



Newsletter

December 2002

LEGISLATIVE DAY 2003

Plans are underway for SDHIMA's Legislative Day 2003. The Board will be conducting a regular meeting in Pierre on Tuesday, February 11 and the Legislative Day activities will follow on Wednesday, February 12. A final registration brochure will be mailed out in early January so please consider Legislative Day in your plans for 2003. The tentative agenda follows. Sheri Zimmer, Legislative Chair

**SDHIMA LEGISLATIVE DAY
WEDNESDAY, FEBRUARY 12, 2003
RAMKOTA INN & STATE CAPITOL BUILDING PIERRE, SD**

TENTATIVE AGENDA - COMPLETE INFORMATION AND REGISTRATION FORTHCOMING
Please consider a day at the Legislative Session
in your plans for educational enrichment in 2003

9AM-11:15 AM Ramkota Inn Brunch

Speakers:

- ✓ *Department of Health: Focus Concerns: Critical Access/Acute Care/Long Term Care Surveyor Focus*
- ✓ *Bureau of Vital Statistics: Kathy Mueller*

12Noon CST-1PM Capitol Basement Studio A and B Dakota Digital Network transmission to Aberdeen (Northern State University) Mitchell (Mitchell Technical Institute) Rapid City (Rapid City Regional Hospital) Sioux Falls (Southeast Technical Institute)

Speakers:

- ✓ *Dennis Laughlin, HIPAA Privacy*
- ✓ *Dave Hewitt, President, SD Association of Health Care Organizations: Healthcare Issues at the forefront and important issues in the 2003 SD Legislative Session*

Chris VanDenBos, RHIA; Josie Hornaman, RHIT, CCA; Sheba Schlaikjer, RHIT and Tom Berg, RCRH will be site coordinators.

1:15-3 PM Visit the Capitol
Attend Legislative Session *
*calendar for the session is variable

There will be a \$10.00 charge for CE's acquired through the day. Brunch on our own.

President's Message
By LeAnne Bouma, RHIA

I can't believe it is almost Christmas as I write this message to you. I hope this finds you healthy and enjoying the holiday season.

I am very excited about the year 2003 and all that it holds for you as members of SDHIMA. We have a great team of board members and committee chairs who are setting up some excellent education programs for you. In January we are having a CPT workshop in Chamberlain (you should already have received information in the mail). In February we are hosting a Legislative Day in Pierre. Information on this can be found in this newsletter. Our education and arrangements committee is working hard on the agenda for the spring meeting in Chamberlain, April 10th & 11th. On top of all of that, we are continuing to move forward with development of an online newsletter and a push toward fewer paper directories and more use of the online one. We will also be working on updating our website.

The beginning of the year also signals the time to renew your AHIMA membership. AHIMA is constantly striving to improve benefits to all of its members. Personally I feel the CoP is one of the best benefits of all. I hope you are utilizing all that your membership provides. Remember that a portion of the dues you pay in to AHIMA comes back to South Dakota. This money goes towards educating you and your colleagues in all the changes happening in healthcare today.

*I wish each and every one of you a joyous and safe holiday season
and the best wishes for a prosperous 2003!
Happy Holidays!*

Archive Project

Are you a former SDHIMA board member or committee chair that still has a box or two of old board or committee information? We are in the process of bringing all the archives back together. The HIM club at DSU is helping us sort, organize and preserve what we have. If you have anything that you feel should be in the archives, please contact LeAnne Bouma at 605-328-6455 or boumal@siouxvalley.org.

Guidelines for Medicolegal Issues

Ever wondered about release of information? How about retention requirements? Maybe authorized consents? If you'd like answers to these type of questions, check into getting a copy of the [Guidelines for Medicolegal Issues](#) manual edited by SDHIMA. The book is available from the South Dakota Association of Healthcare Organizations at 3708 Brooks Place, Suite #1, Sioux Falls, SD 57106, phone 605-361-2281.

National Meeting Highlights LeAnne Bouma, RHIA

Together Christal Pummel and I spent time in San Francisco at the 74th Annual AHIMA National Convention. This year's convention was the 2nd largest convention ever to be held with the Exhibit Hall having the highest number of exhibits ever.

The House of Delegates (HOD) was not quite as eventful as it has been in past years, but it was still an experience one does not forget. There were 2 action items both of which passed and 5 issue forums held during this session.

Action Item 1A and 1B consisted of HIT and HIA changes to accreditation standards. This amendment is more detailed in the requirements of the HIT/HIA programs. One major change with this action item is that department chairs now have 3 credits of release time per semester to manage their programs.

Action Item 2 was a proposed amendment to the student section of the bylaws. Before this proposal, any student enrolled in an HIA or HIT program was eligible for student membership. The proposed amendment would include "any student formally enrolled in an AHIMA accredited or approved program, including those pending accreditation / approval." This would broaden the category to include students in approved coding programs. Currently New Jersey has proposed an amendment to this. The amendment reads: "Any student formally enrolled in an AHIMA accredited or approved program, ~~including those a program~~ pending accreditation/approval, **or a certificate program developed and offered by an accredited/approved program** is eligible for student membership. Delegates will vote on this in January. Please let either Christal Pummel or myself know if there are any questions or concerns you have regarding this.

The issues forums concentrated on Membership, HIM workforce initiatives, public policy, e-HIM and Standards and Position Statements for HIM practice. In the Membership and HIM workforce initiative forums, discussion centered around the need for AHIMA to better promote the profession through various marketing strategies. There was also discussion as to what the Component State Associations (CSAs) can do to reinforce AHIMA's efforts. Please take a minute to read page 7 of your December AHIMA Advantage to see a summary of the issue forums and actions suggested by the delegates.

Other items of interest:

- AHIMA has released a special CD-ROM for educators and guidance counselors to help in recruitment of high school and college students.
- Three HIM professionals who have made significant contributions to the HIM profession were named Fellows of AHIMA. Sheila Carlon, PhD, RHIA, formerly HIM program director at DSU was one of the three given this prestigious designation.
- The new and improved CoP site has been launched. Visit it at www.ahimanet.org.

CPT 2003 Coding
January 14, 2003 8:30 am - 4:00 pm
Cedar Shore Resort Chamberlain, South Dakota

This program is designed to provide the participant with a review of CPT coding principles and an update of the 2003 codes.

At the conclusion of this program, the participant will be able to:

1. Review CPT coding principles and guidelines.
2. Explain the impact of using the correct CPT codes.
3. Explain eight new 2003 coding updates.
4. Apply new coding updates in practice scenarios.

Agenda:

8:30 - 9:00 am	Registration
9:00 - 9:30 am	CPT 2003 Changes/Overview E/M Coding
9:30 - 10:30 am	Integumentary System, Excision Lesions - Mohs Surgery, Musculoskeletal System Respiratory System
10:30 - 10:45 am	Break
10:45 - 12:00 noon	Vascular Surgery, Interventional Radiology Cardiac Services
12:00 - 1:00 pm	Lunch (Served)
1:00 - 2:15 pm	Digestive System, Urology Services OB/Ultrasound/Endoscopy, Hysterectomy Coding
2:15 - 2:30 pm	Break
2:30 - 3:15 pm	Laboratory Services, Chemistry/Hematology
3:15 - 4:00 pm	Speech & Language
4:00 pm	Adjourn

This program is specifically designed for experienced hospital outpatient and clinic coders who have a basic knowledge of coding guidelines. This is NOT a basic coding program. **Please bring your 2003 CPT Manuals**

Presenter: Lora A. DeWald, MED, RHIA, CCS, CCS-P

Lora has conducted basic and advanced coding workshops throughout the Midwest. She holds a Masters Degree in Educational Administration and is a Certified Coding Specialist. Lora is the Vice President of Health Information Management with Avera Health in Sioux Falls, SD.

Please register early as space is limited to 80 attendees.

Fees: SDHIMA Member: \$60 Nonmember: \$75

Mail Registration and Fee to: Kathy Dorale RHIA, CCS, CCS-P
1205 Ladelle Ave
Dell Rapids SD 57022

AHIMA 74th National Convention 2002 **By Christal Pummel, RHIT**

What an awesome privilege it was to attend AHIMA's National Convention in San Francisco in September. This was my first national meeting and the vast number of sessions from which to choose was phenomenal. When you are actually present, it is impossible to imagine the coordination, the countless hours and months of planning educational tracks, event scheduling, soliciting exhibitors for a gigantic vendor show, that it took to arrange this fantastic event. It seems almost feeble to describe a few of the hundreds of tutorials, tracks and presentations, which were available.

My experience with the House of Delegates will be remembered forever. We met in a huge meeting room two levels under the ground floor of the Marriott Hotel with escalators from one level to another. Before the actual voting took place, delegates took a short break. Since there were only cold drinks available in the room, which was *very chilly*, almost everyone left en masse for a small shop on the ground level for something warm to drink. The lines were long and by the time I returned to the meeting room, the voting process was over. What a disappointment! The afternoon discussion was informative and the issues clean and without controversy. Sooo, in the future I will be prepared with layers of clothing no matter what the temperature and well advised of voting procedures for the HOD.

The two action items listed below were both approved by the HOD.

1. The Council on Accreditation recommended the approval of the proposed changes to the standards for accreditation for HIA and HIT program. The changes involved:
 - Creating separate Standards documents for HIA and HIT Programs
 - Consolidating similar issues into one standard
2. The Board of Directors proposed a bylaws amendment to Article III. Membership, Section 4, broadening the definition of a student member.

Knowledge at AHIMA was the theme for national and every possible aspect of HIM was touched upon just as each area is covered in Communities of Practice. I cannot encourage each of you enough to access and utilize Communities of Practice (COP) as well as the Body of Knowledge (BOK), located on the AHIMA web site. The discussions are interesting and educational and the information obtainable is staggering. You will have the knowledge of hundreds of AHIMA members at your fingertips.

Furthermore, in 2003, the National Convention 75th Anniversary is October 18-23 in Minneapolis! It is my sincere hope that many SDHIMA members will be able to experience this special event! Get excited and start making plans now.

Nominating Committee Positions Filled

Jean Prater, chairperson of the SDHIMA Nominating Committee is pleased to announce two additions to the SDHIMA Nominating Committee. Dorine Bennett, RHIA, from Madison and Nicole Brace, RHIA, CCS, from Sioux Falls will be working with Jean on the Nominating Committee. Positions to be filled on the SDHIMA Board of Directors in 2003 include President-Elect, Director of Public Relations and Treasurer. The ballot will go out in March and new board members will be announced at the spring meeting in April. Please contact any one of the aforementioned Nominating Committee Members if you or others you know would be interested in being placed on the SDHIMA ballot.

It Takes Everyone to Recruit!

Each and every person working in health information management knows about the need to recruit more people to our profession. If I were telling you about employee shortages, I wouldn't be telling you anything new. So what do we do about it? The answer is easy – recruit, recruit, recruit! It's really not hard to do, and SDHIMA is making a commitment to reward recruiting efforts with the Each One Reach One Program. There are a multitude of resources available, including brochures, videos, and websites. Take the time to talk to prospective HIM students and employees; give tours of your departments, and whatever else you are comfortable in doing to promote HIM.

For more information on the Each One Reach One Program or to request resources for your recruitment efforts, please contact Dorine Bennett at Dakota State University.

Spring Meeting 2003

SDHIMA Spring Meeting 2003 will be held at Cedar Shore Resort in Chamberlain, SD on Thursday, April 10th and Friday April 11th, 2003. Mark your calendars now and make plans to attend what promises to be a very educational and informative meeting highlighting hot topics in HIM, professional development, personal wellness and exercises in team building.

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Spring Meeting 2004

SDHIMA Spring meeting 2004 is in the planning stages but the location is known for certain. Make vacation plans for the beautiful Black Hills of South Dakota and join us at the SDHIMA Spring Meeting, which will be held at the Holiday Inn Hotel and Convention Center in Spearfish, SD. The dates scheduled for the meeting are May 6 & 7th, 2004. We'll have the Black Hills just outside the door at SDHIMA Spring Meeting 2004.

Hello from Dakota State University!

We're ending the Fall 2002 Semester and it has been a good one! News this semester included the fact that our students had 100% placement for the 2002 graduates and that our graduates taking the national certification exams in the year from 7/01 – 6/02 had 100% pass rate! During this semester, we had 42 students enrolled in classes and all are continuing on for the Spring semester for a 100% retention rate too. We are looking for about 6 HIA graduates and 5 HIT graduates for 2003.

Dakota State University is very pleased to be expanding our Health Information Management offerings. During the Fall of 2002, we started offering a coding certificate and the health information technology degree at the Sioux Falls USDSU center as well as on the Madison campus. The HIM specific courses are taught by the DSU faculty using DDN (Dakota Digital Network) technology allowing for immediate interactivity between the students and teacher at both locations. In the Fall of 2003, we plan to begin taping the classes and offering them via the internet using webcasting. Students using this method of delivery will be able to be located anywhere they have internet access and to interact with the class and teacher via email and discussion boards. The students will be able to log in anytime of the day to watch the class and work on their assignments.

The HIM Club continues to be an active group – decorating a car for the Homecoming Parade, helping with the DSU Wellness Fair, and participating in community service projects for the United Way and the local safe house are just a few of the projects that were during Fall 2002.

For more information on the coding certificate, health information technology associate degree, or the health information administration baccalaureate degree, please contact Dorine Bennett, MBA, RHIA, HIM Program Director, East Hall Room 3, Dakota State University, Madison, SD 57042 (dorine.bennett@dsu.edu; 605-256-5137)

SDHIMA On-Line Directory

Don't forget that the SDHIMA Directory is available electronically to SDHIMA members through our SDHIMA website: www.sdhima.dsu.edu

The on-line directory makes it easy to search for member information by name, place of employment, address, and more. It's very useful and you'll love using it.

The on-line directory is also the place to update your own member information. Be sure to note that it is not connected to the AHIMA membership directory, so you will need to make updates to both locations if you have any changes!

All SDHIMA members have been given login IDs and PINs for the on-line directory which were sent to them along with the printed directories. If you don't have that information, just contact Dorine Bennett (dorine.bennett@dsu.edu or 605-256-5137) or Mary Nelson (nelsonm@siouxvalley.org or 605-333-7280) and one of them can provide that for you.

CONTINUING EDUCATION FUNDING MONEY AVAILABLE.

Money has been set aside in a self-sustaining fund for the purpose of helping practitioners who are financially responsible for all or most of their own continuing education hours to attend SDHIMA meetings. In addition to helping to keep your understanding of HIM developments and practices current, SDHIMA meetings offer the opportunity to meet colleagues and benefit from their knowledge and experience as well as to share your own. If you have been unable to attend SDHIMA meetings because of financial constraints, this may be your opportunity. Criteria have been established by the Education Funding Committee, presented to the board and approved by the membership. A "scholarship" will be available for one practitioner to attend the Spring SDHIMA meeting each year. This scholarship will cover the registration fee as well as matching funds to help with meals and lodging. Below are the criteria which have been set forth for use of this money.

1. Must be an active member of SDHIMA.
2. Must receive no or only partial employer assistance.
3. Must be a member of SDHIMA at least two years (showing level of commitment).
4. Must agree to submit an article for upcoming newsletter summarizing highlights of meeting attended.
5. Initially registration and matching funds will be paid for one applicant to attend the spring meeting. This will be reviewed periodically and possibly revised based on available funds.
6. Awards will be given based on:
 - Amount of assistance received from employer
 - Number of years of membership
 - Supervisory position (ability to affect others by what is learned)
 - Positions held/committee involvement in state association
 - Brief narrative of accomplishments, etc.
 - Future goals
 - When, if ever, money was received before from this fund
7. Records will be kept of those who receive funding and of those who apply, but do not qualify or receive funding. An effort will be made to give preference to those who have not received funds previously (or in the recent past). In no event will funds be awarded to one person more frequently than once every two years.
8. Applications for the scholarship will be included in the SDHIMA newsletter and must be returned as outlined in the registration form.
9. The selection committee will consist of the Director of Education of SDHIMA, the Treasurer of SDHIMA (each serving during their term on the board), and two members from the Education Funding Committee.

**APPLICATION FOR CONTINUING EDUCATION SCHOLARSHIP
FOR ACTIVE SDHIMA MEMBERS**

Name: _____ **RHIT / RHIA**

Address: _____

Telephone: _____

Active member of SDHIMA for _____ **years**

Positions held/committee involvement in SDHIMA:

Employer: _____

Address: _____

Telephone: _____

Current Position: _____

Amount received from employer for continuing education: _____

Brief narrative of accomplishments, future goals, etc.:

I agree to submit an article for the upcoming newsletter summarizing the highlights of the meeting attended.

Signature

Date

Submit completed application form to:

**Pam Schmitt, RHIA, CCS, CCSP
c/o Avera Health
3900 West Avera Drive
Sioux Falls, SD 57108**

HI&T Week November 3-9, 2002
By Christal Pummel, RHIT

Lookout Memorial Hospital staff in Spearfish celebrated Health Information & Technology Week November 3-9, 2002. On Monday, a 'Guess Who We Are' picture board was placed. All pictures were infant to four years and machine copied, of course, to hide the obvious decade descriptors.

Five different medical crossword puzzles and word finds were available throughout the facility with a prize awarded on Friday for one winner of each game.

The Department celebrated our personal version of Physician Appreciation Day on Wednesday with a sumptuous feast of physician favorites prepared by the HIM Department with "no paperwork required." Most of the participants felt obligated to sign charts and dictate, in spite of the offer. A dart board and Operation game were available for the docs.

The week culminated with the entire HIM Department having lunch together at Applebee's. Make your departments highly visible in the facility by your willingness to give. Create a cheerful, happy atmosphere where everyone wins. You will be amazed by the volume of energy created by teamwork and sharing!

CODING ROUNDTABLE NEWS

Hello all from Coding Roundtable Coordinators. Sheri Zimmer, RHIT and I, Christy Swan, RHIT, are the new Coding Roundtable Coordinators. We are getting pretty excited about this new job of ours. Mary Stanfill, RHIA from AHIMA has been giving us some good suggestions and we hope to carry out some of these in the next couple of years. We are going to utilize Mary to the utmost with all of her coding knowledge and she has graciously agreed to help us.

The plan right now is to have two set roundtable discussions, one at the Spring Meeting and one at the Fall Meeting. If there are needs in between these times, we are always up for suggestions. In the meantime before the meetings, I know there will be many questions out there that can be taken to the meeting, and sometimes questions that need to be answered right away. We would like to utilize the SD Communities of Practice site on the AHIMA web site. Being that we are such a rural state and cannot always get together for Coding Discussions, we thought this would be a good site to start with.

When there is a coding question, we request that the question be researched as far as the coder is able to at their own site by utilizing the Coding Clinic or other coders within their facility. If the question cannot be satisfactorily answered, then we request that the question be posted on the SD Communities of Practice site using the heading of Coding Roundtable Question. This will allow Sheri and I to look at the question, and then utilize the resources that AHIMA, mainly Mary Stanfill, to see if we can get the question answered. At that point, we can post it on the web site, or if there is something with the question that needs discussion, we can bring it to the Roundtable meetings.

We hope that this will work for everyone. We would really like to utilize the technology that we have to help us all "get together" and hopefully come up with some good questions, and some good answers for everyone.

If anyone has any questions, or suggestions, please do not hesitate to contact either Sheri or me via email or telephone. Sheri Zimmer : szimmer@rcrh.org Telephone: 605-719-8160
Christy Swan: cswan@rcrh.org Telephone: 605-644-4027

SDHIMA 2002-2003 Board of Directors & Committee Chairpersons

President: LeAnne Bouma, RHIA

Nominating Committee: Chairperson Jean Prater, RHIA

Committee Members: Dorine Bennett, RHIA and Nicole Brace, RHIA, CCS

Legislative & Legal Affairs Committee: Chairperson Sherri Zimmer, RHIT

President-Elect: Christal Pummel, RHIT

Finance Committee: Chairperson Christal Pummel, RHIT

Committee Members: Kathy Dorale, RHIA, CCS, CCS-P

Bylaw Committee: Chairperson Jennifer Gholson, RHIT

Past-President: Val Royal, RHIT, CCS

SDAHO Finance Council: Carol Person, RHIA

Coding Roundtable Coordinators: Sherri Zimmer, RHIT and Christy Swan, RHIT

Secretary: Angie Monson, RHIA

Archive Manager: Joyce Havlik, RHIA

Treasurer: Kathy Dorale, RHIA, CCS, CCS-P

Educational Funding Committee: Chairperson Pam Schmitt, RHIA, CCS, CCSP

Director of Education: Jane Klemme, RHIA

Continuing Education Coordinator: Vicki Dunn, RHIT

Education Committee: Chairperson Patti Brooks, RHIA

Spring 2003 Meeting Arrangements Committee: Chairperson Melissa Bruinsma Roerig, RHIA

Director of Public Relations: Deb Dethlefsen, RHIA, CCS

Newsletter Committee: Chairperson Tammy Hass, RHIT, CCS

Marketing & Recruitment Committee: Chairperson Deanne Kribell, RHIT

Committee Members: Thelma Haak, RHIA and Janice Swanson, RHIT

Scholarship Committee: Chairperson Sharon Lauck, RHIT

Each One Reach One Coordinator: Dorine Bennett, RHIA

Membership Committee: Chairperson Mary Nelson, RHIA

Wall of Fame Coordinator: Joyce Havlik, RHIA

Awards Coordinator: Julie Anderson, RHIA

Change of Address Form

In order to maintain an accurate database of the SDHIMA membership, please update the following information as needed. This information can be mailed, faxed, or e-mailed to: Mary Nelson, Sioux Valley Hospital & USD Medical Center, 1100 S. Euclid Avenue, Sioux Falls, SD 57105; fax: (605)333-1575; email nelsonm@siouxvalley.org You may also update this information at the SDHIMA website by logging into the SDHIMA on-line directory.

(Please Print)

Name _____ Credential _____

Home Mailing Address _____

Street City, State Zip (+4 if known)

Employer _____

Job Title _____

Work Mailing Address _____

Street City, State Zip (+4 if known)

Contact Numbers

Location	Telephone	Fax	E-mail
Home			
Work			

Thank you for your prompt attention to this matter!