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: Friday, April 26th 2019 FSMA Executive Council Meeting Report

Since November of 2018 this President completed the following activities:

Participated in and responded to all correspondence from North Florida members, the FSMA and AAMA.

Created and maintained a Facebook page for North Florida Chapter of Medical Assistants. Along with Tatiana Kordic, CMA (AAMA) created and maintained an Instagram account.

Revised the format of and distributed 2 editions of the North Florida Beacon newsletter via email and sent one to member via US mail.

Coordinated with Membership Chair Christine Giri and the AAMA regarding transferring AAMA members in the "panhandle" counties to North Florida. Communication was sent to members in the affected counties regarding the transfer of membership and welcoming them to North Florida.

North Florida will move to an online format with communications being via email, Constant Contact.

Monthly and as needed communications occurred with all North Florida current and previous members.

November, 2018 this Chapter Representative attended and participated in Keiser University Daytona Beach CAAHEP reaccreditation survey. A ten year accreditation was earned with no citations being issued.

Officers for the 2019 year communicated to the AAMA.

December 1st, 2018 a 3 CEU workshop was attended by North Florida members and non-members. Topics included a 2 CEU Health Knowledge Bowl A/G/C and a 1 CEU "Preventing Harassment in the Workplace" G were presented. Winners of the Health Knowledge Bowl were presented with a Certificate of Achievement, a trophy and medals. Their picture occurred in the Beacon newsletter and on Instagram.

December 1st, 2018 the North Florida Medical Assistants of the Year and Physician of the Year were recognized. The event was attended by representatives of Baptist Primary Care and Physician Group Services both of Jacksonville. The awardees received Certificates of Achievement and pictures were placed on Instagram and in the Beacon.

On February 23rd, 2019 attended Physician Group Services "Field Day" in Green Cover Springs for medical assistants representing over 60 offices. Displayed and shared information on the benefits of AAMA membership and the value of earning a credential.

A 1 CEU module titled "After Organ Transplantation: What Comes Next?" was made available online for AAMA North Florida members on March 1st, 2019. This online module is available for placement on the FSMA website through Constant Learning as needed.

Communication was sent to all previous and new North Florida members was distributed regarding updates to Constant Learning.

Communicated and offered assistance and guidance with Baptist Primary Care regarding obtaining credentialing for current medical assisting employees. Plans to conduct a review class in July 2019 in preparation for Baptist Primary Care employees to seek certification/registration as a medical assistant.

Assisted Baptist Primary Care in policy and procedure development to hire only credentialed medical assistants after July 1 of 2019.

Updated email lists with current AAMA members and developed an email list for previous North Florida members 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.

Sent North Florida updates to webmaster Mary Lou Allison.

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