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Editor's Note

By: Laura Caravetta, RHIA

As we enter into the spring season, it is the perfect time to re-evaluate your personal and professional goals and development. If you are not already actively involved with MaHIMA by volunteering and contributing your expertise to one of our many committees or projects, MaHIMA would like to encourage you to sincerely consider enhancing your professional growth by volunteering.

As an organization that relies on its members to instill growth and change, we encourage you to bring your ideas to the table. We also ask that you take a moment and consider how you can assist in preparing a student for the HIM workforce, whether it is taking advantage of our new volunteer board or through mentoring.

Students, in school we learn about the core components of the HIM field however; we are not taught about the value of networking. Joining MaHIMA provides a wealth of opportunities and teaches you how to network and how it can payoff. By volunteering for MaHIMA, it benefits the individual members and you, by providing you with the opportunity to demonstrate your abilities and pave the way for a successful career path.

I welcome your feedback and suggestions for future content.

Calendar of Events:

Please join us for:

- ⇒ [Strategic Planning Session, 5/9/2013](#)
- ⇒ [Beacon Hill Day, 5/20/2013](#)
- ⇒ [2013 MaHIMA Annual Conference, 6/19/13-6/21/13;](#)

On the Web at MaHI-MA.org:

[Current job postings in the MaHIMA Job Bank](#)

[AHIMA Outlines EHR Clinical Documentation Challenges](#)

[U.S Department of Health & Human Services News Release: New rule protects patient privacy, secures health information](#)

[CMS Announces ICD-10 Compliance Deadline, 10/1/2014](#)



President's Message

By: Linda Young, JD, RHIA

As my opportunity to serve as your MaHIMA President for 2012-2013, is coming full circle, I am reflecting upon all that we have done and all that we continue to set out to accomplish! It all began with the transition of a new Administrative Director, swung into the need to plan the first annual meeting in Massachusetts, and amazingly, we refocus again toward another election. I never imagined that the year would fly by so fast.

The election voting process will begin on April 15th and end on May 3rd. We ask that everyone please be paying attention to the e-alerts and take the time to vote on-line. It is very quick and easy, so please vote!

Last week, I had the opportunity to participate in the AHIMA Leadership Symposium and Hill Day in DC. Delegates, Nancy LaFianza, President-Elect and Ellen MacMullen, Legislative Director joined me. The focus was primarily on the Medicare Audit Improvement Act, bi-partisan legislation proposed by Congressmen Sam Graves (R-MO) and Adam Schiff (D-CA). The bill would amend the Medicare Modernization Act of 2003 to rectify problems identified since the creation of the Recovery Audit Contractor (RAC) program as a part of that law. Many hospitals in particular

have expressed deep concern over the administrative burdens being placed on them by Medicare audit contractors.

This bill would reinstate and make statutory a hard cap on additional document requests (ADRs) on the part of Medicare auditors to two percent of hospital claims with a maximum of 500 ADRs per 45 days. This bill also seeks to improve auditor performance with penalties for auditors that do not comply with basic program requirements such as deadlines and issuances of demand letters. The American Health Information Management Association (AHIMA) and the American Hospital Association (AHA) support the legislation, which was originally introduced last Congress in October 2012.

Nancy, Ellen and I were tasked with rallying up support from your Senators and Representatives in Washington on these important issues. I was personally privileged to have met with Senator Elizabeth Warren's personal Aid and discuss this bill. I know that these issues are tremendously important to our MaHIMA members!

As I mentioned in my January message, the 2013 Annual Conference in Hyannis is well under way and registrations will open up on April 19, 2013. The Board of directors is paying close attention to all projected

expenses, anticipated attendance and expected goals. We are pleased with the initial results of vendor registrations thus far, having met our budgeted projections for this point in time. This meeting is a sound step in our journey to right the ship while continuing to provide our membership with valuable educational workshops and seminars.

A few other dates to remember:

May 9, 2013: Strategic Planning Session

May 20, 2013: MaHIMA' 9th Annual Beacon Hill Day & Legislative Seminar with NeHIMSS

June 19-20, 2013: MaHIMA Annual Conference

CALL FOR VOLUNTEERS!!!!!! We are in need of a co-chair for the legislative committee. Also, the position of Legislative Director/Delegate will be opening up for the 2013-2014 term. We can always use volunteers as there are several different committees that need help and the work they do is interesting and rewarding, and it is a good way to network with your peers in the HIM profession. Please feel free to contact me a 781-272-8001, or by email at lyoung@aboutams.com.

Have a wonderful spring season!

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Communications

By: Jeanne Fernandes, RHIA

The Communication Committee has been working to enrich our communications via social media. Our Social Media Team is focused on providing an online interactive forum for members to collaborate and network. We also seek to extending the reach of MaHIMA communication and events beyond its mem-



bership. I invite you to join us online.

The Committee continued its collaboration with the Education Committee at the Winter Meeting in January. The second interactive Student Advisory Panel session offered an opportunity for HIM Program Directors, Educators, HIM Professionals, and Students to exchange ideas for fostering valuable interactions between HIM students and HIM professionals.

Topics discussed by the participants include:

- the use of the MaHIMA job bank for internship and volunteer opportunities

- the opportunity for HIM professionals to earn up to 5 CEUs for hosting a student
- creation of a standardized internship model for all Massachusetts based HIM programs
- development of a student clinical practice portfolio
- offering class credits for MaHIMA participation
- student readiness for internships

Laura Caravetta, our Connect newsletter editor is working on a project to refresh our newsletter. In addition to fresh content, Laura is focused on integrating content from our newsletter with our social media.

Our Website Content Editors, Martha Hamel and Julianne Blanch have been focused on keeping our website updated and relevant. Our home page is continually refreshed with announcements and newsworthy items. Please feel free to contact Martha or Julianne if you have comments or suggestions for our website.

Our Long Term Care (LTC) – Post Acute Care (PAC) Forum held its first forum meeting on Thursday, January 10th from

2 p.m.-4 p.m. at New England Rehabilitation Hospital in Woburn. The meeting was hosted by Monica Baggio Tormey, BS, RHIA, CHP Privacy Officer and Regional Director of Health Information Management at New England Rehabilitation Hospital in Woburn. During the meeting, the group exchanged ideas and discussed best practices related to:

- Social Media
- RAC Experience
- e-Mail encryption and safeguards for sharing PHI by e-mail
- EMR cloning functionality
- ICD-10 Progress

If you are interested in participating in discussions about HIM topics relevant to LTC/PAC, please contact me.

The Committee is currently looking for an e-survey coordinator to facilitate development of member surveys. We are also looking for help with our newsletter refresh project. Volunteering with MaHIMA is a rewarding experience. If you have an interest in working with the Committee on any of these initiatives, please contact me.

Special Announcement: CALL FOR VOLUNTEERS!!!!

MaHIMA is seeking an E-survey coordinator! This individual plays a vital role in the Communication Committee by developing member survey topics and ideas, drafting survey questions, and compiling survey responses. If you are interested or would like more information about the position, please contact Jeanne Fernandes, RHIA at

JFernandes7@partners.org.

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Legislative Affairs

By: Ellen MacMullin, RHIA

The Legislative Affairs Committee has been busy working out the details to provide you with a day full of education, networking and a tour of our State House. The 9th Annual Beacon Hill day will be held on Monday, May 20, 2013 at the State House in Boston in the Great Hall. It will be the 2nd year MaHIMA has partnered with NeHIMSS. The committee is once again very excited for the opportunity to dedicate a morning to

educational sessions and in the afternoon provide professionals with the opportunity to visit with the legislators.

Please take a moment to refresh your memory on our Country's great legislative process with the resources below.

- Check to see who your Legislator is by clicking here: <http://www.malegislature.gov/>
- Take a stroll through history to learn how an idea becomes a Law at <http://www.malegislature.gov/>

Engage/HowIdeaBecomesLaw

- Take a moment and look-up the Massachusetts General Law of our interest: <http://www.malegislature.gov/Laws>

SAVE THE DATE!

MAHIMA is partnering with the New England chapter of HIMMS to host our Beacon Hill Day on Monday, May 20, 2012. Stay "connected" for the details.



Education

By: Diana Lindo, RHIT, CCS

The Education Committee has been hard at work researching and developing educational resources for students. The committee visited Laboure' College on March 21, 2013, to aid awareness on MaHIMA's benefits and resources for students. Two recipients of the MaHIMA New Outstanding Professional Achievement Awards also attended to help provide

insight on how they got into the HIM field.

The committee also visited Mass Bay Community College on March 26, 2013 to help increase HIM and MaHIMA awareness among students.

The Educational Committee will continue to focus on reaching out to students through visiting schools to increasing HIM and MAHIMA awareness, mentoring, providing volunteer opportunities, and educational re-

sources.

In addition, the Educational Committee has partnered with the ICD-10 Forum to create educational and training sessions geared towards preparing coders for the ICD-10 implementation in October 2014. If interested in learning more or participating contact me at ana.lindo@childrens.harvard.edu or Sue Marre at San.Marre@steward.org.



Finance

By: Linda Hyde, RHIA

For the first six months of our association year, income was \$ 59,265 with expenses of \$ 57,557. Eighty-two (82) % of our income is

from our educational programs, AHIMA rebates and the Massachusetts proceeds from the NE HIM annual meeting. Ninety-two (92%) of expenses represent education program expenses, the AHIMA leadership and annual meeting delegate ex-

penses and administrative costs.

As of the end of December MaHIMA has \$ 103,388 in assets with 86 % (\$89,078) in the Merrill Lynch and Fidelity accounts for reserves.



Awards

By: Susan Pepple

Breaking News! Lahey Clinic honored with HIM Team Excellence Award

Lahey Hospital and Medical Center has been honored with the 2013 MaHIMA HIM Team Excellence Award.

The HIM Team Excellence Award recognizes outstanding effort by a department or team (two or more individuals) in meeting the challenges of the ever changing HIM environment through a new process or technique.

Lahey's nomination describes their Clinical Documentation Improvement (CDI) which, due to continuous team

efforts, has grown and strengthened Lahey's clinical documentation to best reflect the quality of patient care, while increasing accuracy in coding and reporting. The stated goals of the program are as follows:

Maintain a higher case mix index and assure accurate reimbursement

Maintain accurate SOI (Severity of Illness) and ROM (Risk of mortality) indicators for quality metrics

Lahey Hospital and Medical Center/HIM Team Members include:

- Gayle Faro, HIM Manager of Coding and Clinical Documentation Improvement Program
- Karen Ahearn, Inpatient Coder
- Richard Edgerly, Inpatient Coder
- Linda Griffin, Inpatient Coder

- Kathy Madden, Inpatient Coder
- Karen Martin, Inpatient Coder
- Cheryl Rosa, CDIS Specialist
- Chris Goodnow, CDIS Specialist
- Thomas Sills, MD Validator
- Shelly Graham, Project Manager
- Lisa Davis, Report Writer

The award presentation occurred on Thursday, March 28 at the Lahey campus in Burlington, MA. Jeanne Fernandes, Director of Communications for MaHIMA, presented the award to each individual and to the overall team. Lahey staff will be invited to share more information on their clinical documentation improvement program at future MaHIMA meetings.



MaHIMA HIM Team Excellence Award presented to Lahey Hospital and Medical Center.

Pictured (left to right): Shelly Graham, Project Manager; Chris Goodnow, CDIS Specialist; Cheryl Rosa, CDIS Specialist; Gayle Faro, HIM Manager of Coding and Clinical Documentation Improvement Program; Lori Jayne, HIM Director and Privacy Officer; Karen Ahearn, Inpatient Coder; Linda Griffin, Inpatient Coder; and Lisa Davis, Report Writer. (Not shown: Richard Edgerly, Inpatient Coder; Kathy Madden, Inpatient Coder; Karen Martin, Inpatient Coder; and Thomas Sills, MD Validator.)



Jeanne Fernandes presents award to the management team for the Lahey HIM Clinical Documentation Improvement Program. (Pictured left to right: Shelly Graham, Project Manager; Gayle Faro, HIM Manager of Coding and Clinical Documentation Improvement Program; Lori Jayne, HIM Director and Privacy Officer; and Jeanne Fernandes, Director Communications Committee, MaHIMA.)

Award Winners



Jackie Raymond honored with Distinguished Member Award

Jacqueline (Jackie) Raymond received the Distinguished Member Award from the Massachusetts Health Information Management Association (MaHIMA) at its winter meeting on January 25, 2013.

The MaHIMA Distinguished Member Award, MaHIMA's highest honor, recognizes a member for their exceptional history of contribution to MaHIMA through dedicated volunteer service and association leadership.

Jackie Raymond is the Director of Health Information Services and Privacy at Partners Healthcare System's

Brigham and Women's Hospital in Boston. Jackie has received multiple Partners in Excellence (PIE) Awards from Partners HealthCare System Inc.

Jackie is a member of the AHIMA Health Information Exchange (HIE) Practice Council, and past member of the AHIMA Professional Resource Task Force and the AHIMA e-Health Task Force. Jackie is a past president of MaHIMA and led the association to win the 2010 AHIMA CSA Core Services Achievement Award for its Diversity Program. Jackie was nominated for the AHIMA e-Health Triumph Award in 2007 and is a member of AHIMA ACE where she is a subject matter expert in e-Health, Privacy, and Security.

Jackie is a member of the Commonwealth of Massachusetts Health Information Technology Council's (HIT) Privacy and Security Ad Hoc Work Group. She served as Facilitator for the Consent Policy Work Group.

Jackie received her Bachelor of Science from Northeastern University in Boston, and received her Registered Record Administration (RHIA) credential.



Jackie Raymond is congratulated on the Distinguished Member Award by Linda Hyde (left) and Linda Young.



Margaret Donais honored with Professional Achievement Award

Margaret (Peg) Donais received the Professional Achievement Award from the Massachusetts Health Information Management Association (MaHIMA) at its winter meeting on January 25, 2013.

The MaHIMA Professional Achievement Award honors a MaHIMA

member for numerous and long-term contributions to the HIM profession.

Margaret Donais is Lead Coder and Educator at Baystate Medical Center in Springfield, MA. Peg is a certified ICD-10 trainer, responsible for leading Baystate Medical Center's transition to ICD-10 coding including the adoption of dual coding in the summer of 2013.

Peg leads a 15-person team of inpatient coders at the Medical Center's

Trauma One center. Peg teaches in a certificate coding program at Holyoke Community College



Margaret Donais receives the Professional Achievement Award from Awards Committee Chair, Susan Pepple.

Award Winners



Sherisse Monteiro honored with Outstanding New Professional Award

Sherisse Monteiro received the Outstanding New Professional Award from the Massachusetts Health Information Management Association (MaHIMA) at its winter meeting on January 25, 2013.

The MaHIMA Outstanding New Professional Award recognizes the best of new talent in Health Information Manage-

ment. The winner of this award demonstrates significant potential for future leadership, innovation, creativity, and administrative capacity.

Sherisse Monteiro is a Senior Administrative Assistant in the Health Information Services department at Brigham & Women's Hospital in Boston.

Sherisse is a 2011 graduate of Laboure College with an Associate Degree in Health Information Technology. Sherisse

received her Registered Health Information Technician (RHIT) credential in 2012.



Jeanne Fernandes presents Outstanding New Professional to Sherisse Monteiro.



Jackie Judd honored with Outstanding New Professional Award

Jacqueline (Jackie) Judd received the Outstanding New Professional Award from the Massachusetts Health Information Management Association (MaHIMA) at its winter meeting on January 25, 2013.

The MaHIMA Outstanding New Professional Award recognizes the best

of new talent in Health Information Management. The winner of this award demonstrates significant potential for future leadership, innovation, creativity, and administrative capacity.

Jackie Judd is a Clinical Coder in the Health Information Management Department at Boston Children's Hospital. Jackie is a 2010 graduate of MassBay Community College where she received a coding certificate.

Jackie received her Certified Coding Specialist (CCS) credential in 2011.



Mary Radley congratulates Jackie Judd on receiving the Outstanding New Professional Award"

Newly Credentialed Professionals

Patricia Boyd, RHIT	Sandra Guy, RHIA	Kellyann Lucey, CCA	Robert Perry, CCA	Diane Shayne, CCA
Yolanda Burgos, CCS	Teresa Hosea, CCS	Adriana Martinez, CCA	Carol-Anne Piso, CHDA	Joan Sheerin, CCA
Kenneth Camilleis, CCS-P	Teresa Hosea, CCS-P	Deborah Messinger, RHIT	Karen Robbins, CCA	Maxine Thomas Smith, CHPS
Laura Caravetta, RHIA	Sharon Hunt, CCA	Sherisse Monteiro, RHIT	Carolyn Robins(Bruce), CCA	Joie Lynn Valone, CCS
Marjorie Cooperman, CCA	Vidya Jayaraj, CCS-P	Jennifer Montgomery, CCA	Joseph Robinson, CCA	Natalie Yanina, CCA
Leslie Corn, CCS	JoAnn Jordan, RHIA	Sallie Moynihan, CCS	MariaGrazia Ruscito, CCS	
Susan Crawford, CCA	Tatyana Krasnonosenkikh, CCA	Colleen Norton, CCA	Claire Sabbagh, CCA	
Deborah Diniz, CCS	Michaele Krause, CCA	Paula Paquette, RHIT	Kerry Scannell, CCA	
Vicky Fitzgerald, CCS-P	Maud Lawrence, CCA	Nancy Parmele, CCS	Diane Shayne, CCS-P	
Alma Grady, CCS		Diana Patterson, CCA		

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Coding

ICD-10 Update

By: Linda Hyde, RHI

We are now 18 months away from ICD10 implementation and many organizations are well into their planning and implementation activities.

The MaHIMA ICD-10 Forum met in February to discuss the agenda for the fourth annual MaHIMA ICD-10 Summit on April 5, 2013, and further develop training plans to identify programs MaHIMA could sponsor to provide ICD-10 education in the

state. Anyone who is interested in participating in this forum can contact Sue Marre at

susan.marre@steward.org.

The Massachusetts Health Data Consortium (MHDC) launched an ICD10 Collaboration Project in February.

The goal of this project is to provide a collaborative environment to leverage MHDC membership resources for a successful ICD10 implementation. An executive steering committee was formed and is comprised of

executives responsible for ICD-10 implementation across providers and health plans as well as government, and other stakeholder organizations.

The Consortium is in the process of hiring a project manager to provide support as well as finalizing the project charter and timelines. Meetings are held monthly and if you or your organization is a member of MHDC and you would like to participate in these meetings please contact Stacy McKenna at

smckenna@mahealthdata.org.

MaHIMA Coding Webinar- CAC ICD-10 and the Changing Role of the Medical Coder "CAC, ICD-10 and the Changing Role of the Medical Coder" by Leo Schafer, Clinical Information Consultant, Computer-Assisted Coding and Coding Services.

Come and explore the reasons why CAC technology is an advantage in healthcare especially with the upcoming deadline for ICD-10. Learn how NLP works to find the right code. CAC will change the role of the coder and you'll see how to take away the uncertainty & fear of the coders facing their new roles. A demonstration of a CAC system to show how CAC streamlines coding and can incorporate Local Coverage Determinations, Correct Coding Initiatives and automatically report on RAC audit issues. Learn some of the differences between ICD-9 and ICD-10. I also discuss what was learned in New Zealand in 1998 after one year of coding both ICD-9 and ICD-10 and how they used CAC for ICD-10 Clinical Documentation Improvements. We finish with recommendations on how to prepare and implement CAC.

WHEN

Thursday, May 2, 2013 12:00 PM - 2:00 PM

Where

Webinar is virtual

FEE

[Fee is \\$40.00 per phone line](#)

[View Event Agenda](#)

RSVP BY:

Monday, April 29, 2013

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Students Corner

Citation Confusion

By: Sherisse Monterio, RHIT

Every student struggles with how to cite your references in a research paper. Most programs are still requiring APA or MLA style and because most research is done on the web it's likely that you need to figure out how to cite websites, web journals and other web media.

First, I would recommend asking your teacher or professor for a known book or website that can help you identify the types of references you have and then how to appropriately

and accurately cite them using the style required by your program. For example the Purdue Online Writing Lab website is a great resource. If you're like me, you may want an actual book that you can carry around with you. I used the 5th Edition Pocket Style Manual by Diane Hacker. It is spiral bound, small and well organized.

Secondly, I recommend using websites that tell you how to reference their work like AHIMA. At the end of every AHIMA Journal Article is a reference on how to cite that particular article.

In this case the work is already done for you! Lastly, I recommend you stay after class or send a short email to your professor showing your reference work and asking for some feedback. Educators appreciate this as they don't like failing anyone for plagiarism just like no one likes to fail because of plagiarism.

It may seem silly but would you like someone to take credit for your work? Of course not, so take citing references seriously and it will likely pay off with a passing grade.

Attention Students:

Jump start your career by attending the 2013 MaHIMA Annual Conference and Job Fair on June 19th thru the 21st at the Cape Cod Resort and Conference Center in Hyannis, MA. This event will feature Julie Burke, Human Resource Business Partner at New England Sinai Hospital speaking about job searching techniques and more. "Stay Connected" for more information!

Benefits of Attending

- Speak with representatives from a variety of career paths in Health Information Management including coding, informatics, compliance, operations, and more.
- Gather first-hand information about the responsibilities/tasks of various careers and the skills employers are looking for.
- Discover volunteer opportunities, internships, part-time jobs and full-time employment.
- Practice speaking professionally and expand your career network.

Preparing for Career Days/Job Fairs

- Update your resume and bring copies with you.
- Prepare a short script (just 2 or 3 lines) to introduce yourself with. Practice it and a firm handshake. In your script, try to include why you are interested in that company and the kind of position you're seeking.
- Generate questions you would ask recruiters based on whether you are trying to choose a major/career, exploring career directions, or looking for internships and employment.

Privacy and Security

HIPAA Final Rule for the Digital Age

By: Pat Rioux, RHIT

The Department of Health and Human Services published the Final Rule of the HIPAA (Health Insurance Portability and Accountability Act) Privacy Rule in January, 2013. The long-awaited new guidelines provide clarity to previous rules which govern how individuals' health information is used and protected. "Much has changed in health care since HIPAA was enacted over fifteen years ago," said HHS Secretary Kathleen Sebelius. "The new rule will help protect patient privacy and safeguard patients' health information in an ever expanding digital age."

HHS provided these highlights in their summary of major provisions included in the [Federal Register](#) notice published on January 25, 2013:

- Make business associates of covered entities directly liable for compliance with certain of the HIPAA Privacy and Security Rules' requirements.
- Strengthen the limitations on the use and disclosure of protected health information for marketing and fundraising purposes, and prohibit the sale of protected health information

without individual authorization.

- Expand individuals' rights to receive electronic copies of their health information and to restrict disclosures to a health plan concerning treatment for which the individual has paid out of pocket in full.
- Require modifications to, and redistribution of, a covered entity's notice of privacy practices.
- Modify the individual authorization and other requirements to facilitate research and disclosure of child immunization proof to schools, and to enable access to decedent information by family members or others.
- Adopt the additional HITECH Act enhancements to the Enforcement Rule not previously adopted in the October 30, 2009, interim final rule, such as the provisions addressing enforcement of noncompliance with the HIPAA Rules due to willful neglect.
- Final rule adopting changes to the HIPAA Enforcement Rule to incorporate the increased and tiered civil money penalty structure provided by the HITECH Act, originally published as an interim final rule on October 30, 2009.
- Final rule on Breach Notification for Unsecured Protected Health Information under the HITECH Act,

which replaces the breach notification rule's "harm" threshold with a more objective standard and supplants an interim final rule published on August 24, 2009.

- Final rule modifying the HIPAA Privacy Rule as required by the Genetic Information Nondiscrimination Act (GINA) to prohibit most health plans from using or disclosing genetic information for underwriting purposes, which was published as a proposed rule on October 7, 2009.

This final rule is effective on March 26, 2013 and covered entities and business associates must comply with the applicable requirements of this final rule by September 23, 2013.

Pat Rioux, RHIT recently provided clinical quality measure reporting consulting for Lowell-based DiagnosisOne, a division of Alere, for the clinical content team's production work for Meaningful Use Stage 2, HEDIS 2013 and PQRS. Previously she spent five years working for eClinicalWorks, a market leader in ambulatory electronic medical record solutions based in Westborough, Massachusetts.

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Privacy and Security

To FAX or not to FAXthat is the Question!

By: Martha Hamel

BEST Practices – Faxing Guidelines and Reminders

Before transmitting a fax, always ask yourself “does this really need to be faxed?” “

Protected Health Information (PHI) and Personal Information (PI) should only be released by trained staff via fax in the following circumstances:

- Urgent Treatment and Care purposes (continued care, etc)
- Payment (third party payer inquiries)
- Specific request by a patient or provider

Remember: A fax should always be accompanied by a completed Fax Cover Sheet containing:

- Date
- Recipient's name, fax number and telephone number
- Sender's contact name, department and telephone number
- Number of pages (including cover sheet)
- Any special instructions
- Confidentiality statement

When sending a fax, be sure to:

- Verify recipient's fax number
- Alert the receiver that you are sending a fax
- Only send the minimum amount of information necessary to complete task
- Confirm that the fax was successfully received either by the communication result report or phone call

If you receive a fax in error:

- Immediately contact the sender
- Destroy the document or return to sender
- If repeated faxing errors come from the same sender, contact your Privacy Officer or Compliance Department so they can investigate further

Patient Requests for Copies of their Medical Records:

- Follow your entities guidelines for releasing medical records
- Only those whose job it is to release information should be doing so!

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MaHIMA Volunteer Opportunities

Why Get Involved...

MaHIMA needs you and your skills to help make it a better organization for all of us.

Getting involved in MaHIMA provides benefits to you and your profession. . . .

- Access to educational and skill enhancement opportunities
- Networking and collaboration with other HIM professionals
- Speaking and writing opportunities

For more information on Volunteer Opportunities please visit our website at www.MaHIMA.org

E-survey coordinator

Develops member survey topic ideas, draft member survey questions, and compile member survey responses. Contact Jeanne Fernandes at jfernandes7@partners.org

Connect Newsletter Redesign Workgroup

Looking for volunteers and writers to assist in enhancing the MaHIMA quarterly newsletter's content contact Laura Caravetta at lcara-vetta@partners.org

MaHIMA Annual Conference

Contact Elisa Pelchat at efpelchat@mahima.org

Long Term Care Forum

Contact Jeanne Fernandes at jfernandes7@partners.org

Awards Committee

Review nominations for selection criteria & participates in the presentation of MaHIMA Awards.

Contact Susan Pepple at spepple@barrylibmaninc.com

Coding Committee

The Coding Committee serves as a resource to members on issues related to coding and reimbursement. The Committee oversees the Coding Roundtable Committee and organizes seminars with a focus on clinical and regulatory updates.

Contact Susan Marre, RHIA at smarre@nesinai.org

Communication Committee

Oversees the public communication of the association including: any public relations, MaHIMA Connect, web site, MaHIMA CoP.

Contact Jeanne Fernandes, RHIA at jfernandes7@partners.org

MaHIMA Connect Newsletter Staff

MaHIMA's quarterly electronic news journal with features, best practices and "in the news" about the HIM profession. e-Alert, a periodic newsletter providing essential information that just can not wait.

Contact Laura Caravetta at Lcaravetta@partners.org

Legislative Affairs Committee

Monitors legislation in the state legislature and works with legislatures as necessary. Organizes State Hill day. Organizes Release of Information workshops. Maintains Medicolegal Guide

Contact Ellen MacMullin at emacmullin@winhosp.org

Marketing Task Force

Promotes the field of Health Information Management through exhibits, special projects, speakers and mail. Notifies the media and employers of new MaHIMA officers. Promotes MyPHR campaign. Contact Susan Pepple at

spepple@barrylibmaninc.com

Education Program Leaders

Under the direction of the Director of Education, coordinates meeting in regard to topics, speakers, agendas, and prepares cost estimates. Manages registration at each meeting Director, Education: Diana Lindo, RHIT, CCS: di-ana.lindo@childrens.harvard.edu

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About MaHIMA

The Massachusetts Health Information Management Association (MaHIMA), founded in 1930, is a 1200-member state component association of the American Health Information Management Association (AHIMA). MaHIMA supports the provision of high quality medical care in Massachusetts through the effective management of personal health information. MaHIMA keeps Health Information Management professionals up-to-date on important issues and dynamic changes affecting their workplace and their profession through MaHIMA's extensive calendar of educational sessions. MaHIMA members find a network of peers throughout the state to ask questions, raise concerns and share best practices. MaHIMA is an effective advocate for changes to Massachusetts laws and administrative rules affecting personal health information. www.mahima.org

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