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Editor's Note

By: *Laura Caravetta, RHIA*

As we step back into the busy fall season, we are often faced with the struggle of meeting the demands and expectations of implementing new technology and becoming pioneers in our field's new roles. As these changes continue to shake up our departments, processes, and data management; we need to rethink our approach and redesigning workflows and structures for increased effectiveness and efficiency. The transition from paper to the EHR can be difficult and requires us to grow our knowledge base.

I urge members to tackle these challenges by getting involved, networking, and joining in on MaHiMA's conferences and webinars. MaHiMA looks forward to continuing to provide our members with educational sessions, best practice templates, and skill building workshops.

Students and new graduates, take advantage of these opportunities to network your strengths and hone your skills. Joining MaHiMA and volunteering provides a wealth of opportunities including; demonstrating your abilities and paving the way for a successful career path. Please take a moment to check out our job board for volunteer opportunities and our student section for tips.

I welcome your feedback and suggestions for future content.

On the Web at

MaHiMA.org:

**Current job postings in the
MaHiMA Job Bank**

**MaHiMA ICD-10 PCS and
ICD-10 CM Workshop No-
vember 15-16, 2013**

**The MaHiMA ICD-9 CCS/
CCS-P Exam Prep Novem-
ber 9, 2013**

**MaHiMA Dot Wagg Legisla-
tive Seminar, November, 8,
2013**

**Save the Date! MaHiMA
Annual Conference - May
18-20th, 2014 at the Sea
Crest Beach Hotel, Fal-
mouth, MA**

**Call for Speakers & Presen-
tations for the MaHiMA
Annual Conference, May 18
-20, 2014 and all educational
sessions**



President Message

By: Nancy LaFianza, MBA,

I read an article in the September 2012 U.S. News and World Report that stated health information management (HIM) is among the top nine college majors with a future. By 2015, everyone will be required to have electronic health records. According to the U.S. Bureau of Labor Statistics, there could very well be a shortfall of qualified health workers to meet this need. Rest assured AHIMA and MaHIMA are working hard to provide those of us currently practicing, in the HIM field, students and others the support and tools required to be successful. In other words, they'll be no retiring for any of us any time soon!

It is up to each of us to take advantage of seminars, workshops, etc. offered at the state and national levels and seek out higher education and certification. We are all "over the top" busy at our workplaces, but it's important to take a step back, recognize how our field is changing and where we want to be in five, ten years.

I encourage you, if you have not already, to visit the newly revised AHIMA site. Among the many changes, it now offers guides on specific education typically required for specific job types (<http://www.ahima.org/careers/plan>), as well as, an interactive career map (<http://www.ahima.org/careers/plan>). The CoP, now entitled "Engage," has also been revised and is now very quick,

intuitive and provides options, such as, getting emails upon responses. There are several educational opportunities coming up. I hope to see many of you at the national meeting later this month in Georgia.

With the ARRA emphasis on the use of electronic health records, the healthcare industry continues to become more data-driven, making Health Data Analysts more valuable than ever. AHIMA is helping us prepare by offering a two day Certified Health Data Analyst (CHDA) Exam Prep Workshop at the convention this year and with Linda Hyde, MaHIMA Director of Finance and a member of the AHIMA Data Governance and Analytics Council.

Locally, MaHIMA committees are working diligently to coordinate top speakers and hot topics. Bibi Von Malder, Director of the MaHIMA Legislation Committee, along with members of this committee has arranged the Dot Wagg seminar on November 8 at the Lantana in Randolph. Not only will the 2014 Omnibus Act, among other topics, be discussed but there will be a panel of experts to address any privacy related questions that you may be struggling with at your sites. In addition, the Education Committee, chaired by Diana Lindo, has coordinated an ICD9 CCS Prep class on November 9, at Metrowest in Framingham. Luisa Dileso, leading expert in ICD 9 and 10, will be instructing this course, preparing students to take the last CCS test to be offered

in ICD-9. Also, be on the lookout for a MaHIMA ICD10 forum coming in November! Our MaHIMA annual meeting will be held at the Sea Crest Hotel in Falmouth on 5/18-5/20/14, so save the dates! We reacted to the feedback from our last annual meeting and purposefully chose this site, as they have just undergone a multi-million dollar renovation resulting in beautiful guest rooms, exhibit and lecture areas. Please visit the Calendar of Events page for more detail.

I want to thank the Board, committee chairs, and committee members for their time and hard work. I encourage others to volunteer too. Most of our committee meetings are held via phone and it's a great way to network and stay abreast of upcoming changes within our profession. Please contact myself or any of our committee directors, listed on our MaHIMA website, if you would like to inquire more information.

To all of our terrific MaHIMA members, have a safe, healthy and wonderful fall season!

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Legislative Affairs

By: Bibi Von Malder, RHIT

My name is Bibi Von Malder and I am the new Director of Legislative Affairs and Advocacy. I am very excited to have taken on this role and very fortunate to have a great team in my committee.

I am looking forward to working with the Board of Directors and the Committee Chairs for the next two years. There is a lot of exciting events coming up. The next event that MaHIMA will be offering is the 2013 Dot Wagg Memorial Seminar at

the Lantana in Randolph Ma on November 8th from 8:00-3:00pm. The Legislative Affairs and Advocacy Committee has worked tirelessly putting together a great agenda.

This year the topics will consist of Omnibus, Breaches, OCR investigations, updates on HIPAA rules, Patient Portal Access, Meaningful Use and OIG audit preparedness. As we all know the OMNIBUS Rule has gone into effect this past September and Attorney Colin Zick will enlighten us on these new rules. Mark Hass, from MGH will speak on Patient Portal Access and much more.

. A three person expert panel will be answering questions on ROI and privacy and security. An e-Survey will be sent out to the membership asking them to submit questions for the panel before the session. These questions will be posed to the panel during their one hour session

We are always looking for new members to join the Legislative Affairs Committee if you are interested please contact me at bi.vonmalder@steward.org.



Awards

By: Susan Pepple

HIM Professionals deserve some recognition! Please take a moment to consider nominating a friend, colleague, or co-worker for one of the MaHIMA Individual Achievement Awards.

MaHIMA will be honoring four Individual Achievement Award winners at our winter meeting on January 31, 2014. Nominations for these awards are due December 31.

The Individual Achievement Awards are:

- ⇒ Outstanding New Professional An award to recognize the newly credentialed
- ⇒ Champion An award to recognize volunteer service to MaHIMA

⇒ Professional Achievement Award

An award to recognize individuals who advance the HIM Profession

⇒ Distinguished Member Award An award to recognize MaHIMA leadership

The nomination process is easy: [2013-2014 AWARD NOMINATION FORM](#)

Tell us about your nominee and why you think they deserve to be recognized.

Remember, award nominations are due December 31. Don't delay!

Questions regarding award nominations can be addressed to Susan Pepple, Chair, MaHIMA Awards Committee at spepple@barrylibmaninc.com





Communications

By: Jeanne Fernandes, RHIA

It's back to the drawing board for the MaHIMA.org, and we couldn't be more excited. The Communications Committee has begun to focus on developing the next generations MaHIMA.org.

Our current website was launched over four years ago. At that time, it offered us increased flexibility and control over our content. With the rapid change in the world of websites and technology in general, we recognize that our current platform limits our ability to manipulate our content and integrate new features into our website.

A group of Communication Committee members has been participating in a series of discussions with our website host to plan a transition to a new platform that will allow us to maintain better control over the format and content of our website. We also expect that we will be able to offer online forums and blogs and improve our members page.

We are also working on our Connect newsletter enhancements. Laura Caravetta is working with a team to refresh our newsletter. In addition to fresh content and layout, Laura is focused on integrating content from our newsletter with our social media. We welcome your feedback.

Do you have ideas for improvements to the newsletter? Please feel free to contact [Laura](#) with your ideas.

The Social Media Team invites you to join your HIM colleagues on our social media sites. Our team is focused on providing an online interactive forum for member and non-member HIM professionals to network, share thoughts, and to get news of events of interest to the HIM profession.



If you have an interest in working with the Committee on any of these initiatives, please [contact](#) me.



Finance

By: Linda Hyde, RHIA

Fiscal Year 2013 (July-June)

At the end of this past association year MaHIMA generated \$203,446 income and had \$162,414 of expenses. This year we generated substantially more income than previous years due to the very successful annual meeting that was held on the Cape in June.

The two day ICD-10 workshop and the two-day main conference we well attended and we had over 40 exhibitors that were also very supportive

with sponsorships.

72% of our income is from educational programs (44% of this was from the annual meeting), 16% represents AHIMA rebates and the remainder from sales of the new Legislative manual, advertising and the Massachusetts share of the proceeds from the previous NeHIMA meeting. Our expenses are primarily from education programs (50%), administrative costs (35%), and delegate attendance at AHIMA meetings throughout the year (6%).

As of the end of June MaHIMA has \$147,401 in assets with 60 % (\$89,079) in the Merrill Lynch and

Fidelity accounts.

Fiscal Year 2014 Budget

At the September Fall business meeting, the FY 2014 budget was approved. The projected budget for the year is \$211,538. This increase over last year represents funding for additional educational programs for ICD-10, upgrade to our web site as well as our annual meeting in May 2014 at the Seacrest Hotel in Falmouth. The approved budget was posted to the Members-only section of the MaHIMA website.

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AHIMA Leadership Symposium

Dream Big and Believe

By: Walter Houlihan, MBA, RHIA, CSS

This year's leadership symposium included an opening session by Dr. Robert Maurer covering "Leadership: Strategies for Excellence". This energy filled session covered the need for all of us to be aware of, understand, accept and manage our fear! Dr. Maurer provided tips on how to respond to our fear. Fear causes stress. We are interpreting what we are encountering. We need to understand why the situation is making us feel the way we do. Once we understand it then we can start to address the fear factor.

Another point we need to strive to do and that is to understand the importance of collaboration and to use more often... "We" and not... "I". The benefits of creating and atmosphere to generate ideas and celebrate accomplishments is critically important to our well being and abil-

ity to move ideas forward.

The opening session on the second day provided beneficial information around associations, such as addressing the common but often overlooked question....Need to ask why we are doing certain things? What programs and services are bringing value to the association? Is there a different way to do what we are doing? Change the future by changing the questions we ask. For instance, is the tenure appropriate – shorter or longer terms might be better?

Are the number of meetings too many, can they be virtual? The speaker noted the benefits and importance of bringing students to as many association meetings as possible and even having them attend for free. Clearly review and define the "Value Proposition" of the association in order to increase membership. We should be able to answer in 2 sentences what the association

brings to their members. What is their return on investment of dues and time? Members need to feel safe, comfortable and that their input is valuable. Potentially use technology such as "Google Hangout" – virtual meetings that have minimal cost.

We need to find ways to obtain "new energy" into the association. Ask young members what their expectations are? Even reverse the mentoring thought, ie. having a new member or student mentor a long term association member to help them think differently.

The symposium was filled with many other invigorating sessions and the collaboration was great. We should all be proud to be one valuable component of a great national association filled with members that have great ideas to improve our profession and the healthcare industry.

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Newly Credentialed Professionals

*Crystal Anson, RHIT
Sandra Ann Boehmler,
RHIT, CCS
Hong Cheng, CCS
Karen A Cincotta, CCA
Patrick Curran JR., CCS-P*

*Kathleen Harkins, CCA
Madeline Hulme, CCS, RN
Peter Margolin, CCA
Alice Martinez, CCA
Carol Mattscheck, CCS,
BS*

*Natalya Svirikova, RHIT,
CHDA, CCA*

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Privacy and Security

Preventing Theft and Protecting Patient Confidentiality

By: Martha Hamel

Theft of mobile devices is a real issue at many institutes, especially if the device contains Protected Health Information (PHI) or Personal Information (PI). First and foremost, all mobile devices should be Password Protected and Encrypted – whether personal or owned by the institute. This will ensure that all data stored on the device is protected.

PHI or PI should not be stored on mobile devices unless it is absolutely necessary, and **ONLY** if the device is password protected and encrypted. For example, storing spreadsheets that contain patient or employee names, demographics, Social Security Numbers, medical insurance numbers, etc. puts that information at risk. These documents should be stored on a Shared File Area (SFA) or other secure data storage application.

Here are some tips to prevent loss or theft in the workplace:

- ⇒ Never leave a device unattended even for a brief time, no matter how “safe” an area seems.
- ⇒ Lock the device, lock the office or lab, or otherwise secure your

device, even if you’re leaving just for a minute.

- ⇒ Protect your keys, identification and access cards. Don’t share them with others and report any lost or stolen keys or cards immediately to the Security Office or other authorities at your institute.
- ⇒ Do not let people come in behind you when you sweep your ID card in secure buildings. If someone says they are visiting, offer to call their contact or direct them to the Security Office.
- ⇒ Identify everyone in your area, including visitors, staff and unknown patients. Don’t hesitate to ask someone if they need assistance. If you see someone in your area that seems suspicious, you should report it to the Security Office or other authorities at your institute.

If you are traveling, whether it is in a car, airplane, bus, subway or other means of transportation follow these tips to prevent loss or theft of mobile devices:

- ⇒ Never leave a laptop or other device unattended.
- ⇒ Do not check the laptop on a flight; treat it as “carry-on” baggage and keep it close to you at all times.
- ⇒ Don’t put the laptop or other device down or let it out of your

sight as you move through security checkpoints or other public areas.

- ⇒ Be vigilant when using the device in public places to avoid the risk of unauthorized persons viewing information on the screen.
- ⇒ If a device is lost or stolen, it should be reported to the local police and if it is being used for work purposes, the institute help desk should be informed as well as the Security Office or other authorities.

See the January, 2013 Connect for more information about [encryption](#).



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Privacy and Security

Consumer HIT Summit Introduces New Model Notices of Privacy Practices and "Your New Rights Under HIPAA" Video

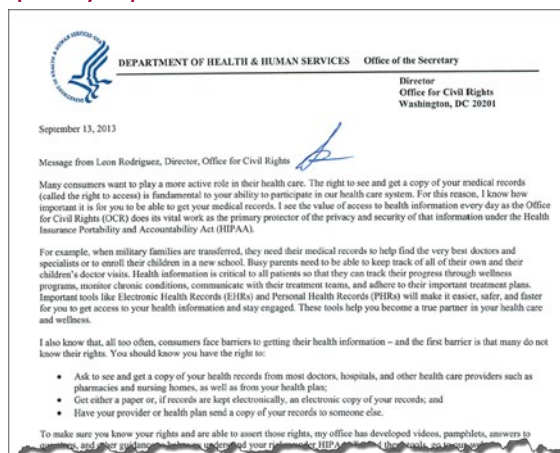
By: Pat Rioux, RHIT

The Office for Civil Rights and Office of the National Coordinator for Health Information Technology have collaborated to develop model **Notices of Privacy Practices (NPP)** for health care providers and health plans to use to communicate with their patients and plan members.

Announced by Leon Rodriguez, Director of the Office for Civil Rights (HHS), at the Consumer HIT Summit in Washington, DC, he emphasized the patient's right to access electronic records and played a new video, **"Your New Rights Under HIPAA"** for the audience. Watch it here:

http://www.youtube.com/watch?v=3-vW23_E4eQ&list=PLACD9536723837201&feature=player_embedded

The NPP model can be printed as a handout in a variety of formats and it must be prominently posted and made available on any web site maintained by a practice. The models reflect the regulatory changes of the Omnibus Rule and highlight patients' rights to access their electronic information held in an electronic health record in a practice. The effective date is September 23, 2013. Learn more here: <http://www.hhs.gov/ocr/privacy/hipaa/modelnotices.html>



Other resources:

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/righttoaccessmemo.pdf>
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html>
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveredentities/notice.html>

Pat Rioux, RHIT, is a Product Manager, Continuum of Care, for Elsevier's Clinical Practice Model Resource Center. Her previous

experience includes project management for clinical decision support software and product management for an ambulatory electronic medical record software company. She serves on MaHIMA's Communication Committee (including Social Media.)

LinkedIn profile:

www.linkedin.com/in/patrioux/

Twitter handle: @pat_rioux

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Why should I "Doodle"?

By: Elisa Pelchat

Need to get a group together for a meeting, lunch, or any important occasion and need to find the best time for everyone to meet?

Go to: www.doodle.com

⇒ Click: Schedule an event

- ⇒ Enter the title, location, description, your name if you are the host and email Address.
- ⇒ Choose the proposed times of your meeting, gathering, etc (you can add further time slots if needed)
- ⇒ Choose your date from the calendar or a range of dates
- ⇒ Choose a basic poll or choose settings to specify options

Based on preference one can send the link to the meeting organizer only or to all attendees from doodle.com; another option is sending the link via email to the planner and forward to attendees participating to request availability.

Have a successful meeting, and hope this tip helps in trying to arrange a meeting with a number of busy schedules.

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Students Corner

Studying Tips

By: Sherisse Monterio, RHIT

Since most HIM majors in junior colleges attend school straight through the year, September really just means the beginning of a new semester and not much has changed for you except the color of the leaves on the trees. But for others it means that you were lucky enough to have the summer off and you are dusting the beach sand off of your brain and getting back to work.

Experience Required, but Why?

By: Sherisse Monterio, RHIT

At the fall meeting I had several students with quite impressive resume's asking me the same question over and over again. "How will I ever get a job if everyone wants so many years of experience!!!!?"

So I have a question for you HIM directors and managers; is anyone really that experienced with all the changes in regulations, conditions of participation, and classification systems? Don't we all revert back to being students every time we sit in on a seminar hoping to get more insight on Meaningful Use, OMNIBUS, ICD-10 or Medicare's new inpatient

Unfortunately with New England's climate we are still getting warm days and you are still being invited to cook outs and birthday parties during your allotted studying time. Let me give you one word of advice, GET BACK TO WORK!!!

The holidays will be here in no time and you don't want to fall behind before the holiday break causing you to read chapters and right papers over Thanksgiving dinner!

Don't be afraid to take a book with you for small gatherings because let's

final rule? Why should we say we want experience when quite frankly we are all learning as we go? Students actually have an advantage on us since some of these very topics are in their text books and they are tasked to do assignments based on them.

How much "practice" do we get in the work place before another change is announced with an aggressive compliance date? My point is, think twice before you put required years of experience on job postings, you are turning away new talent with the know how to get it done in the new HIM error of constant change. Try adding this line to attract the right applicant,

face it, most people end up Facebooking or Tweeting in their smart phones for the majority of the time that they are supposed to be socializing anyways. I highly doubt anyone will notice you reading your coding book in the corner of the room.

Trust me I have done it and no one was the wiser. Think of it this way once you graduate and land a great career, you will be free to enjoy your friends and family so much more, even if they are all staring at their smart phones!!!

"Experience preferred but a candidate with the right education and skills will be considered". Think of it this way, what if your first boss only wanted an experience HIM professional, would you have become the successful director or manager you are today?



Students Corner

Fisher College

By: Valerie McCleary, RHIA

Fisher's HIM booths were well attended with many visitors at MaHIMA and FHIMA (Florida) this summer.

Fisher College is well underway with the conversion to ICD-10 coding classes while phasing out ICD-9 classes. The first credential exams containing questions on ICD-10 will appear in April of 2014.

The online, 8-week ICD-10 Work Force Training course has been implemented for HIM professionals seeking ICD-10 training. This is a low cost, self-paced course with an instructor available, as needed.

The online 8-week RHIT prep course is going full blast with students actively reviewing the required domains, working with the instructor during web cam sessions and practicing the mock exam. This course is offered at no charge for current Fisher HIT students and Fisher HIT students that sign up within one year from graduation. For others, the cost is about half of a 3-credit course at Fisher.

Neehr Perfect has been secured to provide additional cloud-based educational technology for student activities using VistA, which is the most widely-used EHR system in the world. Neehr Perfect provides 24/7 support for students.

Fisher will continue to use the AHIMA Virtual Lab which also pro-

vides access to the 3M and Quadra-Med encoder systems and coding resources.



Bristol Community College

By: Joy Rose

The HIMT program students at BCC are taking on a great project over the next two semesters as part of their professional practice experience (PPE).

Last year Joy Rose worked with Emerald Health who as part of a local physician group that developed their own EMR software. The software, Emerald Health, is certified and meets the Meaningful Use criteria. Emerald generously agreed to donate

licenses to BCC for use by BCC in two areas. One, for all Sciences students to utilize for the necessary practical experience in the EMR; and two, for live use by the Student Health Services at BCC and future Community Wellness Center at the BCC New Bedford campus.

The HIMT students will receive training at the Emerald medical practice (Prime Medical Associates) on managing this EMR. The students will then train their classmates and together with their classmates and instructors, develop the training for

the clinicians at the Student Health Services. The students will assist with the workflow redesign and implementation of the EMR at the student health services. This is an unparalleled opportunity for these students who are very excited about participating in this opportunity. For further information about the progress of this endeavor, please contact Joy Rose 774-357-2329, joy.rose@bristolcc.edu or Ann-Marie Barone 774-537-2369 ann-marie.barone@bristolcc.edu at BCC.

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

Chair of Legislative Affairs Committee

Contact Bibi Von Malder at bibi.vonmalder@steward.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

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 susan.marre@steward.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 Medical legal Guide

Contact Bibi Von Malder at bibi.vonmalder@steward.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: diana.lindo@childrens.harvard.edu



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About MaHIMA

The Massachusetts Health Information Management Association (MaHIMA), founded in 1930, is a 1450-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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