

GRAND ISLAND CHAPTER



Grand Island Chapter Officers

2008 - 2009 CHAPTER OFFICERS

(L to R)

President	Barb Carter, CMA (AAMA)
Vice President	Cindy Owens, CMA (AAMA)
Past-President	Lisa Hoffman, CMA (AAMA)
Secretary	Penny Moritz, CMA (AAMA)
Treasurer	Pam Ondracek, CMA (AAMA)

2008 - 2009 STANDING COMMITTEES

By Laws	Debra Potratz, CMA (AAMA)
Historian	Pam Ondracek, CMA (AAMA)
Membership	Cindy Owens, CMA (AAMA)
Program and Education	Lisa Hoffman, CMA (AAMA)
Nominations	Pam Ondracek, CMA (AAMA)

2008 - 2009 PHYSICIAN ADVISOR

Karen Higgins, MD
Pediatrician at the Grand Island Clinic
2444 W. Faidley, Grand Island, NE 68803
308-382-1100

Grand Island Chapter business meetings and CEU speakers are the last Tuesday of September, November, January and March.

MEMBERS OF THE GRAND ISLAND CHAPTER

<i>Home</i>	<i>Office</i>	<i>Home</i>	<i>Office</i>
Deborah Bradley, CMA (AAMA) 31625 Poole Road Ravenna, NE 68869-3013 308-452-3669 bradley@nctc.net		Brenda Gautier, CMA (AAMA) 1519 B. St Aurora, NE 68818 402-631-9571 bgautier@hotmail.com	Memorial Health Clinic 609 O. St. Aurora, NE 68818 402-694-3191 Fax: 402-694-2146
Jean Burmood, CMA (AAMA) 3803 Ave. C Kearney, NE 68847 308-293-1390	Platte Valley Medical Group 3219 Central Avenue Kearney, NE 68803 Fax: 308-865-2541	Lisa Hoffman, CMA (AAMA) 4367 W. Capital Ave. Grand Island, NE 68803-1415 308-382-0808 lisahoffman0624@msn.com	Grand Island Clinic 2444 W. Faidley Ave. Grand Island NE 68803 308-382-1100 ext: 150 Fax: 308-385-0789
Barbara Carter, CMA (AAMA) 313 N. Carey St. Grand Island, NE 68803-4520 308-382-0321 bcarter@hotmail.com	Grand Island Clinic 2444 W. Faidley Ave. Grand Island, 68803 308-382-1100 Fax: 308-385-0796	Linda Jacobsen, CMA (AAMA) 1155 Inman Rd. St. Paul, NE 68873-2307 308-754-5288	
Choi Mee Chong, CMA (AAMA) 2415 W. N. Front Grand Island, NE 68803 cynthiachong@aol.com 308-381-9947		Susan Kizer, CMA (AAMA) 5570 Road 444 Overton, NE 68863-6347 308-987-2484	
Beverly Dahlkoetter, CMA (AAMA) 2418 Parkview Drive Grand Island, NE. 68801 308-382-6279 jbcdahlk@hamilton.net	Grand Island Ear, Nose & Throat Clinic 704 N. Alpha St. Grand Island, NE 68803 308-384-5700 Fax: 308-384-4305	Kathleen Kowalewski, CMA (AAMA) 2624 Central Ave. Apt 2 Kearney, NE 68847 308-215-0324 stujas@gmail.com	
Kelly Dobesh, CPC, RCC, CMA (AAMA) 10614 N. Schimmer Drive Wood River, NE 68883-9658 308-384-4430 kelly@giradiology.net	Grand Island Radiology 2808 Old Fair Rd. Ste. 1 Grand Island, NE 68803 308-382-6856	Diane Lamberson, LSO16, CMA (AAMA) 120 Davis St. St. Paul, NE 68873-2336 308-754-5105 dnlamberson@yahoo.com	Howard County Hospital P.O. Box 405 St. Paul, NE 68873 308-754-4421 Fax: 308-754-5449
Jeannine Elsbernd 538 Hermitage Ct. Grand Island, NE 68801 308-381-3801 telsbrend@charter.net		Tennille Lindgreen, CMA (AAMA) 1409 W. Charles Grand Island, NE 68803 308-384-3833	
Camalla Eynetich, CMA (AAMA) 4010 Norseman Ave. Grand Island, NE 68803-2410 308-390-4141 teynetich@charter.net	Central NE. Ortho & Sports Med. 620 N. Diers Grand Island, NE 68803 308-384-5400	Holly Mace, CMA (AAMA) 2607 Cochin Grand Island, NE 68801 308-384-0469	Grand Island Clinic 2444 W. Faidley Ave. Grand Island, NE 68803 308-308-1100 ext.145 Fax: 308-382-6623
Susan Kosmicki Foss, LRT, CMA (AAMA) 3019 W. 17th Grand Island, NE 68803 308-382-9225	Grand Island Ear, Nose & Throat Clinic 704 N. Alpha St. Grand Island, NE. 68803 308-384-5700 Fax: 308-384-4305	Rita Mathre, CMA (AAMA) 2006 N. Grand Island Ave. Grand Island, NE 68803 308-385-2815	
		April Mora, CMA (AAMA) 4009 Kay Avenue Grand Island, NE 68803 308-395-0781	St. Francis Medical Center, Student Wellness Center 2124 N. Lafayette Ave. Grand Island, NE 68803 308-384-2265 Fax: 30-8-384-2243

Home

Penny Moritz, CMA (AAMA)
5413 Randolph Circle
Hastings, NE 68910
402-461-4438
mikenpenny@windstream.net

Pam Ondracek, CMA (AAMA)
P.O. Box 6
Wolbach, NE 68882
308-246-5314
Cell: 308-750-0099

Cynthia Owens, CMA (AAMA)
P.O. Box 94
265 S. Oak
Polk, NE 68654-0094
402-690-0078

Heather Phelps, CMA (AAMA)
4407 Loveland Drive
Kearney, NE 688-45-2388
308-237-0894
dhmadsen@frontiernet.net

Office

Geiger & Deitze
Ophthalmology
715 N. Kansas Ave.
Hastings, NE 68910
402-462-9909
Fax: 402-462-8090

Grand Island Clinic
2444 W. Faidley Ave.
Grand Island, NE 68803
308-382-1000 ext 173
Fax: 385-0781

Grand Island Clinic
2444 W. Faidley Ave.
Grand Island, NE 68803
308-382-1100 ext. 148
Fax: 308-382-6623

Home

Debra Potratz, CMA (AAMA)
814 Sweetwood Dr.
Grand Island, NE 68803-3122
308-382-6123
dpotratz@cdhd.ne.gov

Constance Reimers, CMA (AAMA)
993 15th Ave.
St. Paul, NE 68873
308-754-4730
creimers@hansen-medical.com

Carol Vincik, CMA (AAMA)
915 14th St.
Aurora, NE. 68818
402-694-5893

Jeanette Weiser
1071 Inman Rd.
St. Paul, NE 68873
308-754-5648

Office

Hansen Medical
3016 W. Faidley Ave.
Grand Island, NE 68803
308-381-8546

Grand Island ENT
Clinic
704 N. Alpha St.
Grand Island, NE. 68803
308-384-5700
Fax: 308-384-43



Grand Island Members Attending the 2008 Conference

GREAT PLAINS CHAPTER



Great Plains Members Attending the 2008 Conference in Omaha

2008 - 2009 OFFICERS AND COMMITTEES

PresidentAndy Stewart, MLT, CMA (AAMA)
Vice PresidentShirley Newton, CMA (AAMA)
Secretary/TreasurerSuellen Foster, CMA (AAMA)
Membership/Marketing.....Mary McKinney, CMA (AAMA)

2008 - 2009 PHYSICIAN ADVISORS

Dan Nguyen, MD
319 East B St.
North Platte, NE 69101
308-532-2130, Fax: 308-532-0246

Jeffrey Brittan, MD
611 W. Francis, #100
North Platte, NE 69101
308-534-2532

Great Plains Chapter meetings are the 2nd Tuesday of the month. Officers are elected in April.

MEMBERS OF THE GREAT PLAINS CHAPTER

Home

SUELLEN FOSTER, CMA
7461 N ESHLEMAN RD
NORTH PLATTE, NE 69101
308-354-2228

MARY KINNEY, CMA, LRT
3119 WEST 2ND
NORTH PLATTE, NE 69101
308-534-6515

Office

JEFFREY BRITTAN, MD
611 W FRANCIS, #100
NORTH PLATTE, NE 69101
308-534-2532

Home

ANDREA STEWART, MLT, CMA
PO BOX 432
SUTHERLAND, NE 69165
308-386-2464
mahki@gpcom.net

SHIRLEY NEWTON, CMA
821 NIOBRARA
CAMBRIDGE, NE 69022
308-697-4413
CELL 402-984-5272

Office

DAN NGUYEN, MD
319 EAST B ST.
NORTH PLATTE, NE 69101
308-532-2130
FAX 308-532-0246

HASTINGS CHAPTER



Hastings Chapter Officers

2008 - 2009 CHAPTER OFFICERS

President	Sarah Klein, CMA (AAMA)
Vice President.....	Carol Muske, CMA (AAMA)
Past-President.....	Salley Elley, CMA (AAMA)
Secretary	Audrey Bauer, CMA (AAMA), MLT
Treasurer	Ann Vodicka, CMA (AAMA)

2008 - 2009 STANDING COMMITTEES

By-laws.....	Kathy Uldrich, MA
Certification.....	Tara Konen, CMA (AAMA) & Lisa Zimmerman
Historian	Linda Schriener, CMA (AAMA)
Membership.....	Sherri Adams, CMA (AAMA)
Nominations	Audrey Bauer, CMA (AAMA), MLT
Program & Education	Wendy Judy, CMA (AAMA) & Renee Paulson, CMA (AAMA)
Publication.....	Ann Vodicka, CMA (AAMA) & Jill Speece, CMA (AAMA) LRT
School Report	Michel McKinney, CMA (AAMA) & Carol Muske, CMA (AAMA)

2008 - 2009 PHYSICIAN ADVISORS

Gary Chingren, MD
 Hastings Orthopaedic & Sports
 Medicine Specialists, P.C.
 606 N. Minnesota
 Hastings, NE 68901

David S. Halsted, MD
 Nebraska Urology Center, P.C.
 2115 N. Kansas Ave.
 Hastings, NE 68901

John Van Metre, MD
 Primary Care Center
 715 N. Kansas Ave.
 Hastings, NE 68901

Hastings Chapter business meetings and CEU speakers are the first Tuesday of September, October, November, January, February, March (Election of officers), April & May with the installation of officers.

MEMBERS OF THE HASTINGS CHAPTER

<i>Home</i>	<i>Office</i>	<i>Home</i>	<i>Office</i>
Audrey M Bauer, CMA (AAMA), MLT		Wendy J Judy, CMA (AAMA) 210 E 6th St Hastings, NE 68901 402-461-3130 402-984-8456 breezer522@inebraska.com	Obstetricians & Gynecologists 2115 N. Kansas Ave. Hastings, NE 68901 402-463-6793 Fax 402-463-6894
Karla J Blackstone, CMA (AAMA) barrycrpduster@superiorinet.net 474 Hwy 14 402-879-5263 Superior, NE 68978-7401		Sarah D Klein CMA (AAMA) 116 Lakeview Circle, Apt 6 Grand Island, NE 68803 308-984-9148	Internal Medical Associates 729 N Custer Grand Island, NE 68803 308-389-7635 Fax 308-382-5290
Kerry Davis, CMA (AAMA) 402-525-8168 913 N Bellevue Hastings, NE 68901-3803		Tamara Kohmetscher, CMA (AAMA) 2425 Road 3100 Deweese, NE 68934-8015 402-262-2330 dtkohm@hotmail.com	Children & Adolescents Clinic 2115 N. Kansas Ave. Hastings, NE 68901 402-463-6828 Fax 402-463-4767
Sabrina Dickey, CMA (AAMA) sabrindad@charter.net 607 W Louise St 308-389-2405 Grand Island, NE 68801-6359		Tara L Konen, CMA (AAMA) 9755 S Cleveland Holstein, NE 68950-5029 402-984-4148 tkonen@hastingsortho.com	Hastings Orthopedics & Sports Medicine, P.C. 2207 Osborne Drive West, Ste 100 Hastings, NE 68901 402-462-2139 Fax 402-462-2381
Sally A Elley, CMA (AAMA) h) 402-463-2923 710 W 35th w) 402-462-5134 Hastings, NE 68901-4159 se91740@alltel.net		Michel McKinney, BPS, CMA (AAMA) 4355 S. Juniata Ave. Juniata, NE 68955 402-756-6660 tmckinney@gtmc.net	Central Community College-Hastings P.O. Box 1024 Hastings, NE 68902-1024 402-461-2405 Fax 402-460-2138 mmckinney@cccneb.edu
Laura B Gilbert, CMA (AAMA) 1247 Academy Ave Hastings, NE 68901 402-469-0644 lauragilbert@charter.net	The Retina Center of Nebraska 2115 N Kansas Ave, Ste 104 Hastings, NE 68901 402-461-4611 Fax 402-461-4616	Beverly K Meyer, CMA (AAMA) 1045 N. Franklin Red Cloud, NE 68970 402-746-3791 bevgary@hotmail.com	Family Medical Center 1012 W. 14th Hastings, NE 68901 402-463-2423 Fax 402-463-9698
Diana K Harrifield, CMA (AAMA) Hastings Head Start 406 S Ash St 402-462-4187 Blue Hill, NE 68930 harrifield@gtmc.net 402-756-3125		Shelly Meyer, CMA (AAMA) 803 Glenwood Hastings, NE 68901 402-463-2719 samdm@inebraska.com	Obstetricians & Gynecologists 2115 N. Kansas Ave. Hastings, NE 68901 402-463-6793 Fax 402-463-6894
Carol L Hipke-Muske, CMA (AAMA) 745 N Denver Hastings, NE 68901 402-463-7976 b_a_cma@hotmail.com	Central Community College PO Box 1024 Hastings, NE 68902-1024 402-460-2147 Fax 402-460-2138	Stacy M Parr, CMA (AAMA) P.O. Box 1 Roseland, NE 68973-0001 402-756-6285 402-463-6828 sparr@gtmc.net	Children & Adolescents Clinic 2115 N. Kansas Ave. Hastings, NE 68901 Fax 402-463-4767
Leslea K Hohman, CMA (AAMA) 112 S Clay Clay Center, NE 68933 402-762-3964	402-463-6793		
Yvonne Huges, CMA (AAMA) 985 S Osage Ave Juniata, NE 68955			

Home

Renee J Paulson, CMA (AAMA)
829 Webster
Hastings, NE 68901
402-462-4828
Reneeandrandy20@alltel.net

Judith J Resh, CMA (AAMA)
509 "A" St. P.O. Box 33
308-647-6544
Shelton, NE 68876
jresh@nctc.net

Bonnie Rossmanith, CMA (AAMA)
402-463-8413
1700 W 4th St
Hastings, NE 68901-4805

Linda C Schriener, CMA (AAMA)
617 14th Ave
Franklin, NE 68939-1505
308-425-3029
308-470-0796

Carol A Sheets, Associate
6000 Mallard Way Ave
Hastings, NE 68901
402-462-4856

Jill S Speece, CMA (AAMA), LRT
1613 Hwy 6
Fairmont, NE 68354-4008
402-310-7156
jillsmaiwald@yahoo.com

Office

Primary Care/
Community Health
Center
715 N Kansas Ave,
Ste 205
Hastings, NE 68901
402-461-5265

Retired

Smith Center Family
Practice & Gen Surgery
Parliament St
Smith Center, KS 66967
785-282-6834
jandl@gtmc.net

Hastings Orthopedics
& Sports Medicine
Specialist, PC
2207 Osborne Drive
West, Ste 100
Hastings, NE 68901
402-462-2139
Fax 462-2381

Fillmore County
Medical Center
1323 H St.
Geneva, NE 68361
402-759-4485
Fax 402-759-4487

Home

Kathy Uldrich, Medical Assistant
PO Box 113
Juniata, NE 68955
402-751-2385
kuldrich@hastingsortho.com

Ann R Vodicka, CMA (AAMA)
230 Eads Ave.
Hebron, NE 68370
402-768-1330
402-984-4965

Ann M Wadsworth, CMA (AAMA), EMT
525 Stringtown
Wolbach, NE 68882
308-750-3215
308-246-5670

Lisa K Zimmerman, LRT, Associate
505 E 3rd St
Hastings, NE 68901
402-463-7955
lzimmerman@
hastingsortho.com

Office

Hastings Orthopedics &
Sports Medicine
Specialist, PC
2207 Osborne Drive
West, Ste 100
Hastings, NE 68901
402-462-2139
Fax 462-2381

Fillmore County
Hospital
1325 "H" St. P.O. Box 193
Geneva, NE 68361
402-759-3167
Fax 402-759-3093
bils70el@yahoo.net

V.A. Med Center
2201 N. Broadwell
Grand Island, NE 68803
308-382-3660
ibachannm@yahoo.com

Hastings Orthopedics
& Sports Medicine
Specialist, PC
2207 Osborne Drive
West, Ste 100
Hastings, NE 68901
402-462-2139
Fax 462-2381

HASTINGS MEDICAL ASSISTING PROGRAM

CENTRAL COMMUNITY COLLEGE - HASTINGS CAMPUS

Michel McKinney, CMA, Program Director

Carol Hipke-Muske, CMA, Instructor

Stacy Parr, CMA, Instructor

P.O. Box 1024 • Hastings, NE 68902-1024

W) 402-460-2138

F) 402-461-2473

mmckinney@cccneb.edu

b_a_cma@hotmail.com

sparr@gtmc.net

Home

Office

**STUDENT MEMBERS OF THE
HASTINGS CHAPTER**

Amanda Demoret, Student
217 East "C" St
Hastings, NE 68901

308-529-1937
a_demoret@hotmail.com

Amanda Hemberger, Student
2890 S Meadow Ln
Hastings, NE 68901

402-462-6261
ahemberger88@
hotmail.com

Lindsay Hollister, Student
3015 S Elm Ave
Hastings, NE 68901

1_hollister@hotmail.com

Elizabeth Rott, Student
824 N Hastings, Apt 1
Hastings, NE 68901

Ima_crazygirl@
yahoo.com
308-830-3246

Torrie Stokley, CMA (AAMA)
2162 Carle Apt 16
tguerrero@kdsi.net
Grand Island, NE 68803

308-380-0328

Home

Office

Jasmine Striker, Student
308-991-1788
318 Union
Bertrand, NE 68927

Jessica D Slocum, CMA (AAMA)
507 S W 8th
Geneva, NE 68361
h) 402-759-4234
c) 402-759-5388
jess_anderson@hotmail.com

(Liz) Hahn Nhung Tran
liztran@charter.net
223 E Park St
Hastings, NE 68901

Katie Van Kirk, Student
katie_vk@hotmail.com
2302 Road 2
402-469-2363
Sutton, NE 68979

LINCOLN CHAPTER



Lincoln Members Attending State Conference



Lincoln Officers
L-R: Mary Finke, CMA (AAMA), Jen Kocian, CMA (AAMA) & Laura Summers, CMA (AAMA)

2008 - 2009 CHAPTER OFFICERS

President.....Jeanette Goodwin, BSN, CMA (AAMA)
Vice PresidentMary Finke, CMA (AAMA)
Past President.....Lori Weskamp, CMA (AAMA)
SecretaryLaura Summers, CMA (AAMA)
TreasurerJen Kocian, CMA (AAMA)

Lincoln Chapter business meetings and CEU speakers are held in the months of September, November, February, and March. Sessions begin with registrations from 6:15 - 6:30 p.m.; educational session 6:30 - 7:30 p.m.; business meeting 7:30 - 8:00 p.m.; educational meeting session from 8:00 - 9:00 p.m., or however the president schedules the sessions. Please contact the President listed above if you did not receive information on these meetings.

MEDICAL ASSISTING PROGRAMS IN LINCOLN

KAPLAN COLLEGE - LINCOLN CAMPUS

CAAHEP Accredited
Medical Assisting Program
Michelle Guthard, CMA (AAMA)
Program Coordinator
1821 'K' St
Lincoln, NE 68508
402-474-5315
F) 402-474-5302

SOUTHEAST COMMUNITY COLLEGE

CAAHEP Accredited
Medical Assisting Program
Jeanette Goodwin, BSN, CMA (AAMA)
Program Coordinator
8800 'O' ST
Lincoln, NE 68520
402-437-2756
F) 402-437-2404
jgoodwin@southeast.edu

MEMBERS OF THE LINCOLN CHAPTER

<i>Home</i>	<i>Office</i>	<i>Home</i>	<i>Office</i>
Bonnelle J. Ahrens, CMA (AAMA) (sustaining) 3500 Faulkner Dr. Apt. B302 Lincoln, NE 68516-6638 bjzmom@webtv.net (402) 488-339		Cynthia A. Browning, CMA (AAMA) 1117 Plum St Lincoln, NE 68502-2244 (402) 435-0597	
Raquel Andersen CMA (AAMA) 4405 Firth Rd. Firth, NE 68358-6248 kelleeandersen@hotmail.com (402) 791-2470		Connie Brydl CMA (AAMA) 422 County Rd. 2300 Crete, NE 68333 connieusher2@hotmail.com (402) 416-2511	
Judith Antczak, CMA (AAMA) (sustaining) 1030 Driftwood Lincoln, NE 68510 antsjw@aol.com (402) 483-1388		Kara L. Buettgenback, CMA (AAMA) 7930 S. 20th Lincoln, NE 68512-9486 (402) 328-0163	Allergy, Asthma & Immunology Assoc 600 N Cotner, Ste 208 Lincoln, NE (402) 464-5969
Lisa R. Antczak-Micek, CMA (AAMA) 4720 Superior Rd Waco, NE 68460-8500 erniejn1969@hotmail.com (402) 534-3563		Mildred Byron CMA (AAMA) 3212 T St. Lincoln, NE 68503 millieb@phclincn.org (402) 476-6994	
Denise K. Arnold, CMA (AAMA) 7501 S. 34th St Lincoln, NE 68516-5750 darnold@neuroand spinalsurg.com (402) 420-5228	Neurological & Spinal Surgery 1500 So 48th St, Ste 511 Lincoln, NE 68506 (402) 488-3002	Angela D. Campbell, CMA (AAMA) 1649 W Arlington St. Lincoln, NE 68522-1591 acampbell2@neb.rr.com (402) 477-7041	Homes Lake Family Health Center 6900 Van Dorn, St, Ste 24 Lincoln, NE 68506 (402) 489-3200
Rebecca R. Babb, CMA (AAMA) PO Box 116 Burwell, NE 68823 livefree_2@yahoo.com		Ellen Kolterman-Chaffin, CMA (AAMA) 349 N. 1st St Seward, NE 68434-1801 ellencoll@myway.com (402) 643-2485	
Marcy A. Bartek, CMA (AAMA) 7131 Garland Street Lincoln, NE 68505-1462 marcybartek@yahoo.com (402) 467-4107		Jessica Chelewski, CMA (AAMA) 5221 West Kingsley St. Lincoln, NE 68524 jizzchew@hotmail.com (402) 480-8820	
Christel L. Barth, CMA (AAMA) 155 Nebraska St. Utica, NE 68456-6030 (402) 534-2140	North Lincoln Family Medical 3100 N. 14th St. STE 201 Lincoln, NE 68521 (402) 477-6600	Tracy Clang, CMA (AAMA) 311 Stagecoach Ave. Hickman, NE 68372 tracyclang@juno.com (402) 792-3243	
Stacey D. Bearinger CMA (AAMA) 5531 NW 3rd Lincoln, NE 68521 (402) 742-7962		Angie D. Claypool 4731 Tipperary Trl Lincoln, NE 68512-1443 (402) 421-8909	Superior Street Family Physicians 4401 N. 7th Lincoln, NE 68521 (402) 441-3575
Becky A. Brester-Sindelar (AAMA) 214 So 5th Howells, NE 68641 (402) 986-0865		Candace A. Coffman, CMA (AAMA) 3100 n 14th St, Ste: 201 Lincoln, NE 68521-2134 candacecoffman@nlfmc.com (402) 484-7534	North Lincoln Family Med Ctr 3100 n 14th St Lincoln, NE 68521 (402) 477-6600
Autumn G. Brockveelt, CMA (AAMA), LRT 4045 Everett St. Lincoln, NE 68506 arounseville@hotmail.com (402) 613-7127			

Home

Deborah G. Cole, CMA (AAMA)
PO Box 84245
Lincoln, NE 68501-4245
colehealthcare@neb.rr.com
(402) 261-4570
(402) 304-1196

Jilleen Cooksley, CMA (AAMA)
81824 Hwy 2
Anselmo, NE 68813
(308) 749-0419

Emilee Cooper, CMA (AAMA)
23006 O St.
Eagle, NE 68347
(402) 781-2514

Sonia Jane Culp, CMA (AAMA)
232 Breadford St.
Seward, NE 68434
sjc101@hotmail.com
(402) 643-1188

Amber Joy Detweiler, CMA (AAMA)
2935 N 53rd St, Apt 6
Lincoln, NE 68504-2700
ajdetweiler@yahoo.com
(402) 464-2940

Stephanie L. Devall, CMA (AAMA)

7721 Orourke Dr
Lincoln, NE 68516-5859
(402) 423-2544

Office

Health and Human
Services

R. Basler, M.D.
2625 Stockwell
Lincoln, NE 68502
(402) 421-3335

Melissa Dewitt, CMA (AAMA)
264 Prairie Cir
Seward, NE 68434-1124
(402) 416-4560

Ashley E. Dunkin, CMA (AAMA)
24620 S 82nd St.
Firth, NE 68358
golfnut8@email.com
(402) 791-5610

Lincoln Family Practice
4600 Valley Rd Suite 210
Lincoln, NE 68510
(402) 483-4571

Danielle Elkins, CMA (AAMA)
5301 Melrose Ave.
Lincoln, NE 68506
elkinsinc@aol.com
(402) 484-8566

Sandra A. Eller, CMA (AAMA)
P.O. Box 91
Valparaiso, NE 68065
seller@don8bld.org
(402) 784-9105

Community Blood Bank
100 N 84th St
Lincoln, NE

Heather D. Engel, CMA (AAMA)
931 N 29th St
Lincoln, NE 68503
heatherdengel@hotmail.com
(402) 477-4825

Home

Mary K. Fauver, CMA (AAMA)
551 South 148th St
Lincoln, NE 68520-9480
(402) 489-9340

Denielle D. Ficke, CMA (AAMA)
909 3rd St
Milford, NE 68405-9322
denielletroyer@hotmail.com
(402) 525-4252

Jessica Fitch, CMA (AAMA)
1975 Washington St.
Lincoln, NE 68502
fitchj84@hotmail.com
(402) 525-9530

Mariann B. Fleischman, CMA (AAMA)
30105 A St
Elmwood, NE 68349-2937
Lincoln, NE 68510
marifleisch@hotmail.com
(402) 994-2025

East Lincoln Internal
Med
4501 S 70th, Ste 130
(402) 483-2926

Angela L. Frain, CMA (AAMA)
2801 Fletcher Ave, Apt 4
Lincoln, NE 68504
(402) 310-9652

Brandee N. Garratt, CMA (AAMA)
1330 W Silver Bell Ct
Lincoln, NE 68523-9168
bng66@msn.com
(402) 328-9676

Shelley A Goodrich, CMA (AAMA)
5414 Hartley Street
Lincoln, NE 68504-1850
(402) 466-1606

East Lincoln Family
Health Profession
301 So. 70th
Lincoln, NE
(402) 483-7507

Jeanette M. Goodwin, CMA (AAMA)
2809 N 79th St
Lincoln, NE 68520-1227
jgoodwin@southeast.edu
Lincoln, NE 68520-1227
(402) 464-0191

Southeast Community
College
Medical Assisting Prgm
Chair
8800 O St
(402) 437-2756

Fay M. Gordon, CMA (AAMA)
1410 W. Park Ave
Lincoln, NE 68522-1938
fme05@yahoo.com
(402) 477-0482

Guadalupe Gress, CMA (AAMA)
1901 Hartley St.
Lincoln, NE 68521
lupesangeleyes@aol.com
(402) 476-6387

Michele Guthard, CMA (AAMA)
7321 Cuming St.
Lincoln, NE 68507
mguthard@kaplan.edu
(402) 580-3304

Home**Office**

Shelly A. Hankins, CMA (AAMA)
4024 S. 83rd
Lincoln, NE 68506-5973
(402) 486-1209

Amie L. Harris, CMA (AAMA)
534 Skyway Rd
Lincoln, NE 68505-2634
w- (402) 489-3834

Patricia A. Harvey, CMA (AAMA)
2424 Dorothy Dr
Lincoln, NE 68507-2925
(402) 467-6401

Allergy, Asthma &
Immunology Assoc.
600 N Cotner, Ste 208
Lincoln, NE 68505
(402) 464-5969
(F) (402) 464-3657

Jennifer Haubrich, CMA (AAMA)
1627 So. 20th St.
Lincoln, NE 68502
jepearson@alltel.net
(402) 742-7483

Jeri J. Herrera, CMA (AAMA) Lincoln Family Practice
9141 S 63rd St 4600 Valley Re, Ste 210
Lincoln, NE 68516-9395 Lincoln, NE 68510
jherrera@mep.com (402) 483-4571
(402) 421-2026

Gloria L. Hestermann, CMA (AAMA) Willamsburg Family
RR 1 Box 91A Practice
Sterling, NE 68443-9655 6041 Village Dr
(402) 866-2128 Lincoln, NE 68516
(402) 423-1382

Ann M. Hille, CMA (AAMA) Downtown Phys. Group
227 Lindale Cir 1800 O St, Ste 220
Hickman, NE 68372-9863 Lincoln, NE
(402) 792-2028 (402) 475-7000

Katey Hodges, CMA (AAMA)
1714 3rd Corso
Nebraska City, NE 68410
(402) 873-6088

Traci Hohbein, CMA (AAMA)
5533 Sherman St.
Lincoln, NE 68506
hhbn674@2windstream.net
(402) 488-0549

Michelle Renee Holdsworth, CMA (AAMA)
1119 2nd St
Friend, NE 68359-1113
(402) 826-7902

Kathleen K. Honke, CMA (AAMA)
P.O. Box 1000 Holy Family Medical
Roca, NE 68430-0100 Specialties
hrubiks@yahoo.com 4701 Normal Blvd
(402) 423-0701 Lincoln, NE 68506

Home**Office**

Kimmara R. Hughes, CMA (AAMA)
3109 North Hill Road, Apt 308
Lincoln, NE 68504
KHUGHES4@neb.rr.com
(402) 304-4054

Amber J. Kalkwarf, EMT-B, CMA (AAMA)
P.O. Box 35
208 W. Cameron
Ceresco, NE 68017-0035
(402) 443-7790

Diane Marie Kalkwarf, CMA (AAMA)
620 Oak Ave
Crete, NE 68333-2747
(402) 826-5213

Angela Koch, CMA (AAMA)
4700 Baldwin Ave. Apt 5
Lincoln, NE 68505
(402) 580-1660

Jennifer M. Kocian, CMA (AAMA)
7228 N 15th St ENT Specialties
Lincoln, NE 68521 1500 South 48th St,
toddnjen320@msn.com Suite 200
(402) 476-6833 Lincoln, NE 68506
(402) 484-4978
(f) (402) 488-7649

Alison E. Kracl, CMA (AAMA) Wahoo Clinic
982 N Street 964 N Laurel
David City, NE 68632 Wahoo, NE 68066
(402) 352-4409 (402) 443-4191

Mary A. Kreifels, CMA (AAMA)
2751 R Road
Cook, NE 68329-8901
(402) 864-7381

Sara B. Kubik, CMA-C (AAMA)
P.O. Box 194
Page, NE 68766
nodents@juno.com
(402) 338-5463

Sarah J. Landis, CMA (AAMA) Family Practice
2215 NW 52nd St. Specialists, LLC
Lincoln, NE 68528 600 North Cotner Blvd,
Sarahjolandis@yahoo.com Ste 101
(402) 217-1728 Lincoln, NE 68505
(402) 466-3355
fax: (402) 466-3410

Verna L. Lawrence, CMA (AAMA)
2020 Dawes St Lincoln Family
Ashland, NE 68003-1132 Wellness
vl60124@alltel.net 1101 S 70th Ste 101
(402) 944-2532 Lincoln, NE 68510
(402) 488-1400
fax: (402) 488-3879

Staci R. Leber, CMA (AAMA)
1940 Riviera Dr
Lincoln, Ne 68506-2346
Stacileber@hotmail.com
(402) 489-7616

Home

Kim Lee
2825 N. 5th St.
Lincoln, NE 68521
(402) 474-2407

Aimee Leishman, CMA (AAMA) (Associate)
167 Oregon Trail
Lincoln, NE 68521
aleishman@neb.rr.com
(402) 475-1979

Lori A. Lesiak, CMA (AAMA) Allergy Asthma &
5000 W Champion Ct Immunology
Lincoln, NE 68524-1569 600 N Cotner Blvd #208
L113021@alltel.net Lincoln, NE 68505
(402) 470-0249 (402) 464-5969

Heather Lind-Olson, CMA (AAMA)
4125 M Street
Lincoln, NE 68510
(402) 525-1360

Sara J. Lubeck, CMA (AAMA)
7011 Helen Witt Dr. Apt 805
Lincoln, NE 68512-3621
saralubeck@hotmail.com
(402) 310-0352

Lynn R. Maca, CMA (AAMA)
1739 Road L
Rogers, NE 68659-2710
maca3502@msn.com
(402) 352-3502

Kristen J. Marr, CMA (AAMA) Capital City Pediatrics
6719 Orchard St 7441 O St #303
Lincoln, NE 68505-1858 Lincoln, NE 685100
(402) 464-8155 (402) 483-6036

Joan L. Martin, CMA (AAMA) Bryan Lgh Heart
5564 Blackpool Rd. Institute
Lincoln, NE 68516 120 Wedgewood Dr
Joanm1953@cs.com Lincoln, NE 68510
(402) 730-0697 (402) 489-6554

Sherri L. Martin, CMA (AAMA), LRT
1800 S 22nd St North Lincoln Family
Lincoln, NE 68502-2820 3100 N 14th
(402) 475-4382 Lincoln, NE 68521
(402) 477-6600

Liza A. Masters, CMA (AAMA)
2144 M Road
Unadilla, NE 68454-8028
wolkenl@yahoo.com
(402) 269-5296

Angy McCarter, CMA (AAMA), LRT
6944 Vine St Family Health Care
Lincoln, NE 68505-2239 Center
amccarter76@earthlink.net 2900 So 70th, Suite 310
(402) 450-3737 Lincoln, NE 68506
(402) 434-5235
Fax: (402) 484-8891

Office**Home**

Jennifer A. McCoy, CMA (AAMA)
7601 Jasmine Place
Lincoln, NE 68516
jmccoy@don8bld.org

Nicole McFarland
9920 N. 147th St.
Waverly, NE 68462
(402) 465-0631

Lisa J. McGinn, CMA (AAMA)
3105 Prairie Hill Circle
Lincoln, NE 68506-3390
lisajoe77@yahoo.com
(402) 327-7070

Tasha McKillip, CMA (AAMA)
3135 N.Hill Rd. Apt. 102
Lincoln, NE 68504
tkendra@hotmail.com
(402) 489-3834

Jennifer A. Metcalf, CMA (AAMA)
5000 NW Cuming St
Lincoln, NE 68521-4378
jaine78@hotmail.com
(402) 435-0592

Shelly Ann Metcalf, CMA (AAMA)
1800 Knox St. Apt 14
Lincoln, Ne 68521
shihhi2210@yahoo.com
(402) 310-9556

Dana Leann Meves, CMA (AAMA)
8970 Prairie Village Drive
Lincoln, NE 68507
dhansen0210@msn.com
(402) 327-8980

(402) 464-5969

Mary Beth Mika, CMA (AAMA)
4501 So 70th, Ste 110
Lincoln, NE 68516
(402) 665-2415
Lincoln Pediatric Group
4501 S 70th, Ste 110
Lincoln, NE 68516
(402) 489-3834

Cindy R. Miller, CMA (AAMA)
6810 NW 3rd
Lincoln, NE 68521
(402) 261-4823

Katie Miller, CMA (AAMA)
4521 Claire Ave. Apt 6
Lincoln, NE 68516
kmiller812@hotmail.com
(402) 421-7409

Lesley Brook Miller, CMA (AAMA)
1066 So 4th Road
Douglas, NE 68344
(402) 799-2387

Home

Terri Montague, CMA (AAMA)
1221 Cottonwood Dr.
Lincoln, NE 68510
terrim@myfam.com
(402) 327-9061

Marlene Montgomery, CMA (AAMA)
1424 Nemaha St
Lincoln, NE 68502-4727
marmontgomery71302@yahoo.com
(402) 421-1777

Jerri L. Neemann, CMA (AAMA)
510 Cottonwood Dr
Lincoln, NE 68510
(402) 489-3654

Capital City Pediatrics
7441 O St, Ste 303
Lincoln, NE 68510
(402) 483-6036

Anne Newton, CMA (AAMA)
4100 Everett St.
Lincoln, NE 68506
annerebekah@yahoo.com
(402) 730-8593

Tuyet Nhung Nguyen, CMA (AAMA)
2116 W Millstone Rd
Lincoln, NE 68522-1118
dlewis@stez.org
(402) 438-6403

Margaret M. Ostgaard
1531 N 76th St
Lincoln, NE 68505-3003
tmostg@alltel.net
(402) 467-2123

Debbie L. Packmore, CMA (AAMA)
6936 Colfax Ave
Lincoln, NE 68507
(402) 466-9011

Stuart P Westburg, M.D.
2756 O St
Lincoln, NE 68510
(402) 474-4497

Deidra Jo Parker, CMA (AAMA)
2621 S 34 St
Lincoln, NE 68506-6616
(402) 560-0115

Lincoln Pediatric Group
4501 So 70th St, Ste 110
Lincoln, NE 68510
(402) 489-3834

Paula R. Persinger, CMA (AAMA)
PO Box 192
215 F St
Eagle, NE 68347-0192
DPPersinger@alltel.com
(402) 781-9373

Allergy, Asthma, &
Immunology
600 N Cotner Blvd # 208
Lincoln, NE 68505
(402) 464-5969

Carrie S. Petz, CMA (AAMA)
243 N. Colfax St
West Point, NE 68788
(402) 372-5158

Midwest Ear, Nose, &
Throat Clinic
430 N Monitor St
West Point, NE 68788
(402) 372-2404

Kimberly Dawn Pfister, CMA (AAMA)
8021 South 58th St
Lincoln, NE 68516
(402) 483-4362

Home

Susan Lynn Phillips, CMA (AAMA)
4741 N 25th St
Lincoln, NE 68521
(402) 435-6263

Keely McGill Preister, CMA (AAMA)
621 W Dilin St
Lincoln, NE 68521-4350
kmcgill77@hotmail.com
(402) 920-0863

Lindsay Pritchard, CMA (AAMA)
8731 Leighton Ave.
Lincoln, NE 68507
pritchard1m@yahoo.com
(402) 325-9875

Debra L. Rall, CMA (AAMA)
132 W Lombard Dr.
Lincoln, NE 68521-5364
(402) 476-2120

Linc Care-North
2662 Cornhusker Hwy
Lincoln, NE 68510
(402) 466-6389

Nicole Dawn Remmers, CMA (AAMA)
1100 N 7th St
Beatrice, NE 68310-2025
nicolereimmers@hotmail.com
(402) 520-2721

Amy J. Rezny, CMA (AAMA)
415 W 7th St.
Wilber, NE 68465
arez29@yahoo.com
(402) 821-3148

Jane A Rhebb, CMA (AAMA)
1507 Glenmore Dr. Apt. C302
Norfolk, NE 68701
janerhebb@cableone.net
(402) 421-1297

Jamie J. Root, CMA (AAMA)
1451 Manatt St.
Lincoln, NE 68521-1756
waite1220@aol.com
(402) 435-4142

Amy L. Ropers, CMA (AAMA)
816 S 334th St
Elmwood, NE 68349-3036
(402) 275-3314

Stacie J. Roth (AAMA)
606 252nd
Milford, NE 68405-8747
sroth@windstream.net
(402) 761-3068

Valerie Ruckman (AAMA)
P.O. Box 187
Murray, NE 68409
valerie.ruckman@vatterott-college.edu
(402) 235-3267

Rachel Sandall CMA (AAMA)
907 Road 15
York, NE 68467
rsndall04@hotmail.com
(402) 366-0969

Home**Office**

Rhonda R. Sanford, CMA (AAMA)
3100 N. 14th Suite 201
Lincoln, NE 68521
(402) 464-0673

Jennifer Ann Schott, CNA, CMA (AAMA)
520 S 38th St, Apt 20
Lincoln, NE 68510-1619
jenniferinnebraska@hotmail.com
(402) 742-6939

Christina Scott CMA (AAMA)
4049 D St
Lincoln, NE 68510
cscott@lmep.com
(402) 465-8492

Sara H. Semrad, CMA (AAMA)
PO Box 44
Weston, NE 68070-0044
(402) 443-2153

Beth Ann Sheridan, CMA (AAMA)
4517 Gladstone
Lincoln, NE 68504
(402) 470-3872

Andrea D. Shively, CMA (AAMA)
820 Garden St
Beatrice, NE 68310-3603
ashively@alltel.net
(402) 223-4549

Oksana Shvets, CMA (AAMA)
2601 So 58th, Apt 22
Lincoln, NE 68506-3519
(402) 483-6000

Tammy S. Siedband, CMA (AAMA)
3001 N 74th St
Lincoln, Ne 68507-2128
(402) 464-3441

Kim A. Smisek, CMA (AAMA) Holy Family Medical
2141 W Millstone Rd 4701 Normal Blvd
Lincoln, NE 68522-1166 Lincoln, NE 68506
lsmisek@gmail.com (402) 484-8383
(402) 476-1141

Laura E. Sowders, CMA (AAMA)
5610 M St.
Lincoln, NE 68510-2122
lesowders@yahoo.com
(402) 730-2228

Lisa Jean Spatz, CMA (AAMA)
2357 Burnham St
Lincoln, NE 68502-5608
bltspatz@yahoo.com
(402) 328-9528

Catherine Stanley, CMA (AAMA)
6100 Vine St. Apt. M70
Lincoln, NE 68505
medacat9@yahoo.com
(402) 477-8060

Home**Office**

Pam K. Stearley, CMA-A (AAMA)
4921 S 73rd St
Lincoln, NE 68516-4234
pharpo@windstream.net
(402) 488-1277

George J Wolcott, M.D.
5401 South St
Lincoln, NE 68506
(402) 476-2006

Joyce Steffensmeier, CMA (AAMA)
3318 28th St.
Columbus, NE 68601
jmsteff@megavision.com
(402) 563-2451

Elizabeth Stockard, CMA (Associate) (AAMA)
8284 Rockledge Rd. Apt. 423
Lincoln, NE 68506
lstockard@imep.com
(402) 483-4872

Ashley Stovall, CMA (AAMA)
515 Parkview
Eagle, NE 68347
MashStov@aol.com
(402) 328-3870

Janeen L. Sturtevant, CMA (AAMA)
14350 Paris St.
Waverly, NE 68462
(402) 432-0276

Michelle A. Sullivan, CMA (AAMA)
1246 N. 6th St.
Seward, NE 68434
mitcham15@yahoo.com
(402) 945-2335

Laura Ann Summers, CMA (AAMA)
1501 SW 25th St
Lincoln, NE 68522
lsummers@nuihc.com
(402) 742-5755

Nebraska Urban Indian
(402) 434-7177

Jennifer Thompson, CMA (AAMA)
P.O. Box 70
Panama, NE 68419
jthompson2126@yahoo.com
(402) 450-4087

Vicki Torres, CMA (AAMA)
2304 S. 8th St
Lincoln, NE 68502
(402) 438-2242

Dana N. Trotter (Associate)
6009 Robin Rd
Lincoln, NE 68516-2346
dtrotter@neb.rr.com
(402) 525-3265

Jeanna Renee Waller, CMA (AAMA)
5321 Sherman St
Lincoln, NE 68506-3461

Melissa Waltke-Hill, CMA (AAMA)
4825 Chiswick Dr.
Lincoln, NE 68516
(402) 499-2118

Home**Office**

Karen R. Webster, CMA (AAMA)
34816 O St
Avoca, NE 68307-2240
(402) 994-2765

Lori Weskamp, CMA (AAMA) Lincoln Dermatology
19310 Adams St 2756 O St
Lincoln, NE 68527 Lincoln, NE 68510
moolaw@windstream.net (402) 474-4497
(402) 781-2428

Carie Wilbur, CMA (AAMA)
514 W. Joel
Lincoln, NE 68521
cpwilbur@gmail.com
(402) 204-8122

Cassandra Winkler, CMA (AAMA)
920 Donnie Ln
Lincoln, NE 68522-1699
drandra78@hotmail.com
(402) 477-8172

Keri Wisnieski (Associate)
808 Werner Dr.
Norfolk, NE 68701
keriwiz@hotmail.com
(402) 841-8226

Kristi Wragge, CMA (AAMA)
8611 Delphinium Ln.
Lincoln, NE 68505
wragge7@hotmail.com
(402) 489-3834

Kathy Zabel (Associate) Southeast Community
8300 Bluff Rd College
Lincoln, NE 68517 8800 O St
kzabel5@yahoo.com Lincoln, NE 68520-1227
(402) 467-2843

**STUDENT MEMBERS OF THE
LINCOLN CHAPTER**

Jessica Anderson CMA (AAMA)
720 6th Ave.
Fairmont, NE 68354
jess_anderson@hotmail.com
(402) 759-4234

Katie Arnold
1819 Normandy Lane
Lincoln, NE 68512
brdr_grlx2@yahoo.com
(w) 402-416-9676

Brianne Bartels CMA (AAMA)
4610 Shirl Court
Lincoln, NE 68516
babybri40@yahoo.com
(402) 613-6114

Alecia Bentley CMA (AAMA)
922 Knox St.
Lincoln, NE 68521
alecia_bentley@yahoo.com

Home**Office**

Christina Bouman CMA (AAMA)
4300 N. 65th St. Apt. # 1
Lincoln, NE 68507
tgzcbouman@gmail.com

Ann Marie Britt CMA (AAMA)
1001 First St.
Tecumseh, NE 68450
a-reed@hotmail.com
(402) 335-3017

Lisa Bundy CMA (AAMA)
2800 Pub Court Apt. #6
Lincoln, NE 68516
lmbundy@msn.com
(402) 499-1667

Kahla Chrisman, CMA (AAMA)
2850 Brummond Dr.
Lincoln, NE 68516
kdchnsman@yahoo.com

Heather Devine, CMA (AAMA)
2041 East Morningside Rd. #204
Fremont, NE 68025
heatherdevine9@hotmail.com
(402) 753-1124

Marlys Dieken
3535 Vine St. Apt. C1
Lincoln, NE 68503
mdieken@aol.com
(402) 601-9272

Lindsay Dolezal, CMA (AAMA)
511 NW 8th St.
Lincoln, NE 68528
ldolezal@hotmail.com
(402) 434-3370

Ngoc Tram Duong, CMA (AAMA)
1936 Independence Ct.
Lincoln, NE 68521
tramduong23@yahoo.com
(402) 435-3310

Christine Eloge
5840 So. 52nd St.
Lincoln, NE 68516
celoge_2@msn.com
(402) 328-8257

Haley Farley, CMA (AAMA)
2000 Essex Rd.
Lincoln, NE 68512
laylah6119@hotmail.com
(402) 450-6166

Mary Finke, CMA (AAMA)
1601 SW 50th St.
Lincoln, NE 68522
mary.finke@pfizer.com
(402) 477-4489

Tanya Frey
3910 St. Paul Ave.
Lincoln, NE 68504
tfrey1@neb.rr.com
w- (402) 464-8211

Michelle Hardy, CMA (AAMA)
2606 Nottingham Ct.
Lincoln, NE 68512
michellehardy@yahoo.com
(402) 423-1382

Avery Hartung
1503 Superior St. Apt. 9
Lincoln, NE 68521
averyhartung@yahoo.com
(402) 540-1296

Deborah Hayek, CMA (AAMA)
200 North 5th
Ulysses, NE 68669
dhayek30@hotmail.com
(402) 643-0241

Kimberly Hayes
840 Pawnee St.
Osceola, NE 68651
kjhayes_65@yahoo.com
(402) 747-2074

Candice Hottovy
720 N. 68th St.
Lincoln, NE 68505
hottovy02@yahoo.com

Tiffany Huss, CMA (AAMA)
618 Parkview Ave.
Eagle, NE 68347
tiffanyhuss@yahoo.com
(402) 489-3200

Ranae Jensen, CMA (AAMA)
2823 Fletcher Ave. Apt. 51
Lincoln, NE 68504
elizabethfair23@yahoo.com
(308) 338-7183

Lyndsie Johnson
5440 Cleveland Ave. Apt 5
Lincoln, NE 68504
ljohnson28@hotmail.com

Kayla Knapp
4440 N. 7th St. # 104
Lincoln, NE 68521
kknapp_05@yahoo.com

Renee Kuehn-Steller
3924 Randolph St.
Lincoln, NE 68510-1655
rkuehn@rr.neb.com
(402) 440-3010

Amanda Kuhlman, CMA (AAMA)
7421 Leighton Ave.
Lincoln, NE 68507
mandyk2005@aol.com
(402) 466-3804

Natasha Kvasnicka
426 Chestnut St.
Hickman, NE 68372
N_Kvasnicka@msn.com
(402) 217-1255

Denise Landwehr, CMA (AAMA)
5929 Kearney Ave.
Lincoln, NE 68507
Kevinlandwehr@cs.com
(402) 464-4794

Yvonne Letsch
210 Willow St.
Panama, NE 68419
letsch@juno.com
(402) 788-2516

Heather Logan, CMA (AAMA)
237 S. 2nd St.
Seward, NE 68434
rip_koko@yahoo.com
(402) 6436493

Cynthia Lussier, CMA (AAMA)
3130 N. 9th St.
Lincoln, NE 68521
lussierfour@hotmail.com
(402) 742-0176

Michael Marsh, CMA (AAMA)
266 W. Rio Rd.
Lincoln, NE 68505
mcmprmdcm.1@netzero.com
(402) 474-5988

Ann Miller, CMA (AAMA)
1140 Garden Valley Rd.
Lincoln, NE 68521
mattiepoo@hotmail.com
(402) 261-6155

Kellie Miller, CMA (AAMA)
4943 N 32nd St. Apt. 1B
Lincoln, NE 68504
destiny2003@_us@hotmail.com
(402) 416-1921

Tara Miller, CMA (AAMA)
4131 N. 21st St.
Lincoln, NE 68521
swtthing24@yahoo.com
(402) 440-0672

KayCee Moss
950 Ash St.
Adams, NE 68301
twokmoss@hotmail.com
(402) 988-2163

Stacy Nolan, CMA (AAMA)
1807 SW 30th St.
Lincoln, NE 68522
stacnolan@hotmail.com
(402) 310-5207

Heather Owsley
14320 Castlewood St.
Waverly, NE 68462
heatherowsley@hotmail.com
(402) 430-5104

Thuy Pham
421 N 28th St.
Lincoln, NE 68503
t.pham03@yahoo.com
(402) 477-6660

Jennifer Polacek
513 N. 8th St.
Lincoln, NE 68505
jen-jenm04@hotmail.com

Janel Putz, CMA (AAMA)
2490 Forest Ave.
Crete, NE 68333
janel_putz@yahoo.com
(402) 826-3713

Jennifer Rikli, CMA (AAMA)
7606 Willard Ave.
Lincoln, NE 68507
jenniferrikli@yahoo.com
(402) 466-2924

Corina Reed
1915 Des Moines St.
Des Moines, IA 50316
corinneann21@yahoo.com
(402) 414-0462

Deb Rogers-Early
2430 N. 79th St.
Lincoln, NE 68507
deb_early@yahoo.com
(402) 466-9166

Tyanne Rohde CMA (AAMA)
11905 SW 72nd
Martell, NE 68404
(402) 797-5306

Melissa Rowe CMA (AAMA)
616 S. 10th St.
York, NE 68467
m_rowe19@hotmail.com
(402) 362-1979

Leah Ruhsam CMA (AAMA)
9800 Breagan Rd.
Lincoln, NE 68526
lee_Lee1107@yahoo.com
420-7019

Robert Schwarz, CMA (AAMA)
7140 Stony Ridge Rd.
Lincoln, NE 68507
robert1958@inebraska.com
(402) 477-4513

Tiffany Shunkwiler
1932 Connor St.
Lincoln, NE 68505
tifshunk4@hotmail.com

Tracy Smith
1160 Kolterman Ave. Apt # 14
Seward, NE 68434
tracylsmith@alltel.net
(402) 643-9748

Breanna Thomsen, CMA (AAMA)
2035 Hardy Rd.
Saint Paul, NE 68873
breannathomsen@hotmail.com
(308) 754-4789

Pamela VanHoosen, CMA (AAMA)
1644 W. Arlington St.
Lincoln, NE 68522
(402) 477-8864

Staci Velazquez
5649 S. 31st St. Apt. #10
Lincoln, NE 68516
stacischlegel@hotmail.com

Rayna Wallace
3414 N. 60th St.
Lincoln, NE 68507
brayna99@hotmail.com
(402) 465-0172

Carol Walter, CMA (AAMA)
1319 Court St.
Beatrice, NE 68310
cari_ane1973@yahoo.com
(402) 239-5350

Emily Weatherfield, CMA (AAMA)
1006 Ash Cr.
Eagle, NE 68347
emilyweatherfield@hotmail.com
(402) 781-2260

Deborah Webb
5942 Adams St
Lincoln, NE 68507-2228
debwebb_67@hotmail.com
402) 435-6253

Jennifer Winterbauer, CMA (AAMA)
1555 W. Garfield Cr.
Lincoln, NE 68522
jfwinterbauer@hotmail.com
(402) 476-4913

If there are any names, address, e-mails, or work addresses incorrect or anything that needs to be added please e-mail Jeanette Goodwin BSN, CMA (AAMA) at jgoodwin@southeast.edu for corrections of the LCMA.

NORFOLK CHAPTER



Norfolk Officers

2008 - 2009 CHAPTER OFFICERS AND COMMITTEES

President.....Lori Kounovsky, CMA (AAMA)
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2008 - 2009 PHYSICIAN ADVISORS

John Mazour, MD
Boone County Medical Clinic
1019 S. 8th St.
Albion, NE 68620
Phone: 402-395-5013

Anthony Kusek, MD
Boone County Medical Clinic
1019 S. 8th St.
Albion, NE 68620
Phone: 402-395-5013

Norfolk Chapter meets once a year at the Nebraska Society of Medical Assistants State Convention where election of officers is done with a short business meeting.

MEMBERS OF THE NORFOLK CHAPTER

<i>Home</i>	<i>Office</i>	<i>Home</i>	<i>Office</i>
Robin Edwards, CMA (AAMA) 210 Needham Street Winside, NE 68790-5098		Tamara J. Omer, CMA (AAMA) 416 Verges Ave. Norfolk, NE 68701-4025 402-371-8369 joto19793@hotmail.com	Norfolk Medical Group 301 N. 27th Street Norfolk, NE 68702 402-844-8000
Linda C. Formanek, CMA (AAMA) 45479 State Highway 91 Lindsay, NE 68644-5023 402-428-3365 ljforma@megavision.com	Newman Grove Medical Clinic PO Box 400 Newman Grove, NE 68758 402-447-6215	Melissa Smolek, CMA (AAMA) 1100 S. 6th Norfolk, NE 68701 402-750-0329 missylynn80@hotmail.com	Women's Health of Northeast Nebraska 2504 Benjamin Ave. Norfolk, NE 68701 402-379-9999
Deborah L. Gross, CMA (AAMA), RT (R) (M) 1028 Emerald Dr. Wayne, NE 68787 402-375-4245 debbyg@huntel.net	Providence Medical Center 1200 Providence Road Wayne, NE 68787 402-375-7950	Connie S. Pelster, CMA (AAMA) 83946 516 Ave Elgin NE, 68636-3287 402-843-2321 cpelster@gpcom.net	
Lori D. Kounovsky, CMA (AAMA) PO Box 644 Plainview, NE 68769 402-582-4506 ldkounovskycma@yahoo.com	Plainview Area Health System PO Box 490 Plainview, NE 68769 402-582-3434 FAX 402-582-4667	Clarissa Stuhr, CMA (AAMA) 1125 State Highway 14 Petersburg, NE 68652-5409 402-386-5819 rissatin@hotmail.com	
Lori J. Lee, CMA (AAMA) 1555 310th Ave Albion, NE 68620-5895 402-386-5608	Boone County Health Clinic 1019 S. 8th Street Albion, NE 68620 402-395-5013		



Norfolk Members Sttending State Conference

OMAHA CHAPTER



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2008 - 2009 CHAPTER OFFICERS

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 Vice President.....Linda Allensworth, CMA (AAMA), CPC
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 TreasurerAndrea Tiarks, CMA (AAMA)
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 EditorialTracy Bednar, CMA (AAMA), LRT
 Hospitality.....Tracy Bednar, CMA (AAMA), LRT
 Membership Jeannine Nagel, BSHCM, CMA (AAMA)
 Nominating.....Mary Chadwell, CMA (AAMA)
 Public AffairsLaura Blankenship, RN, CMA-C (AAMA)

2008 - 2009 PHYSICIAN ADVISORS

Barry Ford, MD
 2255 S 132 Street
 Omaha, NE 68144
 402-717-3390

William Ostdiek, MD
 2255 S 132 Street
 Omaha, NE 68144
 402-717-3390

Austin Rivett, DO
 2255 S 132 Street
 Omaha, NE 68144
 402-717-3390

Educational Sessions are the 3rd Tuesday of the Month: Sept., Nov., Jan., and March and the Business meetings are Aug., Oct., Dec., Feb., and April.

MEMBERS OF THE OMAHA CHAPTER

<i>Home</i>	<i>Office</i>	<i>Home</i>	<i>Office</i>
Linda Allensworth CMA (AAMA), CPC P.O. Box 283 Carson, IA 51525-0283 (712) 484-3446 (h/w/fax) callensw@frontiernet.net	Methodist Physicians Clinic 8601 W. Dodge Rd. #220 Omaha, NE 68114 (402) 354-5610	Laura J. Blankenship, RN, CMA-C (AAMA) 25125 Windy Bluff Lane Arlington, NE 68002-5174 (402) 478-5684	American Cancer Society Public-Professional Education Srvcs.- Washington Cty Unit Blair, NE
Renee D. Asbury CMA (AAMA) 2516 Rose Lane Road Bellevue, NE 68147-1935 (402) 734-0331	UNMC Physicians 989500 Nebraska Medical Center Omaha, NE 68198	Catherine E. Bles CMA (AAMA) 9115 Charles Street Omaha, NE 68114-2222 (402) 397-3181	Gamini Soori, M.D. 7710 Mercy Road Omaha, NE 68124 (402) 393-5012
Shelley Renee Bailes CMA (AAMA) 6033 Woolworth Ave. Omaha, NE 68106-1565 (402) 551-7776	Currently not employed in the field	Melissa Sue Boogerd CMA (AAMA) 908 Woodland Ave. Papillion, NE 68046 (402) 504-3962 msboogerd@aol.com	
Tina M. Bassett 8514 S 100 Street La Vista, NE 68128-3072 (402) 690-6419 Tbassett@alegent.org		Mary (Jody) Botsch BAE, CMA (AAMA) Substitute teacher 13433 Olive Street Omaha, NE 68138-6186 (402) 895-7124 Mjody3b@yahoo.com	
Janice Bechtold CMA (AAMA) PO Box 233 Cedar Bluffs, NE 68015-0233 (402) 628-8186 cbechtold@alltel.net	West Accent Management 7171 Mercy Road Omaha, NE 68106 (402) 384-5124	Evelyn Brester CMA (AAMA) 1680 N. "C" Street Fremont, NE 68025-3463 (402) 616-9316 cgirlnrockies1998@yahoo.com	Alegent Health Clinic 1130 N. 204th Ave. Elkhorn, NE 68022 (402) 289-3377
Dannette Beckwith CMA (AAMA) 2863 Young Street Omaha, NE 68112-2446 (402) 451-1074 rose34me2003@yahoo.com		Cari Rae Brownfield 3428 S 126 Ave. Omaha, NE 68144-4153 (402) 991-3671 mamacari77@yahoo.com	
Tracy Jo Bednar LRT, CMA (AAMA) 24740 West Dodge Road Waterloo, NE 68069-4648 (402) 779-4024 jamietracybednar@msn.com	Alegent Health - Gretna 102 W. Hwy. 370 Gretna, NE 68028 (402) 332-2772	Cheri Diane Buglewicz CMA (AAMA) 2318 S. 31st Street Omaha, NE 68105-3104 (402) 932-8130 cheribug@hotmail.com	
Diana Beins CMA (AAMA) 2920 Furnas Street Ashland, NE 68003-1013 (402) 944-6076 kabddbeubs@yahoo.com		Miriam L. Bybee CMA (AAMA) 17467 J Street Omaha, NE 68135-2696 (402) 891-0561 Wbybec@tconl.com	Lakeside Hills Family Medicine 16906 Lakeside Hills Ct. #300 Omaha, NE 68130 (402) 758-5428
Dawn Michelle Belew 7337 Dodge Street Omaha, NE 68114 (402) 884-5770	Foot & Ankle Center of Nebraska 7337 Dodge Street Omaha, NE 68114 (402) 391-7575	Angela Callaghan CMA (AAMA) 4672 Mayberry Street Omaha, NE 68106-2024 (402) 991-440	
Carol Jean Bera, CMA (AAMA) 14513 S 83 Street Bellevue, NE 68123-4718 (402) 293-8054 jccamolloy@yahoo.com		Jean Casale CMA (AAMA) 12603 N. 178th Circle Bennington, NE 68007-5706 (402) 359-1838 casalej@creighton.edu	Creighton University Dept. of Allergy & Immunology 601 N. 30th St., Suite 3M-100 Omaha, NE 68131 (402) 280-3427

Home

Trisha Cech CMA (AAMA)
3635 Mormon Cir
Omaha, NE 68112-2040
(402) 850-1903
luvsdiphndives@yahoo.com

Trisha Cerone CMA (AAMA)
7058 Charles Street
Omaha, NE 68132-1046
(402) 505-8479
hrd102star@cox.net

Mary L. Chadwell CMA (AAMA)
7629 Bedford Ave.
Omaha, NE 68134-5041
(402) 991-8435
cma_mari@yahoo.com

Janice Chase-Nelson EMT, CMA (AAMA)
2550 N. Ridge Road Drive
Fremont, NE 68025-6611
(402) 727-9411
Mustang1965sally@hotmail.com

Ashlii Christianson CMA (AAMA)
14746 Sprague
Omaha, NE 68116
(402) 430-9155
craignash@cox.net

Anita R. Clary CMA (AAMA) Alegent Health Family
908 Court Street Care Clinic
Fort Calhoun, NE 68023 8613 N. 30th Street
(402) 468-9958 Omaha, NE 68112
(402) 453-9900

Anita M. Davis CMA (AAMA) UNMC Family Medicine
PO Box 425 989350 UNMC
Glenwood, IA 51534- Omaha, NE 68198-9350
(712) 527-4410 (402) 559-7200
adavism@unmc.edu

Lori Dawson CMA (AAMA)
15060 Meredith Ave.
Omaha, NE 68116-1458
(402) 933-9992
lori_a_dawson@hotmail.com

Michael Decker Vaterott College
3858 Chicago Street 11818 I Street
Omaha, NE 68131 Omaha, NE 68137
(402) 553-2862 (402) 891-9411
mdecker@vaterott-college.edu

Tash Delts CMA (AAMA)
7408 Cedar Street Apt 301
Omaha, NE 68124-2321
(402) 398-3361

Lisa M. DeWeese LRT, CMA (AAMA) Family Medicine
237 Hackberry Drive Associates
Gretna, NE 68028-4429 14214 U Street
(402) 332-0209 Omaha, NE 68137
leasza@hotmail.com (402) 896-1242

Office**Home**

Sandra K. Duckert BAT, CMA
4911 N. 129th Ave.
Omaha, NE 68164-1713
(402) 431-9425
Stamp-happy@cox.net

Pamela Jo Dyer CMA (AAMA)
6049 Holmes Street
Omaha, NE 68117
(402) 731-3677
dyersvill@cox.net

Katrina Eggers LRT, CMA (AAMA)
915 County Rd. S
Fremont, NE 68025-7928
(402) 721-4971
katieeggers@microlnk.com

Allison Eickhoff
11102 Mary Street
Omaha, NE 68152
(402) 592-3327

Susan H. Engel CMA (AAMA)
2665 County Rd 11
Fremont, NE 68025-7915
(402) 721-0268

Kathryn E. Flemings CMA (AAMA)
Bellevue, NE 68123-3223
(402) 293-9339
kathy_flemings@yahoo.com

Lisa C. Fowler CMA (AAMA)
8312 Cedar Island Rd
Bellevue, NE 68147-2302
(402) 515-0924
aredordez09@cox.net

Marcia K. Franklin RN, MSN
10895 Polk Street
Omaha, NE 68137-4700
(402) 339-8626
Marcia.franklin@methodistcollege.edu

Janis M. Frederick CMA (AAMA)
7217 N. 74th Street
Omaha, NE 68122-1778
(402) 932-8561
jfrederick@heartconsultantspc.com

Margaret Ann Gakemeier CMA (AAMA)
160 N. 8th Street
Springfield, NE 68059-5705
(402) 253-2136

Kristin L. Gargano BS, RRT
3330 N. 76th Street
Omaha, NE 68134-1278
(402) 571-6343
kgargano@kaplan.edu

Office

Creighton Fam.
Healthcare-Eagle Run
13110 Birch Ave. #152
Omaha, NE 68164
(402) 496-7711

Alegent Health-L St.
Clinic
5014 L St.
Omaha, NE 68117
(402) 733-4433

Fremont Eye Associates
2827 N. Clarkson Street
Fremont, NE 68025
(402) 721-7222

Milo V. Anderson, M.D.
350 W. 23rd – “D”
Fremont, NE 68025
(402) 721-8800

Creighton-GI Clinic
13003 S. 29th Ave.
601 N. 30th Street #5730
Omaha, NE 68131
(402) 449-4692

Alegent - Women's
Healthcare Clinic
6751 N. 72nd St #204
Omaha, NE 68122
(402) 572-3790

Methodist College
720 N. 87th Street
Omaha, NE 68114
(402) 354-6547

Heart Consultants, PC
6901 N. 72nd Street,
3300
Omaha, NE 68122
(402) 572-3319

Alegent - First Health
Physicians
1414 S. Washington
Papillion, NE 68046
(402) 827-4962

Kaplan College – Omaha
Campus
3350 N. 90th Street
Omaha, NE 68134
(402) 572-8500

Home

Jennifer Lynn Grefe CMA (AAMA)

23938 County Road 26
Arlington, NE 68002-5045
(402) 478-4585
jenniergrefe@aol.comAnthony L. Gross
4265 N. 142nd Ave.
Omaha, NE 68164-5046
(402) 498-3667Valerie M. Guinn
5322 Read Street
Omaha, NE 68152
(402) 706-0676Susan Gunia CMA (AAMA)
14922 Olive Street
Omaha, NE 68138-6919
(402)895-7952
soozinkec@hotmail.comAlicia Lynn Harlow CMA (AAMA)
608 2nd Street
Waterloo, NE 68069-2024
(402) 779-2601
aharlow1234@yahoo.comLisa L. Hatch CMA (AAMA)
1514 Applewood Drive
Papillion, NE 68133-2518
(402) 991-5708
lhatch@hamiltonia.edu

Bethany Lynn Heywood CMA (AAMA)

830 N Grant Street
Fremont, NE 68025-4311
(402) 720-9466
heywoodbeth@yahoo.comSusan Holstein CMA (AAMA)
7456 Windhill Lane
Blair, NE 68008-6358
(402) 426-5258Jeri Holt CMA (AAMA)
2031 N. Union Street
Fremont, NE 68025-3045
(402) 753-8256Lucy A. Hruska CMA (AAMA)
4924 N. 104th Street
Omaha, NE 68134-2402
(402) 445-9062
gmhruska@cox.net**Office**Monty Sellon, M.D.
410 E. 22nd Street
Fremont, NE 68025
(402) 721-0090Midwest Accounting &
Tax
11629 Pacific Street
Omaha, NE 68154
(402) 334-2888Braddock Finnegan
Dermatology
2808 S. 80th Ave.
Omaha, NE 68124
(402) 390-0333Lakeside Hills Family
Medicine
16906 Lakeside Hills Ct.
#300
Omaha, NE 68130
(402) 754-5423Hamilton College –
Council Bluffs
1751 Madison Ave. #750
Council Bluffs, IA 51503
(712) 328-4212Lakeside Hills Family
Medicine
16906 Lakeside Hills Ct.
#300
Omaha, NE 68130
(402) 754-5406Alegent Health Family
Care
718 S. 19th Street
Blair, NE 68008
(402) 426-5171Heartland Orthopedic &
Sports Med
2740 N. Clarkson
Fremont, NE 68028
(402) 721-0090Creighton Family
Healthcare-South
4628 S. 25th Street
Omaha, NE 68107
(402) 449-5750**Home**

Carolyn M. Hutt CPC CCS-P, CMA (AAMA)

802 Oak Park Drive, PO Box 486
Sidney, IA 51652-0324
(712) 313-0373
Carolyn_hutt2005@yahoo.com

Julia Jacobus CMA (AAMA)

830 Gayle Street
Papillion, NE 68046-2955
(402) 339-6544
Juliafjac@junio.com

Deanna Jeter CMA (AAMA)

1514 N. 211th Street
Elkhorn, NE 68022-4665
(402) 289-4572
deedeejeter@cox.net

Colleen M. Johnson

2006 Diane Street
Papillion, NE 68046
(402) 884-7573
cjohnson@nebraskamed.com

Rebecca M. Jordan CMA (AAMA)

9304 S. 27th Ave.
Bellevue, NE 68147-84
No phone listed
rblazel@yahoo.com

Teresa L. Julch CMA (AAMA)

16571 Birch Ave
Papillion, NE 68136-3144
(402) 778-1110
teresajulch@cox.net

Karen Kahnk CMA (AAMA)

16901 Karen Street
Omaha, NE 68135-2630
(402) 884-9866
likahnk@cox.net

Janice Lynn Kalkowski CMA (AAMA)

12961 Grand Ave.
Omaha, NE 68164-1727
(402) 496-0268

Theresa Keeshan CMA (AAMA)

5505 A Street
Omaha, NE 68106
(402) 502-2518

Michelle Kelly CMA (AAMA)

2504 Lillian Street
Bellevue, NE 68147
(402) 731-2276
michelle.kelly@cox.net**Office**US Oncology
802 Oak Park Drive
Sidney, IA 51652-0324
(712) 374-2160
(402) 238-8763 (cell)
Carolyn.hutt@
usoncology.comAlegent Lakeside Hills
16909 Lakeside Hills
Plaza
Omaha, NE 68130
(402) 758-5400NHS - Clarkson Hospital
4329 Farnam Street
Omaha, NE 68131
(402) 552-2311Dermatology Surgery
Center
7804 Chicago Plaza
Omaha, NE 68114
(402) 502-1552Milo Anderson, M.D.
350 W. 23rd Street
Fremont, NE 68025
(402) 721-8800Patricia Murdock-
Langan, M.D.
16909 Lakeside Hills
Court
Omaha, NE 68130
(402) 758-5114Oncology/Hematology
West
7710 Mercy Road
Suite 100
Omaha, NE 68124
(402) 393-3110The Asthma & Allergy
Center
401 E. Gold Coast Rd.
#326
Papillion, NE 68046
(402) 592-2055

Home

Melvia Yvette King CMA (AAMA)

2317 Hogantown Drive
Bellevue, NE 68123
(402) 291-4957
Msaquarius57@cox.net

Terrie A. King CMA (AAMA)

3114 Ave. I
Council Bluffs, IA 51503-4913
(712) 322-2674
Terriek1@hotmail.com

Amy R. Knott CMA (AAMA)

9224 Bery St
Omaha, NE 68127-3525
(402) 551-9598
aknott@cox.net

Elizabeth J. Knutzen CMA

11405 Kansas Circle
Omaha, NE 68164
(402) 493-5439
jodyk27@cox.net

Sarah Krueger CMA (AAMA)

15937 W. Dodge Road #1C
Omaha, NE 68118
(402) 659-6636

Luella Sue Lambert CMA (AAMA)

758 S 16 Street Apt 361
Blair, NE 68008-0231
(402) 620-0020

Terry Sue Larsen CMA (AAMA)

4911 NW Radial Hwy
Omaha, NE 68104-4425
(402) 551-8554
tslarsen@radiks.net

Rhonda Laughlin NCPT, CMA (AAMA)

4912 Dumfries Drive
Omaha, NE 68157
(402) 733-2726
MRL5923@cox.net

Jessica C. Lawrence CMA (AAMA)

6943 Bedford Ave
Omaha, NE 68104
(402) 393-1521
diegocargerfan@aol.com

Dawn Michelle Liberty CMA (AAMA)

13405 S. 38th Circle
Bellevue, NE 68123-6201
(402) 293-6786
dmliberty@unmc.edu**Office**Healthwest - Internal
Medicine
16120 W. Dodge Road
Omaha, NE 68118
(402) 354-0550Physicians Clinic -
Cogley
1 Edmundson Place
Council Bluffs, IA 51503
(712) 396-4138
(712) 396-4217 (fax)Midwest Dermatology
Clinic
4242 Farnam #360
Omaha, NE 68131
(402) 552-2555PC Internal Medicine
Healthwest
16102 W. Dodge Rd.
Omaha, NE 68118
(402) 354-0550Lakeside Health Park
16909 Lakeside Hills
Court #300
Omaha, NE 68130
(402) 758-5410UNMA Physicians -
Summit Plaza
3604 Summit Plaza Drive
Bellevue, NE 68123
(402) 595-2275**Home**

Jennifer Limpp CMA (AAMA)

22792 Old Lincoln Hwy.
Crescent, IA 51526-4112
(712) 256-1903
crazie304@hotmail.com

Mary Lou Lingerfelt CMA (AAMA)

12330 B Street
Omaha, NE 68144-4139
(402) 333-9249
wgmin73@cox.net

Ann T. Little CMA (AAMA)

8223 Grand Ave.
Omaha, NE 68025-5426
(402) 721-7781
rimoyer22@aol.com

Tracy Marie Locarni CMA (AAMA)

1827 N 123 Street
Omaha, NE 68154-1372
(402) 505-9854
trace022@cor.net

Amy Logeman CMA (AAMA)

PO Box 303 206 E. Main
Cedar Bluffs, NE 68015-0303
(402) 628-8245

Susan J. Luce LRT, CMA (AAMA)

2805 S. 38th Ave.
Omaha, NE 68105-3452
(402) 551-9293
isluce1@yahoo.com

Jennifer Lukowski CMA (AAMA)

3709 U Street
Omaha, NE 68107-3237
No phone listed

Linda Kay Lynch CMA (AAMA)

3152 Hills Farm Rd.
Fremont, NE 68025-8628
(402) 727-6083

Christine M. Mangiamelli CMA (AAMA)

5717 S. 113th Street
Omaha, NE 68137-3604
(402) 592-3872
cmangiamelli@unmc.edu

Ron D. Maly

1146 H Hackberry Street
Wahoo, NE 68066
(402) 443-1508
dm92316@windstream.net

Dona Marotta BS, CMA (AAMA)

8931 Read Street
Omaha, NE 68164
(402) 614-4321
dona.Marotta@alegent.org**Office**Physician Clinic - Cogley
1 Edmundson Place
Council Bluffs, IA 51503
(712) 396-4138
(712) 396-4217 (fax)Alegent - Women's
Health Care
2808 S. 80th Ave.
Omaha, NE 68124
(402) 391-3870Midwest ENT Clinic
4242 Farnam
Suite 150 N.T.
Omaha, NE 68131
(402) 552-3222Thomas McKnight, M.D.
350 W. 23rd Street
Suite A
Fremont, NE 68025
(402) 721-7077Elvira Rios, M.D.
17021 Lakeside Hills Plz.
Omaha, NE 68130
(402) 333-0300Virgil Ottun, M.D.
350 West 23rd Street
Fremont, NE 68025
(402) 721-2444UNMC / Pediatric Clinic
600 S. 42nd Street
Omaha, NE 68198
(402) 559-6898Kaplan University -
Council Buff Campus
1751 Madison Ave
Council Bluff, IA 51503
(712) 328-4212Alegent Health - MA
Program
Education HR Main
Office
810 N 96 St., Suite 200
Omaha, NE 68114
(402) 717-1940

Home

Susan E. Marx CMA(AAMA)
13617 Atwood Ave
Omaha, NE 68144-3581
(402) 758-0023
smarx@nebraskamed.com

Gerilyn L. Matthies CMA (AAMA)

15005 Buffalo Road
Springfield, NE 68059-4905
(402) 253-8428

Marilyn A. McCarville CMA (AAMA)

7105 LaVista Drive
La Vista, NE 68128-2097
(402) 933-6851
hannah68005@yahoo.com

Ruth A. McCary, CMA(AAMA)

11007 N. Lakeshore Drive
Blair, NE 68008-6253
(402) 426-1994
rmccary@hotmail.com

Alana J. McCrillis, CMA (AAMA)

10007 Crystal Lake Drive
Blair, NE 68008-7573
(402) 533-8201

Barbara L. McMullen

4115 N. 55th Ave.
Omaha, NE 68104-2825
(402) 453-1574

Christy Menendez

1191 Jake Cir
Papillion, NE 68133-2745
402-669-2392
Monarch_cheer2001@yahoo.com

Joanne Milos CMA (AAMA)

1510 Madison Street
Bellevue, NE 68005
(402) 292-1951
jmilos@unmc.edu

Emilia Veronica Moore CMA (AAMA)

13302 S. 32nd Circle
Bellevue, NE 68123-2367
(402) 614-0085
camlill@mail.com

Pamela Sue Morgan CMA (AAMA)

9305 Manderson Cir
Omaha, NE 68134
(402) 333-5960
pmorgan@hoomaha.com

Tamara Morpew CMA (AAMA)

P.O. Box 63
Oakland, NE 68045-0063
Rm00620@alltel.net

Office

UNMC / Cancer Center
600 S. 42nd Street
Omaha, NE 68198
(402) 559-8028

Midwest Allergy &
Asthma Clinic
8552 Cass Street
Omaha, NE 68114
(402) 397-7400

Mark Frey, M.D.
1413 S. Washington St.
#240
Papillion, NE 68046
(402) 932-1999

UMA - Internal Medicine

600 S. 42nd Street
Omaha, NE 68198
(402) 559-6241

MCH Blair Clinic
812 N. 22nd Street
Blair, NE 68008
(402) 426-4611

LIFE MEMBER /
RETIRED

UNMC Physicians
3604 Summit Pl. Drive
Bellevue, NE 68123
(402) 595-2275

First Health P.C.-
Papillion
1414 S. Washington
Street
Papillion, NE 68046
(402) 827-4900

Kaplan University -
Omaha Campus
3350 N. 90th Street
Omaha, NE 68134
(402) 572-8500

Home

Robin Moyer CMA (AAMA)
1956 E. 3rd Street
Fremont, NE 68025-5705
(402) 721-7781

Jeannine L. Nagel BS, CMA (AAMA)

6311 Pinkney Street
Omaha, NE 68104-3332
(402) 558-5234
JeannineNagel@msn.com

Krista Lynn Nelson CMA (AAMA)

12241 Crawford Circle
Omaha, NE 68144-1405
(402) 691-8154

LaChryle Nisby-Gardner CMA (AAMA)

3148 Whiteman Drive
Bellevue, NE 68123
(402) 691-8152

Jennifer Norwood CMA (AAMA)

14924 Manderson Plaza Apt.203
Omaha, NE 68118
(402) 932-4115
Tigger6797@aol.com

Cynthia Oquendo LRT, CMA (AAMA)

6794 Emmet Street
Omaha, NE 68104
(402) 558-6944

Norma J. Parker CMA (AAMA) RETIRED

2316 N. 152nd Street
Omaha, NE 68116
(402) 491-3272

Donna M. Pearson CMA (AAMA)

517 S. Vine Street
P.O. Box 251
Mead, NE 68041-3034
(402) 624-6855
donnapearson@alltel.net

Leigh A. Perez CMA (AAMA)

921 N. 168th Ave.
Omaha, NE 68118-9309
(402) 289-3472
vieja799@aol.com

Jamie Marie Peters CMA (AAMA)

2617 N. 97th Ave.
Omaha, NE 68134-5305
(402) 212-1711
petersj@bostown.org

Lisa M. Peterson CMA (AAMA)

11701 Bauman Ave.
Omaha, NE 68164-6844
(402) 659-2404
lisakonz2002@yahoo.com

Office

Prairie Fields Family
Medical Clinic
350 W. 23rd Street
Fremont, NE 68025
(402) 721-7077

Alegenet Health - MA
Program
Education - HR Main
Office
810 N 96 St., Suite 200
(402) 717-1942
Omaha, NE 68114

Alegent Health - L. St.
Clinic
5014 L Street
Omaha, NE 68118
(402) 733-4433

(402) 445-2675 (FAX)

Health West -
Rheumatology
16102 W. Dodge Road
Omaha, NE 68118
(402) 354-0960

Boystown - Pediatric
Clinic
555 N. 30th
Omaha, NE 68131
(402) 498-6677

Home**Office**

Debra A. Povondra CMA (AAMA)
 Currently not employed
 20503 Meadow Oak Drive
 Springfield, NE 68059
 (402) 253-8173
 DebPovondra@hotmail.com

Deborah C. Price CMA (AAMA) Lakeside Internal
 21736 Ridge Circle Medicine
 Elkhorn, NE 68022 16909 Lakeside Hills
 (402) 289-1140 Court #300
 dpricebb@aol.com Omaha, NE 68130
 (402) 758-5067

Julie Michele Price CMA (AAMA)
 P.O. Box 460853 Alegent Health – Imm.
 Papillion, NE 68046-0853 Care
 (402) 504-4640 9717 Q Street
 pricejm98@aol.com Omaha, NE 68127
 (402) 354-7512

Shandra M. Rathman, CMA(AAMA)
 446 W. Sherman Street Primary Care Physicians
 Papillion, NE 68046-2556 12728 Augusta Ave.
 (402) 933-4194 Omaha, NE 68144
 invdrwmnm@cox.net (402) 330-1410

Sarah Ann Reimer, CMA (AAMA)
 8461 Baker St
 Omaha, NE 68122
 (402) 490-4459
 grummert23@ahoo.com

Glenette Robinson BS CMA(AAMA)
 5726 Fort Street Alegent Family Care
 Omaha, NE 68104-1742 Clinic - Benson
 (402) 932-1485 12734 N. 61st Street
 glenetterae@yahoo.com Omaha, NE 68104
 (402) 553-0222

Melissa M. Romsa CMA (AAMA)
 405 Elk Ridge Dr
 Papillion, NE 68046-4370
 (402) 331-7160
 romsa@cox.net

Joan K. Roragen CMA (AAMA)
 12014 Quail Dr
 Bellevue, NE 68123
 (402) 291-6486

Stephanie K. Rutledge CMA (AAMA)
 11902 S. 34th Street UNMC– ENT/Allergy
 Bellevue, NE 68123-1312 Clinic
 (402) 291-7893 600 S. 42nd Street
 twinsgranma@cox.net Omaha, NE 68198
 (402) 559-5208

Jeanna Samson CMA (AAMA)
 9218 Larimore Ave
 Omaha, NE 68134
 (402)572-8165

Home**Office**

Cheryl Lynn Schenk CMA (AAMA)
 9324 Tomahawk Blvd. Not employed in medical
 Omaha, NE 68134-2759 field
 (402) 571-1721
 CherylInn0421@cox.net

Marijo Schneiderwind CMA (AAMA)
 4954 Greene Ave. Britt Thedinger, M.D.
 Omaha, NE 68157-2923 8005 Farnam Street #206
 (402) 733-4044 Omaha, NE 68114
 sjmj_515@yahoo.com (402) 933-3277

Cara Schroeter CMA (AAMA) Womens Health Care
 17169 manderson Street Mid-Town
 402-741-0752 Omaha, NE 68116-3132
 cshroeter@alegent.org

Christina Shotkoski DJM
 1753 S. 27th Street 11704 W. Center Road
 Omaha, NE 68105-2623 Omaha, NE 68144
 (402) 341-6883 (402) 334-3377

Rebecca Spaulding CMA (AAMA)
 7920 State Street Does not want info listed
 Ralston, NE 68127-3227
 (402) 597-3257
 ttfns@yahoo.com

Diane M. Stanley CMA (AAMA) Oncology/Hematology
 1127 Parc Drive West
 Papillion, NE 68046-2969 611 Fenwick Drive
 (402) 597-6469 Papillion, NE 68046
 dstan1@cox.net (402) 593-3141

William S. Sudol CMA (AAMA) Allergy, Asthma &
 3714 Leawood Drive Immunology Assoc., PC
 Omaha, NE 68123-2819 2808 S. 80th Ave.,
 (402) 292-6407 Suite 210
 wsudol@aia. Omaha, NE 68124
 omhcoxmail.com (402) 391-1800

Tiffany R. Swallow Braddock Finnegan
 1722 N. 111th Street Dermatology
 Omaha, NE 68154 2808 S. 80th Street #230
 (402) 515-4777 Omaha, NE 68124
 (402) 390-0333

Stacey L. Tabor CMA (AAMA)
 7436 E. Military Ave.
 Fremont, NE 68025-5182
 (402) 721-9462

Sheri Thilking CMA (AAMA)
 6621 N 115 Street
 Omaha, NE 68164-6870
 (402) 445-4289
 momlurvshorses@msn.com

Andrea Tiarks CMA (AAMA) Colon & Rectal Surgery,
 617 Arnold Ave. Inc.
 Council Bluffs, IA 51503-5150 9850 Nicholas Street #100
 (712) 325-1669 Omaha, NE 68114
 andy4461@aol.com (402) 343-1122

Home**Office****Home****Office**

Pamela D. Trapp CMA (AAMA)
8404 S. 49th Terr:
La Vista, NE 68157-2570
(402) 738-1535

UMA Associates
2102 Harvell Circle
Bellevue, NE 68005
(402) 595-1342

Janet Ueding LRT CMA (AAMA)
909 L Street
Tekamah, NE 68061
(402) 808-4190

Alegent Health - Arbor
Family Care
2255 S. 132nd Street
Omaha, NE 68144
(402) 717-3390

Carol J. Uhe CMA (AAMA)
3520 Waverly Road
Murray, NE 68409
(402) 235-3456

Midwest GI Associates
PC
4242 Farnam Suite 490
Omaha, NE 68131
(402) 504-3880

Alison Vacanti CMA (AAMA)
3334 S. 56th Street
Omaha, NE 68106
(402) 558-4366
vancanitia@yahoo.com

Midwest GI Associates
PC
4242 Farnam Suite 490
Omaha, NE 68131
(402) 504-3880

Madel Villanueva, AOS, AMA, CMA (AAMA)
1401 Hickory Street
Omaha, NE 68108-3521
(402) 884-5664
madelv@cox.net

Donna Jo Wallen CMA (AAMA)
1707 N 175 Ct
Omaha, NE 68118-6022
(402) 630-0323

Walgreens Pharmacy
171st & Center
Omaha, NE 68130
(402) 697-9393

Wendy Sue Zaloudek CMA (AAMA)
3355 S. 137th Street
Omaha, NE 68144-3520
(402) 333-6626

Sports Medicine
Healthwest
16120 W. Dodge Rd.
Omaha, NE 68118
(402) 354-0707

Wendy Y. Zamora CMA (AAMA)
4112 S 23 Street
Omaha, NE 68107
(402) 738-1327
Gia213@hotmail.com

Jaci Lyn Zelazny, RT, CMA (AAMA)
739 W. Avon Lane
Lincoln, NE 68505-2571
(402) 415-3632
offroadn7@yahoo.com

Methodist Hosp.-
Radiology
8303 Dodge Street
Omaha, NE 68114
(402) 354-4359

LaToya Bennett
7001 S 83 Street Apt 1
La Vista, NE 68128-4817
(402)339-4622
Mela12345@yahoo.com

Hannah Busse
1216 26 Ave
Council Bluff, IA 51501-7520
(402) 323-9475
cnahannah@yahoo.com

Bridget A. Coffey
12829 Jones Street
Omaha, NE 68154
(402) 593-801
bc Coffey005@hotmail.com

Indian Hill Womens
Health Center
8901 West Dodge Road
Omaha, NE
(402) 354-1700

Sharlyn Davis
3517 N 82 Street
Omaha, NE 68134-4917
(402) 697-9910

Whitney Emory
812E 2 Street
Louisville, NE 68037-6030
(402) 949-0159

Lindsay Feller
955 N 14 Street
Blair, NE 68008-2731
(402) 426-3206
lindsay21_feller@hotmail.com

Rebecca J. Gent
5715 N. 79th Ave.
Omaha, NE 68134-2012
No phone listed
r-gent@hotmail.com

Kristina Grybko
5247 S 51 Ave
Omaha, NE 68117-2415
kmgrybko@hotmail.com

Lakayla M. Harris, CMA (AAMA)
11009 Manderson Plaza
Omaha, NE 68164
(402) 991-6277
amyasia@yahoo.com

Andrea Hensley
P.O. Box 595
200 N Street
Sidney, IA 51652-0595
(712) 374-2883
andihensley@yahoo.com

Samantha Hiatt
1035 S 28 St
Omaha, NE 68105
(402) 201-0631
farfalla16868@msn.com

**STUDENT MEMBERS OF THE
OMAHA CHAPTER**

Cathy Anderson
2719 N 141 Ave.
Omaha, NE 68164
(402) 813-7693

Mariloy N. Bell
3949 Kansas Ave
Omaha, NE 68111-1147

Home

Whitney Johnson
6502 Spencer Street
Omaha, NE 68104-3228
(402) 813-6409
aprilwlj@yahoo.com

LaQuita Johnson
4919 Grand Ave.
Omaha, NE 68104
(402) 451-6680
ljohnsonmz@yahoo.com

Airykka Lasley CMA (AAMA)
4535 Crownpoint Ave
Omaha, NE 68164
(402) 933-4535
airykka@yahoo.com

Vicki LeCoist CMA (AAMA)
3717 N 112 Ave
Omaha, NE 68164-2805
(402) 348-9642
lecoist_vicki@yahoo.com

John Manley
1608 Grandview Ave Apt 24
Papillion, NE 68046-5827
(402) 304-2553

Dasha R. McGee
3919 N. 37th Street
Omaha, NE 68111-2616
(402) 453-5278
dashadalton@aol.com

Sandra Powers CMA (AAMA) Midwest Regional
4538 Krug Ave. Health Services
Omaha, NE 68106 2727 S 144 Street
(402) 558-1594 Omaha, NE 68144
sandydiminico@hotmail.com (402) 778-5490

Sherri E. Preston CMA (AAMA) Physician Clinic
6218 S. 158th Street Internal Medicine
Omaha, NE 68135-2332 Health West
(402) 891-2457 16120 West Dodge Rd
Omaha, NE 68135-2332
(402) 354-0550

Kirstin Pribyl
1345 S 90 Street
Omaha, NE 68124-1203
(402)706-6160

Office

Home

Jhanelle Ross
3750 Himebaugh Ave
Omaha, NE 68111
jhancellorross@yahoo.com

Jessica Sandoval
3374 Jefferson Street
Omaha, NE 68107-3953
(402) 932-6695

Crystal Stephens CMA (AAMA) UNMC – ENT Clinic
540 Woodbury Ave. #1 600 S 42 Street
Council Bluffs, IA 51503-7867 Omaha, NE
(402) 813-3266 (402) 559-5208
christianboomerang@yahoo.com

Christina Soukup
4230 N Post Rd
Omaha, NE 68122-1038
(402) 657-5588

Jessica Tiarks
617 Arnold Ave
Council Bluff, IA 51503
(712) 325-1669
mjury1222@aol.com

Tabitha Tierney
2600 Laverna Street Apt 17
Fremont, NE 68025-2425
(402) 721-6970

Robie Tiffin
4131 R St
Omaha, NE 68107-3122
(402) 669-9745

Courtney Temple CMA (AAMA)
1235 C Street
David City, NE 69632-1812
(402) 706-4985

If there are any names, addresses, e-mails, or work addresses incorrect or anything that needs to be added please e-mail Jeannine Nagel BSHCM, CMA (AAMA) at jeanninenagel@msn.com for corrections to the OCMA.

Nebraska Society of Medical Assistants, Incorporated

An Affiliate of the American Association of Medical Assistants

AMENDED May 3, 2008

The purpose of NSMA is to promote the professional identity and stature of its members, and the medical assisting profession, through education and credentialing.

CODE OF ETHICS

The Code of Ethics of NSMA shall set forth principles of ethical and moral conduct as they relate to the medical profession and the particular practice of medical assisting.

Members of NSMA dedicated to the conscientious pursuit of their profession, and thus desiring to merit the high regard of the entire medical profession and the respect of the general public which they serve, do pledge themselves to strive always to:

- A. Render service with full respect for the dignity of humanity.
- B. Respect confidential information obtained through employment unless legally authorized or required by responsible performance of duty to divulge such information.
- C. Uphold the honor and high principles of the profession and accent its disciplines.
- D. Seek to continually improve the knowledge and skills of medical assistants for the benefit of patients and professional colleagues.
- E. Participate in additional service activities aimed toward improving the health and well-being of the community.

DEFINITION OF THE PROFESSION

Medical Assisting is an allied health profession whose practitioners function as members of the health care delivery team and perform administrative and clinical procedures.

ARTICLE I NAME

The name of this organization shall be Nebraska Society of Medical Assistants, Inc., an affiliate of the American Association of Medical Assistants, hereinafter known as NSMA. It is a federation of its component (local) chapters.

ARTICLE II PURPOSE

The purpose of NSMA is to enable medical assisting professionals to enhance and demonstrate the knowledge, skills and professionalism required by employers and patients; protect medical assistant*s right to practice; and promote effective, efficient health care delivery through optimal use of multi-skilled Certified Medical Assistants (CMAs).

ARTICLE III ORGANIZATIONAL POLICY

The Nebraska Society of Medical Assistants 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 Nebraska Society will be denied membership because

of race, religion, sex, national origin, or political party affiliations. Exception: No person who participates in the activities of organizations whose purpose is to over-throw the Government of the United States, may become a member of this society.

ARTICLE IV COMPONENT CHAPTERS

1. Component chapters are local chapters of medical assistants of the Nebraska Society.
2. A component chapter shall become a member of the Nebraska Society by:
 - a. Applying for membership to the Board of Directors, submitting written approval from the County Medical Society, where feasible, and five copies of its proposed Bylaws.
 - b. These Bylaws are to be examined by the Nebraska Society Bylaws Committee. The Bylaws of the component chapter shall not be in conflict with those of the Nebraska Society of Medical Assistants, Inc. The Bylaws of the Nebraska Society of Medical Assistants shall supersede those of a component chapter.
 - c. The Chair of the Bylaws Committee of this Society shall submit recommendations to the Board of Directors, and after majority approval by the Board of Directors, the component chapter shall be notified of its affiliation with the Nebraska Society of Medical Assistants, Inc.
3. Component chapters affiliated with the Nebraska Society, which have been approved by the Board of Directors prior to December 31st of any year, shall be entitled to representation at the Annual Meeting.
4. A component chapter found guilty of any conduct or action deemed in contradiction to the American Association of Medical Assistants Code of Ethics or Bylaws of the Association or otherwise inimical to the best interest of this Society shall be subject to revocation of its charter. Written notice of intent to revoke charter shall be given ninety (90) days prior to a meeting of the Board of Directors to give the Chapter an opportunity to appeal. A two-thirds ballot vote of the Board of Directors shall be necessary for revocation.
5. Constituent society bylaws must be in strict conformity with the mandated sections of the AAMA Bylaws: Name and Affiliation, Purpose, Membership, Dues, Reciprocity of Membership, Delegates/Alternates representation to the House of Delegates, Dissolution.

It will be the responsibility of AAMA to notify constituent societies of any changes in those mandated bylaws. It will be the responsibility of the constituent societies to make the mandated changes with copies of revised bylaws returned to AAMA within 30 days of notification. Any action taken by a state society that is inconsistent with such mandated language shall be immediately null and void and of no effect.

6. In the event of dissolution of Constituent Societies, a financial accounting of finances shall be due in the AAMA Headquarters no later than ninety (90) days after said state is dissolved.
7. In the event of dissolution of a constituent society, a final accounting of finances shall be due in the AAMA Executive Office no later than 90 days after said state is dissolved.

ARTICLE V MEMBERSHIP

NSMA will not have International members.

Section 1. CLASSES.

There shall be eight classes of membership: Active, Affiliate, Associate, Honorary, Life, Member-at-Large, Student, and Sustaining.

Section 2. Qualifications.

A. **ACTIVE**- an active member shall be one of the following:

1. An AAMA Certified Medical Assistant (CMA) whose CMA credential has not been revoked as provided by the AAMA Certifying Board Disciplinary Standards and Procedures for CMAs (see www.aama-ntl.org).
2. Anyone who was an active member on 12-31-87 and who has maintained continuous active membership. (Continuous active membership shall be defined as having dues post-marked to the AAMA Executive office by December 31st).

B. **AFFILIATE** - an affiliate member shall be one who is not eligible for another category of membership but who is interested the profession of medical assisting.

C. **ASSOCIATE** - an associate member shall be a medical assistant who is not yet an AAMA Certified Medical Assistant (CMA) and who does not fall under any other category.

D. **HONORARY** - membership may be conferred upon any individual (not necessarily a member or former member) who has made an outstanding contribution to the Society. This shall require a two-thirds vote of the House of Delegates and there shall be no more than one honorary membership conferred in any one year. The name of a candidate for honorary membership, together with a statement outlining his/her contribution shall be submitted to the Board of Directors for approval and recommendation to the House of Delegates. Honorary members shall not vote, hold office or serve as a committee chair.

E. **LIFE** - life membership may be conferred upon a member or former member who has made an outstanding contribution to the Society. This shall require a two-thirds vote of the House of Delegates. There shall be no more than one Life membership conferred in any one year. The name of a candidate for Life membership, together with a statement outlining their contribution

must be submitted to the Board of Directors for approval and recommendation to the House of Delegates. They shall be able to vote, hold office and chair a committee.

F. **MEMBER-AT-LARGE** - is one who meets all the qualifications of active, life, sustaining, associate, student, honorary or affiliate except that a component chapter does not exist within the zip code of residence. Such a member shall pay only State and National dues.

G. **STUDENT** - a student member:

1. Shall be enrolled in a medical assisting program.
2. Shall carry a minimum of six (6) contact hours per week, per term.
3. May retain membership for one additional dues year after graduation if active or associate membership is not chosen.
4. Shall be limited to a maximum of three (3) years as a student member.
5. Cannot chair a committee.

H. **SUSTAINING** - anyone who has been an active or associate member for at least two years, who has retired from medical assisting and who has not entered into another field is eligible for sustaining membership. This membership shall be forfeited if not renewed annually.

Section 3. 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 CMAs (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 DUES

Section 1. Annual dues shall be an amount fixed by the House of Delegates of the NSMA and shall be in the medium range of standardization. Dues shall become due and payable November 1st and shall be delinquent if postmarked after December 31st.

A. Full dues will be assessed for active, affiliate and associate members.

B. Life and Honorary members are not required to pay State dues. NSMA will pay national membership dues annually for Nebraska Life and Honorary members.

C. Member-at-Large members will be assessed State and National dues.

D. Student members will be assessed National student dues only. NSMA shall not assess student dues.

E. Half of tri-level dues will be assessed for sustaining members.

Section 2. Membership belongs to the individual and shall be nontransferable.

Section 3. Reciprocity shall be offered to members transferring from another State or Chapter. The transferring member shall present proof of current AAMA membership status.

ARTICLE VII OFFICERS

A. The Officers of this Society shall be :

1. Elected:
 - a. President
 - b. Vice-President
 - c. Recording Secretary
 - d. Treasurer
 - e. Speaker of the House
 - g. Vice Speaker of the House
 - h. Immediate Past President

B. These officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by this Society.

C. The elected officers shall be chosen by ballot at the annual meeting of the House of Delegates to serve for one year or until successors are elected, with the exception of Treasurer, who shall serve for two years. The term of office shall begin at the close of the annual meeting at which they are elected.

E. Eligibility:

1. In order to be a candidate for state office, the candidate:
 - a. Shall be an active, associate or a member-at-large of this Society.
 - b. Shall have served as a local chapter officer or local chapter committee chair and/or shall have chaired a Society committee.
 - c. Shall have the written endorsement of the local chapter, or in the case of a member-at-large, of the Society Board of Directors.
 - d. Shall have dues postmarked by December 31st.

F. Vacancies:

1. If there is a vacancy in the office of President, the Vice-President shall become President. If there is a vacancy in the office of Vice-President, the office will be filled by a special vote of the re-convened HOD. If there is a vacancy in the office of Speaker of the House, the Vice Speaker shall become Speaker of the House.
2. A vacancy in the office of Vice President shall require immediate election by the current voting body of the House of Delegates. Any other officer vacancy shall be filled by ballot vote of the Board of Directors.

G. Duties:

1. PRESIDENT:

- a. Shall preside at all meetings of this Society except meetings of the House of Delegates.
- b. Shall be of the Board of Directors.
- c. Shall be ex-officio, a member of all committees, except the Nomination Committee.
- d. Shall appoint special committee chairs with the approval of the BOD.

- e. Shall have power to fill vacancies in the committee chairs occurring during the year with the approval of the BOD.
- f. Shall serve as a delegate to the National Conference of the American Association of Medical Assistants held during their term of office.

2. VICE-PRESIDENT:

- a. Shall assist the President throughout the year.
- b. Shall assume the duties of the President in the absence of that office.
- c. Shall automatically succeed to the office of President at the end of term or in the event of a vacancy in that office.
- d. Shall serve as delegate to the National Conference of the American Association of Medical Assistants held during that term of office.
- e. Shall select the three member State Medical Advisory Board, Standing Committee Chairs, and Appointed Officer(s) for the upcoming year, subject to Board approval at the post-convention Board meeting.
- f. The Vice-President shall automatically serve on the Bylaws Committee.

3. IMMEDIATE PAST-PRESIDENT

- a. Shall serve as Chair of the Past President Society, keeping information on past Presidents current.
- b. Shall send greeting cards to Past Presidents as discussed at meetings.

4. SECRETARY:

- a. Shall have the responsibility for keeping the minutes of all regular and special meetings of the Society, all Board of Directors meetings.
- b. Shall be custodian of all important documents and property of the Society to include stationery.
- c. Shall keep on file all committee reports, dating them as received.

5. TREASURER:

- a. Shall have the responsibility of the monies of this Society.
- b. Shall keep a detailed account of the receipts and disbursements and make reports to the Board of Directors and the House of Delegates.
- c. Shall be a member of the Budget and Finance Committee.
- d. Shall be under a surety bond in the amount to be fixed by the Board of Directors, paid by the Nebraska Society.
- e. Shall keep state pins and past President pins and report inventory with the annual Treasurer's Report.
- f. Shall serve a two-year term.

6. SPEAKER OF THE HOUSE:

- a. Shall preside at all meetings of the House of Delegates.
- b. Shall appoint the Credentials Committee of the House of Delegates.
- c. Shall prepare a delegate*s packet to be mailed to all delegates and alternates thirty days prior to the Annual Meeting.
- d. Shall appoint four tellers, one timekeeper, two pages and two credentials committee members for the House of Delegates and such other committees as necessary for the organization and operation of the house.

7. VICE-SPEAKER OF THE HOUSE:

- a. Shall assist the Speaker of the House in her duties throughout the year.
- b. Shall assume the duties of the Speaker of the House in her absence.
- c. Shall automatically succeed to the office of Speaker of the House at the end of the term.
- d. Shall be Chair of the Nominating Committee.

ARTICLE VIII AUTHORITY

A. LEGISLATIVE AUTHORITY-HOUSE OF DELEGATES:

1. Definition: The Legislative Body of the Nebraska Society shall be the House of Delegates which shall have the authority to determine the policies of this Society, the power to amend the Bylaws, to act upon such business as may be presented, and to conduct the annual election of officers.
2. Delegates:
 - a. Each delegate must be a member of good standing whose dues have been forwarded to AAMA prior to December 31. The delegate is otherwise ineligible.
 - b. Each component chapter shall be entitled to elect three delegates and three alternates.
 - c. Members-at-Large shall be represented by one delegate and one alternate per every fifteen members-at-large or fraction thereof, to be contacted by the Vice Speaker of the House and approved by the BOD.
 - d. Elected officers and the Immediate Past President shall be delegates.
3. Chapters not in compliance with submission deadline for delegate and alternate names must submit in writing to the Speaker of the House of Delegates a request to be seated. This request must be brought before the House of Delegates before the House of Delegates before the Chapter's delegates may be seated.
 - a. An elected delegates may assign his/her vote to another qualified member of his/her chapter.
 - b. A proxy card shall be obtained from the Speaker of the House at the earliest possible time.
 - c. Completed cards signed by two officers of the chapter shall be returned to the Speaker.
 - d. The holder of the proxy is subject to all rules applied to an elected delegate.
 - e. In an emergency, the proxies may be granted by a majority vote of the House of Delegates.
4. Delegates and alternates shall be elected to serve for one year; from the opening of the House of Delegates that year, until the opening of the House of Delegates the following year.
5. Meetings:
 - a. The House of Delegates shall convene at the annual spring conference, time and place to be approved by the Board of Directors.
 - b. One-third of the members of the House of Delegates shall constitute a quorum.
 - c. Each delegate shall be entitled to one vote.
 - d. Emergency meeting of the House of Delegates may be held at the call of the President or at the request of three members of the BOD.
 - e. The Speaker of the House may conduct an emergency vote of Delegates by phone, U.S. postage mail, or electronic mail. Any actions taken must be verified in writing and made a part of the minutes of the next BOD meeting.
1. The Board of Directors shall consist of the President, Vice-President, Recording Secretary, Treasurer, Speaker of the House, Vice Speaker of the House, Immediate Past President, Chairs of all Standing Committees, and all affiliate Chapter Presidents. The State President shall be Chair.
 - a. Board members must be in attendance of a minimum of four out of six meetings. Chapter Presidents have the authority to appoint a representative to attend in their absence and have the same voting power. Failure to comply with the minimum BOD meeting attendance requirement will result in removal from office/chair and eligibility status denied. Due process will be allowed with the right to appeal sent to the BOD in writing.
 - b. Shall fill unexpired terms of office and standing committee chairs except for President and Speaker of the House.
 - c. Shall designate the amount of the surety bond covering the treasurer.
 - d. Shall appoint the Vice Speaker of the House as Chair of the Nominating committee. This Chair serves without vote.
 - e. Shall approve the Vice-President's appointment of the State Medical Advisory Board.
 - f. Shall approve the time and place for the Society's annual meeting.
 - g. Shall adopt and/or amend Standing Rules following annual reviews and as needed.

- h. Shall conduct the business of the Society between annual meetings.
2. Meetings:
- a. There shall be a minimum of three meetings a year: post-convention, pre-convention and the other(s) as designated by the Board of Directors. Meetings may be called by the President or by request of three members of the Board of Directors.
 - b. A quorum shall consist of nine members of the Board of Directors, three being elected officers.
 - c. Removal from office. An officer or committee chair who fails to perform the required duties or give just cause, will be removed from their office or position by a quorum vote of the BOD.

ARTICLE IX NOMINATIONS & ELECTIONS

A. ELECTIONS:

- 1. The Nominating Committee shall solicit, screen and present a slate of nominees for offices and Delegate/Alternate to the AAMA National Convention.
- 2. The number of delegates and alternates to the AAMA Annual meeting is determined by AAMA Bylaws with respect to the size of the State Membership. The President and Vice-President are delegates by virtue of office. Additional delegates and alternates are elected in rank according to votes cast.
- 3. All elections shall be ballot vote on those names presented by the Nominating Chair or nominated from the floor. The candidate receiving the majority of the votes cast will be declared elected. Where a clear majority is not evident, the balloting will be repeated on the two candidates receiving the highest number of votes. Where there are more than two candidates for the same office, plurality votes shall elect.
- 4. Candidates for election must be present at the Annual Meeting unless excused by the BOD.

ARTICLE X MEETING

- 1. There shall be an Annual Meeting of this Society, in the spring of each year at a time and place to be approved by the Board of Directors. In the interim between Annual Meetings, the Board of Directors shall conduct the business of the Society.
- 2. The current President shall receive a courtesy registration to the NSMA annual convention.
- 3. The Conference Chair and Vice-Chair shall each receive a courtesy registration to the NSMA annual meeting.
- 4. After final review of the annual convention profit/loss statement, payment of 5% profit shall be given to the hosting chapter.

ARTICLE XI COMMITTEES

- A. There shall be the following Standing Committees: Editorial, Budget and Finance, Bylaws, Certification, Annual Conference, Continuing Education, Archives, Liaison, Membership, Mentor Nominating, Publication, Public Affairs, Marketing, Awards, and Document.
- B. All Standing and Special Committee Chairs shall be appointed by the incoming President, with the

exception of the Nominating and Conference Committees.

- 1. The Committee Chair shall select their committee members, with the exception of the Nominating and Education Committees.
- C. The President shall be ex-officio, a member of all committees except the Nominating Committee.
- D. The Chairs of all Standing Committees shall send copies of official correspondence to the President and Vice-President.
- E. The Chairs of each Standing Committee shall prepare typewritten reports for all Board of Director meetings and for the Annual Conference. He/she shall give copies of such reports to the President, Vice-President and Recording Secretary. Additional copies shall be provided when directed.
- F. All Standing and Special Committee Chairs are required to be an active, associate or member at large in good standing with NSMA.
- G. Each Standing Committee Chair shall be an active or associate member of this Society and have dues paid prior to December 31st.
- H. Composition and Duties of Standing Committees:

1. EDITORIAL COMMITTEE:

- a. The Editorial Committee shall be composed of a chair and a society member(s) as requested by the editor.
- b. **Duties:**
 - 1) Shall prepare, publish, and distribute issues of the NSMA publications under the guidance of the President and the Board of Directors.
 - 2) Shall correlate and assemble the information for the Med-A-Gram as presented from this committee.
 - 3) Shall adhere to the deadline schedule established by the printing company.
 - 4) Shall be responsible for correspondence between the printing company and this society.
 - 5) Shall be responsible for distribution to each member of this Society in whatever manner and time is most expeditious after the publication is ready.

2. BUDGET & FINANCE COMMITTEE:

- a. The Budget and Finance Committee shall be composed of the Chair, Treasurer and two members selected from the Board of Directors.
- b. **Duties:**
 - 1) Shall have general supervision of the finances of the Nebraska Society, subject to approval of the Board of Directors.
 - 2) Shall prepare an annual operating budget to be presented for consideration at the Fall Board of Directors meeting. After approval by the Board of Directors, the budget shall be presented to the House of Delegates for adoption.

3) Shall prepare an Annual Conference budget, including income from estimated registrations, and all anticipated expenses, by September 1 (after reviewing budgets of previous State Conferences) to be presented to the Fall Board of Director's meeting.

4) Shall develop financial policies for the Society and assist chapters in doing the same.

- c. The Fiscal year of the Society shall run from the close of the House of Delegates one year to the close of the House of Delegates the next.
- d. The accounts of the Society shall be audited annually following the close of the fiscal year by a committee composed of the Budget and Finance Chair and two other members from the Board with the Treasurer in attendance for consultation. A copy of this audit shall be made available to members for review.

3. BYLAWS & STANDING RULES COMMITTEE:

- a. Shall be composed of a chair and at least two members.
- b. Chair requests and receives proposed bylaws amendments from component Chapters and the NSMA Board two weeks prior to the fall NSMA Board Meeting.
- c. Chair will review each proposed bylaws amendment for proper format and wording, check for budgetary impact, check for conflicts and accuracy of information with AAMA Bylaws and/or Robert's Rules of Order Newly Revised. Check for impact to other sections of the NSMA Bylaws and redundancy.
- d. After evaluation, the Chair will edit and make recommendations with listed rationale to the Board. The Board will vote to adopt, not adopt, or take no position with each submitted proposal. The Board retains the right to withdraw a proposal for further investigation and/or debate.
- e. The proposed bylaws amendments will be typed by the Chair and submitted to the Speaker of the House 60 days prior to the annual meeting for placement in the Delegates packet.
- f. Chair and committee members will be available for questions at the vote in the House of Delegates.
- g. Chair shall examine the Bylaws of newly organized chapters and review proposed changes of component Chapter bylaws to determine conformity with NSMA and AAMA.
- h. Chair shall annually review the Standing Rules and present recommendations to amend to the Board as needed. Shall see that current Standing Rules are printed on a separate page appended to the Bylaws and copies made available to the membership.
- i. Chair shall, at the conclusion of term, prepare a current revised edition of the Bylaws and Standing Rules and arrange for printing and distribution of either the entire revised edition or the adopted amendments in cooperation with the Editorial Committee.

j. Chair shall forward copies of NSMA bylaws to AAMA for review and approval when requested.

k. Shall advise the State Board on points of order and proper parliamentary procedure according to the Bylaws of this Society and Robert's Rules of Order Newly Revised at all BOD meetings and House of Delegates.

4. CERTIFICATION COMMITTEE:

a. The Certification Committee shall be composed of a Chair and a member from each Chapter. The Chair shall be a current CMA and, if possible, each Committee member shall also be a current CMA.

b. Duties:

1) Shall work with a liaison member of the Certifying Board of AAMA to help disseminate information and answer questions regarding CMA examinations and re-validation.

2) Shall maintain files to contain:

(a) Update listings of active CMAs in the State of Nebraska and the year certification earned and recertified.

(b) Current brochures and information regarding certification.

3) Shall answer correspondence regarding deadlines for applications or eligibility requirements, certification and recertification.

4) Shall keep chapters informed regarding changes in certification programs and the availability of new materials which individuals may secure from the Certifying Board.

5) Shall recognize newly certified and recertified CMA's at the Awards Ceremony at the Annual State Conference.

5. ANNUAL CONFERENCE COMMITTEE:

a. The Chair of this committee shall be appointed by the Host Chapter.

b. This Committee shall organize the Annual State Conference, under the supervision of the Board of Directors.

6. CONTINUING EDUCATION COMMITTEE:

a. The Continuing Education Committee shall be composed of a Chair and the Education Chair currently serving each respective chapter of this Society.

1) At the end of the Chairs term, shall be responsible for notifying each State Society and education institution of the incoming Chairs name and address.

2) Shall, cooperate with educational institutions in their planning of suitable courses to promote the objectives of AAMA and participate in career days.

3) Shall plan for AAMA approved CEU sessions under the direction of the BOD as needed.

4) Shall be available to assist the hosting Chapter of Annual Conference for educational sessions.

7. ARCHIVES:

- a. Shall collect a State Conference agenda.
- b. Shall take possession of the Proclamation following the House of Delegates.
- c. Shall have a camera at conference or designate a person to take pictures.
- d. Collect all Med-A-Grams.

8. LIAISON COMMITTEE:

- a. Shall be composed of a Chair and a member from each component chapter of this Society.
- b. Shall establish and maintain a working relationship with the Nebraska county medical societies and coordinate communication with local chapters.
- c. Shall communicate with and solicit support for this Society from the Nebraska Medical Association.
- d. Shall monitor and affirm that member needs are being effectively addressed through the Society.
- e. Shall manage the selection and function of the Educator Advisory Board.
- f. Shall manage the selection and function of the Student Advisory Board.

9. MEMBERSHIP COMMITTEE:

- a. The Membership Committee shall be composed of a Chair and a member from each component Chapter of this Society.
- b. **Duties:**
 - 1. Maintain files of all CMA members and non-members in Nebraska.
 - 2. Shall devise ways and means of increasing the membership of the Nebraska Society.
 - 3. Shall promote, expand, stabilize and orient the membership of this Society by assisting the Chapters and organizing new chapters.
 - 4. Shall keep the members informed of the activities of the American Association of Medical Assistants.

10. MENTOR COMMITTEE

- a. The Chair of the Mentoring Committees shall understand the organizational structure of NSMA and all local chapters.
- b. **Duties:**
 - 1. Shall oversee the procedures used for Mentoring State and Chapter members.
 - 2. Shall prepare Certified Medical Assistants to run for an office or serve as a committee chair on state or local level.
 - 3. Shall monitor and share Mentoring information from the AAMA with all members.

11. NOMINATING COMMITTEE

- a. The Chair shall be the Vice Speaker of the House.

- b. Each component Chapter shall elect one member and one alternate to the nominating committee for a term of one year and report the names to the Chair before October 1st.
- c. Chair shall send a letter to each Committee member and copy to the Chapter President requesting assistance in searching for prospective nominees for State Officers and Delegates to National Convention.
- d. Chair shall screen and examine all nominees for eligibility and notify each qualified candidate of their nomination. Chair shall maintain confidentiality until the slate of candidates is officially presented to the Speaker.
- e. Chair must monitor that each nominee replies with a written acceptance, copy of professional C.V. and endorsement signed by two officers from the candidates Chapter or, in the case of a member-at-large, by two elected officers of NSMA.
- f. Chair shall submit a final written report presenting the slate of verified candidates and appropriate documents to the Speaker of the House 60 days before the Annual Meeting for inclusion in the Delegates packet.
- g. The Chair shall prepare and present the official ballot of candidates at the House of Delegates and verify qualifications of nominees submitted from the floor. Any candidate so nominated must meet the same qualifications, obtain written acceptance and approval required for all nominees.

12. PUBLIC AFFAIRS

- a. The Public Affairs Committee shall be composed of three members, the Chair preferably being from the Capital City.
- b. **Duties:**
 - 1) Shall keep the members of this Society informed via communications to chapters and members-at-large on proposed state and federal legislation pertaining to the medical and allied professions.
 - 2) Shall recommend policy and action concerning state and federal legislation.

13. MARKETING COMMITTEE

- a. The Marketing Committee shall be composed of a Chair and a member from each component Chapter of this Society.
- b. **Duties:**
 - 1) Shall coordinate efforts at building a program which will broaden the contacts of this Society.
 - 2) Shall interpret the objectives of the American Association of Medical Assistants, through communications to direct press, radio, and television media of the state, and encourage chapters to do likewise.
 - 3) Shall study and participate in ways and means of acquainting the general public with functions and services of the National, State and local levels of American Association of Medical Assistants.

4) Shall prepare publicity statements for release to the media at the time of convention and meetings of the Board of Directors.

14. AWARDS COMMITTEE

- a. The Awards Committee shall consist of a Chair and a member from each chapter.
- b. Duties shall include managing the NSMA Medical Assistant of the Year Award, NSMA Special Recognition Certificates and other award programs as directed by the BOD. This includes submitting NSMA entries for the annual AAMA EXCEL awards competition.

15. DOCUMENT COMMITTEE

- a. Shall ensure uniformity of NSMA forms and documents.
- b. Maintain the NSMA Policy Manual.

G. SPECIAL COMMITTEES

Special Committee Chairs, to perform specific business of this Society may be appointed. They shall be disbanded upon completion of their duties.

- a. These Committee Chairs have no vote on the Board of Directors unless they are voting members in another capacity.

ARTICLE XII REPRESENTATION DELEGATES TO AAMA CONVENTION

- A. Elections are conducted at the House of Delegates. The current President and Vice-President are automatically the first two delegates. The next in rank according to votes cast completes the delegation. The total number of representatives is mandated by AAMA.
- B. Delegates and alternates shall be active or life members in good standing in AAMA and have served as an NSMA officer or Committee Chair.
- C. All Delegates/Alternate Delegates must abide by the established Standing Rules.
- D. The names of delegates and alternates shall be submitted to the AAMA Executive Office at least 90 days prior to the Annual Meeting of the House of Delegates.

ARTICLE XIII STATE MEDICAL ADVISORY BOARD

The State Advisory Board shall consist of three members named by the Vice-President, two of which shall be physicians and the third may be a mid-level practitioner (Nurse Practitioner, Physician Assistant, or Midwife) if so desired, whose appointment will be approved by the Board of Directors at the post-convention meeting. They will serve for a period of one year. Any of them may serve for more than the appointed term, but must be re-appointed and approved annually.

1. Duties:

- a. Shall be familiar with and promote the goals and objectives of NSMA.
- b. Shall encourage membership and certification awareness through direct endorsements and by acting as liaison with the Nebraska Medical Association.
- c. Shall provide guidance in continuing education program planning, and speak at workshops seminars as requested.
- d. Shall serve on the panel of judges for the Nebraska Medical Assistant of the Year Award.

ARTICLE XIV PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, shall govern this Society in all cases to which they are applicable, and in which they are not inconsistent with the By Laws of this Society.

ARTICLE XV AMENDMENTS

Proposed amendments to these Bylaws shall be submitted in writing to the President, Vice-President, Speaker of the House, and to the President of each component Chapter, sixty (60) days before the Annual Meeting. The Speaker of the House will include them in the delegates packet that is sent to all members of the House of Delegates thirty (30) days prior to the Annual Meeting. These Bylaws may be revised only upon authorization of the House of Delegates. This proposed revision is to be submitted in the same manner as outlined for proposed amendments. Any amendments shall be approved by a two-thirds vote.

ARTICLE XVI ASSETS OF DISSOLUTION

In the event of dissolution of this Society, none of the assets shall be distributed to any member. After payment of all liabilities, assets shall be transferred to medical or charitable institutions or projects, that a majority of the members attending a meeting for the purpose of dissolution shall approve and designate.

The President shall notify the AAMA Executive Office no later than ten (10) days after meeting for the purpose of voting on dissolution.

NSMA STANDING RULES

Adopted by the NSMA Board of Directors

Revised May 3, 2008

Section I: GENERAL

1. Amendments to the Standing Rules approved by the BOD are presented to the HOD at the annual NSMA conference for their edification.
2. No smoking at NSMA educational functions or business meetings.
3. All written materials of NSMA shall use gender neutral wording.
4. All committees and officers shall have a Procedure Notebook with the duties of that particular committee or office, and contents should not be destroyed without the review of the NSMA Archive Chair.
5. The NSMA Treasurer will make a detailed comparison report of the budget at the end of the fiscal year and present it to the HOD with a copy to the Budget and Finance Chair.
6. NSMA dues are \$8.00 per year and National dues are in the medium range, (\$68) unless changed by NSMA and/or the AAMA HOD.
7. The NSMA checking and investment accounts will be maintained in a bank of the current NSMA Treasurer's choice.
8. The Educator Advisory Board was approved by the BOD to promote the voice of educators and encourage their involvement with NSMA. Appointment is for one term year. This is a courtesy position (observation status) without vote; however, active participation at meetings is welcome.
9. The Student Advisory Board was approved by the BOD to promote the voice of students and provide an opportunity for students to learn about and become involved in NSMA. Appointment is for one term year. This is a courtesy position (observation status) without vote; however, active participation at meetings is welcome. Student representatives will be eligible for a complimentary registration to the NSMA annual conference held at the end of their term in return for active participation on the Board and attendance at a minimum of four BOD meetings.
10. A BOD member may be removed from office/chair position for failure to perform thereby forfeiting the rights, privileges and benefits of the position. Future eligibility for BOD positions, grants, benefits and awards may be affected.
11. In an emergency, Chapter Presidents have the authority to appoint a substitute representative to attend a BOD meeting in their absence and have the same voting power. This substitute should be another officer on the local Chapter BOD. In this situation, a note from the Chapter President must be sent to the NSMA President in advance with the name of the replacement member.
12. In an emergency, Standing Committee Chairs have the authority to appoint another active member from the same State level committee to attend a BOD meeting in their absence and have the same voting power. In this situation, a note from the Chair must be sent to the NSMA President in advance with the name of the replacement member.
13. NSMA Donation Policy: It is the policy of NSMA (when funds allow) to donate annually to the AAMA Maxine Williams Scholarship Fund, the AAMA Surveyor Training Fund, and the AAMA Conference Education Fund. All other charitable solicitations for NSMA funds must come before the BOD for prior approval.
14. Immediately following the NSMA HOD, the Bylaws Chair is responsible for updating and revising the original copy of the Bylaws. The President and Speaker of the House should examine for accuracy and give approval. Amended editions of the Bylaws are to bear the date of revision and the name of the Bylaws Committee Chair. Final copy is given to the Editorial Chair for print in the Fall Med-A-Gram that will be distributed to all members. It is the responsibility of each BOD member to retain current amendments until a revised copy is received.

15. It is the responsibility of the Bylaws Chair to monitor AAMA mandated Bylaws changes with a copy of the revised NSMA Bylaws returned to AAMA within 30 days of notification. A letter of compliance will be returned and is required to allow Nebraska delegates to sit at the AAMA HOD.
16. The Adjunct Mailing Lists supplement the NSMA membership list that is supplied by AAMA and include:
 - a. The Membership Chair maintains a roster to include the names and demographics for Honorary Members, CMA (AAMA) nonmembers for two years following certification, ABHES and CAAHEP medical assisting school program directors in Nebraska and the current Nebraska Medical Society Executive Secretary.
 - b. The Treasurer maintains an ongoing roster of names and demographics of NSMA Life members.
 - c. The Immediate Past President maintains a demographic list of all Past Presidents and members of the Past President's Society.
 - d. The Continuing Education Chair maintains a mailing list of other allied health care organizations.
 - e. The Marketing Chair maintains a list of Nebraska newspapers and mass media titles with addresses and specific contact names when available.

17. NSMA BOD Approved Courtesy Mailings:

Med-A-Gram (sent by Editorial Chair)

- State Medical Society Executive Secretary
- Past NSMA Presidents
- Medical Advisory Board Members
- Medical Assisting School Program Directors (ABHES & CAAHEP)

NSMA BOD Meeting Notices & Agenda (sent by the President)

- Educator Advisory Board Members
- Student Advisory Board Members
- Medical Advisory Board Members
- Future NSMA Conference Chairs (up to 3 years in advance)
- NSMA Delegates/Alternates to the AAMA conference

NSMA BOD Meeting Minutes (sent by the Recording Secretary)

- Nebraska State Medical Society Executive Secretary
- Past NSMA Presidents
- Medical Advisory Board Members
- Educator Advisory Board Members
- Student Advisory Board Members
- Future NSMA Conference Chairs (up to 3 years in advance)
- NSMA Delegates/Alternates to the AAMA conference

Annual Conference Registration (sent by the Annual Conference Chair)

- Neighboring State Presidents
- NSMA Past State Presidents

18. Courtesy AAMA Memberships: To encourage active participation, NSMA will pay the dues for active membership to AAMA for the Treasurer, Recording Secretary, Speaker of the House, and Vice Speaker of the House. The officer will pay their dues and be reimbursed at the end of their term. If an officer does not fulfill the responsibilities and duties of the position the BOD will consider the option of not reimbursing dues and not allowing member to run for office in the future. If any of these officers are elected as a delegate/alternate to the AAMA annual conference, the officer must choose either the courtesy membership or the money that is allocated to a delegate/alternate.

19. Courtesy NSMA Conference Invitations:

Annual NSMA Conference Installation/ Awards Ceremony:

- Incoming President (2)
- Medical Advisory Board (2 ea)
- Master of Ceremonies (2)
- Past NSMA Presidents (2 ea)
- Life Members (2 each)
- Honorary Members (2 each)

Annual NSMA Conference Registration:

- Conference Chair
- Conference Vice-Chair
- AAMA Representative
- Medical Advisory Board Members
- Current NSMA President
- Life Members
- Qualifying Student Advisory Board Members

Section II: NSMA CONFERENCE

1. The Vice President obtains from the Treasurer, a President's pin, has it appropriately engraved and presents it to the outgoing President at the NSMA conference.
2. The President buys and presents a gift, with a suggested limit of \$25.00, to the AAMA Representative at the luncheon or banquet during the NSMA conference.
3. Bids for hosting the NSMA conference will be accepted three years in advance at the NSMA HOD.
4. Conference Chair sees that the annual NSMA conference registration material is sent to all surrounding states accompanied by a letter of invitation.
5. The NSMA conference registration fee for nonmembers shall be (at a minimum) the cost of tri-level AAMA membership plus the conference registration fee that is set for members. The NSMA conference registration fee for student members shall be the cost of meals.
6. The NSMA delegate packet shall include the reports written by the delegates/alternates to the previous AAMA conference.
7. All NSMA Conference Chairs (including those appointed three years in advance) are encouraged to attend all BOD meetings.

Section III: AAMA CONFERENCE

1. All delegates/alternates to the AAMA annual conference are expected to attend all NSMA BOD meetings following their election. In addition, mandatory attendance by all delegates/alternates is required at a special meeting called by the Chair of the Delegates following the annual NSMA HOD.
2. Delegates/alternates are expected to study and be familiar with the entire AAMA Delegate Packet prior to mandatory attendance at the summer NSMA BOD meeting. At this meeting, delegates/alternates should facilitate an open discussion regarding pertinent information contained in the packet including highlights of year end reports, bylaws proposals, resolutions and nominations. Issues requiring a vote should be discussed and a majority opinion formed. Delegates represent NSMA when voting but decisions should be based on the general welfare of AAMA, NSMA and its component chapters.
3. The Vice-President shall purchase the President's corsage at the national conference.
4. Delegates/alternates are to be registered for the entire conference and in attendance prior to the opening session, and remain until the end of conference. Delegates/alternates are expected to arrive at all functions at the scheduled start time.
5. Attendance is required for all delegates/alternates at the AAMA HOD including the Reference Committees and Meet the Candidates. All delegates/alternates will attend the AAMA BOT meetings held during the conference. All delegates/alternates will attend the Advisory Council meeting. Attendance at the Welcome Party, Awards Luncheon, Med Expo Box Lunch and the President's Banquet is required by all. If a meal included in the registration fee is skipped, no alternative meal receipt may be submitted.
6. The AAMA conference agenda will be reviewed annually by both the NSMA BOD and the delegates/alternates at the post conference and/or summer board meetings. Required attendance at leadership training functions and sessions beneficial to NSMA will be reviewed and determined at that time. Delegates/alternates may be called upon at any time during the annual meeting; therefore, the delegation should be prepared to forego other activities if necessary.

7. Delegate/alternate participation in personal educational sessions at the AAMA conference is encouraged but at the selection of the individual and must not conflict with other mandatory attendance requirements unless excused in advance by the BOD.
8. At times there are last minute changes to the AAMA conference agenda. The Chair of the Delegates is in charge of making on site decisions affecting delegate/alternate duties.
9. Delegates/alternates are elected for a period of one year from the opening of the AAMA HOD until the next opening of the HOD and must be familiar with NSMA and AAMA Bylaws.
10. Delegates/alternates need to be familiar with parliamentary procedure as it pertains to the election of officers, amendments to bylaws, the presentation of resolutions and other business in the AAMA HOD.
11. Alternate delegates must be as well prepared as the delegates since they may need to assume the duties of the delegate at any time. If an alternate delegate must replace a delegate, the parties involved should contact the AAMA Speaker of the House and the Credentials Committee Chair immediately.
12. Delegates/alternates will submit written individual reports that summarize and highlight all mandatory functions. This summary will include specific actions and resolutions from the HOD and a brief overview of mandatory sessions including issues discussed at the BOT meeting(s). Full reports will be printed in the next years NSMA delegate packet. Copies of all reports will be made available and distributed to the BOD at the next NSMA BOD meeting where delegates/alternates will report and discuss the proceedings of the annual conference. These reports shall be condensed by the President and submitted for inclusion in the next printing of the NSMA publication.
13. The expense allotment for delegates/alternates will be determined each year during the summer NSMA BOD. Total reimbursed expenses must be kept within the budgeted amounts. If an employer pays any/all of the conference expenses (including registration) this amount will not be duplicated for reimbursement.
14. Reimbursement requests must be itemized on the NSMA Travel Expense Voucher with original receipts attached and submitted to the NSMA Treasurer within 30 days after the close of the conference. Voucher forms are available from the Treasurer. A committee composed of the Treasurer, Budget & Finance chair, and Immediate Past President (or a third member who did not attend the conference) will audit receipts and report back to the BOD.
15. If a delegate/alternate to the AAMA conference does not fulfill the duties and responsibilities of the position, the BOD will consider the option of requesting a refund from the delegate/alternate, not approving expenses for reimbursement and/or disqualifying the member from this position for future years.
16. Prepayments to delegates/alternates may be made upon request by filling out the NSMA Travel Advance Request form with verification of expenses at completion of travel. Any advanced payment in excess of the actual expenses incurred must be returned to NSMA within 30 days. Forms are available from the NSMA Treasurer.
17. Not only are the delegates/alternates required to attend certain functions at the AAMA conference, they are also expected to share information with NSMA on their return and actively participate on the NSMA BOD.

Lori Kounovsky, CMA (AAMA)
NSMA Bylaws Chair
BOD Approved May 2008

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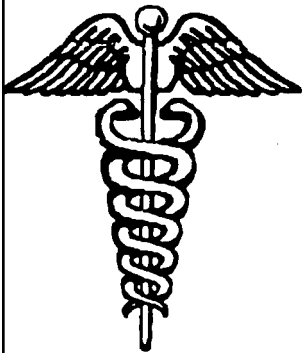
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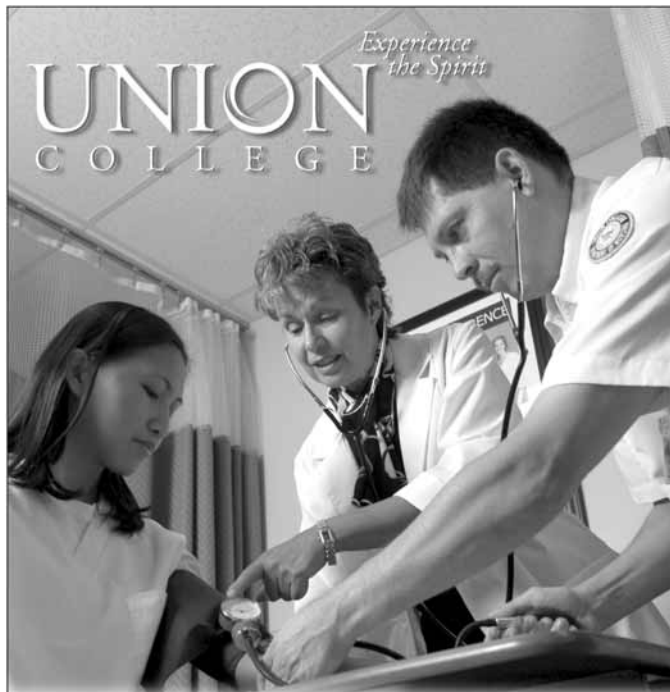
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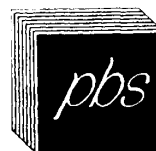
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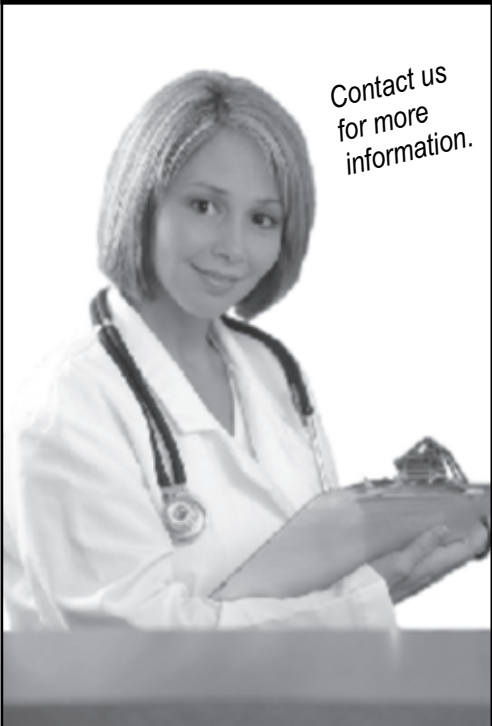
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