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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

EXECUTIVE COUNCIL MEETING NOVEMBER 19, 2022

WE ARE THE FUTURE OF FSMA -LET'S HAVE A POSITIVE INFLUENCE

The Executive Council Meeting of the Florida Society of Medical Assistants will now come to order at _____AM.

Will the secretary Jeanette Tyler, CMA (AAMA) please take roll?

ROLL CALL

President	Deniece Jozefiak, CMA (AAMA)
Vice President	, CMA (AAMA)
Secretary	Jeanette Tyler, CMA (AAMA)
Treasurer	Mary Lou Allison, CMA-C (AAMA)
Speaker of the General Assembly	Linda Vitzhum, CMA (AAMA)
Vice Speaker of the G.A.	Maria Wiegelmann, CMA (AAMA)
Immediate Past President	Marsha Benedict, CMA-A (AAMA)

EXECUTIVE COMMITTEE CHAIRS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)
Bylaws/Policy & Procedures	Alice Daniels, CMA (AAMA)
Education	Theresa Davidson, CMA (AAMA),
Educators Forum	Brian Dickens, CNCMA
Marketing/Community Outreach	Mary Lou Allison-C, CMA (AAMA)
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)
Membership/Certification	Kathryn Pangiotacos, CMA (AAMA)
Nominating	Marsha Benedict-A CMA (AAMA)

CHAPTER REPRESENTATIVES

Brevard	Jeanette Tyler, CMA (AAMA)
Central Gulf Coast	Kathryn Panagiotacos, CMA (AAMA)
Central Florida	Mary Morris, CMA (AAMA)
Mid-Gulf	Jennifer Shepard, CMA (AAMA)
Southeast	Joyce Baldwin, CMA (AAMA)
South West	Deniece Jozefiak, CMA (AAMA)
Treasure Coast	Zooshan Plummer, CMA (AAMA)

PHYSICIAN LIAISON

Brent M. Schillinger, MD
Tra'Chella Foy, MD

SEATING OF THE PROXIES

Are there any proxies to be seated?

Name and Chapter

What is the pleasure of the Executive Council regarding the seating of the proxies?

_____ moved to seat the proxies. Is there a second? _____

Any discussion? _____ CMA (AAMA)

seconded the motion. Motion Carried. The proxies may be seated.

Is there a quorum present?

The minutes to the Executive Board Meeting held November 19, 2022, will be available online within thirty days of this meeting.

TREASURER REPORT

Checking: Money Market: Balance:

OFFICER REPORTS

President	Deniece Jozefiak, CMA (AAMA)
Vice President	, CMA (AAMA)
Secretary	Jeanette Tyler, CMA (AAMA)
Treasurer	Mary Lou Allison, CMA-C (AAMA)
Speaker of the General Assembly	Linda Vitzhum, CMA (AAMA)
Vice Speaker of the G.A.	Maria Wiegelmann, CMA (AAMA)
Immediate Past President	Marsh Benedict-A, CMA (AAMA)

EXECUTIVE COMMITTEE REPORTS

Budget & Finance	Mary Lou Allison, CMA-C (AAMA)
Bylaws/Policy & Procedures	Alice Daniels, CMA (AAMA)
Education	Theresa Davidson, CMA (AAMA)
Educators Forum	Brian Dickens, CNCMA
Marketing/Community Outreach	Mary Lou Allison-C, CMA-C (AAMA)
Meeting Coordinator	Marsha Benedict, CMA-A (AAMA)
Membership/Certification	Kathryn Panagiotacos, CMA (AAMA)
Nominating	Marsha Benedict-A, CMA (AAMA)

CHAPTER REPRESENTATIVE REPORTS

Brevard	Jeanette Tyler, CMA (AAMA)
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Mid-Gulf	Jennifer Shepard, CMA (AAMA)
Southeast	Joyce Baldwin, CMA (AAMA)
South West	Deniece Jozefiak, CMA (AAMA)
Treasure Coast	Zooshan Plummer, CMA, (AAMA)

PHYSICIAN LIAISON REPORTS

Brent M. Schillinger, MD
Tra'Chella Foy, MD

CORRESPONDENCE

1. Received form AAMA for AAMA rep for FSMA Annual meeting Patricia Licure, CMA AAMA, Monica Case CMA) AAMA) and Virginia Thomas, CMA (AAMA) have been submitted.
2. Received letter form Marsha Benedict, CMA-A (AAMA) looking for FSMA officer, Committee Chairs and Chapter reps for FSMA 2023-2024.

UNFINISHED BUSINESS

1. Mid-Gulf Chapter
2. FSMA Website

NEW BUSINESS

1. Feb in person meeting. 60 seat limit, will zoom be an option. Many SW members unable to attend as the cost of hotel is almost 200/night and it's a 4-hour drive so we cannot come and go the same day. The entire chapter is dealing with Hurricane Ian and insurance companies and deductibles which make it impossible to attend in person. This officer is aware that other states and out of state chapters are offering Hybrid meetings and are working well. I do know that Brevard's meeting did not. If zoom not an option what about the Board meeting?

ANNOUNCEMENTS

1. The minutes will be posted on the FSMA website for review within thirty days of meeting.
2. FSMA Board Meeting-Winter Meeting with Education TBA
3. FSMA Annual Meeting April 2023 Orlando FL

- 1
2 4. AAMA Annual Meeting September 2023, Orlando Florida. Marsha Benedict, CMA-A
3 (AAMA) will Chair and Deniece Jozefiak, CMA (AAMA) will co-chair. FSMA needs to pull
4 together so WE can put on amazing conference. So far we have more speakers than needed
5 thank you Masha, Maria, Brian and Deseree.
6
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9

10 **Further announcements????**
11

12 There being no further business to be brought before the FSMA Executive Council, this meeting is
13 now adjourned at _____ AM by Deniece Jozefiak, CMA (AAMA) FSMA President.
14



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 19,2022

To: Deniece Jozefiak CMA (AAMA)
FSMA President

From: Deniece Jozefiak, CMA (AAMA)
FSMA President

This officer has responded to all e-mails and correspondences in a timely fashion.

This officer is looking forward to the upcoming FSMA Executive Council meeting via Zoom November 19, 2022.

This officer had sent in Delegate/Alternates to 2022 Annual AAMA Conference. FSMA Officers were sent to AAMA.

This officer has worked with Mid Gulf Coast President Jennifer Sheppard, CMA (AAMA) along with Membership Chair Kathryn Panagiotacos, CMA (AAMA), Betty Springer, CMA-C (AAMA) and Maria Wiegelmann, CMA (AAMA) to get them back up and running. The FSMA Website has the correct information on the chapter, and they will be having an in person meeting soon.

Information has been shared to the FSMA Executive Council from Don Balasa regarding Nurser Practitioners and Medical Rights to Practice. He did have a Zoom meeting for FSMA over this issue.

There have been no Board of Trustee Highlights this past year to pass on. You can visit the AAMA website for information you would line to see.

Form was filled out and sent to AAMA for the Boards choice of AAMA Rep for the 2023 Annual Conference.

Call to Executive Council was sent out for November 19,2022 via e-mail.

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This officer has set up all zoom meetings for FSMA.

This officer would like to thank Marsha Benedict, CMA-A (AAMA) and her team that are working on our first in person meeting in Feb. 2023. More info to follow

This officer would like to thank Mary Lou Allison, CMA-C (AAMA) for her demanding work with e-blasts and constant contact for all meetings.

Thank you all for thought and prayers for the entire South West Chapter that has been devastated by Hurricane Ian. It is greatly appreciated.

Hope you all continue to stay safe and well as flu season is already upon us.

Hope you all have great Holidays with your loved ones.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 28, 2022

To: Deniece Jozefiak, CMA (AAMA)
President, Florida Society of Medical Assistants

From: Jeanette Tyler, CMA (AAMA)
Secretary, Florida Society of Medical Assistants

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

Minutes of the past Executive Council were transcribed and sent to Deniece Jozefiak, CMA (AAMA), FSMA President for review and acceptance. It was then given to Mary Lou Allison, CMA-C (AAMA), webmaster, for posting on the FSMA website.

This officer was selected as first chair to be Delegate for the Florida Society. This officer forfeited her first chair seat to President Deniece, as she had earned the privilege as President of the Florida Society, and this officer was second seat. Unfortunately, due to health concerns, our President was unable to attend, and this officer resumed the first chair seat for Delegate. It was a privilege to represent our state society at the AAMA National Conference in Myrtle Beach, South Carolina, October 21-24, 2022

Respectfully submitted,

Jeanette Tyler, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 11.19.2022

2
3
4 To: Deniece Jozefiak, CMA (AAMA)
5 President

6
7 From: Mary Lou Allison, CMA-C(AAMA), Treasurer

8
9 Re: Treasurer Fall Report

10
11
12 All financial data is in order. The FSMA bank accounts are at Bank of America, bank
13 statements have been digitally saved.

14 All banking is done online at the BOA Website.

15 The FSMA President has always been provided with the Bank Login information.



Florida Society of Medical Assistants, Inc.

November 19, 2022

To: Deniece Josefiak, CMA (AAMA) FSMA President
FSMA Executive Board
FSMA Liaison

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

This officer has been available to assist in any FSMA President or FSMA Executive Board requests.

Attended the AAMA Conference in Myrtle Beach and at the request of President Josefiak attended the President's luncheon in her absence. Thank you Deniece for allowing me to walk for you, as I missed my years in 2020 and 2021 due to Covid.

All correspondence has been answered in a timely manner.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

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3 Date November 7, 2022
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6 To: The FSMA executive board and general assembly
7
8 From: Linda Vitzthum, CMA (AAMA)
9
10 I have served as speaker of the house.
11 I have attended meetings, responded to emails in a timely manner and am
12 working on learning the duties of an education committee member and co-chair
13 as well as other duties.
14 Meetings attended (FSMA):
15 January 22, 2022 FSMA Executive Council Meeting
16 April 30, 2022 FSMA Executive Council Meeting
17 Meetings attended (AAMA):
18 October 15-16 2021 AAMA CEB planning session
19 December 1, 2021 AAMA CEB meeting
20 February 25-26, 2022 AAMA CEB meeting
21 May 21, 2022 AAMA CEB conference call
22 July 8-9 AAMA CEB meeting
23 November 4-5 AAMA CEB planning session
24 Meetings attended (BCCMA)
25 October 12, 2022 BCCMA chapter meeting



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 1, 2022

To: Deniece Jozefiak, CMA (AAMA), FSMA President
FSMA Executive Council
Physician Liaisons

From: Maria Wiegelmann, CMA (AAMA)
Vice Speaker of the General Assembly

This officer has been available to assist the FSMA Executive Council when needed.

This officer is prepared to serve as Vice Speaker of the General Assembly.

This officer has assisted Deniece Jozefiak, CMA (AAMA) and Marsha Benedict, CMA-A (AAMA) with finding speakers for the 2023 AAMA Conference being held in Lake Buena Vista, FL in September 2023.

Thank you for the opportunity to serve the Florida Society of Medical Assistants.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1

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3 Date: November 19, 2022

4

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6 To: Deniece Jozefiak, CMA (AAMA)

7 FSMA President

8 FSMA Executive Council

9

10 From: Alice Daniels, CMA (AAMA)

11 FSMA Bylaws Committee Chair

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14

15 This Committee Chair has all chapter bylaws, and they are up to date. The FSMA
16 Bylaws and Policy and Procedure Manual is on the FSMA Website.

17

18 This Committee Chair has received new by-laws from the Mid Gulf Chapter, and they
19 are up to date.

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FSMA BUDGET 2022-2023

Description	ACTUAL	BUDGET
INCOME		
DUES	8735	11000
NORTH FLORIDA DEPOSIT TO HOLD	2639.64	
TOTAL DUES	11374.64	11000
SEMINARS		
FALL	0	2500
Ways & Means Income	0	30
TOTAL SEMINARS	0	2530
ANNUAL MEETING		
Registration Income	0	6200
Ways & Means Income	0	0
TOTAL ANNUAL MEETING	0	6200
FUND TRANSFER FOR SPECIAL PROJECTS		
NEW WEBSITE	0	2000
MISC	0	0
	0	0
TOTAL SPECIAL PROJECTS	0	0
TOTAL INCOME	11374.64	19730
EXPENSES		
AAMA ANNUAL MEETING		
NATIONAL DEL/ALT	6999.96	7000
	0	0
Photo	0	0

TOTAL AAMA ANNUAL MEETING	6999.96	7000
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SCHOLARSHIPS

MAXINE WILLIAMS	100	100
FSMA/ DAVID KNIGHT AWARD	0	100

TOTAL SCHOLARSHIPS	100	200
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SPECIAL PROJECTS

NORTH FLORIDA DEPOSIT TO BALANCE	-2639.64	0
	0	0
	0	0
TOTAL SPECIAL PROJECTS	-2639.64	0

PRESIDENT

Travel	0	125
Misc Expense	0	25

TOTAL PRESIDENT	0	0
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PRES-ELECT

Presidents Gift	0	50
Packets	0	25
Misc Expense	0	0

TOTAL PRES-ELECT	0	75
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SECRETARY

Misc Expense	0	10
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TOTAL SECRETARY	0	10
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TREASURER & PIN

Bond	122	125
Pres. Pin Expense	0	200

TOTAL TREASURER	122	325
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SPEAKER / VICE SPEAKER

Misc Expense	0	10
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TOTAL SPEAKER / VICE SPEAKER	0	10
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	390	500
Website	1356.4	2000
Misc Expense	0	0
TOTAL Communications	1746.4	2500
CONTINUING EDUCATION		
ZOOM MEETINGS	149.9	400
Misc Expense	0	
TOTAL CONTINUING EDUCATION	149.9	400
EDUCATOR ASSEMBLY		
Misc Expense	0	100
TOTAL EDUCATOR ASSEMBLY	0	100
MARKETING & COMMUNITY OUTREACH		
Communication	0	100
Marketing	0	100
Misc Expense	0	0

TOTAL MARKETING	0	200
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	2500
Room & Reg Pres & AAMA Rep Room & Exp.	0	1000
Color Guard HOD	0	100
Decorations Installation	0	50
Reg Supp	0	100
Speaker Honorarium	0	1500
Misc Expense	0	0
TOTAL Annual Meeting Expenses	0	6250
Fall Seminar		
AV	0	250
Hotel Expense		1500
Reg Supplies	0	350
Speaker Honorarium	0	500
Misc Expense	0	0
		10
TOTAL Fall Seminar	0	2610
TOTAL EXPENSES	6478.62	19730
TOTAL INCOME	11374.64	19730



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.19.2022

To: Deniece Jozefiak, CMA (AAMA)
President

From: Mary Lou Allison, CMA-C(AAMA), Treasurer

Re: Communications and Web Report

This Committee worked closely with our new Website Designer "GatorWebs" to create our new FSMA Website. It has been a pleasure to work with Patrick Bourgeois at GatorWebs.

FSMA with the help of our committee member Jeanette Tyler submitted our website to AAMA for an Excel Award in Website Development. Unfortunately we did not win this year but we will surely enter again next year.

We worked with all providers of Zoom Meetings and increased the size of meetings when necessary.

Constant Contact emails to members were sent out when requests received from committees, chapters and FSMA. Our Website Designer provided us with pages for Facebook and Constant Contact designed pictures for educational offerings.

Thank you for the opportunity to serve FSMA

Mary Lou Allison, CMA-C (AAMA)

Jeanette Tyler, CMA (AAMA)

Linda Vitzthum, CMA (AAMA)



Florida Society of Medical Assistants, Inc.

November 19, 2022

To: Deniece Josefiak, CMA (AAMA) FSMA President
FSMA Executive Board
FSMA Liaison

From: Theresa Davidson, CMA (AAMA)
FSMA Education Chair

This FSMA Education Chair thanks you for the opportunity to represent FSMA at the AAMA House of Delegates October 21-24, 2022 in Myrtle Beach. 788 people preregistered for the 66th AAMA annual conference. Education and networking were amazing and to see the camaraderie of all our AAMA friends was exciting and being our first National event since the pandemic, we were amazed at the strength of our AAMA Medical Assistants starting new friendships and looking forward to the next upcoming meetings/events for 2023.

The Education Chairs that were first-timers were welcomed on Friday am. Board of trustees, CEB, CB and MAERB board members were introduced, and updates shared at the Board of Trustees Endowment Meeting.

At the Welcome and Awards Ceremony, the Florida Society was awarded two excel awards: Greatest percentage increase of CMA (AAMA) and Marketing promotion and recruitment. Check out the website for pictures.

MAR week was during the convention, therefore the Marketing Committee placed mouse pads at all the seats and gave out special AAMA logo gifts to those that had the lucky numbered seat.

During the Welcome and Awards Ceremony, a video (developed by Mary Lou Allison) was viewed by all the members in attendance inviting them to the AAMA Annual Conference to be held in Orlando, Florida September 22-25, 2023. Mickey ears were passed out to the attendees. Everyone was pumped up for the meeting for next year, 2023 in Orlando, FL!!

Saturday October 22, 2022, was an all-day House of Delegates. The session was opened with a very special presentation of the Color Guard and with singing of the National Anthem.

After a full day of the essential House of Delegates, the results are:

Elections

Officers

Vice President	Monica Case CMA (AAMA)
Secretary Treasurer	Virginia Thomas CMA (AAMA)
Speaker of the House of Delegates	Aimee Wicker CMA (AAMA), PCMH, CCE
Vice Speaker of the House of Delegates	Sherry Bogar, CN-BC, CMA (AAMA)

Trustees Shelley Gingrich, CMA (AAMA)
Claire Houghton, CMA (AAMA)
Pamela Neu, MBA, CMA (AAMA)

Nominating Committee Paula Cooke, CMA (AAMA) NC
Dawn Jordan Leblanc, CMA (AAMA) MA
Leigh Newell CMA (AAMA) MI
Melinda Rhymes, CMA (AAMA) AR

ByLaws Change Proposed Underlined.

The House of delegates adopted (1) bylaws amendment 22-01, recommended by the reference committee.

Article IX-Nominations and Elections. Section 1 Nominations. A1-2

- A. There shall be a nominating committee of five members as follows:
1. The AA Immediate Past President shall be the appointed chair.
 2. Following nominations from the floor at the House of Delegates, four members shall be elected by plurality vote.
 - a. **Each member nominated must be an active member present at the current House of Delegates session.**
 - b. **Members of the Nominating Committee cannot run as a trustee or officer while currently serving on the committee.**
 - c. No two members of the committee shall be from the same Constituent Society. If more than one member from a Constituent Society receives sufficient votes to be elected, the one receiving the largest number of votes shall serve.
 - d. If there is a tie between the candidates receiving the fourth highest number of votes, another ballot shall be taken to determine the successful candidate.

Recommendation to be taken back to the Bylaws Committee for further clarification.

Proposed bylaws change 22-02 (Article XV House of Delegates Section 4B)
22-03 (Article XII-Board of Trustees. Section 6 Management Steering Committee)

Defeated bylaw change.

Reference Committee recommended that the following bylaws change be adopted, but after much discussion and not obtaining a 2/3 vote, the proposed bylaw change was defeated.

Article V1 Membership, Section 3 Privileges

Proposed wording

Active and AAMA Life Members who are CMAs (AAMA) holding current status are eligible and serve as officers and trustees. Any Active, **AAMA** Life or **Associate** member may serve as a **Delegate or Alternate or on an AAMA Committee.** Privileges on a Society and Chapter level will be determined by those entities respectively.

This proposed bylaw change will probably come back next year with more explanation and possibly a change in the description of Associate member to be a credentialed medical assistant. The FSMA delegation fought hard to explain the necessity of Associate members be allowed the opportunity to serve their society since the initial purpose of the AAMA and mission is to serve all Medical Assistants and not just the credential CMA. A change

in wording of the description of Associate members to include credentialed and not CMAs and someone interested in Medical Assisting is much more palatable.

Donald A Balasa JD, MBA, CEO, legal counsel gave an excellent presentation during the HOD to educate the delegates regarding the policies of the different boards and their required autonomy to remain accredited by NCCA and under ISO 1 7024. Some legislative bodies recognize those medical assisting certifications only accredited by NCCA (CA, WA, CN). The CB has established by continuing education requirements including education approved for AAMA CEUs (30 of 60). CEB must not make CEU approval decisions that exclude non-AAMA continuing education credits. If the CEB make CEU approval decisions that exclude non-AAM CE, the CB could lose their accreditation as allowing this procedure. According to the CAAHEP and CHEA policies the MAAERB and all CoAs must be autonomous. The AAMA continues to be supportive of MAERB even though they are a separate corporation and the endowment will no longer exist. MAERB have applied for a separate 503c1 and are housed in a different space than AAMA.

Attended the President's luncheon in her absence and at the request of President Josefiak. Thank you Deniece for allowing me to walk for you, as I missed my years in 2020 and 2021 due to Covid.

Attended the special meeting held for AAMA Committees, Strategy Team and Task Forces. A list was provided with the initial appointments to some of the AAMA committees. Many other volunteer forms were filled out at the convention and those members will be considered at the planning meeting board of trustees in two weeks.

The following are the Committees approved prior to the Annual Meeting.

Awards Committee

Monica Case, CMA (AAMA)
Sherry Bogar, CMA (AAMA)
Aimee Wicker CMA (AAMA)
Natasha Geno CMA (AAMA)

Bylaws Committee

Patty Licurs, CMA (AAMA)
Claire Houghton CMA (AAMA)
Jane Seelig, CMA (AAMA)
Pam Neu CMA (AAMA)

Conference Committee

Monica Case CMA (AAMA)
Aimee Wicker CMA (AAMA)
Sherry Bogar CMA (AAMA)
Patty Licurs CMA (AAMA)
CEB CCTF Chair Clare Ley, CMA (AAMA)
Debby Houston CMA (AAMA)
State Host Conference Education Chair Marsha Benedict CMA-A (AAMA)

Documents

Debby Houston CMA (AAMA)
Virginia Thomas CMA (AAMA)
Shelley Gingrich CMA (AAMA)

153	Pam Neu CMA (AAMA)
154	
155	<u>Editorial Advisory Committee</u>
156	
157	Virginia Thomas CMA (AAMA)
158	Joshua Lehrer CMA (AAMA)
159	Paula Shubert CMA (AAMA)
160	Doreen Hoch CMA (AAMA)
161	Diana Rogers CMA (AAMA)
162	Natasha Ferrette CMA (AAMA)
163	
164	
165	<u>Leadership Strategy Team</u>
166	
167	Sandra Williams CMA (AAMA)
168	Jane Seelig CMA (AAMA)
169	Carol Ruiz CMA (AAMA)
170	Francie Money CMA (AAMA)
171	Paula Purdy CMA (AAMA)
172	Julie Fogt CMA (AAMA)
173	Claire Houghton CMA (AAMA)
174	
175	<u>Marketing Strategy Team</u>
176	
177	Lori Rager CMA (AAMA)
178	Monica Case CMA (AAMA)
179	LeAnn Buneta CMA (AAMA)
180	Aimee Quinn CMA (AAMA)
181	Donna Gibbins CMA (AAMA)
182	Natasha Geno CMA (AAMA)
183	Virginia Thomas CMA (AAMA)
184	
185	<u>Membership Strategy Team</u>
186	
187	Sandra Williams CMA (AAMA)
188	Candy Miller CMA (AAMA)
189	Jane Seelig CMA (AAMA)
190	Aimee Quinn CMA (AAMA)
191	Deniece Jozefiak CMA (AAMA)
192	Pam Neu CMA (AAMA)
193	
194	<u>Partnership Task Force</u>
195	
196	Natasha Geno CMA (AAMA)
197	Aimee Wicker CMA (AAMA)
198	Monica Case CMA (AAMA)
199	Claire Houghton CMA (AAMA)
200	Sherry Bogar CMA (AAMA)
201	
202	<u>Social Media Committee</u>
203	
204	Natasha Geno CMA (AAMA)
205	Jeanette Tyler CMA (AAMA)

206 Michelle Adams CMA (AAMA)

207

208 **Strategic Issues Planning**

209

210 Patty Licurs CMA (AAMA)

211 Debby Houston CMA (AAMA)

212 Sandra Williams CMA (AAMA)

213 Shelley Gingrich CMA (AAMA)

214 Sherry Bogar CMA (AAMA)

215

216 **Career Professional Development**

217

218 Sandra Williams CMA (AAMA)

219 Aimee Wicker CMA (AAMA)

220 Patty Licurs CMA (AAMA)

221 Sherry Bogar CMA (AAMA)

222 Jane Seelig CMA (AAMA)

223 Candy Miller CMA (AAMA)

224

225



Florida Society of Medical Assistants, Inc.

November 19, 2022

To: Deniece Josefiak, CMA (AAMA) FSMA President
FSMA Executive Board
FSMA Liaison

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Meeting Coordinator

Due to the date of the AAMA National Conference FSMA did not have a Fall conference. FSMA networking has been fabulous this year. We should all be proud of the accomplishments of FSMA and our chapters that have held FSMA together during this pandemic with free virtual CEU sessions. The topics for Education are always interesting knowing there is always "something" to learn.

FSMA planned face-to-face conference will be held on February 25, 2023 in Miami at Southeastern College Miami Lake Campus, Brian Dickens has confirmed the hosting of FSMA at this facility free of charge and has also contacted a book company that has agreed to provide a free lunch. The auditorium will hold 70 participants.

FSMA has an agreement with the Sonesta Select Hotel; 15700 NW 77th Court; Miami Lake, Fl 33-16; phone (305)556-6665. Deadline for reservations February 1, 2023. We have 25 rooms reserved for 2/24 and 15 for 2/25. The rate is \$179.00. Book early. Cancellations must be made 72 hours prior.

FSMA annual conference will be held April 21-23, 2023 at the Holiday Inn Resort; 13351 State Road 535 Orlando Fl 32821. Phone (866) 808-8833 and request Florida Society of Medical Assistants to receive the group rate. Reservations must be made by 3/21/2023 to receive group rate \$92.00 double. Rate will be honored if space is available after that date.

Send your ideas to the 2022-2023 Education Chair Theresa Davidson CMA (AAMA) if you have topics or speakers.

United we make a great team.

CC: Penny Knight CCMA (NHA) Theresa Davidson CMA (AAMA), Desiree Milan CCMA, Brian Dickens NRCMA, MBA, PhD



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

November 19, 2022

Deniece Jozefiak, CMA (AAMA), President-FSMA

Kathryn Panagiotacos, CMA (AAMA), President-Certification/Membership Chair

Regarding: FSMA Fall Executive Council Meeting

This chair is happy to report that the Mid Gulf Coast Chapter is now back and will be holding meetings. Jennifer Shepard, CMA (AAMA) President has worked with President Denice Jozefiak, CMA (AAMA), Betty Springer CMA-C (AAMA), Maria Wiegelmann, CMA (AAMA) and Mary Lou Allison, CMA- C (AAMA) to get everything going in the right direction. Officers have been turned into AAMA and bylaws turned into FSMA Bylaws Chair Alice Daniels, CMA (AAMA).

They will be having an in-person meeting on November 15, 2022.

TOTAL MEMBERS AS OF 11.1.2022 1007

MEMBER TYPE: ACTIVE 804

AFFILLIATE 21

ASSOCIATE 92

STUDENT 87

SUSTAINING 3



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: November 19, 2022

To: Deniece Josefiak., CMA, (AAMA) FSMA President
Executive Council Members
Physician Liaison

From: Marsha Benedict, CMA-A (AAMA)
Nominating Chair

This chairperson has been available to assist FSMA Executive Council and FSMA members when needed. All correspondence has been answered in a timely fashion.

This chairperson has requested an e-blast be sent to members asking for volunteers to run for elected offices within this society to serve for the 2022-2023 year and an ad on the FSMA website and Face Book page. This chairperson has also sent an email to chapter presidents asking for their assistance in reaching out to members asking for volunteers to fill the elected positions for the 2022-2023 year.

Another e-blast to all members and an email to the chapter presidents will be sent again. This chair requests that all chapter presidents place a message on their Face Book Sites and Web site if they have one available.

Volunteer forms are available for members who wish to volunteer for a committee position or officer for 2022-2023 at the Winter Conference in Miami.

Thank you for the opportunity to serve the Florida Society of Medical Assistants.

CC: Chapter Presidents (Co-Chairs)
Mary Lou Allision CMA-C (AAMA)
Chapter Presidents



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 28, 2022

To: Deniece Jozefiak, CMA (AAMA)
President, Florida Society of Medical Assistants

From: Jeanette Tyler, CMA (AAMA)
President, Brevard County Chapter of Medical Assistants

Since this officer's last report, the Brevard County Chapter of Medical Assistants has presented the following CEUs:

Prescription Drug Education	4/20/2022
The ABCs of ASD	5/18/2022
Procedure & Surgery Scheduling	6/15/2022
Caring for the LGBTQ+ Community	9/21/2022
FASD	10/12/2022

Three of our chapter members had the honor to represent Florida as delegates and alternates at the AAMA National Conference in Myrtle Beach, South Carolina, October 20-24, 2022. They were: Theresa Davidson, CMA (AAMA)—alternate, Jeanette Tyler, CMA (AAMA), delegate, and Linda Vitzthum, CMA (AAMA), delegate.

Three of our chapter members are currently serving on the national level as committee members. Linda Vitzthum, CMA (AAMA), is serving as chair of the Practice Managers Task Force and as a member of the Continuing Education Board. Nicole Burgess, CMA (AAMA), HCAB, MBA, is serving on the Practice Managers Task Force and Continuing Education Board. Jeanette Tyler, CMA (AAMA) is serving on the Social Media Committee and the Leadership Development Strategy Team.

Three of our members currently serve the Florida Society in various tasks. Theresa Davidson, CMA (AAMA) serves as chair of the Education Committee, Linda Vitzthum, CMA (AAMA) serves as Speaker of the General Assembly, and Jeanette Tyler, CMA (AAMA) serves as Secretary.

Respectfully submitted,

Jeanette Tyler, CMA (AAMA)



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

October 30, 2022

To: Deniece Jozefiak, CMA (AAMA), FSMA President
FSMA Executive Board
Chapter Representatives
Committee Chairs
Physician Liaisons

From: Mary Morris, CMA (AAMA)
Central Florida Chapter President

Re: Winter Meeting Central Florida Chapter Report 11/19/22

The Central Florida Chapter services the following counties: Lake, Levy, Marion, Orange, Osceola, Seminole, Polk and Volusia counties.

The Central Florida Chapter has not met in person since the start of the pandemic. With Zoom CEU's and the ability to have chapter meetings via Zoom, there has not been a need to rush back to in person meetings. The chapter officers will revisit the way we meet in 2023, when the chapter offers our next Zoom CEU with a business meeting to follow on Saturday, November 5, 2022 at 10:00 am. Our speaker will be Dennis C. Smith, MD FACS, FASMBS, speaking on Bariatric Surgery and Obesity. (1.5 AAMA approved CEU)

The chapter was happy to host a Zoom CEU on Saturday, May 14, 2022. The CEU was well attended with 46 attendees out of 75 that registered. The chapter continues to struggle when it comes to members wanting to step up in order to keep this chapter thriving. The business meeting attendance right after the CEU was only 5 members. With the total number of members the Central Florida chapter has, this is a very poor showing. The question that comes to mind is, why continue the chapter when it would appear the participation from members is not there and may never be??

The Central Florida chapter will host another Zoom CEU on Saturday, January 14, 2023. Speaker TBA with business meeting to follow. With the lack of member participation, the chapter may consider continuing with the Zoom platform for continuing education and business meetings until there is willingness and participation from chapter members.

40 In hopes of getting interest and hopeful participation from the Central Florida chapter
41 members, the officers decided that we would have a drawing the day after our 11/5/22
42 Zoom CEU/business meeting for those Central Florida chapter members that were in
43 attendance to have a chance to have their AAMA dues for 2023 reimbursed. There will
44 be 10 winners! Dues must have been paid by 10/31/22. Winners will be notified by
45 email. Discussion at our 11/5/22 meeting will be to have another drawing on 1/15/23, for
46 an additional 10 members to have their AAMA dues reimbursed after attendance at our
47 Zoom chapter meeting on 1/14/23. Dues must be paid by 12/31/22.

48
49 The pandemic has allowed all members ample opportunity to earn CEU's if they choose
50 to do so via Zoom and other platforms. FSMA chapters, under the leadership of
51 Deniece Jozefiak, CMA (AAMA), have all started to step up to offer Zoom CEU's which
52 helps to not place the work on one person or chapter. Working as a team is the way to
53 get things done. Chapter members can also visit the AAMA website for additional CEUS
54 being offered as well.

55
56 Thank you to Mary Lou Allison, CMA-C, (AAMA), Web Master and Marketing and
57 Communications Chair for posting all chapter updates and job opportunities in a timely
58 manner via the website and eBlasts.

59
60 We do invite all members to follow the Central Florida Chapter of Medical Assistants
61 Face book page for the latest updates and happenings with the chapter.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

November 19, 2022

Deniece Jozefiak, CMA (AAMA), President-FSMA

Kathryn Panagiotacos, CMA (AAMA), President-Central Gulf Coast Chapter

Regarding: FSMA Fall Executive Council Meeting

The Central Gulf Coast Chapter since the last report has communicated by phone and conference calling since the last report. The Chapter is pleased to report that the scheduled Saturday, September 10, 2022, meeting for 2 CEUs was successful. Thank you to Bonnie Chrimes, CMA (AAMA) member for her efforts to secure two speakers for the presentation "Understanding Eczema" and "Food Allergies and Sensitivities: More Than Just Avoidance". The CEUs were approved by AAMA. Thank you to Marylou Allison, CMA-C (AAMA) for her assistance in posting this meeting and developing registration for the FSMA members. Our appreciation to Deniece Jozefiak, CMA (AAMA) for her expertise in assisting with Zoom. It is indeed the spirit of team effort which makes the difference. There are plans being made for a presentation in the New Year, once plans are confirmed details will be on the FSMA website.

All other plans are still being considered, some yet to have any development with no plans cemented as yet. Thankful for the season almost upon us, best wishes to all.



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: November 19,2022

2
3
4 To: Deniece Jozefiak CMA AAMA)
5 FSMA President
6 FSMA Executive Board

7
8 From: Jennifer Eileen Cole Shepard, CMA (AAMA)
9 Mid Gulf Coast Chapter President

10
11
12 The Mid Gulf Coast Chapter of Medical Assistants Is in the process of Revitalizing the
13 chapter. We have planned schedule Meetings which will be a combination of in person
14 & Zoom. These meetings are open to all AAMA members. We are working with local
15 leadership to secure speakers. We are networking with the 3 large colleges and their
16 Medical assisting instructors and are creating an all-inclusive team.

17
18 Special Thanks to the FSMA Leadership and all the support for our chapter while we
19 are in the process of rebooting. I could not have successfully completed this mission
20 without the help of Deniece Jozefiak, CMA (AAMA), Mary Lou Allison, CMA-C, AAMA &
21 Marsha Benedict, CMA-A (AAMA).

22
23 The chapter continues to use Facebook as a way of contact and re are reestablishing
24 our email presence.

25
26 This Chapter President also Thanks Betty Springer, CMA (AAMA) & Maria Wiegelmann,
27 CMA (AAMA) for all the wisdom and guidance that was shared in mentoring me along
28 the relaunch process.

29
30 Jennifer Eileen Cole Shepard, CMA (AAMA)
31 Mid Gulf Coast Chapter President

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FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.19. 2022

To: Deniece Jozefiak, CMA(AAMA), President
FSMA Executive Council

From: Joyce Baldwin, CMA(AAMA), President

Re: SE Chapter Fall Report

The Southeast Chapter has not had formal meetings. We have provided our membership with online information regarding job openings within our chapter. We also use the communication opportunities supplied by the FSMA with the Constant Contact e-mails, our Chapter Web Page and Facebook

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



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1 Date: November 19,2022

2
3
4 To: Deniece Jozefiak CMA AAMA)
5 FSMA President
6 FSMA Executive Board

7
8 From: Deniece Jozefiak, CMA (AAMA)
9 South West Chapter President

10
11 The South West Chapter of Medical Assistants continues to hold zoom meeting open to
12 all AAMA members. Speakers have helped from multi states as they attend the zoom
13 meetings. The chapter has decided to keep Zoom meetings until further notice, due to
14 the damage to the entire chapter from Hurricane Ian.

15
16 Thank you all who reached out to our members and continue to do so.

17
18 The chapter continues to use Facebook as a way of contact.

19
20 This Chapter President thanks Mary Lou Allison, CMA-C, AAMA for all her hard work
21 sending out the e-blasts for our zoom meetings.

22
23 Deniece Jozefiak, CMA (AAMA)
24 South West Chapter President

25
26
27



Florida Society of Medical Assistants, Inc.

November 19, 2022

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

RE: Treasure Coast Chapter Annual Report

From: Zooshan Plummer, CMA (AAMA) Chapter President
Treasure Coast Chapter

The Treasure Coast Chapter of Medical Assistants consists of Martin, St Lucie, Indian River, and Okeechobee counties. The chapter continues to hold various events to its members.

Our 2022 meetings are traditionally combined with our free continued educational topics and are held between January-April and September-November. We traditionally would meet monthly however, due to COVID 19, all of our in-person meetings were cancelled. Our April 4th 2022 meeting was held via the ZOOM platform. Meeting concluded with newly elected members for 2022-2023 board and decision were sent to FSMA, Inc.

In recognition of Theresa Errante-Parrino Ed. D, CMA (AAMA) for her contribution to medical assisting. A certificate was developed with the information below and presented to her in person on June 18th, 2022:

Let it be known that the TREASURE COAST CHAPTER of the Florida Society of Medical Assistants, affiliated with the American Association and Medical Assistants, does here by Acknowledge and recognize the contributions of long-term member THERESA ERRANTE PARRINO, Ed. D, CMA(AAMA)

Ph TD, PhD TB, PMD, BXMO, MA Program Director, Author

February 2 of each proceeding year is to be declared as: THERESA's TREASURE COAST CHAPTER DAY to honor the vision, contributions, and positive effect on many medical assisting and related professional careers.

In keeping with COVID 19 recommendations, business meetings for the chapter were conducted via ZOOM. It was decided by the board to continue to promote ZOOM CEU educational opportunities offered through the FSMA and AAMA websites and constant contact. TC Chapter Facebook page continues to be a valuable platform for communication. Discussion was held regarding future CEU meetings. The following dates were given to FSMA President to have posted on the FSMA website: September 29, 2022 7 PM and January 26, 2023.

43 September 29th, 2022, CEU meeting was canceled due to Hurricane Ian. Future date is yet
44 to be determined pending confirmation from speaker.
45

46 On behalf of the Treasure Coast Chapter, we would like to thank those who support our
47 chapter during the year. We appreciate your time, support, understanding, mentorship, and
48 guidance in our success. We look forward to your continued support and new opportunities.
49

50 All correspondences received were answered in a timely manner. There were open
51 communications between all parties.
52



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

Date: October 30, 2022

To: Deniece Jozefiak, CMA (AAMA)
President, Florida Society of Medical Assistants

From: Jeanette Tyler, CMA (AAMA)
Delegate for Florida Society of Medical Assistants

RE: Delegate's Report for the 66th AAMA National Conference

This Delegate attended the Delegate and Alternate Orientation meeting via Zoom on September 29, 2022, led by Monica Case, CMA (AAMA), Speaker of the House, and Aimee Wicker, CMA (AAMA), Vice Speaker of the House. Guidelines were sent to and received by this delegate via email prior to the meeting. Speaker Case and Vice Speaker Wicker addressed important highlights in the guidelines and entertained questions afterward.

Thursday, 10/20/2022: Arrived at the Marriott Myrtle Beach Resort and Spa at Grand Dunes. Obtained registration packet and badge.

Friday 10/21/2022:

7:30 am: Attended First Timers and Student Reception. Board of Trustee members, committee chairs and committee members were in attendance. Following the reception, BOT members circulated the room introducing themselves and chatting with attendees.

8:00 am: Attended education session on Chronic Care Act

10:30 am: Attended education session on Burnout Prevention and Compassion Fatigue

4:00 pm: Checked in at the Credentials Desk. Presented Linda Vitzthum, CMA (AAMA) as replacement delegate for President Deniece, who was unable to attend.

7:00 pm: Attended the Welcome and Awards Celebration. FSMA won two awards—one for Greatest Percentage Increase of CMAs (AAMA), and one for Marketing, Promotion and Recruitment given to campaign directors Deniece Jozefiak, CMA (AAMA) and Kathryn Panagiotacos, CMA (AAMA). Assisted with handing out Mickey Mouse ears to attendees to promote next year's AAMA Conference in Orlando. A video made by Mary Lou Allison, CMA-C, AAMA was shown and met with great enthusiasm.

Saturday 10/22/2022:

8:00 am: House of Delegates opening session

9:30 am: Meet the Candidates

1:30 pm: Reference Committees for Reports, Bylaws and Resolutions were held.

40 Editorial changes were made to a few of the reports. There were no resolutions to bring
41 before the HOD this year. The Reference Committee on Bylaws entertained discussion
42 on the proposed bylaw amendments. Many attendees voiced their support or non-
43 support on the proposed bylaw amendments. It was a lengthy discussion.

44 7:30 pm: The House of Delegates Reconvenes. Voting took place for Officers, Trustees
45 and Nominating Committee. Elected were:

46 Monica Case, CMA (AAMA) Vice President

47 Virginia Thomas, CMA (AAMA) Secretary-Treasurer

48 Sherry Bogar, CMA (AAMA) CN-BC Vice Speaker of the House

49 Shelley Gingrich, CMA (AAMA) Trustee

50 Claire Houghton, CMA (AAMA) Trustee

51 Pamela Neu, CMA (AAMA), MBA Trustee



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

11.19.2022

To: Deniece Jozefiak, CMA (AAMA), President
FSMA Executive Council

From: Mary Lou Allison, CMA-C(AAMA), Delegate

Re: Delegate to AAMA 66th Annual Meeting Report

The AAMA 66th Annual meeting was held at the Marriott Resort Grande Dunes Hotel in Myrtle Beach South Carolina there were almost 800 members in attendance. This Delegate attended all meetings concerning the Business of the AAMA House of Delegates there were 164 Delegates. This Delegate also attended the Orientation of the Delegates was conducted via ZOOM prior to this meeting.

HOD RESULTS;

All Reports submitted for Officers, Trustees, Committees, Teams, Task Forces and Boards were accepted and filed for future reference.

Bylaw Amendment 22-01 regarding qualifications for the Nominating Committee was Adopted.

Bylaw Amendment 22-02 regarding special meetings of the HOD was referred back to the Bylaws Committee.

Bylaw Amendment 22-03 regarding members of the Management Steering Committee was referred back to the Bylaws Committee.

Bylaw Amendment 22-04 regarding eligibility of HOD Members was Not Adopted because of failure to achieve a 2/3 Majority.

Bylaw 22-05 was not considered because Bylaw Amendment failed to pass.

Newly elected Officers and Trustees of AAMA are: Vice President, Monica Case, CMA (AAMA), Vice Secretary Treasurer, Virginia Thomas, CMA (AAMA), Speaker of the House, Aimee Wicker, CMA (AAMA), Vice Speaker of the House, Sherry Bogar, CMA (AAMA), Trustees, Shelly Gingrich, CMA (AAMA), Claire Houghton, CMA (AAMA), Pamela Neu, CMA (AAMA).

Don Balasa, JD, MBA, CEO, Legal Counsel presented information regarding Boards and Standard's and I have attached this to the end of my report for your perusal.

At the State Leaders Session, Video's and information on Leadership was presented by the AAMA BOT Members.

FSMA Delegate Jeanette Tyler, CMA (AAMA) presented our check for the Maxine Williams Scholarship Fund to Past AAMA Presidents from FSMA Kathryn Panagiotacos and Mary Lou Allison.

A Eulogy was presented for Past AAMA President, Past FSMA President and FSMA Life Member for Ann Jordana, CMA by Mary Lou Allison, CMA-C (AAMA) member of the Society of Past AAMA Presidents.

The Attendees from FSMA Presented a Video and 100 Mickey Mouse Ears at the Welcome Party inviting everyone to attend the 67th AAMA Annual Meeting in Orlando Florida.

At the President's Banquet Marsha Benedict, CMA-A (AAMA) stood in for our President at the Parade of State Presidents.

This Delegate thanks you for the opportunity to serve the FSMA at the AAMA Annual Meeting.

American Association of Medical Assistants (AAMA)
2022 House of Delegates (October 2022), Myrtle Beach, South Carolina
Donald A. Balasa, JD, MBA, CEO, Legal Counsel

Certifying Board (CB)

AAMA Bylaws—ARTICLE XIII—BOARDS AND COUNCILS

SECTION 1. Certifying Board.

A. Members of the Certifying Board shall be appointed by the Certifying Board and the appointees' number, qualifications, and term of office shall be in accordance with the Policies and Procedures of the Certifying Board.

B. The Certifying Board shall prepare, administer and evaluate exams for certification and recertification and certify/recertify successful candidates.

.....

E. The Policies and Procedures of the Certifying Board and any amendments thereto shall be approved by the Certifying Board. The Certifying Board shall report any amendments to the Board of Trustees.

The CMA (AAMA) Certification Program and the Certifying Board of the AAMA are accredited, respectively, by the NCCA and under ISO 17024.

2021 National Commission for Certifying Agencies (NCCA) *Standards for the Accreditation of Certification Programs*. Standard 2: Governance and Autonomy—“The certification program must be structured and governed in ways...that ensure autonomy in decision-making over all essential certification activities.”

Essential Element A: “[T]he process for selection and removal of certification board members protect[s] against any undue influence that could compromise the integrity of the certification process.” Commentary 2 and 5—“Essential certification decisions refer to the core aspects of a certification program, such as eligibility standards; standards for initial certification and maintaining certification [recertification]; disciplinary determinations; the development, administration, and scoring of examinations; and the selection of subject-matter experts (SMEs).”.....

“Examples of undue influence can include pressure from a parent organization or outside entity to adjust certification standards...”

Standard 3: Education, Training, and Certification—“Appropriate separation must exist between certification and any [initial or continuing] education or training function to avoid conflicts of interest and to protect the integrity of the certification program...Commentary 2—**Appropriate firewalls** [emphasis added] should be in place to avoid an appearance of conflict of interest.”

Standard 7, Commentary 4: “Policies and procedures restricting access to certification, which may include the requiring membership in an association, excluding nonmembers, requiring purchases of other products or services, offering differential pricing for members [roughly, greater than 200% of member pricing], or engaging in other potentially anticompetitive conduct, should be carefully reviewed for justification and reasonableness.” To avoid violating the NCCA *Standards*, the Certifying Board cannot establish recertification-by-continuing-education requirements for the purpose of increasing General Fund revenue from continuing education products or events approved for AAMA continuing education units (CEUs).

The Continuing Education Board (CEB) must not limit the number of AAMA CEUs offered by independent sponsors, and state societies and local chapters, so more purchases will be made of CEU products sold by the AAMA. Doing so could violate the NCCA prohibition of “requiring purchases of other products or services” and could be considered “anticompetitive conduct” and jeopardize the accreditation of the CMA (AAMA) program.

INTERNATIONAL STANDARD ISO/IEC 17024:2012(E)—Conformity assessment — General requirements for bodies operating certification of persons

5.2.3: “Offering training [education] and certification for persons within the same legal entity constitutes a threat to impartiality. A certification body that is part of a legal entity offering training shall:...

(b) demonstrate that all processes performed by the certification body are independent of training to ensure that confidentiality, information security, and impartiality are not compromised;...

(d) not require the candidates to complete the certification body's own [continuing] education or training as an exclusive prerequisite when alternative [continuing] education or training with an equivalent outcome exists."

The AAMA is the only association that has a certification accredited by both the NCCA and under ISO 17024.

Some state legislators and regulators recognize only those medical assisting certifications accredited by the NCCA.

- Under California law, for a medical assistant to be a "qualified medical assistant" and authorized to train other medical assistants to administer injections and perform venipuncture, a medical assistant must have a medical assisting certification from a certifying body accredited by the NCCA.
- To become a "medical assistant-certified" in Washington, a medical assistant must meet education/training requirements and "pass a medical assistant certification examination... offered by a medical assistant program that is accredited by the NCCA."
- The recently implemented a Connecticut statute allowing "clinical medical assistants" with a certification from one of four medical assisting certifications accredited by the NCCA to administer vaccines as authorized by the overseeing/delegating licensed independent provider.

(I served on the National Commission for Certifying Agencies (NCCA) for six years, for three of those six years as Chair. I also held leadership positions in the committees/task forces assigned to propose revisions to the NCCA Standards in 2013-2014 and 2019-2021.)

Continuing Education Board (CEB)

ARTICLE XIII—BOARDS AND COUNCILS.....

SECTION 2. Continuing Education Board.....

B. The Continuing Education Board shall promote and encourage participation in all continuing education activities of the American Association of Medical Assistants and develop, review, and approve AAMA CEUs.

C. The Continuing Education Board shall be under the authority of the Board of Trustees. An annual report shall be submitted at least 90 days prior to the annual House of Delegates meeting.

Dual roles of CEB—The Continuing Education Board is both a **provider/developer of**, and an **approver of**, continuing education. In its role as a provider, it offers continuing education sessions at the AAMA Annual Conference and self-study courses. In its role as an approver of continuing education activities for CEUs, the CEB (through the Continuing Education Department) evaluates and determines which continuing education events offered by AAMA state societies and local chapters, and independent sponsors, meet the standards of quality and relevance established by the CEB (using the International Accreditors of Continuing Education and Training (IACET) *Standards* as guidelines).

I.C.E. 1100: 2019 – Standard for Assessment-Based Certificate (ABC) Programs. "**Assessment-based certificate**: A non-degree-granting program that provides education and training to aid participants in acquiring knowledge, skill, and/or competencies associated with intended learning outcomes; evaluates participants' accomplishment of the intended learning outcomes; and issues a certificate only to those participants who meet the performance, proficiency, or passing standard for the assessment(s)." The CEB ABC-Pediatrics (ABC-P) is accredited under *I.C.E. 1100*. The ABC-Allied Health Education (ABC-AHE) is being submitted for accreditation.

(I served as Vice Chair of the Main Committee to revise I.C.E. 1100 in 2018-2019.)

Medical Assisting Education Review Board (MAERB)

The MAERB is a Committee on Accreditation (CoA) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). A CoA is a board or committee that establishes—in conjunction with

CAAHEP—accreditation Standards for academic programs for an allied health profession, conducts site visits of programs seeking initial or continuing accreditation, determines compliance of programs with the Standards, and **makes accreditation recommendations** to the Board of Directors of CAAHEP. CAAHEP is the legal entity that **accredits** the allied health education programs.

The Council for Higher Education Accreditation (CHEA) is the body that recognizes CAAHEP as an academic, programmatic accrediting body. CHEA requires the accrediting bodies it recognizes to have policies that ensure that accreditation decisions are made without undue influence or coercion by a professional association, a professional certifying body, or any other body. This requirement is similar to the NCCA requirement that requires certifying bodies to be autonomous in decision-making over all essential certification activities. In this case, the CHEA and CAAHEP Standards and policies require accreditation bodies (and accreditation-recommending bodies such as MAERB) to be autonomous in decision-making over all essential accreditation activities and decisions.

The AAMA is a sponsoring organization of MAERB. A sponsoring organization is defined by the CAAHEP *Policies and Procedures* as follows:

502 Sponsoring Organizations. Sponsoring organization members are organizations or agencies that establish or support one or more Committees on Accreditation and support the CAAHEP accreditation system.

The Medical Assisting Education Review Board was part of the American Association of Medical Assistants Endowment (AAMAE), a not-for-profit corporation exempt under Section 501(c)(3) of the Internal Revenue Code. With the knowledge and permission of the AAMA Board of Trustees, MAERB has separately incorporated and filed for an income tax exemption. Many committees on accreditation (CoAs) of CAAHEP are separately incorporated. Separate incorporation of MAERB is not an unusual or hostile action, and MAERB has expressed its appreciation for its previous home within the AAMAE.

(I have served on the CAAHEP Board of Directors from 2018 to the present. I am in my second year as President and Chairman of the Board of CAAHEP.)

Key points

1. The Certifying Board must have autonomy in all essential certification activities and decisions to remain accredited by the NCCA and under ISO 17024. No undue influence or coercion must be brought to bear on the CB by any party.
2. Some legislative and regulatory bodies recognize (either explicitly or implicitly) only those medical assisting certifications accredited by the NCCA (e.g., California, Washington, Connecticut).
3. The CB has established recertification-by-continuing-education requirements that include continuing education approved for AAMA CEUs.
4. In its role as a reviewer and approver of continuing education submitted for AAMA CEUs, the Continuing Education Board and the Continuing Education Department are, in a sense, “agents” of the Certifying Board. For example, the CEB must not make CEU approval decisions that exclude non-AAMA continuing education offerings that meet the standards for granting AAMA CEUs in order to increase purchases of CEU products offered by the AAMA.
5. If the CEB approval of continuing education programs is not impartial, this could be viewed as the CB indirectly requiring the purchase of continuing education sold by the AAMA. And this could result in the Certifying Board and its CMA (AAMA) program losing their accreditations.
6. According to CAAHEP and Council for Higher Education Accreditation (CHEA) policies, the Medical Assisting Education Review Board (MAERB) (and all CoAs) must be autonomous in its *Standards*-recommending, adoption and enforcement of its policies, and accreditation-recommending activities. This has always been the case for CAAHEP and its CoAs.
7. The AAMA continues to be a sponsoring organization of MAERB. The fact that MAERB is now a separate corporation does not change this fact.

160 **Relevant lawsuit**

161
162 On September 13, 2022, the Association of Surgical Assistants (ASA), a national provider of continuing
163 education for surgical assistants, sued the National Board of Surgical Technology and Surgical Assisting
164 (NBSTSA), a national board that certifies surgical technologists and surgical assistants, in federal district
165 court alleging that the NBSTSA violated the federal and Colorado antitrust laws that prohibit unreasonable
166 restraint of trade and monopolizing.

167
168 The NBSTSA awards its Certified Surgical First Assistant (CSFA) credential to surgical assistants who meet
169 its eligibility requirements and pass its CSFA examination. Certified Surgical First Assistants must recertify
170 periodically by either retesting or continuing education. The Association of Surgical Technologists (AST) is
171 an approver and provider of continuing education for surgical assistants. NBSTSA policy states that all
172 continuing education for recertifying the CSFA certification "must be earned through AST-approved
173 sources."

174
175 The ASA petitioned the NBSTSA to recognize its continuing education courses as usable by CSFAs for
176 recertification by continuing education. According to ASA's complaint in this lawsuit, NBSTSA offered
177 ASA the following two options for having its continuing education recognized for recertification of the
178 CSFA credential:

- 179 • The first option was to avoid "reinventing the wheel," whereby ASA could negotiate an arrangement
180 with AST for AST [to process] the continuing education credit for ASA members...
- 181 • The other option was for ASA to provide NBSTSA with substantial proprietary and financial
182 information without any indication that the provision of this information was required for the
183 accrediting process.

184
185 In its complaint the Association of Surgical Assistants asserts that the National Board of Surgical
186 Technology and Surgical Assisting is violating Section 1 of the federal Sherman Act that forbids any
187 [unreasonable] contract, combination, or conspiracy in restraint of trade. Note the following from the
188 complaint:

- 189 • ...[NBSTSA leaders] conspired to cause NBSTSA to effectively boycott ASA.
- 190 • ...NBSTSA's actions have caused an unreasonable restraint on trade in the market space for
191 continuing education credits for...surgical assistants by ensuring AST is the sole provider and
192 processor of these credits in the nation.
- 193 • ...NBSTSA's actions have damaged ASA by devaluing the ASA membership and have prevented
194 ASA from engaging in its business of providing and processing continuing education credits
195 for...surgical assistants.

196
197 The ASA complaint also avers that the NBSTSA is in violation of Section 2 of the Sherman Act that
198 prohibits monopolization and attempts at monopolizing. The complaint includes the following:

- 199 • ...[NBSTSA leaders] caused NBSTSA to exclude ASA from seeking accreditation as a provider and
200 processor of continuing education credits for...surgical assistants.
- 201 • As a result, [NBSTSA leaders] and NBSTSA ensured AST maintains the entire market share for
202 providing and processing continuing education credits for...surgical assistants nationwide.
- 203 • NBSTSA has a longstanding relationship with AST, as referenced in the October 22, 2021, letter.
204 NBSTSA stands to benefit by keeping AST as the sole provider and processor of continuing
205 education credits for...surgical assistants.
- 206 • By refusing to allow ASA to apply for accreditation [of its surgical assisting continuing education],
207 [NBSTSA leaders] and NBSTSA have created a monopoly in favor of AST by ensuring AST retains
208 one hundred percent of the market share for providing and processing continuing education credits
209 for...surgical assistants nationwide.

210
211 *(The NBSTSA Certified Surgical First Assistant (CSFA) certification is accredited by the NCCA.)*



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

November 19, 2022

Deniece Jozefiak, CMA (AAMA), President-FSMA

Kathryn Panagiotacos, CMA (AAMA), FSMA Delegate to AAMA Conference

Regarding: FSMA Fall Executive Council Meeting-Delegate Report

This delegate trekked to Myrtle Beach, South Carolina for the American Association of Medical Assistants 66th Annual Conference, October 21-24, 2022. The opportunities filled each day with great networking, continuing education, Welcome and awards celebration, the House of delegates business, along with the elections of officers and trustees, Reference committee hearings, the Knowledge Bowl, Installation of newly elected Board of Officers and Trustees. Time invested in these activities is a real celebration of the heart of Medical Assisting. The time spent with colleagues from across the continental United States and Alaska enlightens the diversity of the member of varied role from the solo office to a large clinic. A treasured event.

The delegates who represented the Florida Society of Medical Assistants this year:

Jeanette Tyler, CMA (AAMA)

Mary Lou Allison, CMA-C (AAMA)

Kathryn Panagiotacos, CMA (AAMA)

Marsha Benedict, CMA-A (AAMA)

Linda Vitzthum, CMA (AAMA)

Alternate:

Theresa Davidson, CMA (AAMA)

A note to our President Deniece Jozefiak, CMA (ASMA) who was unable to attend the House you were sorely missed. And, to delegates: Jeanette, Linda, and alternate Theresa congratulations for an excellent representation at your first House of Delegates.

40 The AAMA House of Delegates elected the following officers and trustees:

41 Vice President Monica Case, CMA (AAMA)

42 Secretary/Treasurer Virginia Thomas, CMA (AAMA)

43 Speaker of the House Aimee Wicker, CMA (AAMA)

44 Vice Speaker of the House Sherry Bogar, CN-BC CMA (AAM)

45

46 Trustee:

47 Shelley Gingrich, CMA (AAMA)

48 Claire Houghton, CMA (AAMA)

49 Pamela Neu, MBA, CMA (AAMA)

50

51 Nominating Committee:

52 Paula Cooke, CMA (AAMA)

53 Dawn Jordan Leblanc, CMA (AAMA)

54 Leigh Newel, CMA (AAMA)

55 Melinda Rhynes, CMA (AAMA)

56

57 Bylaws:

58 The House adopted 1 bylaw amendment:

59 22-01

60

61 Resolutions:

62 None

63

64 The House Proceedings was led by:

65 Speaker Monica Case, CMA (AAMA) and Vice Speaker Aimee Wicker, CMA (AAMA)

66 PCMH CCE along with Parliamentarians Carol Clapp, CMA-C (AAMA) and our own

67 Janice Caplin, CMA-A (AAMA). The House was active and those in attendance

68 eagerly participated lively with questions, comments, and interest in the direction of

69 this association. Indeed, an excellent House of Delegates proceedings.

70

71 Delegate Marsh Benedict, CMA-A (AAMA) presented the honoring of Theresa

72 Errante-Parrino, EdD CMA (AAMA) after the close of the House. Florida Society of

73 Medical Assistants shared the loss of member and FSMA past president. As, well as

74 the long-term member's vision, contributions, and positive effect on many medical

75 assisting students and members by designating February 2 of each year as

76 Theresa's Treasure Coast Chapter Day.

77

78

79

80

81 This delegate appreciates the opportunity to have served alongside fellow members
82 of the Florida Society of Medical Assistants. It was a pleasure to see our AAMA in
83 action and the interest of the members in attendance to express their support. Now
84 remains the work ahead and to be team members for the mission of our association.
85 Respectfully submitted, Kathryn Panagiotacos, CMA (AAMA) 2022 Delegate



Florida Society of Medical Assistants, Inc.

November 19, 2022

To: Deniece Josefiak, CMA (AAMA) FSMA President
FSMA Executive Board
FSMA Liaison

From: Marsha Benedict MSA, CMA-A (AAMA)
FSMA Delegate

This FSMA Delegate thanks you for the opportunity to represent FSMA at the AAMA House of Delegates October 21-24, 2022 in Myrtle Beach. 788 people preregistered for the 66th AAMA annual conference. Education and networking was amazing and coming back after Covid to see all our AAMA friends was exciting.

Our Delegates that were first-timers were welcomed on Friday am. Board of trustees, CEB, CB and MAERB board members were introduced and updates shared at the Board of Trustees Endowment Meeting.

At the Welcome and Awards Ceremony, the Florida Society was awarded two excel awards: Greatest percentage increase of CMA (AAMA) and Marketing promotion and recruitment. Check out the website for pictures.

MAR week was during the convention, therefore the Marketing Committee placed mouse pads at all the seats and gave out special AAMA logo gifts to those that had the lucky seat.

During the Welcome and Awards Ceremony, a video (developed by Mary Lou Allison) was viewed by all the members in attendance inviting them to the AAMA Annual Conference to be held in Orlando, Florida September 22-25, 2023. Mickey ears were passed out to the attendees.

Saturday October 22, 2022 was an all day House of Delegates. The opening session is always very special with the singing of the National Anthem and the color guard presentation. After a full day of the essential House of Delegates, the results are:

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Claire Houghton, CMA (AAMA)
Pamela Neu, MBA, CMA (AAMA)

Nominating Committee Paula Cooke, CMA (AAMA) NC
Dawn Jordan Leblanc, CMA (AAMA) MA
Leigh Newell CMA (AAMA) MI
Melinda Rhymes, CMA (AAMA) AR

ByLaws Change Proposed Underlined.

The House of delegates adopted (1) bylaws amendment 22-01, recommended by the reference committee.

Article IX-Nominations and Elections. Section 1 Nominations. A1-2

- A. There shall be a nominating committee of five members as follows:
1. The AA Immediate Past President shall be the appointed chair.
 2. Following nominations from the floor at the House of Delegates, four members shall be elected by plurality vote.
 - a. **Each member nominated must be an active member present at the current House of Delegates session.**
 - b. **Members of the Nominating Committee cannot run as a trustee or officer while currently serving on the committee.**
 - c. No two members of the committee shall be from the same Constituent Society. If more than one member from a Constituent Society receives sufficient votes to be elected, the one receiving the largest number of votes shall serve.
 - d. If there is a tie between the candidates receiving the fourth highest number of votes, another ballot shall be taken to determine the successful candidate.

Recommendation to be taken back to the Bylaws Committee for further clarification.

Proposed bylaws change 22-02 (Article XV House of Delegates Section 4B)
22-03 (Article XII-Board of Trustees. Section 6 Management Steering Committee)

Defeated bylaw change.

Reference Committee recommended that the following bylaws change be adopted, but after much discussion and not obtaining a 2/3 vote, the proposed bylaw change was defeated.

Article VI Membership, Section 3 Privileges

Proposed wording

Active and AAMA Life Members who are CMAs (AAMA) holding current status are eligible and serve as officers and trustees. Any Active, **AAMA** Life or **Associate** member may serve as a **Delegate or Alternate or on an AAMA Committee.** Privileges on a Society and Chapter level will be determined by those entities respectively.

This proposed bylaw change will probably come back next year with more explanation and possibly a change in the description of Associate member to be a credentialed medical assistant. The FSMA delegation fought hard to explain the necessity of Associate members be allowed the opportunity to serve their society since the initial purpose of the AAMA and mission is to serve all Medical Assistants and not just the credential CMA. A change in wording of the description of Associate members to include credentialed and not CMAs and someone interested in Medical Assisting is much more palatable.

Donald A Balasa JD, MBA, CEO, legal counsel gave an excellent presentation during the HOD to educate the delegates regarding the policies of the different boards and their required autonomy to remain accredited by NCCA and under ISO 1 7024. Some legislative bodies recognize those medical assisting certifications only accredited by NCCA (CA, WA, CN). The CB has established by continuing education requirements including education approved for AAMA CEUs (30 of 60). CEB must not make CEU approval decisions that exclude non-AAMA continuing education credits. If the CEB make CEU approval decisions that exclude non-AAM CE, the CB could lose their accreditation as allowing this procedure. According to the CAAHEP and CHEA policies the MAAERB and all CoAs must be autonomous. The AAMA continues to be supportive of MAERB even though they are a separate corporation and the endowment will no longer exist. MAERB have applied for a separate 503c1 and are housed in a different space than AAMA.

Attended the President's luncheon in her absence and at the request of President Josefiak. Thank you Deniece for allowing me to walk for you, as I missed my years in 2020 and 2021 due to Covid.

Attended the special meeting held for AAMA Committees, Strategy Team and Task Forces. A list was provided with the initial appointments to some of the AAMA committees. Many other volunteer forms were filled out at the convention and those members will be considered at the planning meeting board of trustees in two weeks.

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Documents

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Editorial Advisory Committee

152 Virginia Thomas CMA (AAMA)
153 Joshua Lehrer CMA (AAMA)
154 Paula Shubert CMA (AAMA)
155 Doreen Hoch CMA (AAMA)
156 Diana Rogers CMA (AAMA)
157 Natasha Ferrette CMA (AAMA)

158

159

160 **Leadership Strategy Team**

161

162 Sandra Williams CMA (AAMA)
163 Jane Seelig CMA (AAMA)
164 Carol Ruiz CMA (AAMA)
165 Francie Money CMA (AAMA)
166 Paula Purdy CMA (AAMA)
167 Julie Fogt CMA (AAMA)
168 Claire Houghton CMA (AAMA)

169

170 **Marketing Strategy Team**

171

172 Lori Rager CMA (AAMA)
173 Monica Case CMA (AAMA)
174 LeAnn Buneta CMA (AAMA)
175 Aimee Quinn CMA (AAMA)
176 Donna Gibbins CMA (AAMA)
177 Natasha Geno CMA (AAMA)
178 Virginia Thomas CMA (AAMA)

179

180 **Membership Strategy Team**

181

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183 Candy Miller CMA (AAMA)
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186 Deniece Jozefiak CMA (AAMA)
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196

197 **Social Media Committee**

198

199 Natasha Geno CMA (AAMA)
200 Jeanette Tyler CMA (AAMA)
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202

203 **Strategic Issues Planning**

204

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219
220



FLORIDA SOCIETY OF MEDICAL ASSISTANTS

Affiliate of the American Association of Medical Assistants

1

2

3 Date November 8, 2022

4

5

6 To: The FSMA executive board and general assembly

7

8 From: Linda Vitzthum, CMA (AAMA)

9 AAMA House of Delegates Delegate report:

10 The House of Delegates for the AAMA convened on Saturday, October 22, 2022

11 at the Marriott resort in Myrtle Beach South Carolina. This officer reviewed the

12 delegate packet and voted on the pertinent topics.

13 There was discussion on various topics brought up during the HOD.

14 Most of the discussion centered around the proposed change to the bylaws that

15 would allow associate members to serve as delegates for the HOD.

16 Various delegates brought up reasons to support this proposed change.

17 Various delegates brought up reasons why this proposal should not pass.

18 This measure did not pass although there was a majority vote in favor.

19 The measure did not meet the 2/3 majority required to pass.

20 required. New officers for the 2022-2023 officers were voted in.



Florida Society of Medical Assistants, Inc.

November 19, 2022

To: Deniece Josefiak, CMA (AAMA) FSMA President
FSMA Executive Board
FSMA Liaison

From: Theresa Davidson, CMA (AAMA)
FSMA Delegate Alternate

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