



Indiana Association of Medical Staff Services General Business Meeting Agenda October 27, 2023

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Call to Order	Call to order.	Call to order	A. Willhite
Welcome & 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. 	Review	A. Willhite
Approval of Minutes	Review and approval of the July 28, 2023 General Business Meeting minutes.	Motion needed	A. Willhite
Treasurer Report	<ol style="list-style-type: none"> 1. Income Statement 	Information only	M. Hollars
Standing Committee Reports	<p>Review and/or approval of:</p> <ol style="list-style-type: none"> 1. Bylaws Committee 2. Education Committee <ul style="list-style-type: none"> • Round Table Discussion: November 15th 3. Membership Committee <ul style="list-style-type: none"> • Membership Summary Report • Membership Renewal 2024 – Opened October 25th • New Member & Referral Drawings 4. Scholarship Committee 5. Website Committee 6. Nominating Committee (Committee will reconvene in 2025) 7. IHA/IPLA Updates <ul style="list-style-type: none"> • October licensure renewals, Valid to Practice While Being Renewed 8. CAQH Updates 	<p>Nothing to report Information only</p> <p>Information only</p> <p>Drawings Information only Nothing to report NA Nothing to report</p> <p>Nothing to report</p>	<p>G. Vann C. Biehl</p> <p>A. Willhite</p> <p>K. Ubelhor/D. Brown B. Hunsberger B. Hunsberger M. Nash</p> <p>L. Fivecoat</p>

New NAMSS Certification Recognition	Summer 2023 NAMSS Certifications: <ul style="list-style-type: none"> • CPCS: Elizabeth McIntyre • CPMSM: Misty Seibert 	Congratulations!	A. Willhite
Old Business	Nothing to report		A. Willhite
New Business	<ul style="list-style-type: none"> • Brian C. Betner, JD - Joan Covell-Carpenter Award 2023 <ul style="list-style-type: none"> ▪ Q4 2022 Synergy article, Provider Wellness: It's Mission Critical • INAMSS Board transition January 1, 2024 • 2024 - 2025 Board and Committee list • National Medical Staff Services Awareness Week: November 5-11, 2023 	Information only	A. Willhite
Upcoming Business Meetings & Conferences	Board Meeting: November 21, 2023 Business Meeting & Education Conference: Friday April 26, 2024 Virtual	Information only	C. Biehl
Adjourn	Adjourn	Motion needed	A. Willhite

2022 – 2023 Officers/Board and Committee Members	
INAMSS Officers & Board	<p>Amee Willhite, MBA, CPCS, CPMSM – President Cindy Biehl - President-Elect Misty Nash, CPCS - Vice President Monica Hollars – Treasurer Karyn Delgado, CPMSM – Secretary Brenda Hunsberger, MNA, CPMSM - Immediate Past President</p>
Bylaws Committee	<p>Glynnis Vann – Chair Candice Leuthold Darla Traylor, CPMSM</p>
Education Committee	<p>Cindy Biehl - Chair Brenda Hunsberger, MNA, CPMSM Misty Miller, CPCS Lisa Fivecoat, Sponsorship Liaison Misty Seibert</p>
Membership Committee	<p>Amanda Manns - Chair Glynnis Vann Carissa Fuller</p>
Scholarship Committee	<p>Kim Ubelhor, CPMSM – Chair Debbie Brown, CPMSM, CPCS – Chair Cindy McGlothlin, CPCS, CPMSM Amanda Manns</p>
Website Committee	<p>Brenda Hunsberger, MNA, CPMSM - Chair Kim Mansell</p>
Communications	<p>Lisa Cooper, CPCS, CPMSM</p>

2024 – 2025 Officers/Board and Committee Members	
INAMSS Officers & Board	Cindy Biehl - President Misty Miller, CPCS - President-Elect Karyn Delgado, CPMSM - Vice President Monica Hollars – Treasurer Cindy Stovall – Secretary Amee Willhite, MBA, CPCS, CPMSM – Immediate Past President
Bylaws Committee	Glynnis Vann – Chair Candice Leuthold Darla Traylor, CPMSM
Education Committee	Misty Miller, CPCS - Chair Amee Willhite, MBA, CPCS, CPMSM Lisa Fivecoat, Sponsorship Liaison Misty Seibert
Membership Committee	Amanda Manns - Chair Glynnis Vann Carissa Fuller
Scholarship Committee	Kim Ubelhor, CPMSM – Co-Chair Debbie Brown, CPMSM, CPCS – Co-Chair Cindy McGlothlin, CPCS, CPMSM Amanda Manns
Website Committee	Brenda Hunsberger, MNA, CPMSM - Chair Kim Mansell
Communications	Lisa Cooper, CPCS, CPMSM



**Indiana Association of Medical Staff Services
General Business Meeting Minutes
July 28, 2023**

TOPIC	ITEM/DISCUSSION	ACTION/DECISION	RESPONSIBLE PERSON (S)
Call to Order	Meeting was called to order at 8:30 am.	Call to order	A. Willhite
Welcome & Mission	<p>INAMSS Purpose & Mission 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> <ul style="list-style-type: none"> • Promote a positive and professional image for the medical services professional. • Provide opportunities for networking. • Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare. <p>Advocate the expertise of the Medical Services Professional.</p> <ul style="list-style-type: none"> • Stimulate professional educational activities through formalized workshops and programs to improve skills and competence. 	Review	A. Willhite
Approval of Minutes	Review and approval of the April 28, 2023, General Business Meeting minutes.	Motion was made, seconded, and passed to approve the Business meeting minutes as presented.	A. Willhite
Treasurer Report	The Income Statement was presented, reviewed, and discussed.	Information only	A. Willhite M. Hollars
Standing Committee Reports	<p>Review and/or approval of:</p> <ol style="list-style-type: none"> 1. Bylaws Committee – Nothing to Report 2. Education Committee – Cindy reported that after today’s meeting, we have one meeting left in October. Speakers will be announced at the close of today’s meeting. The Roundtable discussions was announced and the first one will be held August 23, 2023, at noon until 1:00 pm. There will be another Roundtable scheduled in November. 	<p>No report.</p> <p>Information only</p>	<p>G. Vann</p> <p>C. Biehl</p>

	<p>3. Membership Committee</p> <ul style="list-style-type: none"> Membership Summary report including eight new members from April through July. INAMS has a total current membership of 152. Members were reminded to talk to their co workers and let them know they can go to www.INAMSS.net to apply for membership. From October 2022 through July 2023, we are showing that March was our highest new member month. New Member and Referral Drawings were held. New member drawing was Debbie Tackett and New Member Referrer was Christine Hall. <p>4. Scholarship Committee</p> <ul style="list-style-type: none"> Debbie provided a report on the available scholarships. <p>5. Website committee</p> <ul style="list-style-type: none"> Brenda reported on the benchmarks for the website and that the committee is tracking the number of hits, visits, and unique visits. Brenda thanked the members for going out there and looking at the site. We have grown a lot over the last year. Nominations drove activity on the website also and it worked great. <p>6. Nominating Committee</p> <ul style="list-style-type: none"> Brenda reported out 2024 elections including Cindy Stovall was voted as incoming Secretary and Karyn Delgado for Vice President Elect. Misty asked to be more involved in the Board and Committee work. Brenda thanked the members of the nominating committee for their work preparing for this election. Brenda also thanked all of the members for taking the time to vote. <p>7. IHA/IPLA Updates – This update will be presented during today’s conference.</p> <p>8. CAQH Updates – Nothing to report.</p>	<p>Informational only</p> <p>Informational only</p> <p>Informational only</p> <p>Informational only</p> <p>Informational only</p> <p>Informational only</p> <p>Nothing to report</p>	<p>A. Manns</p> <p>K. Ubelhor/D. Brown</p> <p>B. Hunsberger</p> <p>B. Hunsberger</p> <p>A. Willhite A. Willhite</p>
New NAMSS Certification Recognition	<p>Spring 2023 NAMSS Certification:</p> <ul style="list-style-type: none"> CPCS – None to report. CPMSM – Congratulations Denise Benz, Franciscan Health Michigan City 	Information only	A. Willhite
Old Business:	Nothing to report.		A. Willhite
New Business	<p>NAMSS 47th Education Conference & Exhibition September 10-13, 2023, Orlando, Florida</p> <ul style="list-style-type: none"> Amee asked all those that are able to attend this year’s conference to contact her so she can add you to the Indiana get together there at the conference. Amee asked members to wear their INAMSS t-shirt for the photo! 	Information only	A. Willhite

	INAMSS Strategic Goals <ul style="list-style-type: none"> • Ameer presented the three individual INAMSS goals in detail. 	Informational only	A.Willhite
Upcoming business Meetings & Conferences	Board Meeting – August 22, 2023 Business Meeting and Education Conference: October 27, 2023, Virtual	Information only	C.Biehl
Adjourn	Adjourn	Motion was made, seconded, and passed to adjourn the meeting at 8:56 am.	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

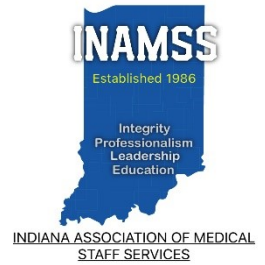
Expenses

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

INAMSS Membership Summary – October 2023



INAMSS – Membership Committee

Submitted by: Ameer Willhite, INAMSS President

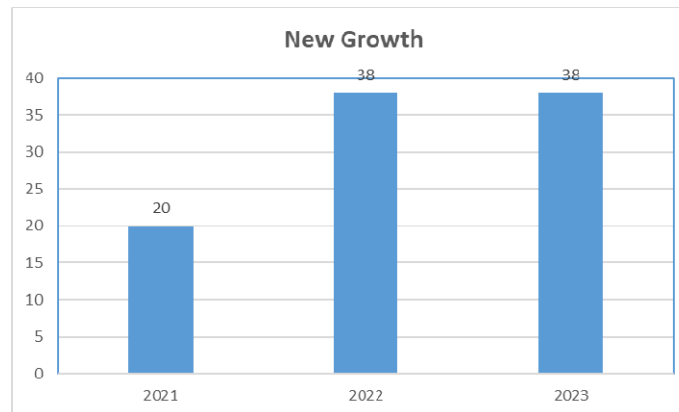
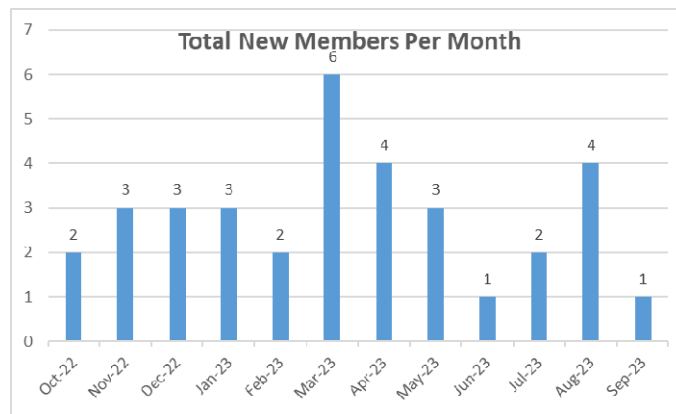
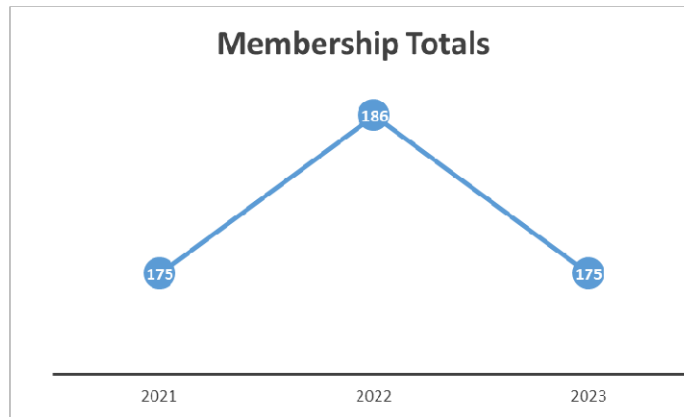
Activities:

- 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



Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, IN 46204



Eric J. Holcomb
Governor of Indiana
Lindsay M. Hyer
PLA Executive Director

Top Ten Frequently Asked Questions (FAQs) for Physician [Medical Doctor (MD) and Doctor of Osteopathic Medicine (DO)] License Renewals

*All Physician [Medical Doctor (MD) and Doctor of Osteopathic Medicine (DO)] licenses in the state of Indiana are set to expire at **11:59 p.m. Eastern Daylight Time (EDT) on October 31st**. Please refer to these “Top Ten Frequently Asked Questions (FAQs),” prepared by the Indiana Professional Licensing Agency (PLA) and the Indiana Medical Licensing Board (the Board), for guidance on navigating the license renewal process.*

1. I have a physician license and a Controlled Substance Registration (CSR). Can I submit one renewal application for both my license and my registration?

Answer: No. You must renew your physician license and your Controlled Substance Registration (CSR) separately. You can renew both your license and your registration online at [MyLicense.IN.gov](https://mylicense.in.gov).

2. Some of my demographic information has changed in the last two (2) years. How do I update this information during renewal?

Answer: You may update demographic information in your online renewal application. This includes change of address, email, or phone number. You do not need to contact PLA separately to change this information on your physician license. **However**, a change of address on your Controlled Substance Registration (CSR) must be completed by PLA/Board staff. To request a change to the address provided on your Controlled Substance Registration (CSR), please email to PLA/Board staff at pla3@pla.in.gov.

3. I forgot to renew my physician license and my Controlled Substance Registration (CSR) before their expiration dates. Can I still renew online?

Answer: Yes. You can still renew your physician license and your Controlled Substance Registration (CSR) by logging in to your [MyLicense.IN.gov](https://mylicense.in.gov) account. There will be a \$50 penalty fee applied to each late renewal application.

4. I was arrested for an OWI in 2022. Do I need to disclose this charge and/or conviction on my license renewal application?

Answer: Yes. Question #3 on the renewal application asks: “Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered

into a diversion agreement, been convicted of, pled guilty to, or pled no contest (nolo contendere) to any offense, misdemeanor, or felony in any state or U.S. territory?" Failure to answer this question correctly may result in a civil penalty being assessed against your license.

5. I received a civil penalty from the Board for failing to disclose a medical malpractice settlement. Can I appeal it?

Answer: Yes. To appeal the issuance of a civil penalty, you must submit your request for an appeal via email to pla3@pla.in.gov. A hearing on your appeal will be scheduled. For more information on the process, please see Indiana Code § 4-21.5-3.

6. My license status says, "Valid to Practice While Reviewed." What does this mean and how long will my license be under review?

Answer: "Valid to Practice While Reviewed" is an active license status that is placed on licenses under review after their expiration dates (i.e., after October 31st). The reviews are conducted by Board staff and Board members. Please note that if you apply to renew your license after October 31st and a review of your application is necessary, your license will show "Expired," and not "Valid to Practice While Reviewed." After your license is placed under "Valid to Practice While Reviewed," the Board must make a decision on the renewal of your license within one hundred and twenty (120) days from the expiration date of the license (October 31st).

7. I have been asked to appear before the Board because of a positive response on my renewal application. What should I bring with me for my personal appearance?

Answer: This ultimately up to you, and dependent on the circumstances and nature of your positive response. For example, a person who was convicted of Reckless Driving in 2022 would potentially bring a copy of their chronological case summary (available at mycase.IN.gov), and any orders that affected the outcome of the case. The email notification from the PLA/Board staff directing you to appear before the Board may provide additional information.

8. I disclosed a pending medical malpractice claim on my 2019 renewal. It has been settled as of June 2023. Do I still need to disclose the settlement if it's the same claim?

Answer: Yes. Question #4 on the renewal application asks: "Since you last renewed, have you had a malpractice judgement against you or **settled** (*emphasis added*) any malpractice action?" It is important to maintain transparency with the Board.

9. I am retiring and want to change my physician license status to “inactive.” Do I still renew my physician license?

Answer: Yes. You can renew your license to an “Inactive” status. The fee for this renewal is \$100. You can renew online at [MyLicense.IN.gov](https://mylicense.in.gov). Please note that physicians that hold a license in “Inactive” status may not maintain an office or practice.

10. I am having difficulties renewing my physician license online. Can I submit a paper renewal application?

Answer: Yes. You may request a copy of a paper renewal application by sending an email to the PLA/Board staff at pla3@pla.in.gov.

Last Updated: October 17, 2023

Professional Licensing Agency
402 West Washington Street
Room W072
Indianapolis, IN 46204



Eric J. Holcomb
Governor of Indiana
Lindsay M. Hyer
PLA Executive Director

Top Ten Frequently Asked Questions (FAQs) for Registered Nurse (RN) License Renewals and Advanced Practice Registered Nurse (APRN) Prescriptive Authority License Renewals

*All Registered Nurse (RN) licenses and Advanced Practice Registered Nurse (APRN) Prescriptive Authority licenses in the state of Indiana are set to expire at **11:59 p.m. Eastern Daylight Time (EDT) on October 31st**. Please refer to these “Top Ten Frequently Asked Questions (FAQs),” prepared by the Indiana Professional Licensing Agency (PLA) and the Indiana State Board of Nursing (the Board), for guidance on navigating the license renewal process.*

1. I completed my online license renewal and paid my renewal application fee. My license still shows an expiration date of 10/31/2023. When will this update?

Answer: Under **normal** circumstances and provided you **did not** report a **positive response** on your license renewal application, your license renewal payment will be processed and confirmed within a few minutes, or within one (1) to two (2) hours during times of peak volume. Please log in to your [MyLicense.IN.gov](https://mylicense.in.gov) account regularly to check for updates on your license renewal application and confirmation of payment for your license renewal. Please refrain from contacting the PLA unless your payment has not been processed and confirmed within three (3) business days. PLA appreciates your patience and cooperation. If you reported a positive response on your renewal application, your positive response will trigger an alert to PLA staff that will need to be reviewed by PLA staff and/or the Board, which will require additional time to further process your renewal application. PLA staff will communicate with you via email (to your email address of record) to inform you of any additional actions and next steps that must be completed to further process your positive response(s) and your renewal application. Please also refer to FAQ #9 provided below.

2. Some of my demographic information has changed in the last two (2) years. How do I update this information during renewal?

Answer: You may update demographic information in your online renewal application. This includes change of address, email, or phone number. You do not need to contact PLA separately to change this information on your Registered Nurse (RN) license or your Advanced Practice Registered Nurse (APRN) Prescriptive Authority license. **However**, for Advanced Practice Registered Nurses (APRNs), a change of address on your Controlled Substance Registration (CSR) must be completed by PLA/Board staff. To request a change to the address provided on your

Controlled Substance Registration (CSR), please email PLA/Board staff at pla2@pla.in.gov.

3. I need to change my name and/or my primary state of residence. How do I update this information during renewal?

Answer: You may upload your request at MyLicense.IN.gov using the “License Update” online service in your MyLicense account. You must include the required documentation for your request. For a name change, you will need to provide either a marriage license, divorce decree, or legal name change (court order). For a change of primary state of residence, you will need to provide either a state-issued ID, W-2, tax return, or military documentation. You should still proceed with your renewal application as these specific requests are processed.

4. I am an Advanced Practice Registered Nurse (APRN) and I need to change my practice location. How do I accomplish this change?

Answer: You may renew your license online. You should also submit a request to update your practice location by sending an email to pla2@pla.in.gov. Your email should include the nature of request (i.e., change of practice location) and your license number in the subject line of the email. Please also include the following information in the body of your email:

- i. Your name;
- ii. Your license number [APRN Prescriptive Authority or Controlled Substance Registration (CSR), depending on the request];
- iii. Name of the facility;
- iv. Address of the facility with zip code;
- v. Phone number of the facility; and
- vi. A copy of your current, active collaborative practice agreement(s) if one is not already on file with the PLA.

5. I have a Registered Nurse (RN) license, an Advanced Practice Registered Nurse (APRN) Prescriptive Authority license, and/or a Controlled Substance Registration (CSR). I also hold an Out-of-State Telehealth Practitioner Certification, because I provide telehealth services to patients in Indiana, and I am located in another state/jurisdiction. Can I submit one renewal application for all of my licenses, registrations, and certifications?

Answer: No. You must renew each license, registration, and/or certification separately. You can renew each license, registration, and certification online at MyLicense.IN.gov. Your Registered Nurse (RN) license must be renewed first. Your Advanced Practice Registered Nurse (APRN) Prescriptive Authority license must be renewed second. Your Controlled Substance Registration (CSR) must be renewed third, and your Out-of-State Telehealth Practitioner Certification must be renewed fourth (if applicable).

6. I forgot to renew my license before the expiration date. Can I still renew online?

Answer: Yes. You can still renew your license by logging in to your [MyLicense.IN.gov](https://mylicense.in.gov) account. There will be a \$50 penalty fee applied to each late renewal application.

7. I was arrested for an OWI in 2022. Do I need to disclose this charge and/or conviction on my license renewal application?

Answer: Yes. Question #3 on the renewal application asks: “Since you last renewed, and except for minor violations of traffic laws resulting in fines and arrests or convictions that have been expunged by a court, have you been arrested, entered into a diversion agreement, been convicted of, pled guilty to, or pled no contest (nolo contendere) to any offense, misdemeanor, or felony in any state or U.S. territory?” Failure to answer this question correctly may result in a civil penalty being assessed against your license.

8. My license status says, “Valid to Practice While Reviewed.” What does this mean and how long will my license be under review?

Answer: “Valid to Practice While Reviewed” is an **active** license status that is placed on licenses under review after their expiration dates (i.e., after October 31st). The reviews are conducted by Board staff and Board members. Please note that if you apply to renew your license after October 31st and a review of your application is necessary, your license will show “Expired,” and not “Valid to Practice While Reviewed.” After your license is placed under “Valid to Practice While Reviewed,” the Board must make a decision on the renewal of your license within one hundred and twenty (120) days from the expiration date of the license (October 31st).

9. I have been asked to appear before the Board because of a positive response on my renewal application. What should I bring with me for my personal appearance?

Answer: This ultimately is up to you, and dependent on the circumstances and nature of your positive response. For example, a person who was convicted of Reckless Driving in 2022 would potentially bring a copy of their chronological case summary (available at [mycase.IN.gov](https://mycase.in.gov)), and any orders that affected the outcome of the case. The email notification from the PLA/Board staff directing you to appear before the Board may provide additional information.

10. I am having difficulties renewing my license online. Can I submit a paper renewal application?

Answer: Yes. You may request a copy of a paper renewal application by sending an email to the PLA/Board staff at pla2@pla.in.gov.

Last Updated: October 17, 2023