

**VHIMA Board Meeting**  
January 20, 2006

Attendance:

Linda Vernon  
Shelia Gunn  
Evelyn Bickley  
Brandi Fowler

Christina Upton  
Arnita Perry  
Gloria Litton  
Karen Phipps

Kristin Setliff  
Marion Swaim  
Lisa Whitaker

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<i>Call to Order</i> Conference call.	The meeting was called to order at 10:10 a.m.	
<i>Approval of Minutes</i>	The minutes were reviewed.	Approved as written.
<i>Treasurer's Report</i>	Cheryl Daughdrille has completed reconciliation and will be evaluating and investigating account options.	C. Daughdrille will provide a report at the next meeting.
<b><i>Old Business</i></b>		
<i>2006 VHIMA Annual Meeting</i>	<p>Kristin Setliff presented an overview of the work done to date of the Planning Committee for the 2006 VHIMA Annual meeting to be held in Roanoke.</p> <ol style="list-style-type: none"> <li>1. Membership and vendor registration packets will go out in mid-February</li> <li>2. Registration deadline for vendors will be 3/31/06</li> <li>3. Speakers are being finalized</li> <li>4. The agenda is being finalized</li> <li>5. Board members will be asked to introduce speakers at the meeting</li> </ol>	K. Setliff to provide an update at next meeting.

<i>Newsletter</i>	<p>Brandi Fowler gave an update regarding the next publication. The target completion date is the week of January 30, 2006.</p> <p>Topics to be included:</p> <ol style="list-style-type: none"> <li>1. 2005 AHIMA convention</li> <li>2. Advertise newly updated website</li> <li>3. Nominating Committee information and Willingness to Serve Form</li> <li>4. Scholarships</li> <li>5. Retirements</li> <li>6. New members and transfers</li> <li>7. Hill Day</li> </ol>	
<i>Nominating Committee</i>	<p>Lisa Marks sent out a Willingness to Serve Form to initiate development of the 2006 ballot.</p> <ol style="list-style-type: none"> <li>1. The 2006 ballot must be finalized by February 9, 2006</li> <li>2. The ballot must be mailed to the membership by February 24, 2006</li> <li>3. Ballots must be returned for counting by March 17, 2006</li> </ol>	
<i>Website Update</i>	<p>Karen Phipps reported on the status of revisions. A few revisions remain. The new site will go into production the week of January 23<sup>rd</sup>.</p>	<p>K. Phipps will e-mail revised policies to board members for review. The policies will be revised to identify board responsibilities for maintenance of a current website.</p>
<i>Consumer Education Coordinator (CEC)</i>	<p>Marion Swaim reported on activities and plans to date.</p> <ol style="list-style-type: none"> <li>1. M. Swaim presented to a parent group</li> <li>2. A presentation for THIMA is planned for 3/24/06.</li> <li>3. A presentation for members at the VHIMA annual meeting is planned.</li> <li>4. The possibility of a consumer presentation during the VHIMA annual meeting will be determined.</li> </ol>	
<i>New Business</i>		

<p><i>VHIMA Convention 2007</i></p>	<p>Linda Vernon has e-mailed the presidents of the DCHIMA and MDHIMA to determine interest in a joint annual meeting in 2007. The suggested location is Fredericksburg, VA at the new Expo Center. L. Vernon has heard back from the DCHIMA president. Evelyn Bickley and Patty Campola have agreed to serve on Arrangements if the plan goes forward</p>	<p>L. Vernon, E. Bickley and P. Campola will plan to meet with the DCHIMA president in February, 2006 to discuss options and plans.</p>
<p><i>Coding Roundtable</i></p>	<ol style="list-style-type: none"> <li>1. Gloria Litton indicated that the coding roundtable in Roanoke last fall went well.</li> <li>2. Gloria gave a presentation on ICD-10 to the Tidewater Health Information Association.</li> <li>3. It was noted that attendees at the coding roundtables must sign in on the official AHIMA attendance roster to receive credit.</li> <li>4. Four coding roundtables per year are required to be considered a state coding roundtable by AHIMA.</li> <li>5. Educational surveys will be conducted at the 2006 VHIMA annual meeting.</li> </ol>	<p>Gloria Litton will be talking with Teri Jones concerning her plans for the convention, as well as the coding roundtable at Martha Jefferson in the fall.</p>

<i>HISPC Project</i>	<p>Linda Vernon received a letter from Marilyn Render asking for CSA support of the Health Information Security and Privacy Collaborative project by contacting the governor's office and pledging VHIMA support for the state's HISPC project. A canned letter was provided, which is to be updated with state specific information. L. Vernon prepared the letter and asked for board approval.</p> <p>L. Vernon also received e-mails from Dan Rode requesting CSA support for advocacy of legislation to adopt and implement ICD-10-CM and ICD-10-PCS as replacement for ICD-9-CM. The board is in full support. VHIMA members may support this effort by sending letters to congressmen through the Advocacy Assistant through the AHIMA website.</p>	<p>L. Vernon will send the prepared letter to the governor's office pledging VHIMA support of the HISPC project.</p>
<i>Educational Support &amp; EHR Survey</i>	<p>Gloria Litton reported that The EHR survey conducted last year did not yield enough responses to gain any meaningful information</p>	<p>G. Litton will plan survey for 2006 VHIMA convention</p>
<i>Membership</i>	<p>Linda Vernon contacted Marilyn Render regarding Virginia membership. Reporting is available for assessing membership.</p>	
<i>Upcoming events</i>	<ol style="list-style-type: none"> <li>1. Winter Team Talks – scheduled for 3/16/2006       <ul style="list-style-type: none"> <li>• Deadline for registration is 2/28/2006.</li> </ul> </li> <li>2. Hill Day – scheduled for 3/15/2006</li> </ol>	<p>Cindy Phelps, Joyce Booker and Linda Vernon will be participating in Hill Day and Winter Team Talks.</p>

<i>Scholarship</i>	<p>Evelyn Bickley reported that one \$2000 scholarship will be offered. Upon receipt of qualified applicants the board may discuss the possibility of offering additional scholarships.</p> <p>Letters have been prepared to go the Virginia HIT schools. The application submission deadline will be 4/1/06. A recommendation to send the scholarship information to Virginia Community Colleges with Allied Health programs was discussed and a blast e-mail to the VHIMA members.</p>	<p>E. Bickley will be sending scholarship information to K. Phipps for posting on the VHIMA website, to Brandi Fowler to put in the VHIMA newsletter and to Lisa Whitaker for posting on the Virginia CoP. E. Bickley will prepare letters to go to Community Colleges and send out a blast e-mail to VHIMA members.</p>
<i>Regional Association Updates</i>	<p>Christina Upton reported that THIMA officer have been installed, board meetings for the year have been scheduled and a membership education session is planned for 3/17/06.</p> <p>A report from Amor Hypes, SWVHIMA president announced the 5/12/06 Spring Conference to be held at the Carilion Rehab Auditorium, Roanoke, VA.</p>	
<i>Adjournment</i>	<p>The meeting was adjourned at 12:10 p.m.</p>	<p>Next scheduled meeting will February 17, 2006.</p>

Submitted: Karen Phipps, RHIA

Approved:

Linda E. Vernon, RHIA  
 VHIMA President