



FLORIDA SOCIETY OF MEDICAL ASSISTANTS, INC

2016 GENERAL ASSEMBLY PACKET

63rd FSMA ANNUAL CONVENTION

“WE” ARE READY TO LAUNCH

**COURTYARD COCOA BEACH
CAPE CANAVERAL**

COCOA BEACH, FLORIDA

APRIL 29-MAY 1, 2016

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

63rd ANNUAL MEETING OF THE FLORIDA SOCIETY OF MEDICAL ASSISTANTS

APRIL 29, 2016

AGENDA

Friday April 29, 2016

General Session begins at 8:00pm

Presiding	Kathryn Panagiotactos, CMA (AAMA) FSMA President
Presentation of Colors	TBA
Pledge of Allegiance	TBA
National Anthem	TBA
Invocation	Marsha Benedict, CMA-A (AAMA)
Welcome	Kathryn Panogiotacos, CMA (AAMA) FSMA President
Welcome	Maria Wieglemann, CMA (AAMA) FSMA Vice President
Welcome	Marsha Benedict, CMA-A (AAMA) FSMA Meeting Coordinator
Welcome	Donald A. Balasa, JD, MBA AAMA CEO and Legal Counsel

First Session of the General Assembly-----Open to all members Begins at 8:00pm

Call to Order	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Head Table	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Introduction of Past Presidents And Physician Liaison	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Announcement of General Assembly Appointments	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Report of Credential Chair	Joyce Baldwin, CMA (AAMA) Credentials Chair

Approval of Agenda	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Presentation of Official Program	Marsha Benedict, CMA-A (AAMA) FSMA Convention Chair
Orientation of Voting Members	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Adoption of Conference Rules	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Selection of Tellers	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Report of Nominating Chair	Maria Wiegelmann, CMA-A (AAMA) FSMA President-Elect
Nominations from the Floor	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Presentation of the Candidates	Maria Wiegelmann, CMA (AAMA) FSMA President-Elect

BREAK

Second Session of the General Assembly

VOTING TO TAKE PLACE IN THE GENERAL ASSEMBLY

Report of the Credential Chair	Joyce Baldwin, CMA (AAMA) FSMA Credentials Chair
Reference Committee Reports	Maria Wiegelmann, CMA (AAMA) Reference Committee Chair
Report of the Tellers	Theresa Errante-Parrino, CMA (AAMA) Teller Chair
Announcement of New Officers	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
Unfinished Business	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly
New Business	Deniece Jozefiak, CMA (AAMA) FSMA Speaker of the General Assembly

Speakers' Closing Statement

Deniece Jozefiak, CMA (AAMA)
FSMA Speaker of the General Assembly

Announcements

Deniece Jozefiak, CMA (AAMA)
FSMA Speaker of the General Assembly

Adjournment

Deniece Jozefiak, CMA (AAMA)
FSMA Speaker of the General Assembly

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

A GUIDE FOR ELIGIBLE VOTING MEMBERS AT THE FSMA ANNUAL MEETING

REVISED 5/3/2008

REGISTRATON PROCEDURES:

1. Pick up your convention registration packet at the Registration Desk, which will be clearly marked for your convenience.
2. Register with the Credentials Committee at the Credentials Desk, which will be clearly marked for your convenience.

CREDENTIALS:

Credential check in # 1:

The Credential Committee is located near the Registration Desk. The Credentials Desk is open only as specified in your program booklet. The Credentials Committee will verify that you are an eligible voting member as of 12/31 of the year preceding the Annual Meeting of FSMA. Honorary members are not eligible to vote. Eligible voting members will receive a colored index card to use during all voting sessions. Please place your name on the card. This is in case it is lost, it can be returned to the eligible voting member.

There will be no proxy votes allowed at the General Assembly.

Subsequent Credential Checks:

Be prepared to show your credentials card at subsequent credentials verification points at the entrance to all of the General Assembly sessions and for voting.

Only the members that are seated at the close of the first session of the General Assembly will be eligible to vote at the second session of the General Assembly.

BALLOTING PROCEDURES IN THE GENERAL ASSEMBLY

All voting will take place in the General Assembly.

Ballots will include the names of **ALL** candidates, including names of those nominated from the floor.

A majority of votes is necessary for election.

The Tellers distribute ballots. Do not engage in conversation with the Tellers.

Only eligible voting members that are seated during the General Assembly session are eligible to vote.

Spoiled ballots are returned to the Tellers, who will then issue a new ballot.

Pencil marked ballots are acceptable.

Be sure any correction(s) on the ballot is legible.

After marking your ballot, fold it once. Ballots folded together will be rejected.

Ballot boxes are passed by the Tellers to collect the ballots.

Place your ballot in the ballot box. Do not hand to the Tellers.

When all the voting is completed the Tellers will retire to count the votes. The business of the General Assembly will continue until the Chair of the Tellers indicates that the report of the Tellers is ready for announcement by the chair.

STANDING VOTE OR SHOW OF HANDS

When the Speaker calls for a standing vote or show of hands vote, the Tellers appointed will be asked to make the count. Please stand and remain standing (with colored index card in hand) or raise your hand and keep it up until the Tellers have counted you. Then be seated or lower your hand.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

HOW THE FSMA REFERENCE COMMITTEES OPERATE AND WHY YOU SHOULD ATTEND

- Reference Committees shall hold hearings to consider all reports, proposed bylaw changes and resolutions and all issues that are germane to those that are scheduled for presentation to the General Assembly. The Reference Committee will report to the General Assembly with recommendations based on the consensus of opinions expressed by those attending the hearings. The time and room assigned to the Reference Committee will be published in the official program for the Annual Meeting.
- The Reference Committee is composed of active members of the FSMA who are appointed by the Speaker of the General Assembly.
- Each Reference Committee is provided suitable space and time in which to hold an open hearing to discuss items that have been referred to the Committee.
- The members attending each Reference Committee Meeting will be given ample opportunity to present views on all issues germane to the subject areas assigned to each specific Reference Committee.
- The Chair of the Reference Committee is the final authority on the range of topics and the amount of time taken in discussion. No parliamentary authority is present for the Reference Committee Meetings so that members can engage in completely free discussion. Each member shall be limited to two minutes of debate on each question with debate on each being limited to fifteen minutes. A member may not speak a second time on the same question if one who has not spoken asks for the floor and no member shall speak more than twice on the same question.
- The Chair, in presenting each topic of discussion, will ensure that the membership has a full appreciation for the issue calling for additional information as needed among committee members.
- Every voting member should feel free to enter into discussion to express questions or concerns. The Chair will make every effort to make all members feel that their voices have been heard and the entire committee will render an objective report to the General Assembly based on discussion at the Reference Committee Meeting.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

NOW THAT I AM AN ELIGIBLE VOTING MEMBER-WHAT DO I DO?

Appointed by Speaker of the General Assembly

Governing Body -----General Assembly-----	Credential Chair
	Page
	Tellers
	Timekeeper
	Sergeant-At-Arms
	Reference Committees

- All eligible voting members must be in good standing. Dues must be paid by December 31st preceding the General Assembly.
- All eligible voting members voting during the General Assembly will serve from the opening of the General Assembly of that year until the subsequent Annual Meeting of FSMA.
- All members of the General Assembly shall check in with credentials and be verified as eligible to vote in the General Assembly.
- The General Assembly may transact business by mail, e-mail and/or fax, but in all such cases the affirmative vote of the majority of the eligible voting members shall be necessary for a decision.

As an eligible voting member of the state society:

- Be thoroughly familiar with the current FSMA Bylaws (which can be found on fsmaonline.org) and Roberts Rules of Order Newly Revised.
- Read and study the General Assembly Rules and all reports (which will be posted on the FSMA website) so that you will be informed on all issues to be presented in the General Assembly.
- A voting member decides those matters brought before the General Assembly which could include state policies, bylaw amendments, resolutions, elections of Executive Council Members and Delegates/Alternates to AAMA, (**Remember that student members are not permitted to be a delegate/alternate to the AAMA HOD**) as well as other business that comes before the General Assembly.
- Discuss all items with your chapter officers and as many members as possible.

- Be prepared to vote for Executive Council Members during the annual election. Become familiar with these individuals and those nominated from the floor by talking with other members and chapter members and especially by speaking to the candidates themselves. Examine their qualifications and contributions to the society rather than only considering popularity.
- Time of debate is to be limited and is stated in the General Assembly Rules.
- Members should speak clearly, stating your name and chapter so that the Minutes Committee will record the correct information.
- If a lengthy or complicated motion is to be made by a member or an item discussed in advanced, the member should prepare it in writing and give a copy to the Speaker of the General Assembly and the Minutes Committee at the time the motion is being made. (A page will take it to the appropriate person)
- The member would go to the microphone, wait to be recognized by the Speaker and state, “Madam, Speaker, I move
- The member should completely state the motion and not, “I so move.....”
- The member making the motion may speak to the motion first, if desired. But others must be allowed to speak before the member making the motion may speak again.
- All members planning on voting during the General Assembly should attend the Reference Committee Meetings to listen to the discussion, perhaps enter into it. The member should listen carefully during the General Assembly when the decisions of the Reference Committee are read as recommendations for acceptance or rejection by the members.
- You should become familiar with the hotel facilities in advance. Learn where the nearest restrooms are, where the voting will take place, where the General Assembly will be held, etc. in order to avoid being late or having to rush around prior to the meeting.
- Members should maintain a positive, impartial, cooperative and pleasant attitude about the association and the business to be considered.
- Members should be attentive and orderly during the sessions of the General Assembly, considerate of each other and enthusiastic about AAMA/FSMA.

ADDITIONAL TIPS

- To listen and think objectively are the two most important duties you have as a voting member. Consider all issues for the good of the entire association, not just from the standpoint of one individual or chapter. It is your duty to report back to your members of your local chapter. You should remember to keep an open mind. Base your decisions on the deliberations of the General Assembly and not on a preconceived opinion.
- Parliamentary procedure is designed to let a majority accomplish its ultimate goal within a reasonable time. Be prepared to express your views and then be gracious if your opinion does not prevail. Learn to abide by majority rule; this is the basis of our democracy.
- Reference Committees are for everyone. These committee meetings provide an opportunity for all members to express opinions and hear the opinions of others. Everyone is urged to attend these meetings, but you as a voting member are obligated to do so.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Rules of the General Assembly

I. General Assembly

The governing body of the Florida Society shall be the General Assembly, which shall have the authority to determine the professional policies of the society and the power to amend the Bylaws, act upon such business as may be presented and conduct the annual election of the Executive Council Members, Delegates and Alternates to AAMA.

II. Voting Body

The voting body of the FSMA General Assembly shall consist of all eligible members in good standing of FSMA.

III. Seating of the Eligible Voting Member

The voting body shall be seated in the front of the room. They shall be in their seats **five minutes** before the opening of the business meeting. To facilitate the work of the General Assembly, they will occupy the same seat until final adjournment. No member may leave a session without good cause. No officer or voting member shall be absent from a session without just cause. If an eligible member must leave a session, he/she must surrender their voting card. When that member returns they can receive the card back providing there is not a vote in progress on the floor.

IV. Discussion

When you wish to speak in the General Assembly, approach the nearest microphone, wait to be recognized by the Chair, state your name and your chapter, and continue your comments. Speak clearly into the microphone so your comments may be heard by the delegation. All remarks and discussion will be directed to the Chair. The Chair shall be addressed as “Madam Speaker”.

The Chair with the majority vote of voting members may grant the right to the floor to the non eligible voting member. A member who has been assigned the floor shall be interrupted only for a parliamentary cause. It is out of order to be standing when another member has the floor.

When two or more members rise at about the same time to obtain the floor, all other things being equal, the member who rises first after the floor has been yielded and addresses the Chair is entitled to the floor.

Each member shall be limited to two minutes of debate on each question with debate on each being limited to ten minutes. Additional time may be obtained by a two-thirds (2/3) vote of

the voting members. A member may not speak a second time on the same question if one who has not spoken asks for the floor and no member shall speak more than twice on the same question except by two-thirds (2/3) vote of the voting members present and voting.

V. Voting

Orders of the day for the session of the convention will be shown in the official convention program and when once adopted by a majority vote, cannot be deviated from except by a two-thirds (2/3) vote of the General Assembly.

VI. Motions

Motions may be introduced and voted upon ONLY by members of the voting body. It is encouraged that all main motions that are lengthy or involved be presented to the Minutes Committee in writing and signed by the member making the motion before the close of the business session at which the motion was stated.

VII. Point of Information

When a member does not understand the questions and needs clarification they should rise to a "Point of Information".

VIII. Appointments

The Speaker of the General Assembly shall appoint a Credentials Chair, Reference Committee Chair, Tellers, Sergeant-At-Arms, Timekeeper and Pages.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

April 29, 2016

RE: Annual General Assembly Report

TO: Deniece Jozefiak, CMA (AAMA)
Speaker of the General Assembly

Marilyn Gable Redfield, CMA (AAMA)
Vice Speaker of the General Assembly

This officer has seen to the duties of this office responding to communications, both written and correspondence, phone calls and conference calls as well as e-mails.

Following the April 24, 2015 General Assembly an e-mail vote was sent to the Executive Council requesting the proposal from Marsha Benedict, MSA, CMA-A (AAMA) CPC, Meeting Coordinator Chair. The Recommendation for the Holiday-Inn, Lakewood Ranch, Sarasota, FL for November 5, 2016 Fall Conference at a negotiated rate of \$107.00 for a single/double room; guarantee of 15 rooms. The vote was carried. Results communicated to FSMA Executive Council and Chair Benedict.

With the consensus of the Executive Council at the Post General Assembly it was agreed to submit a 2015 Excel Awards entry form for the Excellence in Website Development. This was accomplished with the assistance of our webmaster Mary Lou Allison, CMA-C (AAMA). The FSMA and Mary Lou Allison, CMA-C (AAMA) Web Chair received a Certificate of Achievement for website development at AAMA 59th Annual Conference. Congratulations! And Certificate were proudly announced at the Fall Meeting November 7, 2015.

Following the annual meeting the newly elected FSMA 2015-2016 Officers were provided timely to the AAMA National Office. Also, the newly elected Delegates and Alternates for the AAMA Annual meeting for 2015 in Portland, Oregon.

The AAMA sent communication to the FSMA for verification of the State and Chapter Dues Verification for 2016. An e-mail vote was sent to the Executive Council for their consideration and input. Following the stated deadline it was found to be unanimous to keep the dues the same. STATE-Active/Associate, Affiliate \$10.00/Student-\$5.00/Sustaining-\$5.00. CHAPTER-Active/Associate, Affiliate \$5.00/Student \$1.00/Sustaining -\$0.00. This information was communicated to AAMA national office in a timely manner.

34 This officer on September 8, 2015 arranged an Executive officers conference call
35 regarding the HR Bill 4007. An e-mail was sent to the FSMA Executive Board Members
36 asking for their involvement, stating phone number to call, with date and time. Joining
37 us in this call Donald Balasa, JD, MBA, CEO offering Legal advice. A roll call was taken
38 and minutes by Vice President Maria Wiegelmann, CMA (AAMA). Following a lively
39 discussion two motions were made and carried. Results of the Task Force and the Ad
40 Hoc Committee to be reported at November 7, 2015 Fall FSMA Executive Board
41 meeting.

42 This officer was a Delegate to the AAMA annual conference 2015, a report was made
43 and presented to the FSMA Executive Council meeting, with appreciation this officer
44 extends to the members sincere gratitude for the privilege to represent FSMA. During
45 the 59th AAMA annual conference in Portland, Oregon where FSMA
46 Delegates/Alternates, and attending FSMA members who were present met face to face
47 with Donald Balasa, JD, MBA, CEO and Legal Counsel for AAMA. Those present
48 exchanged information and were given opportunity to ask questions.

49 This officer officiated the FSMA Fall Executive Board meeting at the Hampton Inn and
50 Suites, Fort Pierce, Florida Saturday, November 7, 2015. The meeting addressed the
51 normal business and then the reports regarding the Legislative proposed changes. It
52 would take effect on July 1, 2016. Detailed information will be reported in the General
53 Assembly.

54 President and Vice President received notification from AAMA Lisa D. Lee, CMA
55 (AAMA) Speaker of the House, along with Debby Huston, CMA (AAMA) Vice Speaker
56 of the House the announcement of FSMA eligibility for 5 Delegates to represent in the
57 2016 AAMA House of Delegates at the 60th Annual Conference in Reston, Virginia,
58 September 16-19, 2016. An e-mail request was jointly made asking for consideration of
59 the 5 Delegates with 2 Alternates in order to increase the financial support. The
60 response was favorable. Vice President Wiegelmann will reflect this on the official
61 nominating ballot.

62 This officer expresses sincere appreciation for the opportunity to serve the Florida
63 Society of Medical Assistants this past 2015-2016. The commitment from the Executive
64 Officers, Committee Chairs and committee members, Chapter Representatives and
65 members who have worked above and beyond makes this society shine in the State of
66 Florida for medical assistants. Maria Wiegelmann, CMA (AAMA) Vice President for her
67 endless support and words of wisdom thank you sincerely. To Mary Lou Allison, CMA-C
68 (AAMA), Mary Morris, CMA (AAMA), Marsha Benedict, CMA-C (AAMA), Betty Springer,
69 CMA-A (AAMA), Patricia Allen, CMA (AAMA), Deniece Jozefiak, CMA (AAMA), Tammy
70 Bruno, CMA (AAMA) who have given their time and wisdom a hearty thank you and
71 sincere appreciation.

72 Kathryn J. Panagiotacos, CMA (AAMA)
73 President (2015-2016)

1



Florida Society of Medical Assistants, Inc.

2

3

4

5 March 1, 2016

6

7 To: Deniece Jozefiak, CMA (AAMA) - Speaker of the General Assembly
8 Marilyn Redfield, CMA (AAMA) - Vice Speaker of the General Assembly

9 From: Maria Wiegelmann, CMA (AAMA)
10 Vice President – Florida Society of Medical Assistants
11 Nominating Committee Chair

12

13

14

15 As Vice President I have assisted President Kathryn Panagiotacos, CMA (AAMA) as
16 needed.

17

18 I have responded to emails in a timely manner.

19

20 As Nominating Committee Chair, I have worked with Mary Lou Allison, CMA-C (AAMA)
21 and Mary Morris, CMA (AAMA) to seek candidates for officers for the Executive Council
22 for 2016 – 2017 and delegates to the 60th AAMA Annual Conference to be held in
23 Reston, VA from September 16 – 19, 2016. This year we will be sending 5 delegates
24 and 2 alternates to the AAMA Annual Conference.

25

26 I thank Mary Lou and Mary for their assistance on the Nominating Committee.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

April 29, 2016

TO: Deniece Jozefiak, CMA (AAMA) Speaker General Assembly
Marilyn Gable-Redfield, CMA (AAMA) Vice Speaker General Assembly

FROM: Mary Lou Allison, CMA-C (AAMA)

RE: Treasurer Annual Report

All financial data is in order. The FSMA bank accounts are at Bank of America.

All bank statements have been reconciled. Although the Quicken Software is working just fine, the present Quicken Software is from 2013 and Quicken will stop supporting that product this year. This Officer has presented a new budgetary item so the software can be upgraded to Quicken 2016.

The FSMA Executive Council has been provided with up to date and accurate computer generated reports regarding the Society's financial position.

Thank you for the opportunity to serve the FSMA in this capacity.



Florida Society of Medical Assistants, Inc.

1 April 29, 2016

2
3 TO: Deniece Jozefiak, CMA (AAMA)
4 FSMA Speaker of the General Assembly

5
6 Marilyn Gable-Redfield, CMA (AAMA)
7 FSMA Vice Speaker of the General Assembly

8
9 FROM: Deniece Jozefiak, CMA (AAMA)
10 FSMA Speaker of the General Assembly

11
12 RE: Speaker of the General Assembly Annual Report

13
14 This officer missed the fall FSMA meeting. This officer has been in contact with the FSMA
15 Executive Council regarding the General Assembly.

16
17 This year we are honored to have Donald Balasa, JD, MBA Chief Executive Officer and Legal
18 Counsel for AAMA as our quest this year. He will be here to help us through some legislation
19 issues affecting the Florida Society of Medical Assistants. He will be speaking immediately
20 following the Reference Committee and just prior to the General Assembly.

21
22 This Officer is still looking to fill a few appointed positions to help the General Assembly run
23 smoothly.

24
25 Parliamentarian: TBA

26 Credentials: Joyce Baldwin, CMA (AAMA) Chair,
27 Mary Lou Allison, CMA-C (AAMA) member

28 Reference Committee: Maria Wiegelmann, CMA (AAMA) Chair
29 Mary Morris, CMA (AAMA) member
30 Olive Devine, CMA (AAMA) member

31 Minutes Chair: Judy Seymour, CMA (AAMA) Chair
32 TBA

33 Teller Chair Theresa Errante-Parrino, CMA (AAMA) Chair
34 TBA (Students of Theresa will help out with ballots and pages)

35 Time Keeper: Linda Vitzthum, CMA (AAMA)

36 Sergeant at Arms: TBA

37
38 Please contact this officer if you would like to help make this a great General Assembly for you
39 and our members.

40 This officer is also looking for a Color Guard from a local school or local VA group. Linda

41 Vitzthum, CMA (AAMA) has reached out to a local high school but as of now we do not have
42 anyone to present our flags. If we cannot find someone this officer will be asking for a
43 volunteer to lead us in the Pledge of Allegiance and if we have a singer in the membership that
44 would love to sing our beautiful National Anthem that would be great

45
46 This officer would like to thank the board for their help and the volunteer members who make
47 up the General Assembly for FSMA

48
49
50
51



Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)
Speaker of the General Assembly

FROM: Patricia Allen, CMA (AAMA)
Immediate Past President

This officer has been available to President Kathryn Panagiotacos, CMA (AAMA) since the last meeting. This officer has been available for all officers and committee chairs. This officer has answered all calls and e-mails in a timely fashion.



Florida Society of Medical Assistants, Inc.

1

2

3 April 29, 2016

4

5

6

7 To: Deniece Jozefiak CMA (AAMA)

8 FSMA Speaker of the General Assembly

9

10 Marilyn Redfield CMA (AAMA)

11 FSMA Vice Speaker of the General Assembly

12

13 From: Carol Francis, CMA (AAMA)

14 Chairperson of Policies, Procedures And By laws

15

16

17 This year the committee has been working via electronic means when necessary to
18 meet the needs of keeping issues up to date.

19

20 This chair thanks the committee for all their help and support.

21

22

23

24

25 Carol Francis, CMA (AAMA) Chair

26 Marylou Allison, CMA-C (AAMA)

27 Maria Wiegelmann, CMA (AAMA)



Florida Society of Medical Assistants, Inc.

February 28, 2016

To: Deniece Jozefiak, CMA (AAMA)
Speaker of the General Assembly
Marilyn Gable-Redfield, CMA (AAMA)
Vice Speaker of the General Assembly

From: Mary Morris, CMA (AAMA)
FSMA Education Chair

Re: Annual Report for April 29, 2016

This officer has seen to the duties of FSMA Education Chair as outlined in the Policy/Procedure Manual. This officer has been available to the executive board and members as needed.

The November 7, 2015 FSMA seminar was held at Indian River State College in Fort Pierce, FL. 3209 Virginia Avenue with the board meeting being held at the Hampton Inn and Suites at 1985 Reynolds Drive at 8 pm. This chair would like to give a big thanks to Theresa Errante-Parrino, CMA (AAMA), for finding the speakers for the FSMA seminar on November 7, 2015. This chair's job was made easy thanks to Theresa and all her hard work. The education agenda was as follows:

How to Manage Those Painful Kidney Stones, CG, 1 hour
Introduction to Chinese Medicine, CG, 1 hour
Risk Management, AG, 1 hour
Insurance Compliance, A, 1 hour
M.A.I. L (Master and Absorb through Interactive Learning), ACG, 1 hour
Skin Cancer Treatments and Procedural Coding, ACG, 2 hours

AAMA approved 7 CEU'S for this seminar with the categories that each topic falls under as stated above.

The FSMA Annual Meeting will take place Friday, April 29 thru Sunday, May 1, 2016. The annual meeting will be held at the Courtyard by Marriott at 3435 N Atlantic Avenue, Cocoa Beach, FL 32931. The weekend begins Friday with the Pre-Conference board meeting at 4 pm. We have the honor and privilege to have Donald Balasa, JD, MBA, CEO and Legal Counsel for AAMA attending our annual conference this year. He will be present at the GA and orientation/reference committee meeting on Friday to assist explaining legislative proceedings and the proposed addition to the Florida Medical Assisting Practice Act. Mr. Balasa will also start out Saturday morning with us to give a brief overview of issues for the future of AAMA and medical assisting. A question and answer session will follow.

Page 2 Education Chair Annual Report April 2016

Annual Meeting Highlights continued:

10 CEUs have been applied for approval through AAMA. The education agenda is as follows:

Treating Tobacco Dependence, 1.5 hours

When It Is Not Alzheimer's, 1.5 hours

Tumor Registry Facts and Reimbursement, 1.5 hours

"Don't Eat Carbs" Is Not Diabetes Education, 2 hours

Tricks and Tips for the Pediatric Patient, 1.5 hours

The Risk and Rewards of Risk Management: Impact of ICD10 on HEDIS, HCC, and other Risk Adjustment Programs, 2 hours

A special thank you goes out to Maria Wiegelmann, Kris Hardy, and Ofelia Sunde for finding the above speakers for this annual meeting. Without the assistance of these ladies, the top notch education could not be enjoyed by all. This chair appreciates everyone's help in putting this education agenda together for all to enjoy and benefit from.

Thanks for the opportunity to serve as your FSMA Education Chair.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

1
2
3
4 **To: Speaker of the General Assembly**
5 **From: Betty Springer, CMA-C(AAMA)**
6 **Communications and Community Outreach Chair**
7 **Term: 2015-2016**
8

9 **To date this Chair has completed tasks assigned and participated in proceedings by attending all onsite**
10 **Executive Council meetings, participated in conference calls and responded in a timely fashion to calls for**
11 **email votes and input.**
12

13 **eBlasts and eSpots:**

14 **Jobs Opportunity Central FL Chapter**
15 **Save the Date notice for FSMA Fall Seminar**
16 **Quarterly Chapter Opportunities**
17 **New CMA Announcement/Congratulations Jan Mar 2015**
18 **Treasure Coast Meeting Cancellation/Postpone**
19 **Recertification Celebration Jan Mar 2015**
20 **FSMA Conference thank you to attendees**
21 **Treasure Coast Chapter President Message**
22 **Job Opportunity Central FL Chapter**
23 **CPR training opportunity Treasure Coast Chapter**
24 **Broward County Medical Association referred Job Opportunity SouthEast Chapter and schools**
25 **Broward County Medical Association referred Job Opportunity SouthEast Chapter and schools**
26 **MD Urgent Care Jobs multiple Chapters**
27 **eSpot announcing new educator at Palm Beach State College**
28 **MD Urgent Care Jobs multiple Chapters**
29 **FL Hospital Medical Group Job Fair Central FL and North Chapters**
30 **FSMA Fall Seminar Promotion**
31 **Centra Care Mount Dora Job Opportunities Central FL Chapter**
32 **New CMA Announcement/Congratulations April to May 2015**
33 **Centra Care FL Hospital Orange Avenue Job opportunity Central FL Chapter**
34 **Online Learning Promotion**
35 **FSMA Fall Seminar Reminder and Deadline Notice**
36 **Recertification May to June 2015**
37 **Central FL Chapter Seminar Announcement**
38 **SE Job Opportunities**
39 **Central Gulf Tampa General Job Opportunity**
40 **Reminder FSMA Fall Seminar**
41 **eSpot Student and Educator Jeanne VonOhlsen**
42 **Fall Seminar Announcement Closed/Full**
43 **Southwest Chapter Event**

44 **MarWeek Congratulations and Encouragement to pass along to employer**
45 **Reminder Central FL Chapter event**
46 **Alignment Health Central Gulf Coast Job Opportunity**
47 **Student page IRSC developed for the student page**
48 **New members welcome July August 2015**
49 **MD Now Urgent Care Central FL Job Opportunity**
50 **Recertification celebration July August September 2015**
51 **New CMA Announcement/Congratulations September 2015**
52 **Central FL Chapter Job Opportunity**
53 **Chapter Events Notice**
54 **Stand up MRI Job Opportunity South East Chapter**
55 **Holiday Greetings**
56 **Central FL Jobs Community Health**
57 **Announcement/Invitation to participate on Student Page to ABHES/CAAHEP schools**
58 **Central FL Chapter Seminar**
59 **Mid Gulf Coast Chapter Seminar**
60 **Notice of Legislative Issue regards FL Medical Assisting Practice Act**
61 **Instruction on Writing Campaign for FL Medical Assisting Practice Act**
62 **SouthEast Chapter Job Opportunity Dr. Perez**
63 **Central FL and North Chapter Seminar**
64 **Job Opportunity Leesburg location for Central FL Chapter**
65 **Stand Up MRI Job Opportunities Central FL, Treasure Coast, South East**
66 **SouthEast Chapter Broward Medical Association seminar on coding**
67 **Deadline Reminder for Central FL and North Chapter Seminar**
68 **SouthEast Job Opportunity Reeder Clinic**
69 **Annual Conference 2016 announcement to members, non-renews, contact, employers**

70
71 **Constant Contact package has been a reasonable cost for high impact method to notice and keep**
72 **members in loop. Seminars and events are also emailed to non renews as the educational opportunities**
73 **benefit both members and non members and potentially encourage renewals. ABHES and CAAHEP**
74 **school programs are emailed all FSMA education and FSMA announcements. In development, as of**
75 **this writing, for distribution are several more FSMA Annual Meeting promotions, new CMA and**
76 **Recertification announcement which will end 2015, an interview with Ms. Robin Shugar, Clinical**
77 **Instructor for the Physician’s Assistant Program and Nova SouthEast and a long awaited discussion with**
78 **Dr. Mark Eichenbaum on geriatrics as a specialty. This Chair is finalizing several more “in the front**
79 **lines” interviews. This Chair also anticipates rapid fire updates secondary to the legislative issues**
80 **being proposed at the General Assembly.**

81
82 **Maintenance of the Constant Contact data base is a major time consumption, new member additions,**
83 **non-renewals, additions, email changes, email bounces, membership category changes (i.e. student to**
84 **CMA, associate to active, etc.) Mr. George LaBarca, CMA(AAMA) an active member in Treasure**
85 **Coast Chapter has agreed to be the “mail man” to post card those who have no email addresses or have**
86 **incorrect addresses as listed with AAMA, etc.. This Chair and Mr. LaBarca will work to maximize the**
87 **notice email successes.**

88
89 **This Chair, in keeping with the communications and outreach area of responsibilities, participated with**
90 **Dr. Theresa Errante Parrino in a meeting with FL Representative Cary Pigman the House Healthcare**
91 **Appropriations Subcommittee Chair and author of House Bill 4007 which is the repeal of Subsection 3**

92 due to inability to enforce. This Chair forwarded letter of opposition on behalf of FSMA and materials
93 to Senator Grimsley, author of the same bill for the Senate and member of the Senate Healthcare
94 Appropriations Subcommittee. Additionally, this Chair contacted House Representative Gayle
95 Harriman and had open discussion regarding the opposition with Representative Harrell's Aide. This
96 Chair interacted via email with Mr. Balasa, AAMA Legal Counsel, Mr. Michael McCarty, AMT legal
97 counsel and Mr. Chris Damon, AMT Executive Director exchanging update notices of events as they
98 occurred.

99
100 This Chair contributes time and promotes FSMA values on two educational program Advisory Boards
101

102 This Chair also monitors the Online Learning Module and acts as liaison for the Diabetes Project as an
103 invited guest on the conference calls for the FL Department of Health Diabetes Advisory Council.
104 All certificates for Diabetes and Chest Xray learning modules have been produced and forwarded to
105 participants, as well as submission to AAMA for the CMA transcript credit. It is the intent of this Chair
106 to seek new modules and seek assistance with certificates, CEU submission so that participants have a
107 more timely experience. All questions and issues have been transacted in a rapid manner.
108 Attempts have been made to engage some of the school programs in the Diabetes Awareness program,
109 however to date only 4 have shown interest with Indian River State College, Palm Beach State College
110 and Eastern Florida State College actively participating. This Chair commends those educators as the
111 learning is a value, however it serves the students to have an extra-curricular learning certificate in their
112 job portfolio. The gross stats are forwarded to the North FL Diabetes Association as representation of
113 the demographics of those trained. No personal data is involved.

114
115 This Chair continues to research employer potential, cooperatives with the Chapter and County Medical
116 Societies.

117
118 A complete review of the strategies for the 2015-2016 year is being completed with success/fail or start
119 recommendations for continuance, change or "dump" for the 2016-2017 term.

120
121 This Chair thanks the many Officers and Committee Chairs who assisted with accuracy and helping with
122 information to assure good service to our members, associates and contacts. This Chair considers it
123 a privilege to serve in the capacity of one of those representing medical assisting in Florida in the best
124 light possible.

125
126 Respectfully submitted,
127 Betty Springer, CMA-C(AAMA)

128
129
130
131
132
133
134
135
136
137
138
139



Florida Society of Medical Assistants, Inc.

1
2
3 April 29, 2016
4

5 To: Deniece Jozefiak, CMA (AAMA),
6 Speaker of the General Assembly
7

8 Marilyn Gable-Redfield, CMA (AAMA)
9 Vice Speaker of the General Assembly
10

11 From: Marsha Benedict MSA, CMA-A (AAMA)
12 FSMA Meeting Coordinator Chair
13 Ruth Lapio CMA (AAMA), Registration Chair
14 Maria Wiegelmann, CMA (AAMA), member
15

16 Re: Annual Report
17

18 The Fall 2015 conference was held at Indian River State College; 3209 Virginia Ave. Rooms were
19 guaranteed at the Hampton Inn & Suites; 1985 Reynolds Dr. Ft. Pierce, Fl 34945 Rooms were
20 negotiated at a cost of \$69, single; \$89, studio. Thank you to Dr. Theresa Errante -Parrino for helping
21 this chair reserve the hotel and planning the luncheon. The conference was totally sold out at 60
22 registrants early October. This chair recommends that future conferences be held at this site and a
23 larger room be reserved at Indian River State College.
24

25 Arrangements were negotiated with the Courtyard by Marriott 3436 N Atlantic Ave, Cocoa Beach, Fl
26 for April 29-May 1, 2016 Annual FSMA Conference. The negotiated cost for a single/double room is
27 \$129.00; guarantee of 15 rooms. The fee for the education room will be \$150.00 which would include
28 the AV equipment. The site is on the beach. Our annual meeting was held at this site two years ago.
29 The site offers reasonable room rates without AV charges.
30

31 Arrangements have been made at the Holiday Inn-Lakewood Ranch, 6231 Lake Osprey Dr; Sarasota,
32 Fl ; 941-782-4400 for November 5, 2016. Deadline for registration is October 14, 2016. Room rate
33 was negotiated at a rate of \$107.00 for a single/double. Guarantee of 15 rooms.
34

35 Arrangements were negotiated for the Annual Conference May 5, 2017-May 6, 2017 at the Hilton
36 Garden Inn Orlando at SeaWorld; 6850 Westwood Blvd.; Orlando, Fl 32821; 407-354-1500. The
37 room rate will be \$150.00.
38

39 FSMA board of directors have asked this chair to develop a proposed agenda for the FSMA Annual
40 Conference 2017.
41

42 See proposed Agenda for 2017 Annual Conference below.
43



44
45
46
47 **PROPOSED FSMA ANNUAL CONFERENCE AGENDA**
48 **HILTON GARDEN INN ORLANDO AT SEAWORLD**
49 **May 5-6, 2017**
50

51 **FRIDAY (Hotel Cost \$109.00)**

52
53 9:00-10:00 AM Registration Desk Open
54
55 10:00-11:30 AM Education (1.5 CEUs)
56
57 Break
58
59 11:45AM-1:15PM Education (1.5 CEUs)
60
61 1:15-2:00 PM Lunch
62
63 2:00-4:00PM Education (2 CEUs)
64
65 Break
66
67 4:15-5:15 PM Pre-Conference Board Meeting
68
69 Break
70
71 5:30-6:30PM Orientation/Reference Committee
72 6:30-7:30 PM Dinner on own
73 7:30-10:30PM General Assembly
74

75 **SATURDAY**

76
77 7:30-8:30 AM Registration Desk Open
78 Country Store Opens
79 Continental Breakfast (Approximately \$15.00)
80
81 8:30-9:00 AM Welcome –
82 Introduction –
83 AAMA rep
84
85 9:00-10:30 PM Education (1.5 CEUs)
86

87		Break
88		
89	10:45- 12:15 PM	Education (1.5 CEUs)
90		Break
91		
92	12:30-2:00 PM	Installation and CMA Luncheon (approximately \$22.00)
93		CMA Recognition, Membership Awards and Installation of Officers
94		Candle Light Ceremony
95		
96	2:15-3:45 PM	Education (1.5 CEU's)
97		
98		Break
99		
100	4:00 – 5:30 PM	Education (1.5 CEU's)
101		Break
102	5:45-6:45PM	Post Conference Board Meeting

103
104 **Approximately 11 CEU'S**
105 **Approximately \$55.00 per registrant plus hotel**
106

107
108 It has been another good year for FSMA networking. We always look forward to new registrants for
109 our meetings and where they are coming from as well as meeting again and getting to know our
110 ongoing members. The topics for Education are always interesting knowing there is always
111 “something” to learn from each one". The packets for Registration are consistent and informative so
112 glance through and remind ourselves of what we are accomplishing and what more we can do for our
113 organization.
114

115 A special thank you to Ruth Lapio, Registration Chair that prepared the registration forms, packets and
116 greeted all the members and guests on their arrival at all the conferences. Thank you to Maria and
117 Ruth for visiting some of the hotels. Thank you to all who worked diligently to provide excellent
118 education.
119

120
121
122
123
124
125
126
127

2015 Annual Report Brevard County Chapter

We had our annual Fall Seminar in October 2015.

We also had a chapter meeting on 1/13/2016 and have another meeting scheduled for 3/23/2016.

Attendance for chapter meetings and seminars has been steadily declining.

Officer elections will be held in May 2016, exact date TBD.

1

2



Florida Society of Medical Assistants, Inc.

3

4

5 March 1, 2016

6 To: Deniece Jozefiak, CMA (AAMA) - Speaker of the General Assembly
7 Marilyn Redfield, CMA (AAMA) - Vice Speaker of the General Assembly

8 From: Maria Wiegelmann, CMA (AAMA)
9 Central Florida Chapter President

10

11 Re: Central Florida Chapter Annual Report 2016

12

13

14 The Central Florida Chapter meets 6 times a year at the I-HOP at 1345 Lee Road in
15 Orlando, FL. Remaining meetings for 2016 will be on the March 16, May 18,
16 September 21, October 19 (Medical Assistant Recognition Day), and November 16.
17 We will continue to offer 1 CEU at each meeting.

18

19 Our winter mini-seminar was held at Everest University in Lakeland, FL. Five CEUs
20 were earned by those attending. We are trying this new shorter seminar to see if it will
21 attract more attendees. The day ends at 1pm giving attendees more time to relax and
22 enjoy the remainder of their weekend. Surveys taken at the seminar showed attendees
23 like the new format but also like the all-day seminars for more CEUs. We will try the
24 shorter seminar again in the summer to get more feedback. We noticed that we held our
25 seminar on the same day as the Mid-Gulf Chapter. I contacted Ann Rousseau Morris,
26 Marketing Chair of the Mid-Gulf Chapter, and we agreed to check with each other
27 before scheduling seminars to make sure our schedules don't conflict. We want to give
28 all members the opportunity to go to as many seminars as they wish to earn their CEUs.

29

30

1 The North Florida and Central Florida chapters are cohosting a spring seminar to be
2 held on March 12, 2016 at Florida Technical College in Deland, FL. This is our first joint
3 effort and we hope to make it an annual event. The agenda and registration forms are
4 posted online at www.fsmaonline.org. Attendees earn 7.5 CEUs. We were able to offer
5 a presentation by a speaker from the Florida Department of Health on the Zika virus.

6
7 We are looking into having a summer mini-seminar in Kissimmee, FL offering 5 CEUs.
8 A location and speakers have been offered by one of our CMAs (AAMA). Look for
9 information on www.fsmaonline.org in the coming months.

10
11 Our fall seminar will be held on October 15, 2016. Site TBA – possible site East
12 Orlando. Seven CEUs will be offered. Information will be posted on www.fsmaonline.org
13 when available.

14
15 We continue to look for effective ways to offer our members what they need to thrive in
16 their careers as CMAs (AAMA). We look forward to meeting you in Cocoa Beach.



Florida Society of Medical Assistants, Inc.

To: Deniece Jozefiak, CMA (AAMA)
FSMA President
Executive Board Members
Physician Liaison

FROM: Patricia Allen, CMA (AAMA)
President Central Gulf Coast Chapter

Attendance at our meetings is holding strong. We still meet the fourth Thursday of every month at 5:30 for the social part and at 6:30 the meeting begins. We have had the pleasure of seeing several new faces in attendance.

Our fall seminar was a success, thanks to the great work of Bonnie and the speakers she found. We had our usual continental breakfast and a small ways and fund raising project. We all consider this a great day!

Our Christmas party is scheduled for the first Saturday in December, with a gift exchange that would drive Santa back to the North Pole.

We are looking forward to a great year.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

1 TO: FSMA Executive Board
2 Deniece Jozefiak, CMA(AAMA) FSMA Speaker of the General Assembly
3 Marilyn Gable-Redfield, CMA (AAMA) FSMA Vice Speaker of the General Assembly
4
5 FROM: Gayle Bell, CMA (AAMA) North Florida Chapter President
6
7 RE: North Florida Chapter Activity Report
8
9 Date: February 23,2016
10
11 The North Florida Chapter consists of Alachua, Baker, Bradford, Clay, Columbia, Dixie,
12 Duval, Flagler, Gilchrist, Hamilton, Lafayette, Nassau, Putnam, St. John's, Suwannee,
13 and Union counties.
14
15 The Central Florida and North Florida chapters will be co-hosting a 7.5 CEU spring
16 seminar at Florida Technical College in Deland, FL Saturday, March 12, 2016.
17
18 At future meetings, dates to be determined, We will be having guest speakers; Dr. Uma
19 Eyyunni MD of A Mothers Cry on mental health family support, Barbara Dodson from
20 Home Instead Senior Care on 'Being a Caregiver' and Chris Fosaaen CDE, Flagler
21 Hospital Disease Management on "Diabetes Management.'
22
23 We met with students at First Coast Technical College told them about AAMA and
24 explained CEU seminars to help with recertification. They seemed very enthusiastic about
25 hearing from us and loved the MA buttons we gave them.
26 Our Community Service Project will be the 'Walk to end Lupus' in Jacksonville on
27 March 13th. Our ongoing community service project; We have three member volunteers
28 at Good Samaritans' Wildflower Dental and Health Clinic.



Florida Society of Medical Assistants, Inc.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

4.29.2016

TO: Deniece Jozefiak, CMA (AAMA) Speaker General Assembly
Marilyn Gable-Redfield, CMA (AAMA) Vice Speaker General Assembly

FROM: Joyce Baldwin, CMA (AAMA)
President

RE: Southeast Chapter Annual Report

The Southeast Chapter has not had formal meetings this year. We continue our relationship with the Broward County Medical Association. We have provided our membership with online information regarding job openings within our chapter. We also use the communication opportunities supplied by the FSMA Communication Chair and our Chapter Member Betty Springer, CMA-C(AAMA) who keeps our members up do date with Constant Contact e-mails.

We also continued our sponsorship of providing refreshments to the CAAHEP Schools in our Chapter for Medical Assistants Day.



Florida Society of Medical Assistants, Inc.

1 April 29, 2016

2
3 TO: Deniece Jozefiak, CMA (AAMA)
4 FSMA Speaker of the General Assembly

5
6 Marilyn Gable-Redfield, CMA (AAMA)
7 FSMA Viice Speaker of the General Assembly

8
9 FROM: Deniece Jozefiak, CMA (AAMA)
10 Southwest Chapter President

11
12 RE: Southwest Chapter Annual Report

13
14 The Southwest Chapter holds monthly meetings and two seminars offering CEU's. The
15 chapter meets at Fawcett Memorial Hospital the first Thursday of the month. This year 12
16 CEU's were offered to members. We strive to provide continuing education to keep our
17 members abreast of the ever changing healthcare field.

18
19 The chapter would like to thank Mary Allison, CMA-C for keeping our chapter web page up to
20 date and to Betty Springer, CMA-C for her continued e-blasts of chapter and state events.

21
22 Chapter events and contact information can be found on the FSMA website. The chapter
23 continues to use Face Book, e-mail and personal contract as a way to help promote
24 membership and keep members informed of what is happening in our area. Please look at the
25 website for the upcoming April 16, 2016 Seminar.

26
27 The Chapter will be collecting items for our local C.A.R.E.S. (Domestic Violence Shelter).

28
29 The chapter had a great time at the local comedy club, Visani's. This was a fund raising effort
30 by the chapter. Funds from this will be used to help members attend the FSMA General
31 Assembly. Thank you Ruth Lapio, CMA (AAMA) for your hard work and effort to organize this
32 great event.

33
34 The officers for this chapter are not set yet for 2015-2016. Information will be available after
35 our election of officers at our May meeting.

36
37 This President would like to thank all the chapter members for their hard work and dedication.

38
39 Deniece Jozefiak, CMA (AAMA)
40 Southwest Chapter President



Florida Society of Medical Assistants, Inc.

2
3
4 TO: Deniece Jozefiak, CMA (AAMA)
5 Speaker of the General Assembly

6
7 Marilyn Gable-Redfield, CMA (AAMA)
8 Vice Speaker of the General Assembly

9
10 FROM: Theresa Errante-Parrino, CMA (AAMA)
11 Treasure Coast Chapter Annual Report

12
13 RE: Annual Report

14
15 Treasure Coast Chapter consists of Indian River, St. Lucie, and Okeechobee Counties.
16 This has been an active year for the Treasure Coast Chapter as we have been able to provide
17 our members with over 20 continued education credits through our various programs. We
18 typically meet every other month and vary our days. The leadership board meets several times
19 throughout the year. During these meetings, topics such as seminars, community service
20 projects, and chapter needs are discussed. The chapter has been able to establish new
21 partnerships with a variety of healthcare organizations that have been opened and supportive
22 of our chapter and its members. We continue to sponsor community events, such as food
23 drives, participate in awareness activities, and work with various partners for additional
24 services.

25
26 Our chapter has gain recognition with local employers in the area and now the employers are
27 only hiring credentialed medical assistants (CMAs and RMAs). We have gained recognition
28 over the past year and contribute much of this recognition to Meaningful Use. With this new
29 relationship being established, the employer went from 61% of their employers who were not
30 to 0% who are not certified. Local physician groups are seeing the value for the credential
31 Medical Assistant and will now only hire those with credentials. With other choices in the
32 community, employers are choosing new hires based on education from CAAHEP accredited
33 schools.

34
35 We will hold our chapter election in May. Our chapter also takes the summer off, and we will
36 resume our official meetings in Aug/Sept. 2016. Currently speakers for the fall are being
37 planned. We have advertised our meeting via our Facebook webpage (both through events
38 and also as postings), by email, and also through physical US postal mail. Recently, we also
39 sent out communications to all our new chapter members and those who were recertified. In
40 addition, we have worked closely with the FSMA webmaster and the Marketing Chairperson
41 for additional communications.

42
43 On behalf of the Treasure Coast Chapter, we would like to thank those who support our
44 chapter during the year. We appreciate your time, support, understanding, mentorship, and
45 guidance in our success. We look forward to your continued support and new opportunities.

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

PROPOSED BALLOT 2016-2017

OFFICERS

VOTE FOR ONE IN EACH OFFICER POSITION BY PLACING AN "X" IN THE APPROPRIATE BOX

PRESIDENT

Maria Wiegelmann CMA (AAMA) _____ (____)

Write-in Vote: _____ (____)

VICE PRESIDENT

Judy Seymour, CMA (AAMA) _____ (____)

Write-in Vote: _____ (____)

SECRETARY

Gayle Bell, CMA (AAMA) _____ (____)

Write-in Vote: _____ (____)

TREASURER

Mary Lou Allison, CMA-C (AAMA) _____ (____)

Write-in Vote: _____ (____)

SPEAKER OF THE GENERAL ASSEMBLY

Patricia Allen, CMA (AAMA) _____ (____)

Write-in Vote: _____ (____)

VICE SPEAKER OF THE GENERAL ASSEMBLY

Mary Morris, CMA (AAMA) _____ (____)

Write-in Vote: _____ (____)

Delegates and Alternates to AAMA National Conference 2016

VOTE FOR UP TO SEVEN BY PLACING AN "X" IN THE APPROPRIATE BOXES

Mary Lou Allison, CMA-C (AAMA) _____ (____)

Gayle Bell, CMA (AAMA) _____ (____)

Marsha Benedict, CMA-A, (AAMA) _____ (____)

Deniece Jozefiak, CMA (AAMA) _____ (____)

Mary Morris, MA (AAMA) _____ (____)

Kathryn Panagiotacos, CMA (AAMA) _____ (____)

Maria Wiegelmann, CMA (AAMA) _____ (____)

Write-in Vote: _____ (____)

Write-in Vote: _____ (____)

Write-in Vote: _____ (____)

FLORIDA SOCIETY OF MEDICAL ASSISTANTS

An Affiliate of the
American Association of Medical Assistants

Adopted 04/24/2015

ARTICLE I - NAME

The name of this organization shall be the Florida Society of Medical Assistants, hereinafter known as FSMA, an affiliate of the American Association of Medical Assistants. Each chartered chapter shall use as part of its name the city, town, county or district in which it is located.

ARTICLE II - PURPOSE

The purpose of the Florida Society of Medical Assistants is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients; protect medical assistants' right to practice; and promote effective, efficient health care delivery through optimal use of multi-skilled Certified Medical Assistants - CMA (AAMA).

ARTICLE III - ORGANIZATIONAL POLICY

The FSMA is hereby declared to be non-profit. It is not nor shall it ever become a trade union or collective bargaining agency. No person otherwise qualified for membership in the FSMA shall be denied membership. No person who participates in the activities of organizations whose purpose is to overthrow the government of the United States shall be a member of the FSMA.

ARTICLE IV – COMPONENT CHAPTERS

- Section 1. Five (5) individual eligible for active or associate membership may petition the Membership Committee to charter a chapter. The necessary documents for formation of a chapter shall be submitted to the Membership Committee for approval by the Executive Council.
- Section 2. Should the number of active or associate members of a chapter fall below five (5), it shall be referred to the Membership Committee.
- Section 3. The Chapter Bylaws and Standing Rules shall not be in conflict with the Bylaws of the FSMA /AAMA. The Bylaws of the FSMA shall supersede those of a component chapter.
- Section 4. A component chapter found guilty of any conduct/action deemed in violation of the Code of Ethics or the Bylaws of the FSMA/AAMA shall be subject to revocation of its charter by a three-fourths (3/4) vote of the General Assembly.
- Section 5. A chapter that is not attempting to meet and not cashing dues checks will be placed in an inactive status. The President will notify the AAMA membership department that the chapter has become inactive and the FSMA will take the responsibility of chapter funds until that chapter can be reorganized.

ARTICLE V - MEMBERSHIP

Section 1. Classes

There shall be eight (8) classes of membership: ACTIVE, LIFE, SUSTAINING, ASSOCIATE, STUDENT, HONORARY, MEMBER-AT-LARGE, AND AFFILIATE.

- A. Membership in a component (local) chapter is required of all classes except Honorary, unless there is no component chapter in the area. The member has the right to join the chapter of his/her choice.
- B. No other membership or quasi-membership classes shall be permitted by a component chapter.
- C. Any individual, other than a chapter Life or Honorary member, may not belong to a component chapter without also belonging to FSMA and AAMA.

Section 2. Qualifications

A. ACTIVE MEMBER

An Active member shall be one of the following:

1. A CMA (AAMA) holding current credential status, and whose CMA (AAMA) credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for the CMA (AAMA) (see www.aama-ntl.org).
2. Anyone who was an active member on December 31, 1987, who has never been a CMA (AAMA), and who maintains continuous active membership. Continuous active membership shall be defined as having dues postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).

B. LIFE MEMBER

A FSMA Life Member shall be an active member who has had Life Membership conferred by a two-thirds (2/3) vote of the Executive Council for outstanding service to the FSMA. Only one (1) Life Membership may be conferred in any year. Nominations with supporting documentation, submitted to the Executive Council at least sixty (60) days in advance of the Annual Meeting of the FSMA, may be made by the component chapters or by a member of the Executive Council.

C. SUSTAINING MEMBER

Anyone who has been an active or associate member for at least two (2) years, who has retired from medical assisting is eligible for Sustaining membership. This membership shall be forfeited if not renewed annually.

D. ASSOCIATE MEMBER

An Associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant (CMA (AAMA) and who does not fall under any other category.

E. STUDENT MEMBER

1. Shall be enrolled in a medical assisting program accredited by either the Commission on Accreditation of Allied Health Education Programs or the Accrediting Bureau of Health Education Schools.
3. Shall be limited to a one-time enrollment, selecting either a one-year or two-year membership.

F. HONORARY MEMBER

An honorary member shall be one who is not eligible for active membership but has made outstanding contributions to the advancement of medical assisting and/or the FSMA. Honorary membership is conferred by a two-thirds (2/3) vote of the Executive Council. No more than two (2) honorary memberships may be conferred in any year. Nominations with supporting documentation, submitted to the Executive Council at least sixty (60) days in advance of the FSMA Annual Meeting, may be made by the component chapters or by a member of the Executive Council.

G. MEMBER-AT-LARGE

A Member-at-Large shall be one who meets all the requirements for active membership, except that a component chapter does not exist in their area. Members-at-Large shall pay full dues and if a component chapter is organized in their area, membership in this category can no longer be maintained.

H. AFFILIATE

An Affiliate member shall be one who is not eligible for another category of membership but who is interested in the profession of medical assisting.

I. REVOCATION

Any member who has had their CMA credential revoked by the Certifying Board as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMA'S (see www.aama-ntl.org). will immediately lose their membership and all privileges attached thereto and shall not be allowed reinstatement, unless the revocation of the credential is rescinded by the Certifying Board. No refund of any dues amount paid will be made.

ARTICLE VI - EXECUTIVE COUNCIL AND THEIR QUALIFICATIONS

- Section 1. The Officers shall be elected by the General Assembly.
- Section 2. The Executive Council shall consist of the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, IMMEDIATE PAST PRESIDENT, SPEAKER AND VICE SPEAKER OF THE GENERAL ASSEMBLY, CHAPTER PRESIDENTS and COMMITTEE CHAIRS.
- Section 3. The Members and Officers of the Executive Council shall be active members. Officers shall have previously served as an FSMA Committee Chair and/or Chapter Officer.
- Section 4. Candidates for office shall submit qualifications and written consent to serve to the Nominating Committee Chair.
- Section 5. The PRESIDENT shall be Chair of the Executive Council.

ARTICLE VII- GENERAL ASSEMBLY

- Section 1. The Society shall be governed by the General Assembly, which has the authority to determine policies of this society, to amend bylaws (with 2/3 vote), to conduct Election of officers, to select delegates and alternates to the AAMA Annual Convention and to act upon other business as which may be presented.
- Section 2: All members in good standing to include membership classes of Active, Active Life, Student CMAs (AAMA) and Active Member at Large whose dues have been paid in full as of December 31 of the year preceding the General Assembly shall make up the composition of the General Assembly and have the right to vote. The Majority vote of the General Assembly shall be determined by the total eligible number of voting members present.
- Section 3. The Speaker of the General Assembly shall appoint the Credentials Committee, Minutes Committee, Reference Committees, Chairman of the Tellers, Pages, Timekeeper, Sergeant-at-Arms and other committees as necessary for the organization and operation of each session of the General Assembly.
- A. The Credentials Committee shall verify credentials and establish that a quorum is present. A quorum shall be determined by the total eligible number of voting members present. The Chair shall announce the voting power of the Assembly prior to each session and shall be confirmed by the Speaker who will announce the majority number of votes and 2/3 number of votes.
 - B. The Minutes Committee shall record, transcribe and review the minutes of the meeting(s) of the General Assembly.
 - C. The Credentials Chair shall determine the voting power of the Assembly and provides it to the Speaker who then confirms and announces the majority number of votes and 2/3 number of votes to the Assembly.

- D. Reference Committees shall be composed of Active members of FSMA. They shall hold hearings to consider all reports, proposed bylaw changes and resolutions that are scheduled for presentation to the General Assembly and report to the General Assembly with recommendations based upon the consensus of opinions expressed by those attending the hearings.
- E. Emergency resolutions shall be submitted to the Speaker of the General Assembly by noon on the day preceding the opening of the General Assembly.

Section 4. Meetings

- A. The Annual Meeting of the General Assembly shall be held during the Annual Meeting of FSMA.
- B. Special meetings of the General Assembly may be held at the call of the Executive Council or the Speaker of the General Assembly by written notice mailed/e-mailed/posted on the FSMA WEB to each member of FSMA at least thirty (30) days in advance of such meeting.

Section 5. In the event of an administrative emergency, declared as such by the Executive Council, the Executive Council may take a vote of the membership by e-mail and FSMA website announcement instead of calling a special meeting of the General Assembly. Ballots shall be sent and returned by certified mail with ample time, not less than fifteen (15) days, allowed for reply.

Section 6. The geographical area of the Annual Meeting of the FSMA shall be determined by the Executive Council.

Section 7. A quorum shall be determined by the total eligible number of voting members present

ARTICLE VIII - FINANCES / FISCAL YEAR / DUES

Section 1. Finances/Fiscal Year

- A. All monies received as donations and/or grants shall be placed in the general operating fund unless the conditions of the donation should stipulate otherwise.
- B. The Executive Council shall approve a budget for the ensuing year. The budget shall be provided to the General Assembly for its information.
- C. The fiscal year for the FSMA shall be May 1st of one year through April 30th of the following year.

Section 2. Dues

- A. Annual dues for all classes of members shall be established by the AAMA House of
 - 1. Delegates upon recommendation by the Board of Trustees. FSMA dues shall be established by the General Assembly. Dues shall become due and payable November 1 and shall be delinquent if not postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving).
- B. Full dues will be assessed for active, associate and affiliate members.
- C. One-half dues will be assessed for sustaining members.
- D. Dues will be assessed for student members.
- E. Life and honorary members are not required to pay dues.
- F. Dues for a new member joining on or after September 1 shall be credited to the following year.

- G. To serve as a AAMA delegate or an alternate, a member's dues shall be postmarked or submitted electronically to the AAMA Executive Office by December 31 (the controlling time is that of sending, not that of receiving). Officers and trustees must maintain current membership during their terms of office.
- H. The FSMA and component chapters shall offer reciprocity to members transferring membership from another constituent society and/or another component chapter of another state. The transferring member shall present a letter of membership status from the original constituent society and/or component chapter and shall be exempt from paying FSMA dues until the November 1 due date.
- I. Membership belongs to the individual and shall be non-transferable.

ARTICLE IX – PHYSICIAN(s) LIAISON

Section 1. The Physician(s) Liaison:

- A. Encourage physicians to support the medical assistants' active involvement in the FSMA and their educational programs.
- B. Seek alliance with the Florida Medical Association and other Medical Associations for support of the credentialing of medical assistants.

ARTICLE X - EXECUTIVE COUNCIL DUTIES

Section 1. Plan / manage / evaluate the business of the FSMA. May conduct business electronically.

Section 2. A majority of the members present at the Executive Council meeting shall constitute a quorum.

ARTICLE XI - THE EXECUTIVE COUNCIL: TERM OF OFFICE / VACANCIES IN OFFICE / REMOVAL FROM OFFICE.

Section 1. Term of Office

- A. The term of office for the Executive Council shall be one (1) year or until their successors are elected.
- B. The Executive Council shall assume office at the close of the meeting of the General Assembly at which they are elected.

Section 2. Vacancies in Office

- A. In the event of a vacancy in the office of Vice President, the office shall remain vacant until the next meeting of the General Assembly when a President shall be elected.
- B. In the event of a vacancy in any other office, not provided for elsewhere in these Bylaws, the Executive Council shall appoint a member to serve the unexpired term, who shall meet the qualifications as described in Article VI.

Section 3. Removal from Office

- A. An Executive Council member who fails to perform the required duties or gives just cause for removal from office shall be removed by the Executive Council.

ARTICLE XII- DUTIES OF OFFICERS

Officers shall perform such duties as are implied by their respective offices and are consistent with standard parliamentary procedure and/or as required by law. The Treasurer by name and position be bonded.

ARTICLE XIII- NOMINATIONS AND ELECTIONS

Section 1. Nominations

- A. There shall be a Nominating Committee consisting of at least three (3) members appointed by the Vice President, who will serve as Chair.
- B. The Nominating Committee shall be responsible for soliciting / screening / presenting a slate of nominees for the Executive Council.
- C. The Nominating Committee shall examine and determine the eligibility of each nominee for office.
- D. The name and qualifications for candidates meeting eligibility requirements shall be presented by the Nominating Chair in the General Assembly and available for posting on the WEB as the official slate not less than thirty (30) days prior to the Annual Meeting.
- E. Additional nominations may be made from the floor provided: Nominees comply with eligibility requirements and documentation of the qualifications of the nominees has been submitted to the Nominating Committee prior to nominations.

Section 2. Elections

- A. The Officers shall be elected by ballot and a majority as determined by the total eligible number of voting members present shall elect.
- B. If there is a tie between candidates receiving the highest number of votes, another ballot shall be taken of the tied candidates to determine the successful candidate.
- C. Delegates and Alternates to AAMA shall be elected at the FSMA Annual Meeting of the General Assembly by a plurality vote.
- D. Delegates and Alternates to AAMA shall be Active members of FSMA.
- E. To serve as a Delegate or Alternate to AAMA candidates dues shall be postmarked to the AAMA Executive Office by December 31.
- F. The number of AAMA delegates shall be determined by AAMA Guidelines.
- G. AAMA delegates and alternates shall be elected to serve for one year from the opening of the AAMA House of Delegates that year until the opening of the AAMA House of Delegates the following year.
- H. The names of delegates and alternates shall be submitted by the FSMA President to the Executive Office at least 90 days prior to the Annual Meeting of the AAMA House of Delegates.

ARTICLE XIV - DISSOLUTION

In the event of dissolution of FSMA, the Executive Council shall, after payment of all liabilities, distribute any remaining assets to medical or charitable institutions or projects designated by a majority of the members at a meeting called for the purpose of dissolution. Notification shall be sent to the AAMA Executive Office by the state president no later than ten (10) days after meeting for the purpose of voting on dissolution.

ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Newly Revised" shall govern the FSMA in cases to which they are applicable and in which they are not inconsistent with the Bylaws or the Standing Rules of FSMA.

ARTICLE XVI - AMENDMENTS

These Bylaws may be amended at any FSMA Annual Meeting of the General Assembly by a two-thirds (2/3) vote provided the proposed amendments have been submitted in writing to the Bylaws Chair and have been posted on the FSMA Web site at least thirty (30) days prior to the General Assembly. Members without internet access will notify the Speaker of the General Assembly at least sixty (60) days prior to the General Assembly to allow the proposed amendments to be mailed and received by the member thirty (30) days prior to the General Assembly.

STANDING RULES

REVISED 04/26/2015

1. All members of the association who attend the Annual Meeting of the FSMA shall pay registration fee with the exception of the President, whose registration fee and room shall be paid by the FSMA.
2. The Committees of the FSMA shall be:
 - BUDGET AND FINANCE
 - BYLAWS/POLICY PROCEDURES
 - CERTIFICATION AND MEMBERSHIP
 - COMMUNICATION
 - CONTINUING EDUCATION
 - EDUCATOR ASSEMBLY
 - EXECUTIVE COMMITTEE
 - MARKETING AND COMMUNITY OUTREACH
 - MEETING COORDINATOR
 - NOMINATING
2. A Past President's pin shall be presented to the out-going President.
3. FSMA shall allocate an amount of money yearly (within the limits of the budget) that will be divided equally between the elected Delegates and Alternates to AAMA and will be used to subsidize the expenses for Registration, Travel and Lodging at the AAMA Annual Meeting.
4. The FSMA Delegates / Alternates to AAMA shall attend meetings at the AAMA Annual Meeting as directed by the President of the FSMA with written reports to be presented at the next meeting of the Executive Council following the AAMA Annual Meeting.
5. The chapter who resides within the area of the Executive Council Meeting will be allowed Ways and Means Projects.
6. A 20% non-refundable fee will be charged for all cancellations of seminar and conference registration fees. Requests for refunds must be made in writing and received four (4) days prior to the event. The Executive Council shall consider all requests for refunds.
7. Student registration fees shall be established for all seminars and conventions. To qualify for student rates a student must be currently enrolled in a Medical Assisting Program.
8. No member of FSMA shall be compensated above and beyond expenses.

FSMA BUDGET 2016-2017

Description	ACTUAL	BUDGET
INCOME		
DUES	0	10500
TOTAL DUES	0	10500
SEMINARS		
FALL	0	2445
Ways & Means Income	0	0
TOTAL SEMINARS	0	2445
ANNUAL MEETING		
Registration Income	0	9055
Ways & Means Income	0	550
TOTAL ANNUAL MEETING	0	9605
FUND TRANSFER FOR SPECIAL PROJECTS		
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	0	22550
EXPENSES		
AAMA ANNUAL MEETING		
Flowers/Misc	0	50
NATIONAL DEL/ALT	0	5000
Photo	0	50
TOTAL AAMA ANNUAL MEETING	0	5100

Description	ACTUAL	BUDGET
SCHOLARSHIPS		
MAXINE WILLIAMS	0	100
FSMA	0	0
TOTAL SCHOLARSHIPS	0	100
SPECIAL PROJECTS		
	0	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
PRESIDENT		
Travel	0	125
Misc Expense	0	25
TOTAL PRESIDENT	0	150
PRES-ELECT		
Presidents Gift	0	50
Packets	0	50
Misc Expense	0	10
TOTAL PRES-ELECT	0	110
SECRETARY		
Misc Expense	0	10
TOTAL SECRETARY	0	10
TREASURER & PIN		
Bond	0	125
Pres. Pin Expense	0	175
Shredding Treasurer Paper Files	0	100
Quicken Software Upgrade	0	50
TOTAL TREASURER	0	450
SPEAKER / VICE SPEAKER		
Misc Expense	0	10
TOTAL SPEAKER / VICE SPEAKER	0	10

Description	ACTUAL	BUDGET
Budget & Finance		
Misc Expense	0	10
TOTAL Budget & Finance	0	10
BYLAW-P&P		
Misc Expense	0	10
TOTAL BYLAW-P&P	0	10
CERTIFICATION & MEMBERSHIP		
TRAVEL	0	0
AWARDS	0	0
Misc Expense	0	10
TOTAL CERTIFICATION & MEMBERSHIP	0	10
Communications		
Constant Contact	0	650
Website	0	320
Survey Monkey	0	300
Misc Expense		10
TOTAL Communications	0	1280
CONTINUING EDUCATION		
Misc Expense	0	10
TOTAL CONTINUING EDUCATION	0	10
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	1000
Marketing	0	1000
Misc Expense	0	10
TOTAL MARKETING	0	2010

Description	ACTUAL	BUDGET
Meeting Coordinator		
Misc Expense	0	10
TOTAL Meeting Coordinator	0	10
NOMINATING COMMITTEE		
Misc Expense	0	10
TOTAL NOMINATING COMMITTEE	0	10
Annual Meeting Expenses		
AV	0	1000
HOTEL DEPOSIT	0	0
Hotel Expense	0	6000
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	350
Speaker Honorarium	0	1250
Misc Expense	0	10
TOTAL Annual Meeting Expenses	0	9760
Fall Seminar		
AV	0	250
Hotel Expense/FOOD	0	2500
Reg Supplies	0	150
Speaker Honorarium	0	500
Misc Expense	0	10
TOTAL Fall Seminar	0	3410
TOTAL EXPENSES	0	22550
TOTAL INCOME	0	22550

Florida Society of Medical Assistants
April 29, 2016
Resolution 1- DRAFT

SUBJECT: Florida House Bill 4007 and Senate Bill 238 to eliminate subsection 3 of Section 458.3485 of the Florida Medical Assisting Practice Act which refers to certification has been passed by unanimous vote of the Florida Senate and House and will become effective July 2016 once signed by Governor Rick Scott.

Subsection (3) reads:

(3) CERTIFICATION. ---Medical Assistants may be certified by the American Association of Medical Assistants or as a Registered Medical Assistant by the American Medical Technologists.

WHEREAS: It is understood that medical assisting certification in the State of Florida is voluntary, and that terminology "may be" is non-enforceable, however FSMA shared concerns with Representative Pigman and Senator Grimsley (authors of the bills) as well as other legislators that the enactment of the repeal referencing all certification could be construed as a statement by the Florida legislature that the competence and credentialing of medical assistants by a recognized standard is not important; and

WHEREAS: FSMA's position for several decades has been that public health and well-being can be jeopardized by substandard medical assisting not adequately educated and trained, and not demonstrating their medical assisting knowledge by passing a valid and reliable national medical assisting examination; and

WHEREAS: FSMA offered that the necessity of medical assisting credentialing has been recognized by the US Department of Health and Human Services (DHHS) and the Centers for Medicare and Medicaid Services (CMS) of the DHHS when they issued a ruling in 2012 that only "credentialed medical assistants" are permitted to enter orders for meaningful use calculations under the EHR Incentive Programs.

Be it

RESOLVED: It is the intention of the Florida Society of Medical Assistants to educate and gain support for a subsection on Certification in the Florida Medical Assisting Practice Act requiring clinical medical assistants to be:

1. Graduates of a medical assisting program meeting the Florida Department of Education Standards and the Florida Department of Business and Professional Regulation and
2. Holders of a current medical assisting certification from a medical assisting certification program that is accredited by the National Commission for Certifying Agencies (NCCA); and be it further

RESOLVED: The authority of physicians and physician assistants to delegate to medical assistants is established by Florida law. Because Florida law also authorizes nurse practitioners to practice with a degree of autonomy, it is the intention of the Florida Society of Medical Assistants to seek legal clarification (through regulation and/or legislation) that nurse practitioners are permitted to delegate an appropriate scope of clinical tasks to medical assistants who are:

1. Graduates of a medical assisting program meeting the Florida Department of Education Standards and the Florida Department of Business and Professional Regulation and
2. Holders of a current medical assisting certification from a medical assisting certification program that is accredited by the National Commission for Certifying Agencies (NCCA).