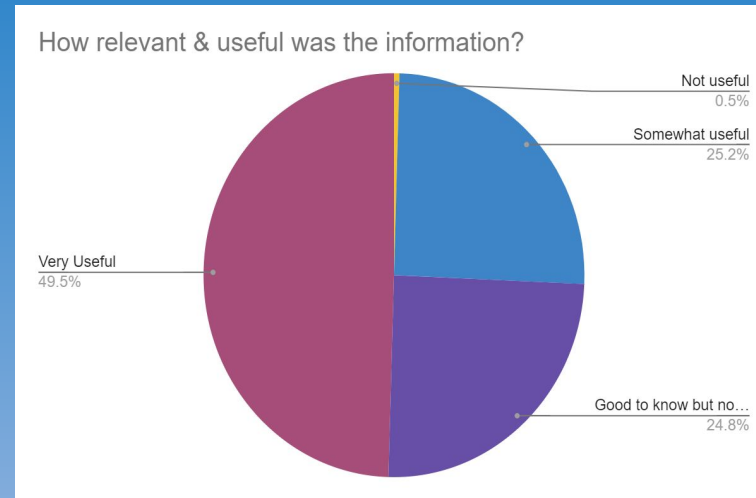
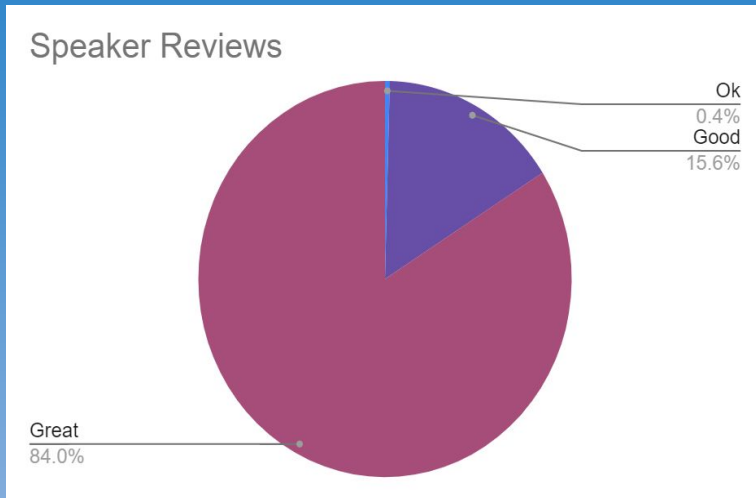
Education Report



2022 Fall Webinar Series

- 09/22/22 Advancing HealthCare Equality in the Minority Community
 - 09/27/22 Advancing Health Care Equity in the Workplace
 - 10/11/22 Racial Disparities in Cancer Related Conditions & Treatment in the Rochester Area
 - 11/10/22 Emotional Intelligence & Impact on Workplace Relationships
 - 11/22/22 Health Literacy Webinar
 - 12/01/22 Community health Assessment and Improvement Plan
- 6 AHIMA/AAPC CEU. \$45/member \$65/non-member
 - 49 registrants for the series
 - Resulting in 240 attendees over the 6 sessions
 - Attendance at each webinar ranged between 24-38 with an additional 59 YouTube views
 - Topics, speakers and information well-received by attendees

Education Report- 2022 Fall Webinars



Participant Comments:

- This is another great topic that I would love to learn more about and continue to see educational webinars on in the future. Thanks!
- RRHIMA continues to set the bar high for education offerings.
- This was probably my favorite webinar- everyone should be taught emotional intelligence- great pick
- Dr. Cuyler was an excellent speaker. Her presentation was very informative and interesting to listen to. I really enjoyed it.

Education Report



2023 Spring Plans

- **Many Facets of Coding Webinar Series** \$50/member, \$70/non-member
 - 2/16/23 – **PDPM Overview** - Chris Hoskins, HIM Director, Loretto Health & Rehabilitation
 - 2/23/23 – **HHS Documentation Requirements in a PDGM World** - Karen Donovan, Director, Clinical Operations, Beacon Solutions Group
 - 3/2/23 - **IVR Peripheral Interventions** - Jackie Carver, RHIA, CCS, CC-P, Lead Outpatient / Profee Auditor, YES HIMA Consulting
 - 3/16/23 - **OPPS & MPFS 2023 Final Rule** - Jean Russell, Partner Epoch Health Solutions, LLC
 - 3/30/23 - **Risk Adjustment, HC Coding** - Melissa Rector, RHIT, CCS, Senior Director IVA & Risk Adjustments Programs, Reveleer
 - 4/20/23 - **Common and Complex Inpatient Denials** - Sandy Macica, MS, RHIA, CCS, Coding Compliance Specialist, St Francis Hospital and Medical Center



Special Interest Groups (SIGs)

Coders

- Meets 4 times a year via Zoom. Is FREE to attend.
- All RRHIMA Dues Paying and Emeritus members get 1.0 AHIMA/AAPC CEU for attending.
- This year's meetings (so far):
 - Oct 5, 2022 - ICD-10-CM Update for FY2023 - Donna Rugg, RHIT, CCS, CDIP
 - Dec 7, 2022 - E/M Code and Guidelines 2023 Update - Diana Visconte, RHIT, CHC and Jessica Maciulis, COC, CH
 - **Apr 12, 2023 - ED Coding - What it Entails and How it is Done - Rachael Richenberg, RHIT and Angela Havranek**

LTC

- **Meets quarterly on the 3rd Tuesday of that month from 2-4pm via Zoom.** Meeting link is on the Events calendar on the RRHIMA website.

Professional Development (previously called Newcomers)

- Meeting for the first time in March/April 2023.

Annual May Meeting



- Date: May 4, 2023 8am – 4pm
- Where: Eagle Vale Golf Club, 4344 Fairport Nine Mile Line Rd, Fairport NY 14450
- Theme: “Public Health Initiative”
- Needed: Volunteers are needed to be on the planning team for the meeting

Please contact the board at rrhima1@gmail.com if interested.

Student Representative Report



RRHIMA's student Representative is from Alfred State College. Her name is Marina Caito. She is on the RRHIMA board as an active student rep and Marina is an advocate between Alfred State where she attends the college remotely, and the RRHIMA board of Directors.

In February 2023, the RRHIMA board of Directors is planning a zoom video of ourselves which will be presented to the HIM students of Alfred State College Students, of how we came to be in the Health Information profession. We are working with Alfred State College's student advisor. Erica Matteson.



RRHIMA Procedural Manual Updates

2022-2023 Procedure Manual Updates Include:

- A yearly calendar, organized by month and board position, outlining the tasks needing to be completed each month by each board member. This will allow any future incoming board members to have a smoother transition into their duties and responsibilities on the board, as well as a clear picture of upcoming future duties and events.
- The manual is undergoing a format change to the “Google Docs” format from a PDF. This is to facilitate ease of navigation and future updates to the manual.

Proposed Bylaw Changes–Composition



Current Bylaw Text	Proposed Revision	Rationale for Bylaw Change
<p>Section 4.2: Composition</p> <p>□ The Officers of this Association shall be President, President-Elect, Past President, Director of Communications, Director of Finance, Director of Education - first year term, Director of Education - second year term, and Director of Bylaws.</p>	<p>Section 4.2: Composition</p> <p>□ The Officers of this Association shall be President, President-Elect, Past President, Director of Communications, Director of Finance, Director of Education - first year term, Director of Education - second year term, and Director of Bylaws. Membership Engagement.</p>	<p>We are replacing our Bylaws Director with a Director of Membership Engagement. This change is to better meet the needs of our Association and accomplish tasks in our strategic plan.</p>

Director of Membership Engagement

The new Director of Member Engagement will serve for 1 year and the duties and responsibilities would include, but not be limited to:

- Monitor the membership recruitment and renewal process and greet new members and follow up with members who don't renew by October
- Maintain the "About RRHIMA" information on RRHIMA website
- Participate on the Annual Picnic and Annual Meeting Planning Committees
- Act as the Board liaison for the Professional Development Special Interest Group (formerly the Newcomers SIG)
- Oversee RRHIMA's HIP week activities
- Contribute to the RRHIMA social media pages
- Work with the rest of the Board on other member outreach and recognition activities

Proposed Bylaw Changes–Regular Meetings



Section 4.7: Regular Meetings

Board meetings are scheduled monthly, with a minimum of ten meetings per year (July-June), one of which is a full day strategic planning meeting. The president prepares and distributes a formal agenda ahead of each meeting. Meetings may be conducted face to face or by electronic means.

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We want to remove the stipulation of the time requirement for the strategic planning meeting to allow for more flexibility to meet the needs of the board.

Proposed Bylaw Changes–Business Meetings



Section 6.1: Business Meetings

A minimum of three Business meetings shall be held each year.

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A minimum of three Business meetings shall be held each year. Meetings may be conducted face to face or by electronic means.

We want to have more flexibility in how we conduct our meetings.

Proposed Bylaw Changes-Submission Procedures



Section 7.2: Submission Procedure

(a) These bylaws shall incorporate any provisions governing local associations as provided in the

NYHIMA Bylaws and shall not conflict with any provisions thereof.

(b) A proposal to amend the Bylaws may be initiated by the Board of Directors, Bylaws Director or any Dues Paying member in good standing. Any proposed amendment must be submitted in writing. The Board of Directors shall review each proposed bylaw amendment and prepare it for submission with explanatory comments or recommendations as the Board of Directors shall deem necessary and desirable. The Board of Directors may delegate such review and preparation to the Bylaws Director.

(c) The Board of Directors (or the Bylaws Director) shall submit the proposed Bylaws amendment(s) and supporting documents to the NYHIMA Bylaws Committee for review and pre-approval. After such pre-approval, the proposed amendments shall be submitted to a vote of the Active Members in good standing at the next regular meeting for which notice can be given as provided in Section 7.3.

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(c) The Board of Directors (or the ~~Bylaws Director~~ **Past President**) shall submit the proposed Bylaws amendment(s) and supporting documents to the NYHIMA Bylaws Committee for review and pre-approval. After such pre-approval, the proposed amendments shall be submitted to a vote of the Active Members in good standing at the next regular meeting for which notice can be given as provided in Section 7.3.

Because we are eliminating the Bylaws Director position, we are moving the responsibility of the bylaws to the Past President.

Proposed Bylaw Changes–Notice



<p>Section 7.3: Notice</p> <ul style="list-style-type: none"><input type="checkbox"/> Notice of a RRHIMA pre-approved proposed amendment must be delivered to the membership at least (30) days prior to the meeting at which the proposed amendment is to be considered.<input type="checkbox"/> Notification of such proposition shall be embodied in the call for the next regular meeting and written copies shall be available to members at the meeting at which the amendment is to be acted upon.	<p>Section 7.3: Notice</p> <ul style="list-style-type: none"><input type="checkbox"/> Notice of a RRHIMA pre-approved proposed amendment must be delivered to the membership at least (30) days prior to the meeting at which the proposed amendment is to be considered.<input type="checkbox"/> Notification of such proposition shall be embodied in the call for the next regular meeting and written or electronic copies shall be available to members at the meeting at which the amendment is to be acted upon.	<p>This change is to allow flexibility in communicating with members about bylaw changes.</p>
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Proposed Bylaw Changes- SIG's and Committees



ARTICLE VIII STANDING COMMITTEES

Section 8.1:

- A Special Interest Group (SIG) is a group interested in an area of specialization in the health information management field.
- The purpose of the SIG shall be to provide a forum for the exchange of information, plan and conduct educational programs for its specialty members, and serve as a specialty resource for RRHIMA and NYHIMA.
- A SIG shall not preempt the authority of the Board of Directors in any matter. SIG's shall present its objectives, plans of action, and procedures to the Board of Directors for approval.
- The Board of Directors, upon request, may establish or dissolve a SIG as needed, in accordance with the process set forth in the RRHIMA Policy and Procedure Manual.

ARTICLE VIII **SPECIAL INTEREST GROUPS AND STANDING COMMITTEES**

Section 8.1:

- A Special Interest Group (SIG) is a group interested in an area of specialization in the health information management field.
- The purpose of the SIG shall be to provide a forum for the exchange of information, plan and conduct educational programs for its specialty members, and serve as a specialty resource for RRHIMA and NYHIMA.
- A SIG shall not preempt the authority of the Board of Directors in any matter. SIG's shall present its objectives, plans of action, and procedures to the Board of Directors for approval.
- The Board of Directors, upon request, may establish or dissolve a SIG as needed, in accordance with the process set forth in the RRHIMA Policy and Procedure Manual.
- SIG facilitators will be (re)appointed annually by the Board of Directors.**
- SIG facilitators must be Dues Paying or Emeritus members of the Association.**

We are changing the article title so it is more inclusive of what is addressed in this article.

We want to specify who is eligible to be a SIG facilitator, how they are appointed, and the term of their appointment.

Proposed Bylaw Changes—SIGs and Committees



<p>Section 8.2:</p> <ul style="list-style-type: none">• There may be the following Service Coordinators, Committee chair or member and such others as the Board of Directors may require. Committees may be formed on an ad hoc basis for a defined period or effort as provided for in the resolution.<ul style="list-style-type: none">a. Proceduresb. Archivesc. Websited. Database/Membershipe. Educationf. Coding Special Interestg. Long Term Care Special Interest Group (SIG)h. Manager’s Special Interest Group (SIG)	<p>Section 8.2:</p> <ul style="list-style-type: none">• There may be the following Service Coordinators, Committee chair or member and such others as the Board of Directors may require. Committees may be formed on an ad hoc basis for a defined period or effort as provided for in the resolution. Standing committees of the association will be:<ul style="list-style-type: none">a. Proceduresb. Archivesc. Websited. Database/Membershipa. Membershipb. Educationc. Strategic Planninge. Educationf. Coding Special Interestg. Long Term Care Special Interest Group (SIG)h. Manager’s Special Interest Group (SIG)• Committees may be formed on an ad hoc basis for a defined period or effort as needed and determined by the board of directors.• Chairs of committees must be Dues Paying or Emeritus members of the Association• Chairs and members of committees will be appointed by the Board of Directors	<p>We want to specify who is eligible to be a committee chair, how they are appointed, and the term of their appointment.</p>
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Updated Bylaws Section on Standing Committees

Section 8.2:

- Standing committees of the Association will be:
 - a. Membership
 - b. Education
 - c. Strategic Planning.

- Committees may be formed on an ad hoc basis for a defined period or effort as needed and determined by the Board of Directors.

- Chairs of committees must be Dues Paying or Emeritus members of the Association
Chairs and members of committees will be appointed by the Board of Directors

Proposed Bylaw Changes–Dues



<p>Section 9.2: Dues: The dues for this Association shall be as follows: RRHIMA Dues Paying Member - \$20.00 Student Member - No Fee Member Emeritus - No Fee</p>	<p>Section 9.2: Dues: The dues for this Association shall be as follows: RRHIMA Dues Paying Member - \$20.00 \$25.00 Student Member - No Fee Member Emeritus - No Fee</p>	<p>We need to increase our dues to cover our administrative expenses for Zoom, PayPal fees and our shared file storage.</p>
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Nominations- RRHIMA needs you!



Take advantage of this unique opportunity to contribute to Rochester's HIM community.

- The open positions for 2023- 2024 are:
 - President Elect (3-year track – President Elect, President, Past-President)
 - Director of Director of Membership Engagement (1-year term)
 - Director of Communications (1-year term)
 - Director of Education; 1st year (2-year term)
- You need to be an Active member in good standing of AHIMA, NYHIMA and RRHIMA, but you do not need a credential to run for a director position...only the president or someone running for the president track needs to hold an AHIMA credential.
- Many benefits such as networking, free RRHIMA membership, CEUs, and more!
- Look for an email next week from RRHIMA with a link to an online nomination form and detailed position descriptions
- DEADLINE for submitting completed nomination forms is March 1, 2023.
- Interested in helping? Let one of us know!

RRHIMA Annual August Picnic

- Date: Thursday in August, 30, 2022 4:00 - 7:30 PM
- Where: Mendon Ponds Park - Stewart Lodge
95 Douglas, Road Honeoye Falls, NY



We had a great speaker-Dr. Asli Abaci MD from Excellus Blue Cross Blue Shield - Dr. Abaci Presented a powerpoint on “Media Impact on Mental Health”. It was a great presentation.

We offered 1 CE to all who attended. We had door prizes which we gave away including bouquets of fresh flowers, that were created by Beth Hinog Education Director and Mary Pasciak. We had great food, fun and a great time to socialize. Unfortunately, the weather didn't cooperate, we all stayed inside the lodge.

Breast Cancer Walk



The Breast Cancer Walk was held on Sunday October 16, 2022 from 8:30 am to 1:00pm and the walk was 2 miles long. The walk started at Frontier Field in downtown Rochester NY. There were 8000 walkers from all healthcare organizations. An estimated \$33,000 was raised. Beth and Mary Pasciak had a great time and met many wonderful people.

Volunteer Opportunities



We need volunteers to help with:

- Awards/Scholarship Workgroup (March-April)
- Nominations and Election Committee (Feb-March)
- Annual Meeting Planning Team (Jan-May)
- Annual Picnic (Summer)
- SIG Facilitators and Presenters (Ongoing)
- Nominees for BOD positions for 2023-2024 (Feb)