



Indiana Association of Medical Staff Services Board Meeting Agenda October 17, 2023

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Call to Order	Call to order.		A. Willhite
Approval of Minutes	Review and approval of June 20, 2023 & July 18, 2023 Board meeting minutes.		A. Willhite
Purpose & Mission	<p>INAMSS Purpose & Mission</p> <p>The purpose shall be to provide a forum for educational activities at a local level.</p> <p>The mission of the Indiana Association of Medical Staff Services is to:</p> <ol style="list-style-type: none"> 1. Promote a positive and professional image for the medical services professional. 2. Provide opportunities for networking. 3. Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare. 4. Advocate the expertise of the Medical Services Professional. 5. Stimulate professional educational activities through formalized workshops and programs to improve skills and competence. 	Information only	A. Willhite
Treasurer Report	<ul style="list-style-type: none"> • Treasurer Report • Gift Card Winners 	Approval Needed	A. Willhite
Committee Reports <i>Formal reports are due prior to full Board Meeting.</i>	<p>Review and/or approval of:</p> <ul style="list-style-type: none"> • Bylaws Committee • Education Committee • Membership Committee <ol style="list-style-type: none"> 1. Membership Renewal (expires 12/31/2023) 2. Membership Reports • Scholarship Committee <ol style="list-style-type: none"> 1. Scholarship submission • Website Committee • Nominating Committee (<i>inactive until 2025</i>) 	Approval needed	G. Vann C. Biehl A. Willhite D. Brown B. Hunsberger
IHA Report	IHA Report & IPLA updates:	Discussion only	M. Miller

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IPLA Updates			
CAQH Updates	Nothing to report.		L. Fivecoat
Old Business			A. Willhite
New Business	2024 Budgets due for next board meeting Board transitions 2024 Goals – how are we doing?		A. Willhite
Open Floor	Open		A. Willhite
Next Board Meeting	The next Board meeting is scheduled for November 21, 2023.		A. Willhite



Indiana Association of Medical Staff Services Board Meeting Minutes July 18, 2023

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
In Attendance	Amee Willhite, President Karyn Delgado, Secretary Cindy Biehl, President -Elect Brenda Hunsberger, Past President Kim Ubelhor, Committee	NA	NA
Absent	Monica Hollars, Treasurer Misty Nash, VP Elect Lisa Five-Coat, Liaison Deborah Brown, Scholarship Committee Amanda Manns, Membership Committee Chair	NA	NA
Call to Order	Call to order at 12:01 pm		A. Willhite
Approval of Minutes	Minutes from June 20, 2023, tabled.	Informational only	A. Willhite
Purpose & Mission	<p>INAMSS Purpose & Mission</p> <p>The purpose shall be to provide a forum for educational activities at a local level.</p> <p>The mission of the Indiana Association of Medical Staff Services is to:</p> <ol style="list-style-type: none"> 1. Promote a positive and professional image for the medical services professional. 2. Provide opportunities for networking. 3. Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare. 4. Advocate the expertise of the Medical Services Professional. 5. Stimulate professional educational activities through formalized workshops and programs to improve skills and competence. 	Information only	A. Willhite
Treasurer Report	<p>Treasurer report presented.</p> <ul style="list-style-type: none"> • It was reported Star Chapter pass through cost increased as they are no longer absorbing the credit card transaction fee beginning August 1, 2023. • Amee presented the income statement Effective 4/10/23 -7/10/23 that Monica completed June 10, 2023. INAMSS has \$23,235.66 remaining. 	Motion was made, seconded, and passed to accept the Income Statement report.	A. Willhite

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<p>Committee Reports <i>Formal reports are due prior to full Board Meeting.</i></p>	<p>Review and/or approval of:</p> <ul style="list-style-type: none"> • Bylaws Committee – nothing to report. • Education Committee – <ul style="list-style-type: none"> ○ The agenda for July 29th meeting including speaker and sponsors was reviewed and discussed. ○ A draft of the Roundtable discussions launch was reviewed. The first roundtable will be held August 23rd from 12 noon – 1pm. Topics will be sent out also. ○ October speakers have been sent their agreements for signature. We have a good range of topics. ○ Drawings and gift cards were discussed. It was approved to purchase four \$25 gift cards and one \$50 gift card. It was noted that this is less than last meeting due to our speakers’ stipends being a bit higher this meeting. • Membership Committee – nothing to report. • Scholarship Committee – More email blasts will be sent out. • Website Committee <ul style="list-style-type: none"> ○ Brenda reported out graphs of the Star Chapter statistics: <ul style="list-style-type: none"> ○ The site average of hits from August 1, 2022, through July 1, 2023, was 15384. ○ Website visits included an average of 680 per month from August 1, 2022, through July 1, 2023. ○ Of the 680 monthly average visits, 471 were unique visits from August 1, 2022, through July 1, 2023 • Nominating Committee <ul style="list-style-type: none"> ○ Brenda reported out the results of the Election: <ul style="list-style-type: none"> ○ Cindy Stovall – Secretary ○ Karyn Delgado - Vice President Elect ○ It was discussed to let Misty know the results of the election in advance of the announcement at the July conference. It was also suggested she be offered some additional volunteer positions to increase her involvement in INAMSS. 	<p>Informational only</p> <p>Motion was made, seconded, and passed to approve the purchase of stated gift cards for the drawings.</p>	<p>A. Willhite</p> <p>C. Biehl</p> <p>A. Willhite</p> <p>L. Fivecoat</p> <p>B. Hunsberger</p> <p>B. Hunsberger</p>

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
IHA Report IPLA Report	IHA /IPLA Report – <ul style="list-style-type: none"> • Ameer reported the Compaq if they reside in the state to voice prior Compaq license. 	Information only	A. Willhite
Old Business	None		A. Willhite
New Business	None		A. Willhite
Adjournment	No business from the floor. The meeting was adjourned at 12:43 pm.	Informational only	All members.
Next Board Meeting	The next scheduled board meeting is August 22, 2023.	Information only	A. Willhite

Income Statement

Indiana Association of Medical Staff Services
Effective 7/10/2023 to 10/10/2023

Income

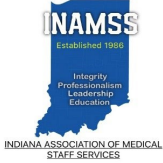
Beginning Balance July 10, 2023		\$	23,235.66
9/11/2023	Deposit - Membership checks	\$	110.00
8/4/2023	Deposit - Membership online	\$	106.10
8/28/2023	Deposit - Membership online	\$	53.05
9/14/2023	Deposit - Membership online		\$53.05
7/20/2023	Deposit - Membership online	\$	53.05
7/21/2023	Deposit - Membership online	\$	53.05
7/27/2023	Deposit - Membership online	\$	106.10
9/11/2023	Debit card return (refund for overpayment of member)	\$	50.00
Total Deposits for the term			\$ 584.40
Beginning balance plus income (before deductions)		\$	23,820.06

Expenses

7/28/2023	Ch#1722 Mathieu Gaulin (speaker for July conf.)	\$	400.00
7/28/2023	Ch#1723 Jenny Jackson (speaker for July conf.)		\$800.00
9/1/2023	Ch#1724 U.S.P.S. (Post office box - 1 year rental)	\$	98.00
9/19/2023	Ch#1725 Ameer Willhite (NAMSS Conf. 2023 - President)	\$	2,121.33
9/19/2023	Ch#1726 Wendy Spurlin (NAMSS Conf. 2023 - winner)	\$	2,051.45
8/3/2023	StarChapter Monthly fee	\$	9.95
8/3/2023	July meeting Amazon card winners 10 @\$25	\$	250.00
8/4/2023	July meeting Amazon winner	\$	50.00
8/11/2023	July meeting - Amazon card winner 1 @\$100	\$	100.00
9/5/2023	StarChapter - website fee	\$	24.95
9/5/2023	StarChapter Monthly fee	\$	9.95
10/3/2023	StarChapter Monthly fee	\$	9.95
10/5/2023	NAMSS CEU's for October meeting	\$	100.00
Total Expenses		\$	6,025.58
Ending Balance		\$	17,794.48



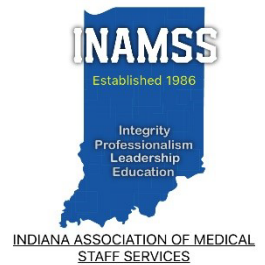
Submitted by Monica Hollars, INAMSS Treasurer
Balances through October 10, 2023



Indiana Association of Medical Staff Services Education Committee Agenda October 10, 2023

1. **Approval of Minutes** – July 11, 2023
2. October 27, 2023 (virtual)
 - A. Conference Agenda & Registration – Agenda filed w/NAMSS for CE request and registration out to members
 1. Speakers/Topics
 - a) Janet Wilson – *Can You Take a Vacation? (1 hr)*
 - b) Chris Giles – *Maintaining Relevant Privilege Documents – What does it take? (1 hr)*
 - c) Cris Mobley – *Accreditation Standards and Industry Standards – Are they the same? NOT!! (1 hr)*
 - d) Cris Mobley – *The Many Faces of Non-Routine Privileges (1 hr)*
 - e) Ashley Carothers & Anastasia Timothy, MD – *NPDB Overview (1 hr)*
 2. Speakers Agreement – agreements complete
 3. Sponsorships
 - a) None
 4. Gift Cards (**Needs Approval**)
 - a) 12 - \$25 (miscellaneous)
 - b) 2 - \$100 (Amazon)
 - c) Merch Gear (suggest to randomly send 10 people something)
3. Next Lunch & Learn – 1 hour education at lunch (no CEs)
 - A. November 15 at noon – To Move or Not to Move to 3 year REAPPOINTMENTS? THAT IS THE QUESTION!!!
 - B. 2024 Months for Lunch & Learn – March, June, August and November
 - C. Future Topics – ideas taken from February 2023 membership survey
 1. Realistic work model to onboard an employed provider (MD/DO/NP/PA/CRNA) including right out of school applying for IN licenses, DEA, getting collaborative agreement (if applicable), getting malpractice coverage, credentialing completed and payer enrollments all completed and activated to set a realistic start date.
 2. Survey Preparedness (JCAHO/ACHC)
 3. Best practices regarding
 4. Tips & Tricks for MSOW, MD Staff, Symplr Provider, etc.
 5. CPCS/CPMSM study group
 6. Psychiatric/Mental Health credentialing for MDs/DOs, LCSWs, LSWs, etc
 7. Merging credentialing functions into a CVO
4. 2024 INAMSS Conference Dates) (**Needs Approval**)
 - A. Friday, April 26 – Virtual
 - B. Friday, July 26 – Annual Education Conference – in person if we have a location and interest in meeting in person
 - C. Friday, October 25 - Virtual
5. Merch Gear Suggestions
 - A. Remaining items after October conference will be sent to new members as they join
 - B. IF we have an in person conference in April 2024 will bring any remaining items at that time.

INAMSS Membership Summary – October 2023



INAMSS – Membership Committee

Submitted by: Ameer Willhite, INAMSS President

Activities:

- There are 11 new members during this reporting period.
- 2023 membership expires 12/31/2023; renewal is now open.
- Please remember to recruit, new members help us to achieve our mission and goals.

New Members July 26 – October 24, 2023

FIRST	LAST	TITLE	EMPLOYER
Aurelia	Andrus	Coordinator	Lutheran Hospital of Indiana
Heidi	Bradley	Coordinator	Lutheran Hospital of Indiana
Brooke	Burchyett		Columbus Regional Hospital
Baylie	Cole	Credentialing Specialist	Union Hospital, INC
Jessie	Colone	Manager	Lutheran Hospital of Indiana
Deanna	Kostides	Medical Staff Coordinator	Community Hospital
Rachel	McComas	Medical Staff Administrative Assistant	CHNw
Jocelyn	Mitchell	Quality Analyst and Peer Review	SJHS
Kenzi	Montgomery	Credentialing Specialist	SJHS
Taylor	Roman		Neighborhood Health Center
Alissa	Wigand	Medical Staff Professional	Deaconess Hospital

INAMSS Membership Summary – October 2023

