FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

To: Marsha Benedict, MSA CMA-A (AAMA)
FSMA President

From: Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
President North Florida Chapter of Medical Assistants

Re: May, 2020 FSMA Annual Conference Executive Council Meeting Report

Since November of 2019 this President completed the following activities:

Participated in and responded to all correspondence from the FSMA and AAMA.

Created and maintained a Facebook page for North Florida Chapter of Medical Assistants along with Sharlene Brooks, CCMA.

Tatiana Kordic, CMA (AAMA) maintains the Instagram account.

Distributed 2 editions of the North Florida Beacon newsletter via email.

Collaborated with Baptist Primary Care, Physician Group Services, Nemours and University of Florida regarding membership and educational opportunities with the North Florida Chapter of Medical Assistants.

Communicated and offered assistance and guidance with Baptist Primary Care regarding obtaining credentialing for current medical assisting employees. Conducted 2 CMA (AAMA) and RMA exam review sessions for current medical assistants seeking certification or registration through the AAMA and AMT.

Updated email lists with current AAMA members and revised the email list for previous North Florida members and Baptist Primary Care. Updated all North Florida members in Constant Contact.

Coordinated with hiring departments for Mayo Clinic and Baptist Primary Care.

This officer sent personal welcome and congratulation email communications to new AAMA members and new CMA members when received from FSMA Membership Chair Christine Giri.

Communicated with North Florida members in the Pensacola and Tallahassee areas regarding possibility of holding a daylong seminar or starting a new chapter. Four members responded.

Sent North Florida updates to webmaster Mary Lou Allison.

This officer attended Fortis College, St. John's River College, North Florida University and Keiser University advisory meetings on campus. Opportunities for students and faculty with AAMA/FSMA membership were presented.

Distributed flyers on the new AAMA Pathway to the CMA to employers and schools.

Presented AAMA approved programs to North Florida members: Elder Abuse (1 CGA) and GI Bleeding (1C).

Renewed North Florida status as a nonprofit with the State of Florida through Sunbiz.

Reminders to complete FSMA online CEUs to North Florida members sent monthly.

This member and North Florida officers sent an end of the year report to all North Florida members including yearly activities, contact information for the local, state and national organizations, a treasurer's report and the list of 2020 officers:
Secretary – Sharlene Brooks CCMA and AAMA Member
Treasurer – Gayle Bell, CMA (AAMA)
Vice President – Tatiana Kordic, CMA (AAMA)
Loxie Kistler- President, CMA (AAMA)

It is a pleasure and honor to serve the medical assistants in the North Florida Chapter region.

Respectfully Submitted,

Loxie Kistler, Ed.D. M.S. B.S.N. RN CMA (AAMA)
President, North Florida Chapter