

**VHIMA Board Meeting**  
Richmond, Virginia

June 2, 2006

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
<b>Members in attendance</b>	Gloria Litton, Linda Vernon, Cindy Phelps, Evelyn Bickley, Patty Campola, Marion Swaim, Shelia Gunn, Loren Wolf	
<b>Call to Order</b>	The meeting was called to order at 10:00 a.m. by Cindy Phelps, RHIA , President	
<b>Membership Development</b>	45 new members were added for March. Discussed incentives for members to update their membership.	<ol style="list-style-type: none"> <li>1. To be discussed again at next meeting.</li> <li>2. Shelia will check with Marilyn Render to see if there is a report that will let us know if a member has updated their membership.</li> </ol>
<b>Treasures Report</b>	No Treasures report available	<ol style="list-style-type: none"> <li>1. Report at next meeting.</li> </ol>
<b>Update on results from VHIMA convention</b>	Overall good results. At the VHIMA Convention, a total of 114 attendees were present. See the attached member evaluation totals. Vendors overall were very pleased. Received a wonderful note from Maxim who has agreed to help sponsor something for 2007.	
<b>Policy Review: VHIMA convention</b>	Discussed that there was a discrepancy in policy from 2005 to 2006 on who was to be covered for expenses with registration and room.	<ol style="list-style-type: none"> <li>1. Linda Vernon will follow-up and get back with Cindy about her findings and send revision for approval.</li> </ol>
<b>Coding Roundtable May 12, 2006</b>	There were 29 attendees that came to the Coding Roundtable in Charlottesville. The meeting was held at Martha Jefferson Hospital. Overall very successful and good evaluation from the attendees. Had several sponsors which helped with food costs. Discussed tentative date for next roundtable of October 13 <sup>th</sup> .	<ol style="list-style-type: none"> <li>1 .Marion will sponsor the October 13<sup>th</sup> Coding Roundtable at Sentara Careplex Hospital.</li> <li>2. Interested in having a physician speak at the next roundtable.</li> </ol>

<b>Newsletter</b>	Brandi and Patty were not able to connect on May 30 <sup>th</sup> to discuss the newsletter. Board member may begin sending Patty articles and information for the June newsletter.	Brandi will contact Patty to discuss the newsletter details with the next week. Brandi Fowler new e-mail address is BFowler@ahiacode.com
<b>Scholarship</b>	Evelyn discussed that we only had two applicants for the scholarship. One the applicants did not have her information in on time. The scholarship was awarded to Tammy L. Berryhill. She sent a thank note for the scholarship. Gloria discussed that Piedmont community college in Charlottesville has become accredited to offer a 3 semester course in a Coding Certification Class. This may be an opportunity for some new applicants.	Need to follow-up on improved communication tools for scholarship applicants.
<b>VHIMA Website</b>	Lauren will be taking over the website for 2006. Lauren will be meeting with Karen to discuss the details. Karen Phipps new e-mail address is <a href="mailto:KarenPhipps@cvista.org">KarenPhipps@cvista.org</a> .	<ol style="list-style-type: none"> <li>1. Update the website to reflect 3<sup>rd</sup> quarter newsletter.</li> <li>2. Update new Board list and strategic plan.</li> <li>3. Create listing of all items owned by VHIMA (inventory list).</li> <li>4. Membership brochure on-line?</li> </ol>
<b>Cvents</b>	Shelia attended a conference about on-line registration and event planning/marketing. The software costs approximately \$1000.00 to \$1500.00.	<ol style="list-style-type: none"> <li>1. VHIMA to consider software to allow on-line registration.</li> <li>2. Need to look at other vendors offering the same products to determine best vendor for VHIMA.</li> </ol>
<b>Request for VHIMA Membership lists</b>	THIMA requested copy of membership list for their annual meeting in July.	1. ? will send the updated membership listing.
<b>CEC “Community Education Chairman Coordinator Training”</b>	Marion will conduct a CEC training session on September 14 <sup>th</sup> in Charlottesville. Planning to have 5-10 members from our state.	
<b>My MPR</b>	Linda discussed a vendor (Tom Blue) that approached her regarding his MPR product. Marion stated that VHIMA does not endorse any specific product.	1. Linda will have Tom to contact Marion about his product. She will direct him to the AHIMA web list of service and products offered by vendors.
<b>Achieves</b>	Subgroup appointed to develop retention guidelines for our materials and to facilitate transitioning existing documents to digital medial to be stored on the VHIMA web site. Tammy Crane, List Whitaker, and Linda Vernon to head up task force.	1. Discuss plan at next VHIMA conference call in August.

<b>Website Enhancements</b>	Discussed opportunities to continue to improve web site. Board member agreed to review a web site from another state and report back on findings as well as look for any on-line registration and voting options.	1. Each board member is responsible to review a state web site for the next conference call. Evelyn – New Jersey Patty – New York Lisa – North Carolina Linda – Pennsylvania Loren – California Marion - Ohio
<b>VHIMA</b>	Board members discussed whether we need to update the existing banner. We all agreed that a new banner was not needed at this time.	No action needed.
<b>2007 VHIMA Convention</b>	Evelyn and Patty discussed the options at the Expo center in Fredericksburg. Board members reviewed and approved the proposed layout and meeting space. The theme of “Kick it up a Notch” was approved. We also agreed to make the convention a full three day program. The price for the full three days will be \$325.00 and the per day rate will be \$125.00. Evelyn and Patty will also be able to provide an on-site Facility Tour of Mary Washington Hospital – SoftMed Imaging/Online chart completion. Some tentative program topics include Revenue Cycle Management, Coding Roundtable,	1. Evelyn and Patty will meet again with Expo to finalize a preliminary contract for the 2007 convention.
Summer Team talks	Cindy, Linda and Marion will be attending in July.	1. Topic for the next conference call.
<i>Invitation form Secretary Health and Human Services</i>	Cindy and Linda will be meeting with Marilyn Tarenno from Health and Human Service on June 8 <sup>th</sup> .	1. Topic for the next conference call.
<i>2008 VHIMA Convention</i>	Discussed options for 2008 convention. Marion will appoint someone from her hospital to check out option for Waterside, VA Beach and Norfolk.	1. Topic for the next conference call.
<i>Adjournment</i>	The meeting was adjourned at 1:50 p.m.	Next meeting date: August 18 <sup>th</sup> – conference call.

Submitted: Evelyn Bickley, RHIA  
Board Member

Approved: Cindy Phelps, RHIA  
VHIMA President