

MED-A-GRAM

Fall 2009



★ Grand Island

★ Great Plains

★ Hastings

★ Lincoln
(2010 State Conference)

★ Norfolk

★ Omaha

2009 AAMA National Conference Information 13

Message Board Page 17

Newly Certified Medical Assistants Page 20

Medical Assistant of the Year Page 33

Chapter Information Begins On Page 40

A publication of the
Nebraska Society of Medical Assistants

ADS

Dear NSMA members:

We at the NSMA hope that you find great value in this publication. Networking is an important growth tool of the NSMA and we hope this directory will assist you in contacting your colleagues across the state and get to know them better. Members are listed alphabetically according to members at large or one of the states six chapters to which they belong. As you spend time looking through our updated material, we hope you will acquire personal or professional growth in Medical Assisting, that will aid you in your career. The NSMA encourages you to use the Med-A-Gram and hopes that you will also support the many advertisers who have made it all possible.

Remember to watch for the Spring Med-A-Gram to come out in March. We will be reporting on state and national information, updates, and you will find registration forms to the Annual Conference of Nebraska Society of Medical Assistants available in it.

If you or someone who is not a member of the Nebraska Society of Medical Assistants, would like to receive copies of the Med-A-Gram, please fill out the prospective member form and send it to the membership chairman listed on that page.

Remember, life is as fulfilling as you make it, let Medical Assisting help you enjoy life.

Carol Hipke-Muske, CMA
2009-10 NSMA President
Med-A-Gram Editor

DID YOU KNOW?

The name Certified Medical Assistant® is copywritten and owned by the AAMA's CRB. The name may not be reproduced without written permission from the CRB on anything other than your Medical Assisting title.

For security purposes, the AAMA is doing away with the use of social security numbers as identifiers. When you register for CEUs they ask that you use the your ID number printed on the top line of the mailing label on your *CMA Today* magazine.

Medical Assistants Recognition Week is October 19-23, 2009

Medical Assistants Day is October 22, 2009

*Statements or opinions expressed in this publication are not necessarily those of the NSMA or the AAMA.

Table of Contents

Nebraska Charter	
Definition of a Medical Assistant	
What's the Nebraska Society of Medical Assistants	
History of the Nebraska Society of Medical Assistants	
State President	
NSMA Past State Presidents	
NSMA 2009-2010 State Officers and pictures	
NSMA 2009-2010 Chapter Presidents	
NSMA State Board Meeting and conference dates	
2010 NSMA Conference information and highlights	
NSMA 2009-2010 Educator Advisory Board Member	
American Association of Medical Assistants	
Nebraska Spring Conference information and pictures	
NSMA 2009-2010 State Medical Advisory Board	
Medical Assistant of the year	
Medical Assistant of the year award guidelines	
Grant application	
Membership recruitment contest	
Nebraska Society of Medical Assistants members-at-large	
Grand Island chapter	
Great Plains chapter	
Hastings chapter	
Lincoln chapter	
Norfolk chapter	
Omaha chapter	
Nebraska Society Medical Assistants By-laws	
Standing Rules for Nebraska Society of Medical Assistants Delegates to the American Association of Medical Assistants Convention	
Nebraska Society Medical Assistants Standing Rules	



STATE OF NEBRASKA

DEPARTMENT OF HEALTH

KAY A. ORR
GOVERNOR

GREGG F. WRIGHT, M.D., M.Ed.
DIRECTOR

April 11, 1990

Theresa Simmons, C.M.A.
Midwest Minor Medical
8625 Q Street
Omaha, NE 68127

Dear Ms. Simmons:

We are responding to your letter asking if a medical assistant can give injections in a physician's office.

On February 11, 1990, the Board of Examiners in Medicine and Surgery discussed this question and have stated that appropriately trained medical assistants can give injections in a physician's office.

Sincerely,

Katherine A. Brown, Associate Director
Bureau of Examining Boards

KAB:tcd

BUREAU OF EXAMINING BOARDS

P. O. BOX 95007, LINCOLN, NEBRASKA 68509-5007, PHONE (402) 471-2115

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Nebraska Medical Assistants Right to Practice

Earlier this year Nebraska's Certified Medical Assistants were challenged in their right to practice in Nebraska. Through our state website nsmaonline.org, and information supplied from our AAMA lawyer, Donald J Balasa, JD, MBA, the state was able to reach a mass audience with legal information quickly and also allowed members to download the information and share it with their offices. The following information will always be available online under the "Right to Practice" tab on our state website.

April 2009

Thank you for your inquiry concerning what duties are delegable legally to medical assistants according to Nebraska law.

My research has revealed that language authorizing medical assisting practice is found in the Nurse Practice Act. According to Section 38-2218(3) of the Nebraska statutes, the Nurse Practice Act does not prohibit:

Auxiliary patient care services provided by persons carrying out duties under the direction of a licensed practitioner;

It is my legal opinion that this statutory language and common law principles inherent in state licensure authorize physicians to delegate clinical procedures (including venipuncture and injections) to unlicensed allied health professionals such as medical assistants. Furthermore, the Nebraska Department of Health, Bureau of Examining Boards has issued an opinion letter (SEE enclosed) that "appropriately trained medical assistants can give injections in a physician's office." Procedures which constitute the practice of medicine, or which state law **specifically and unambiguously** permits only certain licensed allied health care professionals to perform, however, may not be delegated to unlicensed personnel such as medical assistants.

I hope this information is helpful. Please do not hesitate to contact me if you have further questions or need additional assistance.

Donald A. Balasa, JD, MBA
Executive Director, Legal Counsel
dbalasa@aama-ntl.org

Nebraska Nurse Practice Act Does Not Interfere with Medical Assisting Practice

Donald A. Balasa, JD, MBA
Executive Director, Legal Counsel

A question has arisen about whether the medical assistant's right to be delegated duties by a physician is undermined by the Nebraska Nurse Practice Act and the Nebraska Administrative Code. As will be demonstrated herein, specific language in the Nebraska Nurse Practice Act and an opinion letter of the Nebraska Bureau of Examining Boards protect the medical assistant's right to be delegated duties by a physician.

I.

Section 38-2205 of the Nebraska Nurse Practice Act defines "delegating" as follows: "Delegating means transferring to another individual the authority, responsibility, and accountability to perform nursing interventions." Title 172, 99-002 of the Nebraska Administrative Code (NAC) contains the following definitions:

Delegation means the transference from one individual to another individual the authority, responsibility, and accountability to perform nursing interventions.

1. Delegation by a Registered Nurse means the transference from an RN to an unlicensed person the authority, responsibility, and accountability to provide selected non-complex nursing interventions on behalf of the RN.
2. Delegation decision includes determining which nursing intervention(s) may be delegated, selecting which unlicensed person(s) may provide the delegated interventions, determining the degree of detail and method to be used to communicate the delegation plan, and selecting a method of evaluation and supervision.

Nursing intervention means the initiation and completion of client/patient focused actions necessary to accomplish the goals defined in the plan of care. Examples include health maintenance activities, health promotion activities, client/patient teaching, counseling, referral, and implementation of diagnostic or therapeutic regimens of licensed practitioners.

1. Complex interventions means those which require nursing judgment to safely alter standard procedures

- in accordance with the needs of the patient; or require nursing judgment to determine how to proceed from one step to the next; or require the multi-dimensional application of the nursing process.
2. Non-complex interventions means those which can safely be performed according to exact directions, do not require alteration of the standard procedure, and for which the results and client/patient responses are predictable.

99-004.01C2 addresses elements of the delegation process:

2. Developing a delegation plan. The delegation plan must include:
- a. Selecting and identifying nursing interventions which may be delegated.
 - (1) Selected interventions must be those:
 - (a) which frequently recur in the daily care of a client/patient or group of clients/patients,
 - (b) which do not require the unlicensed person to exercise independent nursing judgment,
 - (c) which do not require complex and/or multi-dimensional application of the nursing process,
 - (d) for which the results of the intervention are predictable and the potential risk is minimal, and
 - (e) which utilize a standard and unchanging procedure.
 - (2) Interventions which must not be delegated include, but are not limited to:
 - (a) activities including data collection, problem identification, and outcome evaluation which require independent nursing judgment;
 - (b) teaching except for that related to promoting independence in personal care and activities of daily living;
 - (c) counseling, except that unlicensed persons may be instructed to recognize and report basic deviations from health behavior and communication patterns, and may provide listening, empathy, and support;
 - (d) coordination and management of care including collaborating, consulting, and referring;
 - (e) triage and/or the giving of advice; and
 - (f) treatments which are complex interventions as defined in 172 NAC 99-002.

II.

At first, it would appear that medical assisting practice could be limited by the above language. Upon further investigation, however, it is apparent that the pertinent legal analysis is what the Nebraska law says about the right of *physicians* to delegate, not the right of nurses to delegate.

Quite significantly, Section 38-2218 of the Nebraska Nurse Practice Act reads, in part, as follows:

Nursing; practices permitted. The Nurse Practice Act confers no authority to practice medicine or surgery. The act does not prohibit:

.....

(3) Auxiliary patient services provided by persons carrying out duties under the direction of a licensed practitioner.

“Licensed practitioner” is defined by 38-2209 of the Nurse Practice Act:

Licensed practitioner, defined. Licensed practitioner means a person lawfully authorized to prescribe medications or treatments.

Of course, according to this definition a licensed physician is considered a licensed practitioner. Therefore, Section 38-2218 explicitly exempts the delegation of duties by a physician to a medical assistant from the provisions and prohibitions of the Nurse Practice Act.

Protection of the medical assistant’s right to practice is also safeguarded by the following 1990 letter from the Nebraska Bureau of Examining Boards, Department of Health:

We are responding to your letter asking if a medical assistant can give injections in a physician’s office.

On February 11, 1990, the Board of Examiners in Medicine and Surgery discussed this question and stated that appropriately trained medical assistants can give injections in a physician’s office.

III.

Section 38-2218 of the Nebraska Nurse Practice Act provides strong legal authority for the physician’s right to delegate clinical and administrative duties to a medical assistant working under direct supervision in an ambulatory health care delivery setting. The letter from the Nebraska Bureau of Examining Boards also speaks specifically to this matter. Consequently, one must conclude that the medical assistant’s right to be delegated duties by a physician is not infringed by the Nebraska Nurse Practice Act and the Nebraska Administrative Code.

NEBRASKA SOCIETY OF MEDICAL ASSISTANTS

DEFINITION OF MEDICAL ASSISTANT

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

PURPOSE

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

OBJECTIVE

1. Promote the profession of medical assisting.
2. Provide educational opportunities for medical assistants.
3. Demonstrate to physicians the ability of medical assistants to assist them in providing high quality patient care.

RIGHTS AND BENEFITS

As a member of NSMA, you have the right to:

- Vote on issues for your chapter and the NSMA. Elect chapter officers and delegates to the NSMA House of Delegates.
- Elect state officers and delegates to the AAMA House of Delegates to vote on NSMA and National issues.
- Express your opinion on all business issues, make and review bylaw amendments and make suggestions for chapter and society improvement.
- Seek positions of leadership.

NSMA provide you benefits which include:

- The opportunity to raise the prestige, image and standards of your profession.
- The opportunity to work toward advancement of medical assisting and influence surrounding events.
- The opportunity to develop and sharpen leadership skills.
- The opportunity to be informed about new advancements and events.
- A feeling of value to your profession, society and yourself.
- The friendship and networking with other medical assistants throughout the State.

RESPONSIBILITIES

Your responsibilities as an NSMA member are:

- To support the NSMA on all levels which includes: attending meetings, conferences and fundraising events.
- To attend local monthly meetings as an active member.
- To accept leadership positions and fulfill them to the best of your ability.
- To recruit new members and make them feel welcome.
- To read, understand and follow the bylaws of your chapter and the NSMA.
- To pay dues promptly.
- To promote a positive attitude toward the medical assisting profession.

DUES

Annual membership dues are subject to change yearly and are tax deductible. For further information, contact the State Membership Chair.

MEETINGS

Local chapters of NSMA conduct business meetings and sponsor educational programs. Non-members are welcome as guest.

CHAPTER MEETINGS

<u>CHAPTER</u>	<u>MEETS</u>	<u>ELECTION OF OFFICERS</u>
Grand Island	last Tuesday of the month	March
Great Plains		
Hastings	1st Tuesday of the month	March
Lincoln	4 per year Sept, Oct, Feb, March	March
Norfolk	1 meeting a year, held at state conference	
Omaha	3rd Tues. (Sept, Nov, March, Jan, March & May)	March

2009-2010 State President



Carol Hipke-Muske, CMA (AAMA)

42nd President of the Nebraska Society of Medical Assistants

Carol is a native of O'Neill and moved to Hastings, in 1992 with her son Justin. She attended CCC-Hastings medical assisting school, graduating in 1994. She began her career in 1993 at Nebraska Urology Center, PC. In 2003, she accepted a part-time medical assisting instructor position at CCC-Hastings and then in 2008, she was hired full-time.

She became certified in 1994 and has maintained active status ever since. She has held numerous officer and committee positions on both the local, state and national levels over the years.

Carol enjoys volunteering her time to the medical assistants to insure their right to practice and growth as an organization. Keeping your credentials current and volunteering your time when possible are values that Carol would recommend to any Certified Medical Assistant who wants to improve their personal and professional life.

PAST STATE PRESIDENTS

<u>YEAR</u>	<u>NAME</u>	<u>CHAPTER</u>	<u>YEAR</u>	<u>NAME</u>	<u>CHAPTER</u>
1967-68	Doris Reynolds	Omaha	1989-90	Susan M Stetina (Engstrom), CMA, RN 7949 Garland, Lincoln, NE 68506	Lincoln
1968-69	Norma Welchel	Lincoln	1990-91	Donna (Slama) Bentjen, COA 5188 E Sargent Rd, Beatrice, NE 68310	Lincoln
1969-70	Theola Thornton	Norfolk	1991-92	Andrea Stewart, MLT, CMA PO Box 432, Sutherland, NE 69165	Great Plains
1970-71	Barbara McMullen 4115 N 55th Ave, Omaha, NE 68104	Omaha	1992-93	Laura Blankenship, RN, CMA-C 25125 S. Windy Bluff Lane Arlington, NE 68002	Omaha
1971-72	Barbara Powell 12800 Spruce Tree Way, Apt 328 Raleigh, NC 27614	Lincoln	1993-94	Mary (Wolfe) Brown, CMA 1205 S 167th St, Omaha, NE 68130	Omaha
1972-73	Patricia Madsen, CMA-AC 7830 Harney, Apt 1, Omaha, NE 68114	Omaha	1994-95	Tammy Siedband, CMA 3001 N 77th St, Lincoln, NE 68507	Lincoln
1973-74	Bonnie Ahrens, CMA-AC 5935 Sumner St, Lincoln, NE 68506	Lincoln	1995-96	Debra Potratz, CMA 814 Sweetwood Dr Grand Island, NE 68803	Grand Island
1974-75	Wilma Rabb Deceased	Omaha	1996-97	Patty Hafer, CMA 1048 N. Alamo Rd., #52 Alamo, TX 78516 hotgrandma1943@msn.com	Great Plains
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1976-77	Maxine (Noble) Koefoot, CMA Deceased	Grand Island	1998-99	Linda Allensworth, CMA PO Box 283, Carson, IA 51525	Omaha
1977-78	Jeanne Houston, LPN, CMA Deceased	Omaha	1999-2000	Edna Henrichson, CMA, LPN 825 N Morrell, Fremont, NE 68025	Fremont
1978-79	Pat Whyman-Lightle, CMA-AC, COA Deceased	Lincoln	2000-01	Carol Hipke-Muske, CMA 745 N Denver, Hastings, NE 68901	Hastings
1979-80	Norma Parker, CMA Masonic Manor 801 S 52nd St, Apt. 1708 Omaha, NE 68106	Omaha	2001-02	Janis Frederick, CMA 7217 N 74th St, Omaha, NE 68122	Omaha
1980-81	Roberta Frerichs, CMA-A 7125 Starr St, Lincoln, NE 68505	Lincoln	2002-03	Lori Kounovsky, CMA PO Box 644, Plainview, NE 68769	Norfolk
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1983-84	Elaine (Arps) Hunacek, CMA 8265 E Southern Ave #315 Mesa, AZ 85208	Omaha	2005-06	Holly Jensen, CMA 146 North N Road, Aurora, NE 68818	Grand Island
1984-85	Edith Thomsen, CMA-A	Kearney Area	2006-07	Angela (Angy) McCarter, CMA, LRT 6944 Vine St, Lincoln, NE 68505	Lincoln
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1988-89	Delores M Yosten 4010 Kay Ave, Grand Island, NE 68803	Grand Island			

2009-2010 NSMA Officers



2009-2010 NSMA Officers



2009-2010 NSMA Officers

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Carol Hipke-Muske, CMA (AAMA)

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MEDICAL ASSISTING NEEDS YOU!

There are two easy ways to join:

Visit our web page: www.aama-ntl.org

Or call the AAMA's national office at 1-800-228-2262



NSMA VOLUNTEER LEADERSHIP

Make a Difference!

Help shape the future of your profession.

Join the NSMA volunteer leadership team.

Both new and experienced members are welcome.

- **Archive** ~ Collect and record the history of NSMA.
- **Awards** ~ Coordinate contests and present awards at the state conference.
- **Budget & Finance** ~ Help prepare the budget for NSMA.
- **By-Laws** ~ Study national state and chapter bylaws to make recommendations. Use Roberts Rules of Order.
- **Certification** ~ Promote the CMA (AAMA) exam and welcome new CMA (AAMA)s at the state and chapter level.
- **Documents** ~ Keep NSMA documents updated for members use.
- **Editorial** ~ Collect and organize NSMA news for the Med-A-Gram and NSMA webpage, www.nsmaonline.org.
- **Education** ~ Suggest topics for CEU sessions and request AAMA approval.
- **Liaison** ~ Promote and partner with NSMA and state medical assisting education centers.
- **Marketing** ~ Promote the CMA (AAMA) credential locally, statewide and nationally.
- **Membership** ~ Encourage students, new graduates and non-renewing members to join local chapters, NSMA and AAMA.
- **Mentor** ~ Build CMA (AAMA) friendships and promote CMA (AAMA) leaders.
- **Public Policy** ~ Protect the CMA (AAMA)'s right to practice and keep members updated on legislative issues.



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For a detailed description of positions, visit www.nsmaonline.org
PRINT the information below and send to Michel McKinney, CMA (AAMA)

Name and Credentials

Position I'd like more information on

Chapter

Preferred mailing address

Phone

Email address

NSMA Educator Advisory Board Members

ALEGENT HEALTH

Medical Assisting Program
CAAHEP & ABHES Accredited
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VATTEROTT COLLEGE

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CENTRAL COMMUNITY COLLEGE

Medical Assisting Program
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KAPLAN UNIVERSITY - OMAHA

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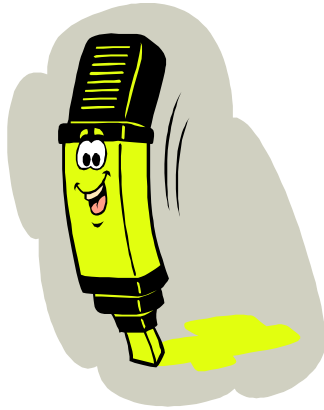
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CAAHEP Accredited: Diploma
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F) 712-328-4061
mguthard@kaplan.edu

Plan ahead...



**Mark
Your
Calendar**

**Nebraska Society of Medical Assistants
Continuing Education Events:**

NSMA 44th Annual Conference 2010:

April 16 & 17, 2010, @ the Country Inn & Suites

5353 N 27th Street, Lincoln, Nebraska

Conference Chair is Lori Weskamp, CMA (AAMA) 402-464-7140, moolaw@windstream.net

Co-chair is Denise Arnold, CMA (AAMA), 402-420-5228, darnold@neuroandspinalsurg.com

NSMA 45th Annual Conference 2011:

April 29, 30 & May 1, 2011, @ the Howard Johnson Riverside Inn,

3333 Ramada Road, Grand Island, Nebraska

Conference Chair is Debra Potratz, CMA (AAMA) 308-382- 6123 dpotratz@cdhd.ne.gov

NSMA 46th Annual Conference 2012:

Conference Chair is Tracy Bednar, CMA (AAMA), LRT Omaha, Nebraska

A weekend of traveling, sharing, continuing education, fun, food, prizes, friendship and lasting memories. Anyone needing continuing education welcome to attend: Medical Assistants, Nurses, Healthcare Professional, X-ray Techs, Educators. Watch for more information in the 2009 Spring

2009-2010 NSMA State Board Meetings

Come see what we can do for you. Anyone and everyone are welcome to attend any or all board meetings. You do not have to be on a committee to attend.

August 8, 2009	Summer:	Noon Webinar or Hastings CCC campus, rm. 220
October 10, 2009	Fall:	Noon Webinar or Hastings CCC campus, rm. 220
January 9, 2010	Winter:	Noon Webinar or Hastings CCC campus, rm. 220
March 6, 2010	Spring:	Noon Lincoln, <i>Country Inn & Suites Hotel</i> 5353 N 27th Street
April 16, 2009	Pre Convention:	Lincoln, <i>Country Inn & Suites Hotel</i> 5353 N 27th Street (Time to be announced with Conference registration)
April 17, 2009	Post Convention:	Lincoln, <i>Country Inn & Suites Hotel</i> 5353 N 27th Street (Time to be announced with Conference registration)

For more information on state board meetings contact; President Carol Muske, CMA (AAMA) @ 402-463-7976 or 402-984-5317, cmuske@cccneb.edu or Vice President, Jeannine L Nagel, BS, CMA (AAMA), jeannine.nagel@alegent.org, 402-558-5234 or Immediate Past President, Dona Marotta, CMA (AAMA) BSHCM, @ 402-614-4321, 402-572-2676, dona.marotta@alegent.org

Committee Members: please let the NSMA President know if you will not be able to attend the scheduled meetings in advance. Arrange to have your report presented by another member who will be attending and email a copy of your report to the President, Secretary and Board Members in advance. That way if we have questions, we can discuss it before the board meeting.

As a courtesy to other members, please put your cell phone on vibrate while the meeting is in progress.

Reach for the Stars



*AAMA's 53rd Annual National Conference
September 11-14, 2009
at the
JW Marriott Galleria, www.jwmarriotthouston.com
Houston, Texas*

To register, see the AAMA website for information and forms:

www.aama-ntl.org

AAMA Convention Services 20 N Wacker Drive, #1575

Chicago, IL 60606

1-800-228-22621

Fax 1-312-899-1259

7 reasons why you should attend:

Practice Management Sessions to Keep You in Control

Leadership training; giving you the leading edge.

Educator's sessions to improve your impact in the classroom.

See the latest products, publications and services on display at MEDEXPO.

AAMA's popular package deal, including CE sessions will save you money.

Continuing education to increase your performance on:

Continuing education topics to increase your performance will be on:

Clinical Ethics: Indications for Intervention, Sleep Apnea and Beyond, Interactive Learning, What to Say When the Diagnosis is Scary, The Abuse of Opioids, So You Want to Teach, Management Lessons That Everyone Should Learn, Designing an Effective Course, How Are You Documenting, Do It Right the First Time, Identity Theft Awareness, Everything You Wanted to Know About Medical Ethics, HPV, An online Medical Assisting Program, Adventures in Attitudes, Adult ADD, Teaching Strategies for the Novice and Experienced Instructor, Understanding Medical Terminology, Bring a Course to an Effective Conclusion, Practice Managers Roundtable: The Gift of Creativity, Certifying Board General Session: CMA (AAMA) Knowledge Bowl, Advanced Auditing, Shaken Baby Syndrome, Optimize Your E/M Compliance and Revenue, Teach Soft Skills in the Technology Age, Are you Practicing Within Your Legal Boundaries as a Medical Assistant, Immunization-The Medical Assistant as Champion, Don't Put Patients on a Diet; Put them on DO-IT!, No Film, No Problem,

AAMA Contact Information

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

20 NORTH WACKER DRIVE, STE 1575

CHICAGO, ILLINOIS, 60606-2903

TOLL FREE 1-800-228-2262

FAX 1-312-899-1259

What is the purpose of the AAMA?

The purpose of the American Association of Medical Assistants (AAMA) is to promote the professional identity and stature of its members, and the medical assisting profession through education and credentialing.

Have questions about the AAMA and its services? Visit the Web site at www.aama-ntl.org. Use this address to request a transcript of your CEUs on line from the Continuing Education Registry after November 1, 2000. You will need your ID number to access your information. This number is found on the mailing label of your CMA today magazine.

Membership: Need to notify us of your change of address so you will get your CMA Today on time. E-mail your member ID number, old and new address and phone numbers to the membership staff at membership@aama-ntl.org. Also, e-mail any question regarding your membership status, dues, benefits and services.

Certification: Need a CMA exam application? E-mail a request and your mailing address to certification@aama-ntl.org. Send your certification questions this way also.

Continuing Education and Re-certification by CE: If you have any question about CEUs, program approval or recertifying by the CE method, e-mail them to ContED-Recert@aama-ntl.org.

Accreditation: Need to find out about getting a medical assisting program accredited? E-mail your questions to accreditation@aama-ntl.org.

Conventions: Want to find out more about AAMA's upcoming convention or Med Expo Exhibition? Send an e-mail to convention@aama-ntl.org.

Communications: Do you have a question or comment about the CMA Today? Send an e-mail to CMAToday@aama-ntl.org.

Information on your membership card: Next time you cannot remember an important date, just open your wallet and take a look. Upcoming conventions, the Web site address, Medical Assistant Week dates and the application deadlines for the Certification Examinations are listed on the back of that membership card you carry around in your wallet.

www.nsmaonline.org



The Nebraska Society of Medical Assistants is pleased to announce the States' newly designed website. In this age of technology, the Nebraska Society of Medical Assistants has accepted the task to improve our world by implementing a forum of current information for all members. We have spent the last couple of years, with the help of the Central Community College of Hastings web design class, designing the website around information from the NSMA Med-A-Gram.

We know it is hard to keep members and students abreast of current events with a twice a year publication, so now members will have 24/7 access to NSMA information and event happenings.

- As soon as it is available each year, we will have conference registration forms to download, for those of you that need to turn them into your employer early for prepayment.
- We have a link to the AAMA.
- Chapter meetings date, locations and time information
- State board meeting date, locations, and time information.
- Photos from current and past State and National Conferences.
- Current and historical information regarding the NSMA and its component chapters.

The website is still a work in progress, but there is already a lot of valuable information for members and students. We would like our members to feel that this is their website. If you feel that there is information that you would like to see included, please forward comments to the current Web Master: **Michel McKinney, CMA (AAMA)** at mmckinney@cccneb.edu. The website committee and the NSMA will address the information to see if it will serve the members needs.

44th Nebraska Society of Medical Assistants Conference

Fellow Medical Assistants,

The Lincoln Chapter in Lincoln, Nebraska, would like to take a moment to remind you about the two-day conference they are hosting.

This is the Nebraska Society of Medical Assistants' Annual Conference being held April 16 & 17th, 2010 at the Country Inn & Suites, 5353 N 27th Street, Lincoln, Nebraska.

Updates will be given at each State Board meeting throughout the year. Registration and hotel information will be published in the 2010 Spring Med-A-Gram and on our website www.nsmaonline.org. Please contact your local chapter or the website if you need information prior to the publication.

If you have any questions, comments, or further ideas for the upcoming convention, please call:

Conference Chair

Conference Chair is Lori Weskamp, CMA (AAMA) 402-464-7140, moolaw@windstream.net

Co-Chair

Co-chair is Denise Arnold, CMA (AAMA), 402-420-5228, darnold@neuroandspinalsurg.com

Because we are honoring our elected officers and special guests, we ask that you dress in casual business attire: kakis, dresses, skirts, dress slacks, blouses, and jackets. Jeans, sweats, scrubs, mid-riff, and shorts are not allowed. 'Thank you' for your consideration."

AAMA National Conferences

53rd September 11-15, 2009

Houston, TX, JW Marriott Galleria in
Houston, www.jwmarriotthouston.com

54th September 24-27, 2010

Lake Buena Vista in Florida, at the Hilton
Walt Disney World Resort
Hotel, www.1.hilton.com

55th September 09-12, 2011

Indianapolis, Indiana

Message Board

Updates from the 2008-09 Board of Directors meetings:

- Omaha bid for the 2011 State Convention.

The Education Committee continues to work with the web designing class at Central Community College-Hastings on our NSMA web page: www.nsmaonline.com.

- Birthday cards were sent to 17 Past Presidents.
- Nominations were secured for the 2009 NSMA HOD.

The 2009-10 NSMA budget was approved.

- NSMA will again donate \$50 to each AAMA fund: Conference Education, Maxine Williams Scholarship and Surveyor's Training.
- 12 By-laws changes proposed to the BOD this year; those approved are listed below.

1. Under Authority, all delegates and alternates delegates to the NSMA HOD must be an active member or a member-at-large of AAMA with a current CMA (AAMA) credential.

2. Under Authority, add F. Chapters must submit names of delegates and alternate delegates to the NSMA Speaker 45 days prior to the NSMA annual meeting.

3. Under Authority, Board members are expected to attend all meetings scheduled by the President and perform the duties assigned to their position. Failure to comply with meetings attendance and job functions may result in removal from position. Due process will be allowed with the right to appeal sent to the BOD in writing. Refer to the "NSMA Board of Directors Removal Policy" form.

4. Under Authority, add C. Teleconferences and video conference meetings must be authorized by the BOD. All persons must be able to hear each other at the same time and if by video, must be able to see each other.

5. Under Committees, merge Certification/Education committee duties. Rational: With the new computer based testing for the CMA (AAMA) exam starting in January 2009, there will be fewer demands on the Certification Chair. The current description for the Education Chair defines minimal responsibilities. Merging the two committees centralized the workload and better utilizes a volunteer. Please see the bylaws section of the fall 2009 Med-A-Gram for the current duties.

6. Under Committees, add C. The chair of the Membership committee will be appointed for a two-year term.

7. Under Delegates to AAMA Conference, add E. The number of NSMA sponsored alternate delegates sent to the AAMA Annual Conference will be determined annually by the BOD.

- The NSMA Policy Manual was presented and adopted for use at the 2009 HOD.
- The Certification committee sent congratulatory notes to 92 new CMAs, with an invitation to become an active member of their local chapter, NSMA, AAMA and to attend the 2009 State Convention. They also received an introductory packet informing them of all the benefits and opportunities that awaits them in the NSMA and AAMA.
- In October 2009, promotion of Medical Assisting week was held. In addition, the AAMA held their National Conference during Medical assistant's Week in Chicago, IL.
- Historical information was collected over the past year and preserved in the Archive committee.
- A new Medical Assistant of the Year of was chosen, Janet Ueding, CMA (AAMA), from Omaha.
- The *Med-A-Gram* won its' fifth *EXCEL* Publishing Award at the 52nd AAMA Conference.
- Nebraska also won two *EXCEL* Awards for *Membership Recruitment and Membership Retention*.

The members of the Hastings Chapter presented a great conference this past May 2009.

We had excellent speakers on: Meth and How it Impacts our Communities, Need and Use of Mass Distribution Clinics during a Pandemic Flu outbreak and CBRNE and the Medical Reserve Corp (MRC), Electronic Medical Records, Infectious Diseases, STDs and Peer Pressure that Teens Feel, Fibromyalgia, COPD-Not a curable but preventable disease, Everywoman Matters and Nebraska Colon Cancer Screening Programs, ICD-10-CM-The Next Medical Billing Challenge

During the Friday night Banquet, Carol Hipke-Muske, CMA, (AAMA) was installed as State President. New and recertifying members were honored, and the Medical Assistant of the Year was announced.

Our AAMA representative, Christine Hollander CMA, (AAMA), from Colorado was our guest at conference. She visited with members during the weekend and shared many items of interest from the AAMA with us.

There were a total of 123 registrants for the 2 day conference

Note: Remember that January 1, 2005 a change was made by AAMA on the timeline of recertification. The time you have to recertify was changed from 5 to 6 years. If you recertified before that date you also will be granted the additional time until your birthday the following year. The AAMA would appreciate a 3-month advance in sending in your recertification information to be able to allow them time in this paperwork process. Please call if you have any questions with recertification.

**October 19-23, 2009 is Medical Assistants Recognition Week
October 21, 2009 is Medical Assistants Day**

Be sure to order your **free** Medical Assisting week promotional packet from the AAMA, entitled *Medical Assistants at the Heart of Health Care* at www.aama-ntl.org. Posting the information at work will inform others about medical assisting and give you the recognition you deserve from your employer, co-workers and peers.

What does your chapter do recognize each other? Maybe you could schedule your monthly meetings during that time and have a pot luck supper or have a catered event. Go to your area colleges that teach Medical Assisting and have your meetings with the students in attendance so that they can meet members and see how the chapters are run. Chapters could choose one of their members and students to be honored during that week. Make up goodie baskets and take to your offices promoting Medical Assisting week. Students love free things, pick a student and pay for their membership for a year as a promotion.

From the Certification Committee

As many of you may know already, for those of us who have received our degree from an accredited CAAHEP or ABHES college we are to sign our credentials as CMA (AAMA).

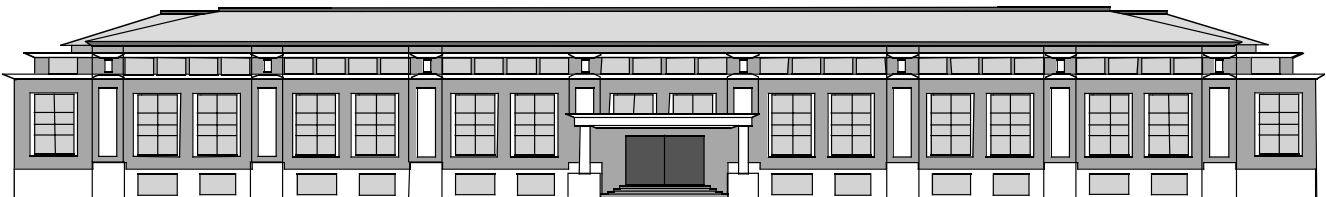
The following is part of an email from Anna Johnson at the AAMA, that will explain this in more detail:

Changing the designations to “Certified Medical Assistant (AAMA)” and “CMA (AAMA)” will give the AAMA and its certificants higher and more defensible ground against those who are attempting to blur the distinctions between our credential and the many other medical assisting credentials. Because it will be virtually impossible for a competitor to legally use AAMA after its credential, this change will greatly reduce efforts to use the phrase “certified medical assistant” as a generic term for all medical assistants. As a result the uniqueness and the superiority of the AAMA CMA over all other credentials will be enhanced.

The leading credentialing body in a field in which there is more than one credential has chosen to express its pride in the designation by putting the name or initials of the credentialing body or its affiliated association after the credential. The most prominent example is in the Medical Technologist field. There are at least three competing credentials, and there may be (or was at one time) four. The market leader has always been the MT of the American Society of Clinical Pathologists (ASCP).

According to the ASCP website, the ASCP Board of Registry (BOR) “established the use of the initials “MT” and “LT” after the registrant’s name in 1931. Later they added the parenthetical initials “(ASCP)” as other organizations attempted to grant the same designation, thus establishing the ASCP BOR’s certification as its own. The BOR certification was soon recognized as the “gold standard” within the industry.”

Therefore, just as the American Society of Clinical Pathologists distinguished its Medical Technologist credential from other such credentials by using (ASCP) after its MT credential, the AAMA would more clearly position its CMA credential as the gold standard of all medical assisting credentials by using the (AAMA) after the initials and the phrase.



Application Deadlines for Taking the Certification Examination:

March 1 for June testing

July 1 for October testing

October 1 for January testing

New and Recertifying CMAs

Becoming certified is an important part of medical assisting. The NSMA would like to recognize these CMAs so that everyone can be proud that their friends and colleagues have chosen to maintain a high standard of quality and professionalism for the medical assistants everywhere.

*The following names are from the **January, June and October 2008** exams and from the people who notified us on the convention registration form of their accomplishments. Note: Remember to add (AAMA) after your CMA credential. This shows what credentialing entity you are certified from. Congratulations from the Nebraska Society of Medical Assistants*

January 2008

Lakesha D Muhammad CMA (AAMA) Lincoln
 Elizabeth A Stockard CMA (AAMA) Lincoln
 LaChryle Ashley Nisby-Gardner CMA (AAMA) Bellevue
 Misty J. Griggs CMA (AAMA) Bellevue
 Lyndsay Marie Flaten CMA (AAMA) Sidney
 Bobbie Jo Rowland CMA (AAMA) Friend
 Amy Vanderpool CMA (AAMA) Lindsay
 Elizabeth Cheryl Rausch CMA (AAMA) Omaha
 Alecia Ann Bentley CMA (AAMA) Lincoln
 BriAnne G. Bartels CMA (AAMA) Lincoln
 Shannan Colette Kramer CMA (AAMA) Valparaíso
 Jessica Ann Sandoval CMA (AAMA) Omaha
 Mary K. Finke CMA (AAMA) Lincoln
 Heidi Rae Hornbeak CMA (AAMA) Beatrice
 Cynthia A Heine CMA (AAMA) York
 Lydia J Meece CMA (AAMA) Omaha
 Sara Virginia Anderson CMA (AAMA) Lincoln
 Ranae E. Jensen CMA (AAMA) Lincoln
 Amanda Cristine Katz CMA (AAMA) Omaha
 Heather Rae Hoagland CMA (AAMA) Lincoln
 Kerrie Lynn Brand CMA (AAMA) Lincoln
 Amy R McCarter CMA (AAMA) Ogallala
 Frances Marie Johnson CMA (AAMA) Bellevue
 Crystal Zubia CMA (AAMA) Omaha
 Cheryl Lynn Beaumont CMA (AAMA) Lincoln

June 2008

Keri A. Wisnieski CMA (AAMA) Norfolk

Tami Lynn Newbrey CMA (AAMA) Hastings
 Brila Adauto CMA (AAMA) Bellevue
 Yvonne M. Letsch CMA (AAMA) Panama
 Denise A Johnson CMA (AAMA) Scottsbluff
 Heather Owsley CMA (AAMA) Omaha
 Deb Rogers-Early CMA (AAMA) Lincoln
 Amanda Kay Gotschall CMA (AAMA) Fremont
 Elizabeth Margaret Rott CMA (AAMA) Hastings
 Brandy Nicole Baxter CMA (AAMA) Weeping Water
 Valerie M Guinn CMA (AAMA) Omaha
 Marlys Kay Dieken CMA (AAMA) Lincoln
 KayCee Lea Moss CMA (AAMA) Adams
 Sarah L Kaiser CMA (AAMA) Bellevue
 Katie L. Arnold CMA (AAMA) Lincoln
 Erica Sheree Rogers CMA (AAMA) Omaha
 Tracy Lynn Smith CMA (AAMA) Seward
 Mysia Deborah Leah Patterson CMA (AAMA) Seward
 Jeannine L. Elsbernd CMA (AAMA) Grand Island
 Tanya M. Frey CMA (AAMA) Lincoln
 Allison A Eickhoff CMA (AAMA) Omaha
 Jamie Dumas CMA (AAMA) Bellevue
 Jenny Renae Novak CMA (AAMA) Lincoln
 Brenda J Bramhall CMA (AAMA) Lincoln
 Sandra Kay Ockinga CMA (AAMA) Ayr
 Natasha L. Kvasnicka CMA (AAMA) Hickman
 Melanie D. Zimmer CMA (AAMA) Pleasanton
 Jeanna R Loeffler CMA (AAMA) York

Kimberly J Hayes CMA (AAMA) Osceola
 Rayna Ann Wallace CMA (AAMA) Lincoln
 Angelique M Freeman CMA (AAMA) Omaha
 Yvette L Valery CMA (AAMA) Bellevue

October 2008

Erin Adams CMA (AAMA) Lincoln
 Claudia Y Perez CMA (AAMA) Lincoln
 Laci M Houtches CMA (AAMA) Bellevue
 Erin J Lape CMA (AAMA) La Vista
 Mable Anita Louise Tostenson CMA (AAMA) Omaha
 Micaela Marie Dell CMA (AAMA) Lincoln
 Tabitha J Tierney CMA (AAMA) Fremont
 Erin E. Zulkoski CMA (AAMA) Lincoln
 Amber I. Macek CMA (AAMA) Lincoln
 Sharlyn Davis CMA (AAMA) Omaha
 Brenda D. Venhaus CMA (AAMA) Lincoln
 Pamela Sue Koch CMA (AAMA) Lincoln
 Robie Anne Tiffin CMA (AAMA) Omaha
 Teresa Marie Mikoloyck CMA (AAMA) Fremont
 John L Manley CMA (AAMA) Papillion
 Lindsey Nicole Robertus CMA (AAMA) Lincoln
 Jessica A Bennett CMA (AAMA) Overton
 Chelsea M. Brown CMA (AAMA) Sutherland
 Dianne L. Paulson CMA (AAMA) Lincoln
 Jessica Marie Atkins CMA (AAMA) Omaha
 Jennifer C. Hansen CMA (AAMA) Lincoln
 Jetaun White CMA (AAMA) Omaha

Rebecca Jean Gent CMA (AAMA)
Omaha
Angela L. Romero CMA (AAMA)
Omaha
Michelle R. Rabideaux CMA
(AAMA) Omaha
Andrea Nicole Engler CMA
(AAMA) Hickman
Emily Anne Spilker CMA (AAMA)
Omaha
Christine M. Eloge CMA (AAMA)
Lincoln
Lauren A. McCreery CMA (AAMA)
Omaha
Kirstin E Pribyl CMA (AAMA)
Omaha
Catherine Ann Anderson CMA
(AAMA) Omaha
Jeanette K Wieser CMA (AAMA)
Saint Paul
Rebecca A Galarza CMA (AAMA)
Lincoln
Sarah Kaye Caldwell CMA (AAMA)
Lincoln

Recertificant

Laura J. Blankenship CMA-C
(AAMA) RN
Arlington
Karen Sue Kahnk CMA (AAMA)
Omaha
Debra K. Potratz CMA (AAMA)
Grand Island
Jeri J. Herrera CMA (AAMA)
Lincoln
Karen R. Webster CMA (AAMA)
Avoca
Debbie L. Packmore CMA (AAMA)
Lincoln
Stacie J. Roth CMA (AAMA)
Milford
Linnea R. Williams CMA (AAMA)
Bellevue
Christel Lynne Barth CMA
(AAMA) Utica
Kelly R. Dobesh CMA (AAMA)
CPC, RCC
Wood River

Lisa Jean Spatz CMA (AAMA)
Lincoln
Pamela Jo Dyer CMA (AAMA)
Omaha
Beth Ann Sheridan CMA (AAMA)
Lincoln
Lynn R Maca CMA (AAMA)
Rogers
Kari Ellen Grams CMA (AAMA)
Kenesaw
Susan E. Marx CMA (AAMA)
Omaha
Michelle L. Lentz CMA (AAMA)
Bellevue
Tina Marie Owen CMA (AAMA)
Lincoln
Angela L. Feeney CMA (AAMA)
Central City
Emilia Veronica Moore CMA
(AAMA) Bellevue
Amber J. Kalkwarf CMA (AAMA)
EMT-B
Ceresco
Jennifer A McCoy CMA (AAMA)
Lincoln
Deborah G. Cole CMA (AAMA)
Lincoln
Jill Serae Speece CMA (AAMA)
Fairmont
Linda Catherine Formanek CMA
(AAMA) Lindsay
Janeen L. Sturtevant CMA (AAMA)
Waverly
Leslea K Hohman CMA (AAMA)
Clay Center
Diane Marie Lamberson CMA
(AAMA)
Saint Paul
Debra L. Rall CMA (AAMA)
Lincoln
Lesley Brooke Miller CMA (AAMA)
Kearney
Tasha Delts CMA (AAMA)
Omaha
Debra Marie Soloman CMA
(AAMA) Omaha
Kristy Lynn Thurber CMA
(AAMA) Omaha

Linda K. May CMA (AAMA)
Lincoln
Jamie Beth Johnson CMA (AAMA)
Eagle
Diane Marie Kalkwarf CMA
(AAMA) Crete
Christina Marie Scott CMA
(AAMA) Lincoln
Keely McGill Preister CMA
(AAMA) Lincoln
Julia F. Jacobus CMA (AAMA)
Papillion
Jerri L. Neemann CMA (AAMA)
Lincoln
Lori A. Lesiak CMA (AAMA)
Lincoln
Susan L Kizer CMA (AAMA)
Overton
Alana J. McCrillis CMA (AAMA)
Blair
Tracy Jo Bednar CMA (AAMA)
Waterloo
Shelly A. Hankins CMA (AAMA)
Lincoln
Lori D. Kounovsky CMA (AAMA)
Plainview
Janet M. Koranda CMA (AAMA)
Fremont
Shirley A. Lanning CMA (AAMA)
Gering
Valerie M. Ruckman CMA (AAMA)
AAS
Murray
Tuyet Nhung Nguyen CMA
(AAMA) Lincoln
Rebecca A. Spaulding CMA
(AAMA) Ralston
Tennille R. Lindgreen CMA
(AAMA) Grand Island
Oksana Y. Shvets CMA (AAMA)
Lincoln
Kerry Anne Davis CMA (AAMA)
Hastings
Shirley J. Newton CMA (AAMA)
Cambridge
Sharon Ann Gilg CMA (AAMA)
Central City
Susan Lynn Phillips CMA (AAMA)
Lincoln

Congratulations from the Nebraska Society of Medical Assistants



Not all are present in the photo

Mary Finke, CMA - Lincoln Chapter; Melanie Zimmer, CMA - Grand Island Chapter; Pamela Koch, CMA - Lincoln Chapter; Kim Hayes, CMA - Lincoln Chapter; Heather Hoagland, CMA - Lincoln Chapter; Jennifer Hansen, CMA - Lincoln Chapter; Jeanine Elsbernd, CMA - Grand Island Chapter; Katie Arnold, CMA - Lincoln Chapter; Mable Tostenson, CMA



NSMA members that recertified since the last conference.

Not all are present in the photo

Linda Allensworth - Omaha Chapter; Heather Anderson - Grand Island Chapter; Mariann Fleischman - Lincoln Chapter; Karla Blackstone - Hastings Chapter; Jody Botsch - Omaha Chapter; Nicole Dvorak - Omaha Chapter; Janeen Sturtevant - Lincoln Chapter; Liza Masters - Lincoln Chapter; Sue Simodynes - Grand Island Chapter; Lori Kounovsky - Norfolk Chapter; Beth Sheridan - Lincoln Chapter; Holly Mace - Grand Island Chapter; Jan Frederick - Omaha Chapter; Ruth A. McCary - Omaha Chapter; Candace Coffman - Lincoln Chapter

CAN YOU USE A GRAND? SHOW US YOUR...

Grand Idea

Brainstorm an ad that promotes the medical assisting profession, the CMA (AAMA) credential, and membership in the American Association of Medical Assistants.

Your ad idea could win \$1000!

If you design the winning ad, you will receive a \$1,000 U.S. Savings Bond from textbook publisher F.A. Davis. The award will be presented to you at the Excel Awards ceremony on September 24, 2010, during the AAMA Annual Conference in Houston, Texas. Also, your ad will be on display during the conference, posted to the AAMA website, and featured in *CMA Today*.

Your audience: Potential medical assisting students. Who better to tell them about entering the medical assisting profession than you!

Your ad's objectives:

- Promote the medical assisting profession.
- Promote the CMA (AAMA) credential.
- Promote the AAMA.

Your judges: The AAMA Communications and Marketing Department will judge the awards.

Your deadline: July 1, 2010

How to get started: Think about what you would say to a friend or an acquaintance to encourage them in pursuing medical assisting as a profession. Why did you choose it as your career path? Then, think about what you would tell this person about going after that CMA (AAMA) credential. What kind of professional edge does this credential provide? Finally, think about what you'd tell this person about joining the AAMA. Keep your message simple.

Look through your favorite magazine to find ads that capture your attention. What is it about an ad that grabs you? What is the ad's slogan? What is its call to action?

Eligibility: You are eligible to enter if you are enrolled in and have completed at least one quarter or semester at a postsecondary medical assisting program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Ad details: Your ad must include...

- a slogan—a brief, memorable statement that summarizes your message.
- body copy—limit 30 words. (Keep your objectives in mind!)
- a call to action—again, a brief statement telling your audience what you want them to do.

Submission requirements:

- Hard copies only.
- Ad size must be 8.5" x 11" (letter-sized paper).
- Ads must be formatted vertically (i.e., portrait orientation).
- You can design your ad using any medium (electronically or freehand).
- One student per ad.
- One ad per student.

Judging criteria: Submissions will be judged based on writing, design, and concept.

Entries that do not meet all the submission requirements will automatically be disqualified. Submissions will not be returned.

Entry form: Fill out this form, detach it, and mail it by **July 1, 2009** with your entry to the AAMA.

Your full name: _____	Institution address: _____
Your address: _____	Institution city/state/zip: _____
Your city/state/zip: _____	Your educator's name: _____
Your daytime phone number: _____	
Your e-mail address: _____	
The institution name of your medical assisting program: _____	



AMERICAN ASSOCIATION
OF MEDICAL ASSISTANTS
20 N. WACKER DR., STE. 1575
CHICAGO, ILLINOIS 60606

website: www.aama-ntl.org

800/228-2262

What is the Nebraska Society of Medical Assistants?

Nebraska was represented at the first meeting held in Kansas City, Kansas, to form a National Organization back in May of 1955. It was in 1963 that Nebraska qualified for its State Charter. In 1965, Nebraska presented its first educational symposium held in Lincoln. The first CMA certification exam in Nebraska was given in June of 1965.

From the beginning, there was a need, there was interest and there was constant motivation and support. Our founding drive has not changed. Fifty years later, Medical Assisting is now expected to be the seventh fastest growing occupation throughout the year 2009.

Our members have learned how an exchange of professional ideas can broaden the scope and effectiveness of all Medical Assistants. As a member, you will make new friends and enjoy affiliation with colleagues as you share in the opportunity to advance your career goals.

We have identified our goals and are striving to achieve our objectives. YOU are part of that overall plan! Your involvement will make a positive difference.

The Nebraska Medical Association and many County Medical Societies support and endorse the goals and objectives of the NSMA. Physicians in the communities where we work serve on our Physician Advisory Board.

Each Spring, NSMA sponsors a State Conference. This educational weekend is held in various locations throughout the state. At this meeting, the House of Delegates assembles which provides the democratic forum to define the policies governing our Society. The election and formal installation of Officers takes place, as well as entertaining social functions. The "Medical Assistant of the Year" honor is also awarded. This award acknowledges the special accomplishments of an outstanding member.

All members are welcome and encouraged to attend the NSMA Board Meetings. Experience the happenings behind the scenes. Familiarize yourself with the Board of Directors and the activities of the Standing Committees. Explore the many volunteer opportunities that are available for your special talents. These business meetings are usually scheduled in August, October, January, March, with pre and post meetings during the State Conference.

NSMA has five local Chapters throughout the State. Most Chapters hold regular business meetings and offer AAMA approved programs for continuing education units. Perhaps there could be enough interest in your area to form your own Chapter!

The History of the Nebraska Society of Medical Assistants, Inc.

In May 1955, a steering committee of seven women met at the Paxton Hotel in Omaha at which time the constitution and bylaws were drawn up and the organization was officially established under the approval of the Douglas County Medical Society. The Omaha Chapter remained the only chapter in Nebraska functioning at both the local and state levels. On October 11, 1963, Nebraska received their State Charter at the AAMA Convention.

In April 1966, Omaha hosted the first state meeting for interested medical assistants from other cities and towns in Nebraska. A steering committee agreed to propose the necessary changes in the constitution and bylaws to provide eligibility to medical assistants from neighboring areas, not only to join as associate members until a component chapter in their locale was organized, but also to allow them to be an associate member-at-large with the right to vote, hold office and chair a committee.

At the NAMA convention in Omaha, May 1967, Madison Six County and Lincoln received their charters. The Madison Six County Chapter changed their name to the Northeast Nebraska Chapter in March 1976. This chapter dissolved in January 1983.

In May 1971, the Grand Island Chapter received their charter. In 1975, a chapter was issued to Scottsbluff-Gering Chapter but they dissolved in February 1980.

In 1982, three chapters were given their charters. They were Great Plains, Kearney Area and Hastings. The Hastings Chapter became inactive but reorganized in December 1989. The Kearney Area Chapter dissolved in April of 1986.

The Norfolk Chapter received their charter in 1988 and Fremont was chartered in 1989.

As of 1993, we have the following active chapters: Fremont, Grand Island, Great Plains, Hastings, Lincoln, Norfolk and Omaha.

The first medical assistant certification examination in Nebraska was given in June 1966 at Omaha University (now the University of Nebraska at Omaha). Erna Goode, CMA, of the Omaha Chapter became the first medical assistant in Nebraska to receive her certification credential. Bonnie Ahrens, CMA-ACP, of Lincoln was the first to receive her certification plus the specialty of Administration, Clinical and Pediatric. The specialty credentials are no longer offered. The Certification Committee was created at the 1979 House of Delegates.

The first state publication, simply called the "Bulletin," was distributed in February 1971, under the direction of Barbara McMullen, President. In 1978, the decision was made to restart the state newsletter with five publications per year. Ginny Rozmiarek, CMA-C, was the Publication Chairman. A statewide contest was held to name the newsletter and the Grand Island Chapter won with the name "NAMA-Gram." This was later changed to the Nebraska MED-A-GRAM in December 1985.

Membership enrollment has fluctuated throughout the years ranging from less than 100 to near 300. In 1975, Nebraska won two AAMA Membership Awards. First place was awarded for percentage of increase and second place for numerical increase.

Tax-free exemption status was obtained in September 1978. In December 1984, the Article of Incorporation was drawn up for our organization spearheaded by Peggy Gilbert, CMA. In December 1985, the official name was changed from the Nebraska Association of Medical Assistants (NAMA) to the Nebraska Society of Medical Assistants, Inc. (NSMA) to comply with the mandate from AAMA.

From conception, the major purpose of this organization has been to provide continuing education for its members. To this end, we have organized and sponsored innumerable seminars and annual conventions. AAMA chose Omaha to host the 1987 Regional Conference as part of their Strategic Plan.

In the mid 1980s, legislative issues took on new major concerns dealing with OSHA guidelines, public safety, clinical laboratory improvement amendments (CLIA), radiology training requirements, bloodborne pathogens, and the CMAs right to practice. Members are kept abreast of these topics by the organization.

In 1978, the U.S. Department of Health, Education and Welfare formally recognized medical assisting as an allied health profession. This ruling was a direct result of a concentrated campaign by AAMA and initiated the drive for certification revalidation. In April of 1988, the Bureau of Labor Statistics listed medical assistants as the fastest growing occupation for the years 1986-2000.

NSMA 2009 State Conference in North Platte



Dona Marotta explains why Janet Ueding was nominated as Medical Assistant of the Year



Dona Marotta installs Carol Hipke-Muske as the new 2009-2010 NSMA President



Dr Pankratz wins \$50 in the NSMA raffle



??



Jan Frederick is honored for her work on the NSMA Policy Manual



Linda Allensworth presents Janet Ueding with Medical Assistant of the Year Award



Lori Kounovsky does the installation of the NSMA Officers



Michel installs Debra Potratz as NSMA Secretary



Nebraska Urology wins \$75 in the NSMA raffle



*NSMA President Carol Hipke-Muske and
AAMA Representative Chris Hollander*



*Barb Carter and Lisa Hoffman honor members that passed the Certification Exam and those that
recertified in the last year*

Saturday Luncheon



*Leigh Perez, Jan Frederick, Jeannine Nagel and
Chris Hollander at the Saturday Luncheon*



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2009-2010 State Medical Advisory Board **of the Nebraska Society of Medical Assistants**

The Nebraska Society of Medical Assistant's State Medical Advisory Board shall consist of three members, named by the President-Elect. Two 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-conference meeting. They will serve for a period of one year. Any of them may serve for more than the appointed term, but must be appointed and approved annually.

1. Duties:

- a. Promote the goals and objectives of NSMA.
- b. Assist in acquainting the general public with the function of Medical Assistants and of NSMA.
- c. Provide guidance in continuing education program planning.
- d. Inform the organization of legislative matters pertinent to the health field.
- e. Provide assistance by teaching at workshops and seminars as requested.
- f. Be available for counsel with officers and committee chairpersons as needed.
- g. Serve as judge for Nebraska Medical Assistant of the Year.
- h. Write messages of endorsement for NSMA for the Nebraska Med-A-Gram.



Dr. Raymond W. Conant

1966-68 A.S., Marshalltown Community College, Marshalltown, IA
 1968-70 B.S., Iowa State University, Ames, IA
 1970-74 M.D., Creighton Medical School, Omaha, NE
 1974-75 Internship, Family Practice, Creighton Affiliated Hospitals, Omaha, NE
 1975-76 Surgery Internship, Creighton Affiliated Hospitals, Omaha, NE
 1976-79 Urology Internship, Creighton Affiliated Hospitals, Omaha, NE
 1979-Present Nebraska Urology Center, P.C., Hastings, NE

Member of the Adams County Medical Society, Nebraska Medical Association, American Medical Association, Nebraska Urological Society, American Fertility Society, American Lithotripsy Society, Christian Medical Society, American Urological Association.



David S. Halsted, BA, MD

1978 B.A., St. Olaf College, Northfield, MN
 1982 M.D., University of Nebraska College of Medicine, Omaha, NE
 1982-83 Internship, General Surgery, University of Kansas Medical Center, Kansas City, KS
 1983-84 Residency General Surgery, St. Luke's Hospital, Kansas City, MO
 1984-86 Residency Urology, University of Kansas Medical Center, Kansas City, KS
 1986-87 Chief Resident Urology, University of Kansas Medical Center, Kansas City, KS
 1987-88 Private practice in Urology in Minneapolis, MN
 1988-96 Staff Physician, Section of Urology, Duluth Clinic, Duluth, MN
 1993-96 Chief, Division of Urology, Miller Dawn Medical Center, Duluth, MN
 1996-present Nebraska Urology Center, P.C., Hastings, NE
 1999 Chairman of Mary Lanning Memorial Hospital Surgery Dept., Hastings, NE

Member of the Adams County Medical Society, American Urological Association, American Medical Association, Nebraska Medical Association, American College of Surgeons.



Dr. David J. Powell, MPAS, PA-C

1976 B.S. New Mexico State University, Las Cruces, New Mexico
 1980 M.S. University of Nebraska-Lincoln, Lincoln, Nebraska
 2000 B.S. Physician Assistant Studies, Union College, Lincoln, Nebraska
 2005 M.P.A.S. Physician Assistant Studies, University of Nebraska Medical Center, Omaha, Nebraska

2000-Present Nebraska Urology Center P.C., Hastings, Nebraska
 Member of American Academy of Physician Assistants, Nebraska Academy of Physician Assistants.

Medical Assistant of the Year



Janet Ueding, CMA (AAMA)

Omaha Chapter of Medical Assistants

Excerpts from the letter of recommendation for Medical Assistant of the year:

Janet is an outstanding Alegent employee and does an extraordinary job taking care of her patients and works extremely well with her physician and his entire staff. She strives for excellence to exceed expectations and be the best in all she does.

Janet has exemplified great leadership and diligence in accomplishing team goals on the Alegent Employee Engagement Committee.

Janet displays our Alegent Health Mission everyday-“Faithful to the healing ministry of Jesus Christ, our Mission is to provide high-quality care for the body, mind and spirit of every person.”

Janet received her diploma in Medical Assisting from the Omaha College of Health Careers in April 1991. She became a CMA in Aug of 1991, and joined the AAMA while still in school in 1991. She attended her first education session in Jan of 1992 and has been involved ever since. Janet has held the position of Omaha Chapter President 3 times as well as serving on several local and State committees. Janet aspired to a National Conference someday.

For 17 years, she has worked for Alegent primarily doing back office work. Janet enjoys working with the patients as well as other staff members. Every day is a new challenge in the Healthcare field.

Janet has been blessed with a daughter Laurie, and a stepson Pete, and four wonderful grandchildren, Ashley 19, Joe 15, Brittney 10, and Brooklyn 5. She spends a lot of time with the little ones and enjoys every minute of it. Janet credits her husband Pete of 30 years for being very supportive in her career.

Janet believes continuing education is vital both personally and professionally. It increases the medical assistants skills and understanding of the ever-expanding and changing world of medicine. She encourages every Certified Medical Assistant to get involved with their local chapter as well as committees on the State Level. Together we can make a difference.

Past Medical Assistants of the Year

<u>YEAR</u>	<u>NAME</u>	<u>CHAPTER</u>
1980	Lorraine Wilbur, RN	Lincoln
1981	Bonnie Ahrens, CMA-AC (AAMA)	Lincoln
1982	Jeanne Houston, LPN, CMA (AAMA)	Omaha
1983	Peggy (Gilbert) Brown, CMA (AAMA)	Lincoln
1984	Norma Parker, CMA (AAMA)	Omaha
1985	Marie Madison	Grand Island
1986	Virginia Rozmiarek, CMA-C (AAMA)	Omaha
1987	Elaine (Arps) Hunacek, CMA (AAMA)	Omaha
1988	Delores M. Yosten	Grand Island
1989	Edith Thomsen, CMA-A (AAMA)	Kearney Area
1990	Chris Graff, LPN	Lincoln
1991	Minnie Briggs, RN	Omaha
1992	Peggy (Gilbert) Brown, CMA (AAMA)	Lincoln
1993	none	
1994	Laura Blankenship, RN, CMA-C (AAMA)	Omaha
1995	Mary (Wolfe) Brown, CMA (AAMA)	Omaha
1996	Patty Hafer, CMA (AAMA)	Great Plains
1997	Debby Gross, CMA (AAMA)	Norfolk
1998	Tammy Siedband, CMA (AAMA)	Lincoln
1999	Deb Potratz, CMA (AAMA)	Grand Island
2000	Candace (Rhoades) Coffman, CMA (AAMA)	Lincoln
2001	Janis Frederick, CMA (AAMA)	Omaha
2002	Linda Allensworth, CMA, CPC (AAMA)	Omaha
2003	Andrea Stewart, MLT, CMA (AAMA)	Great Plains
2004	Carol Hipke-Muske, CMA (AAMA)	Hastings
2005	Michel McKinney, CMA (AAMA)	Hastings
2006	Andrea Tjarks, CMA (AAMA)	Omaha
2007	Lori Kounovsky, CMA (AAMA)	Norfolk
2008	Tracy Bednar, CMA (AAMA)	Omaha

CERTIFIED MEDICAL ASSISTANT (AAMA) OF THE YEAR AWARD GUIDELINES

Many of our members have given much of their time and talent to make our organization what it is today. The Medical Assistant of the Year Award acknowledged their accomplishments.

Each Chapter is asked to select nominees and submit a letter of endorsement with each nomination. The nominee must meet the following requirements:

1. Be a CMA (AAMA) with current status
2. Be a current AAMA member in good standing.
3. Have been an AAMA member for at least five years.
4. Served as an officer and/or committee chair on both the chapter and state levels.
5. Can only be nominated once every 10 years.

Other guidelines:

1. The current State President is not an eligible candidate
2. If nominated, the physician employer must verify in writing the medical assistant's attributes.
3. The nominee must furnish a current curriculum vitae to the committee.

The final selection is made by an impartial panel of judges consisting of:

1. The three Medical Advisory Board.
2. The Executive Secretary of the Nebraska Medical Association
3. The Executive Secretary of a County Medical Society.

If an employee of a physician advisor is nominated, the physician will be disqualified as a judge. In this situation or in the event that a designated judge does not wish to serve, the Awards Committee will select another physician or qualified judge.

The announcement of Certified Medical Assistant of the Year will be made at the Spring NSMA State Conference.

Contact the current Awards chair for more information to nominate someone for CMA Medical Assistant of the Year.

NSMA Conference Grant Application

In an effort to reward active membership in the Nebraska Society of Medical Assistants, the Board of Directors has established the NSMA Convention Grant Program. One Grant will be offered annually, paying the full registration fee (non-transferable) to the next NSMA Annual Conference for the lucky winner.

APPLICANT CRITERIA:

Requirements:

1. A current dues paid CMA (AAMA) and a member of the NSMA in good standing for a minimum of two consecutive years.
2. Must presently or in the past, held an officer position at the Chapter level and served as an officer or committee chair at the State level.
3. Applicant must submit the completed the grant application form. A copy of their professional curriculum vitae, listing offices and committee positions held on both the local and state levels, and any other optional documents, i.e. letters of recommendation from peers, details of special projects, and specific contributions to the organizations that may assist the judges in evaluating the application by the established deadline. Only qualified candidates will be considered.

Winner will be notified as soon as possible after the announcement at the Spring BOD meeting.

Eligibility is limited to one grant award every five years for any one member.

An appointed panel of judges will select the winner, from the information provided in your application. Judges are the President, Vice President, Immediate Past President and the Awards chair.

Contact the current Awards Committee Chair with any questions or for more information.



Name: _____

Address: _____

Social Security Number: _____ AAMA Member Since: _____

Phone:(H) _____ (W) _____

Membership Status: _____ Chapter Affiliation: _____

**Application must be received by December 31 of each year.
Send completed applications and supporting documentation
to the NSMA Awards Chair.**

Please go to www.nsmaonline.org
or check your current fall Med-A-Gram
for the current Awards Chair address.

Prospective Member Form

From: _____

Please contact and/or mail information regarding AAMA and NSMA membership to:

Name: _____

Address: _____

Phone: _____

Return form to the Membership Committee:

Janet Ueding, CMA (AAMA), LRT

909 L Street

Tekamah, NE 68061

402-808-4190

ueding48@yahoo.com

Moving or know a member that did not receive their Med-A-Gram?

Please send address information to:
Carol Muske, CMA (AAMA)
Editorial Committee
745 N Denver
Hastings, NE 68901
Fax (402) 462-6863 • b_a_cma@hotmail.com

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

e-mail address: _____

Old address: _____



WE COULD USE YOUR HELP

In an effort to keep our records current we would ask that you glance at your name listed under your chapter. If you are moving or have moved residence or occupation, would you please send us the updated information and make sure to notify the AAMA. Also, if anyone knows updated addresses from the Past Presidents list, we would appreciate notification on this also. Send info to the above address.

Thank You, The NSMA

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

e-mail address: _____

Old address: _____

NSMA Membership Recruitment Contest

This program is sponsored by the Membership committee. The contest winner will receive a \$25.00 voucher (non-transferable) to be applied towards the next NSMA annual conference registration fee.

- 1) Upon completion and verification of the proper entry form, recruiters name will be placed in a drawing for each new member recruited for the year.
- 2) A new member is defined as an active, associate or affiliated member who is new to AAMA or non-renewing for the previous two years.
- 3) The recruited member must have their dues paid in full to the AAMA office by 12-31 of each year.
- 4) In February of each year, the Membership Chair will verify that each recruited member entered qualifies under the guidelines established.
- 5) The drawing will be held at the Spring BOD meeting and the winner contacted as soon as possible.
- 6) The winner will be acknowledged and introduced at the awards ceremony held during the annual NSMA conference.
- 7) The current Membership chair and Membership committee members are not eligible.

Submit this form for each member recruited to the current NSMA Membership chair:

Janet Ueding, CMA (AAMA) LRT
NSMA Awards Chairman
909 L St
Tekamah, NE 68061
402-808-4190
ueding48@yahoo.com



Membership Recruitment Contest Entry Form

Members Name: _____

Chapter: _____

Name of recruited member & chapter: _____

New members' dues must be paid in full to the National office by 12-31-08. The National membership roster will be reviewed in February 2009, and the drawing will be conducted at the Spring NSMA BOD meeting and the winner will be notified.

Mentor Committee

I'M NOT TALKING AND YOU CAN'T MAKE ME!

Do you feel uncomfortable speaking up during a State Board meeting? Do you feel intimidated and unwilling to participate in the formal style of business meetings and deliberations? Here's my challenge: Don't let parliamentary procedure scare you into not talking.

Members need to know that parliamentary procedure is NOT intended to frighten anyone or hinder debate. Rather, the goal is to ensure that the majority is established and the voice of the minority is protected (heard). Let's face it; a room with twenty medical assistants in it needs some kind of order! Parliamentary procedure simply provides a flexible and comfortable way to conduct a business meeting without chaos and confusion.

You don't have to be an expert on parliamentary procedure to attend and participate in Board meetings. NSMA is typically governed by a blend of standing rules, customary rules, bylaws and Robert's Rules of Order, Newly Revised for parliamentary operations.

In the NSMA boardroom, much of the discussion occurs before a motion is formally made. By the time a course of action is decided, the motion has almost written itself. During this discussion period ALL attendees are encouraged to participate. Only the official motions, seconds and voting are reserved for elected and appointed BOD members.

During open discussion, what everyone needs to focus on is common courtesy and providing a supportive atmosphere that encourages honest, open and fair dialogue. If you have any questions regarding meeting format or how things operate under the NSMA umbrella, please contact me. Now, have I made you talk? I hope so.

DO YOU FEEL LIKE YOU ARE LEFT "IN THE DARK"?

Do you aspire to lead and participate in professionalism and leadership activities? Do you want to be a part of the future direction of the Nebraska Society of Medical Assistants (NSMA) and help set priorities? If so, check us out. Attend an NSMA Board meeting to help you identify where your strengths would fit best. If the right people are in the right positions, the overall performance of NSMA will be successful.

NSMA wants you as a member to be well-informed. Even though the composition and leadership roles of NSMA may change every year, we try to promote Board leadership continuity. As you evolve from member to ACTIVE member, we want you to know the roles of each committee position. The learning process is tedious enough without starting off "in the dark." NSMA wants to match your expertise and talents to the committee that best fits to ensure a positive experience for all.

The NSMA Board as a whole has collective responsibilities to perform but the individual Board Chairs also have obligations to the membership. The NSMA Fact Sheets are available on line at www.nsmaonline.org and will help clarify in more detail the duties for both new and seasoned Board members. They summarize and provide a framework of expectations for each specific committee.

Long term service to NSMA is valued but we do not want to overlook the emerging new leaders. It is the responsibility of the Vice President to select Standing Committee Chairs. Please review the baseline committee criteria on our website and be ready to either volunteer by contacting Jeannine Nagel, CMA (AAMA) or say "yes" when recruited.

If you want to come "out of the dark" and get your feet wet first, it is not necessary to jump in as Chair of a committee right away. Just offer to serve as a member on a committee for a year and use this time for mentoring to become a Chair. Contact me if I can be of further assistance in your decision to perform actively for NSMA and your professional growth.

Jan Frederick, CMA (AAMA)
NSMA Mentor Chair 2009-2010
jfrederick@heartconsultantspc.com
402-932-8561 / 402-572-3319

To all Nebraska Society Members-at-Large:

In an effort to ensure that the Nebraska Society of Medical Assistants Members-at-Large are represented at the annual state House of Delegates, the State Society has developed a pilot incentive program.

Complete the entry form below and return to the current NSMA Membership Chair by March 1, of each year. Upon receipt of your completed entry form, your name will be entered into a drawing for a free NSMA annual conference registration for that year.

To qualify, you must be a member in good standing, meaning your AAMA dues have been received at the National

office by December 31st, of the previous year. You must meet the guidelines for the member-at-large membership category:

- Live or work 60 (sixty) miles outside the nearest functioning Chapter.
- Must be available to attend the **entire** NSMA 2009 annual conference.

The duties of the winner of the free conference registration will include:

- Serve as a member-at-large Delegate at the Nebraska Society of Medical Assistants House of Delegates. See the NSMA Bylaws section regarding delegates to the

House.

- Serve as a committee chair or member on the Board of Directors the following year.
- Maintain communication with the other members-at-large and see that they are kept informed of meeting highlights and other pertinent information throughout the year.

The NSMA is hopeful that this offering will inspire all members-at-large to be involved. Just complete the bottom portion of this announcement and see if you are the lucky winner. The drawing will be at the Spring NSMA BOD meeting and the winner will be notified immediately.

Member-At-Large Conference/Delegate Entry Form

Name/Credentials _____

Address _____ City _____

Home Phone _____ Work Phone _____ Alternate Phone _____

Employer _____

Applications are also available on-line.

E-mail Address: _____

AAMA Member ID #: _____

Return Completed Form (by March 1st of each year) to the NSMA Membership Chair. Check you fall Med-A-Gram or go online to, NSMAonline.org for the current Membership chair.

2009-2010 NSMA MEMBERS AND STUDENTS AT LARGE

Home

Patricia Clay
2050 16th St
Gering, NE 69341-2319
308-436-2481
308-635-1414
patti.j.clay@gmail.com

Anne Johnson, CMA (AAMA)
6111 County Road 16
Potter, NE 69156-8510
308- 35-4396
308-235-4397
johnson@actcom.net

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

Office

Home

Shirley Lanning, CMA (AAMA)
1940 21st St
Gering, NE 69341-2308
308-436-4713
308-436-2101

Student Member

Brandi Arens
55949 884 Rd
Hartington, NE 68739-5041
402-254-3432

Office

GRAND ISLAND CHAPTER



Grand Island Chapter Officers

2009 - 2010 CHAPTER OFFICERS

(L to R)

President	Cindy Owens, CMA (AAMA)
Vice President	Holly Mace, CMA (AAMA)
Past-President	Barb Carter, CMA (AAMA)
Secretary	Barb Carter, CMA (AAMA)
Treasurer	Pam Ondracek, CMA (AAMA)
Nominations	Pam Ondracek, CMA(AAMA) Lisa Hoffman, CMA(AAMA)

2009 - 2010 STANDING COMMITTEES

By-Law	Debra Potratz, CMA (AAMA)
Courtesy	Cindy Owens, CMA (AAMA)
Historian	Pam Ondracek, CMA (AAMA)
Membership	Holly Mace, CMA (AAMA)
Program and Education	Lisa Hoffman, CMA (AAMA)
Nominations	Lisa Hoffman, CMA (AAMA) & Pam Ondracek, CMA (AAMA)

2009 - 2010 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 jbc Dahlk@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 Cochran Grand Island, NE 68801 308-384-0469	Grand Island Clinic 2444 W. Faidley Ave. Grand Island, NE 68803 308-382-1100 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: 308-384-2243

Home

Penny Moritz, CMA (AAMA)
 5413 Randolph Circle
 Hastings, NE 68910
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Treasurer	Ann Vodicka, CMA (AAMA)

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Historian	Linda Schriner, CMA (AAMA)
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Nominations	Audrey Bauer, CMA (AAMA), MLT
Program & Education	Wendy Judy, CMA (AAMA) & Renee Paulson, CMA (AAMA)
Publication	Ann Vodicka, CMA (AAMA)
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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.

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Education – HR Main
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MEDICAL ASSISTING PROGRAMS IN OMAHA AREA

Alegent Health

Medical Assisting Program

CAAHEP & ABHES Accredited

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Program Coordinator

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Kaplan University - Omaha

Medical Assisting Program

CAAHEP Accredited

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Medical Assisting Program

CAAHEP Accredited

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Vatterott College

Medical Assisting Program

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By Laws

Nebraska Society of Medical Assistants, Incorporated

An Affiliate of the American Association of Medical Assistants

AMENDED April 24, 2009

**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 overthrow 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 Assistant's 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.
6. 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.
7. 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.

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 in 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
- f. Vice Speaker of the House
- g. 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.

D. Appointed officers shall be named by the incoming President, with the approval of the BOD for a term of one year.

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 Chair 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.
- g. Shall carry on correspondence of this Society.

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-conference 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. RECORDING 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 the states material assets 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 (30) 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.
 - e. All delegates and alternate delegates to the NSMA HOD must be an active member or a member-at-large of the AAMA with a current CMA (AAMA) credential.
 - f. Chapters must submit names of delegates and alternate delegates to the NSMA Speaker forty-five (45) days prior to the NSMA annual meeting.
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.

B. EXECUTIVE AUTHORITY:

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, Vice 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-conference, pre-conference 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. Teleconferences and video conference meetings must be authorized by the BOD. All persons must be able to hear each other at the same time and, if by video, must all be able to see each other.
3. 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 Conference.
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 conference.
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 conference 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/Education, Annual Conference, 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 31.
- 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/EDUCATION CHAIR:

- a. Shall be composed of a Chair and a member from each component Chapter. The Chair shall be a current CMA (AAMA).
- b. **Duties:**
 1. Disseminate current information and answer questions regarding the CMA (AAMA) certification/recertification examination policies and procedures.
 2. Maintain a current listing with demographics for active CMAs (AAMA) in Nebraska, both members and non members.
 3. Maintain files to include a mailing roster of allied health professional organizations.
 4. Recognize newly certified and recertified CMAs (AAMA) with congratulatory letters and at the annual conference as part of the awards ceremony.
 5. Cooperate with educational institutions in their planning of suitable courses to promote the objectives of AAMA.
 6. Plan for AAMA approved CEU sessions under the direction of the BOD as needed.
 7. Be available to assist the hosting Chapter of the annual conference in arranging educational sessions.
 8. Be familiar with the AAMA Disciplinary Standards and Procedures, the Occupational Analysis of the CMA (AAMA) and the Advanced Practice of Medical Assisting documents.

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. 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.

7. 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.

8. 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.
- c. The chair of this committee will be appointed for a two year term.

9. 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.

10. 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 Conference.
- 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.

11. 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.

12. 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 conference and meetings of the Board of Directors.

13. 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.

14. 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 CONFERENCE

- 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.
- E. The number of NSMA sponsored alternate delegates sent to the AAMA Annual Conference will be determined annually by the BOD.

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-conference 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 ByLaws 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 delegate's 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 year's 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

The Medical Assistants Creed

- I believe in the principles and purposes of the Profession of Medical Assisting.*
- I endeavor to be more effective.*
- I aspire to render greater service.*
- I protect the confidence entrusted to me.*
- I am dedicated to the care and well-being of all people.*
- I am loyal to my employer.*
- I am true to the ethics of my profession.*
- I am strengthened by compassion, courage, and faith.*

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.

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

Nebraska Society of Medical Assistants
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