

VHIMA Annual Meeting
 Hotel Roanoke
 Roanoke, Virginia

April 27, 2006

| <i>Topic</i> | <i>Discussion</i> | <i>Action</i> |
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| <i>Call to Order</i> Hotel Roanoke, Roanoke, VA | The meeting was called to order at 11:00 a.m. by Karen Phipps, RHIA, Vice President. | |
| <i>Announcement</i> | Linda Vernon's (VHIMA President) mother Doris Eggleston passed away on Saturday, April 29 th following a sudden illness. A memorial service will be held in her honor on May 17 th in Richmond at the Westminster Presbyterian Church. | |
| <i>Quorum</i> | The attendees were polled to determine the presence of quorum for voting on VHIMA business. A quorum of 59 members was present. | |
| <i>Approval of Minutes</i> | A review of the minutes from the 2005 Annual Meeting was completed. Evelyn Bickley, spokesperson of the sub-committee submitted the minutes to the floor for approval. | Approved as written. |
| <i>Treasurer's Report</i> | The treasurer's report was presented by Cheryl Daughdrille. All accounts are in balance. <ul style="list-style-type: none"> • <u>2/28/06</u> Wachovia Checking - \$50,304.53 • <u>02/28/06</u> Wachovia Money Market \$36,334.64 • <u>12/31/05</u> Suntrust Savings CD: \$26,441.48 (renew 05/18/06) • <u>12/31/05</u> Wachovia CD (RHIMA) \$3,803.37 (renew 03/08/07) • <u>01/06/06</u> Wachovia CD \$15,000 (renew 10/06/06) | |
| <i>Old Business</i> | | |
| | There was no old business to discuss. | |
| <i>New Business</i> | | |
| <i>Annual Report</i> | The details of VHIMA activities will be published in the June 2006 newsletter. | |

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| | <p>Highlights:</p> <ul style="list-style-type: none"> • Website Enhancements • AHIMA Core Service Achievement Award (for website enhancements) • Hill Day and Winter Team Talks were attended by Linda Vernon and Cindy Phelps. • National Health Information awareness on the rise in Virginia. • VHIMA Leadership invited to a face-to-face meeting with VA Secretary of HHS Marilyn Tavaner on May 4, 2006. | |
| <i>2006 – 2007 VHIMA Board Induction</i> | <p>Karen Phipps reviewed the protocol for the VHIMA board elections that were conducted in November 2005. The Election Committee submitted the slate for 2007 elected officers.</p> <p>Carol Smith, RHIA presided over the installation ceremony and welcomed into the office the following:</p> <p style="padding-left: 40px;">Cindy Phelps, RHIA, President Karen Phipps, RHIA, President-Elect Loren Wolf, RHIA, CPHQ, Vice President Tammy Crane, RHIA, Secretary Cheryl Daughdrille, RHIA, CCS, Treasurer Katherine Byrd, First Year Delegate Arnita Perry, RHIA, 2nd Year Delegate</p> <p>Not present:</p> <p style="padding-left: 40px;">Allison Viola, Elected Director Linda Vernon, RHIA, Past President</p> | |
| <i>2006 Minute Review Committee</i> | <p>The following members were nominated to review minutes from today’s meeting for approval.</p> <p style="padding-left: 40px;">Christina Upton, RHIT Arnita Perry, RHIA Connie Harris, RHIT</p> | |
| <i>2006-2007 Nominating Committee</i> | <p>Karen Phipps requested nominations from the floor to serve as the 2006 – 2007 Nominating Committee. The following individuals were nominated.</p> <p style="padding-left: 40px;">Terri Jones, Rob Gayman Kristen Setliff Donna Huber</p> | <p>A motion was entered and approved to accept the new Nominating Committee.</p> |
| <i>Membership</i> | <p>Shelia Gunn, Membership Chair has initiated a welcome letter to all new members of the VHIMA.</p> | |

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| <i>Newsletter</i> | Brandi Fowler, Newsletter Editor has developed and distributed three newsletters this year. The next issue will be published in June 2007. | Members need to update their profile on the AHIMA website to ensure they are included in email distribution of the newsletter and other critical communications from VHIMA, |
| <i>Consumer Education Coordinator</i> | Marion Swaim, RHIA has conducted four training sessions this year with a fifth session slated during this convention on Friday, April 28 th . She has trained two additional educators with approximately nine prospective trainees. | |
| <i>Board Recognition</i> | <p>Cindy Phelps extended a gracious thank you and presented each Board Member with a gift of appreciation.</p> <p>Cindy Phelps presented the Board Member of the Year award. This year two individuals are recognized:</p> <ul style="list-style-type: none"> ● Karen Phipps, RHIA was recognized for her dedication to the VHIMA website design and enhancements. ● Kristen Setliff, RHIA for dedication to serving as the Program and Arrangements Chair for the 2006 Annual Meeting. | |
| <i>Distinguished Member Award</i> | The highest honor in the VHIMA organization was awarded to Marion Swaim, RHIA. Marion has served the HIM profession and on the VHIMA board in many roles. Her dedication and service has been instrumental to VHIMA. | |
| <i>VHIMA 2007 Annual Meeting</i> | Dates have been set for the 56 th VHIMA State Convention for April 25 – 27, 2007 in Fredericksburg, Virginia. | |
| <i>VHIMA History</i> | <p>Due to the hard work of Linda Vernon, RHIA, Edna Jones, RHIT, and Lisa Whitaker, RHIA who spent hours researching VHIMA records, three new plaques will be displayed today and at future meetings honoring those who have served VHIMA.</p> <ul style="list-style-type: none"> ● Past Presidents ● Charter Members ● Distinguished Members | |
| <i>Presidential Address</i> | <p>Karen Phipps read an address from Linda Vernon, RHIA to express her gratitude to VHIMA and the current membership for their service to the organization.</p> <p>Encouraging us all to “Reach for your Potential”.</p> | |
| <i>National Volunteers Week</i> | Karen Phipps took pause to thank all those who graciously volunteer to serve VHIMA. | |

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| <i>Scholarship and Education</i> | Karen Phipps presented the 2006 Scholarship award to Tammy Berryfield who is a student at the St. Scholastica Program for Health Information Management. Ms. Berryfield was presented with a cash award. | |
| <i>Coding Round Tables</i> | <p>Terri Jones, RHIA and Gloria Litton, RHIA coordinated coding roundtable this year.</p> <ul style="list-style-type: none">● Fall 2005 in conjunction with the SWVHIMA● May 12, 2006 in the Piedmont Region● October 13, 2006 Sentara Care Plex ,Hampton, VA (Full day roundtable) <p>Details are on the Website.</p> | |
| <i>Other Business</i> | | |
| <i>Adjournment</i> | The meeting was adjourned at 11:50 a.m. | |

Submitted: Tammy R. Crane, RHIA
VHIMA Secretary

Approved:

Karen Phipps, RHIA
VHIMA Vice President