

2012 AAPC Local Chapter Handbook



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CHAPTER 1

WELCOME TO THE AAPC CHAPTER ASSOCIATION

1. Introduction

- 1.1 Local chapters of AAPC are essential in setting the standard of professionalism and higher education, while developing personal improvement and strong networking opportunities.

2. AAPCCA Mission Statement

- 2.1 The AAPCCA, the Governing Board for AAPC Local Chapters, was established to create, maintain and sustain the infrastructure, through approachable and accountable representation, necessary to empower local chapters to function in support of the AAPC mission of "Upholding a Higher Standard".

3. AAPC Mission Statement

- 3.1 Establish and maintain professional, ethical, and educational standards for professional coders.
- 3.2 Provide a national certification and credentialing process.
- 3.3 Support the national and local membership by providing educational products and opportunities to network.
- 3.4 Increase and promote national recognition and awareness of professional coding.

4. AAPC Local Chapters

- 4.1 Coders benefit from meeting regularly to share common interests, questions, information and concerns. Local chapters allow coders in geographic areas to get together to promote the profession of coding and ultimately to promote the AAPC mission of "Upholding a Higher Standard."
 - 4.1.1 Therefore, local chapter meetings are held in groups, in person, and where at least a majority of the current officers are in attendance.

5. Mission of AAPC Local Chapters

- 5.1 Promote and expand the medical coding profession.
- 5.2 Provide an educational forum for AAPC members to receive low cost or no cost CEUs
- 5.3 Offer an opportunity for networking among AAPC members
- 5.4 Establish an environment where less experienced members may interact, learn and be mentored by those members with more experience
- 5.5 Proctor AAPC certification examinations

CHAPTER 2

LOCAL CHAPTERS

1. AAPC Chapter Association

- 1.1 Each local chapter of the AAPC is a part of the AAPC Chapter Association (AAPCCA), a non-profit corporation. Local chapters are formed under the operational direction of the AAPC. However, local chapters are operated by the local chapter officers under the direction of the AAPCCA Board of Directors, in accordance with the requirements set forth in this Handbook. The local chapter exists to extend the benefits of AAPC membership to its local members.

2. Local Chapter Tax Status

- 2.1 The local chapters are non tax exempt; therefore, sales tax must be paid on purchases made by the local chapter.

3. Creation of New Local Chapters

- 3.1 Formation of new local chapters is based on the needs of the AAPC members in a specific geographic area.

3.1.1 The member(s) making the request must be certified and in good standing with AAPC.

- 3.2 The AAPC Local Chapter Department will be responsible for coordinating the research; and based on their assessment of the members' needs, will make a recommendation.
- 3.3 New chapters will be considered for formation by consulting with 1) existing chapter(s) in that area, 2) the AAPCCA Board members representing that region, and 3) the AAPCCA Growth and Stability Committee.
- 3.4 A local member will be invited to serve as the contact person for the new chapter.
- 3.5 Generally, the criteria for a new chapter may require that 1) the next closest chapter is over 50 miles or an hour's drive away, 2) the membership of the closest chapter is 200 or more, or 3) there are 20 or more interested members in the area.
- 3.6 Once formed, the local chapter shall be called after the name of its city and state. If there are two chapters in a city, then there will be a north/south or east/west or other regional identifier added to the city name. Chapters already in existence shall retain current name.

4. Local Chapter Officers

- 4.1 Local chapter officers agree to abide by the requirements set forth in the *Local Chapter Handbook*. The *Local Chapter Handbook* is available on the AAPC website for all members. The local chapter officers will attest to having reviewed a current version of the handbook by agreeing to the terms listed in the Election Verification information.
 - 4.1.1 All changes to the handbook for the current year will be posted in red and will be available to all members. These changes will be effective January 1.
 - 4.1.2 If changes are necessary during the year, AAPC will notify all members through email, **or other electronic notification**. The notices will also appear on the AAPC website.
- 4.2 Officer requirements include:
 - 4.2.1 Submission of all required paperwork and agreements.
 - 4.2.2 Filling all officer positions.
 - 4.2.3 Holding required meetings and exams.
 - 4.2.4 Complying with all requirements relative to the use of local chapter funds, including submitting the Profit and Loss Statement by January 15th of the following year.
- 4.3 When local chapters are in compliance with the requirements set forth by the AAPCCA, they receive support from the AAPC and AAPCCA.
 - 4.3.1 If a local chapter does not comply with the expectations set forth in this handbook, the AAPC, co-operatively with the AAPCCA, may disenfranchise the local chapter.
 - 4.3.1.1 The process is described in the Summary of Infractions/Consequences form found at the end of this handbook.
 - 4.3.2 The consequence of a disenfranchised group is that the chapter will be ineligible for 1) approval of CEUs for chapter meetings, 2) proctoring examinations, 3) any AAPC reimbursement, 4) use of the AAPC name and/or logo.

5. Expectations of Local Chapter Officers

5.1 Local chapter officers agree to abide by the following expectations:

- 5.1.1 Promote the AAPC and its mission on a local level.
- 5.1.2 Communicate all local concerns with the AAPC in a timely manner.
- 5.1.3 Submit the current Election Verification information within 30 days of elections.
 - 5.1.3.1 Required information includes the names of the newly elected officers, with city, state and contact information.
 - 5.1.3.2 All chapter officers must agree to the terms in the Election Verification information stating they agree to serve as officers for a one-year period, understand the expectations set forth in this handbook, and agree to abide by the guidance herein.
 - 5.1.3.3 Agreeing to the terms gives the AAPC permission to post the officers' names and contact information, including phone numbers and email addresses, on the AAPC website.
- 5.1.4 Hold at least six (6) regular approved meetings per year where **little to no cost** CEUs are offered.
- 5.1.5 Sponsor at least four (4) certification examinations each year, quarterly.
- 5.1.6 Abide by the rules of the Local Chapter Proctor Site Agreement found in Chapter 9 of this handbook.
- 5.1.7 Ensure appropriate use of chapter funds as outlined in the handbook.
- 5.1.8 Submit a Profit and Loss Statement for the preceding calendar year by January 15th of the following year.
- 5.1.9 Ensure that local chapter membership lists are used expressly for local chapter activities/business. It is recommended that officers not forward emails such as job openings to their members. This information should be communicated at a chapter meeting, through the chapter newsletter or on your individual AAPC local chapter forum. (See [Best Practices](#) – Newsletter.)
 - 5.1.9.1 Misuse of the chapter member list constitutes grounds for dismissal from office.

5.1.10 Encourage use of AAPC forums for networking purposes between chapter members.

5.1.11 Provide opportunities for networking among AAPC members.

5.1.12 Provide opportunities for less experienced members to be mentored by those members with more experience.

5.1.13 Provide members the opportunity to participate in local chapter meetings.

5.1.14 Ensure the members' privacy, by adding chapter members' email addresses to the blind copy line for any group email. The member list is available on the AAPC website and can be downloaded, copied and pasted into an email document.

5.1.15 Comply with all requirements as outlined in, but not limited to, the *Local Chapter Handbook*.

5.2 All local chapter officers serve at the will and pleasure of the AAPC and the AAPCCA and may be dismissed at any time.

6. Officer Contact Information

6.1 Unless permission is expressly withheld, contact information for all local chapter officers will be posted on the AAPC website and listed on the local chapter calendar of events. All information comes directly from the AAPC's database. It is the responsibility of the local chapter officers to keep their contact information current. The AAPC bears no responsibility in the event a chapter officer fails to do so.

7. Current Election Information

7.1 Election verification information must be on file with the AAPC. Failure to submit this information will make the chapter ineligible for 1) approval of CEUs for chapter meetings, 2) proctoring examinations, 3) any AAPC reimbursement, 4) use of the AAPC name and/or logo.

8. Officer Meetings

8.1 The current chapter officers of each chapter are encouraged to hold officers' meetings for the purpose of planning and coordinating chapter business. These meetings may be held by conference calls if necessary. Minutes of these meetings should be distributed to current chapter officers and other meeting attendees and should also be submitted to the Local Chapter Department at AAPC along with the chapter meeting minutes.

CHAPTER 3

LOCAL CHAPTER OFFICERS

1. Offices in a Local Chapter

- 1.1 Each local chapter shall have the following officers: president, vice president, secretary, and treasurer.
- 1.2 Chapters with an average attendance at local chapter meetings of less than 40 members may combine the secretary and treasurer positions.
- 1.3 Chapters with an average attendance at local chapter meetings of more than 40 members are **strongly encouraged** to elect an education officer and a member development officer in addition to the four required positions.

2. Benefits for Chapter Officers

- 2.1 Each officer from local chapters that qualify will receive a discount to AAPC's annual or regional conferences offered during the year **following their term in office**.
 - 2.1.1 To qualify chapters must a) host a minimum of six meetings per year where CEUs are offered, b) sponsor a minimum of four exams per year, c) each officer must proctor a minimum of one exam per year, and d) each officer must actively participate and fulfill the roles and responsibilities of their offices.
 - 2.1.1.1 If a scheduled exam is cancelled by the AAPC, the officers will receive credit for holding that exam.
 - 2.1.2 The discount is based upon adherence to the expectations of local chapter officers (see Chapter 5) and it is non-transferable. No financial compensation is paid to local chapter officers or members for their voluntary services.
- 2.2 The discount options **for eligible** chapter officers include 1) a discount on the registration fee for AAPC's national conference, or 2) a discount on the registration fee for AAPC's regional conference.

CHAPTER 4

REQUIREMENTS OF LOCAL CHAPTER OFFICERS

1. Expectations of Chapter Officers

- 1.1 Local chapter officers must abide by the guidelines outlined in this *Local Chapter Handbook* and the AAPC Code of Ethics. Officers who do not comply with these guidelines will be ineligible to serve and may cause the chapter to be disenfranchised. All officers must also understand the following:
- 1.2 Officers must maintain current AAPC membership.
- 1.3 President, vice president and education officer must hold an AAPC credential.
- 1.4 Other chapter officers are encouraged to obtain AAPC certification by the beginning of their terms in office.
- 1.5 Officers are expected to attend all local chapter meetings. In the event an officer cannot attend, he/she must communicate (prior to the meeting) with the presiding officer, to be formally excused.

1.6 Local Chapter Officers agree to:

- 1.6.1 Promote the AAPC and its mission on a local level.**
- 1.6.2 Ensure at least six (6) CEU approved chapter meetings are held per year.**
- 1.6.3 Ensure at least four (4) certification examinations each year are offered.**
- 1.6.4 Ensure appropriate use of chapter funds as outlined in the handbook and other established practices and official documents.**
- 1.6.5 Encourage networking among members, in-person and through use of AAPC forums.**
- 1.6.6 Ensure the chapter members' privacy.**
- 1.6.7 Communicate all local concerns with the AAPC in a timely manner.**
- 1.6.8 Ensure order is maintained during all chapter activities and are empowered to remove unruly members or visitors.**

1.6.9 Ensure that a true hour of learning is being provided for each awarded CEU. One hour is equal to sixty minutes. Increments of 15 minutes are acceptable. Example: the educational presentation at a chapter meeting lasted one hour and 45 minutes. The meeting would be eligible for 1.75 CEUs.

1.6.10 Ensure all changes regarding spending chapter funds and chapter activities are presented to and voted on by the chapter members.

1.6.11 Perform the duties specific to their position. If unable to perform the duties, will step down, allowing another able chapter member to assume this position.

1.6.12 Retain all financial and non-financial chapter records and documents.

1.7 Officers share the responsibility to proctor all chapter-sponsored exams.

1.8 Local chapter officers serve voluntarily and should understand that they represent their chapter members and the AAPC, and should thus act ethically and with the utmost integrity.

2. Nominee Qualifications

2.1 Strength of character, leadership, professionalism, communication skills, and the ability to volunteer service should be considered when nominating local chapter officers. It is imperative that the nominees uphold high standards and integrity and are interested in the success of the AAPC and the local chapter.

2.1.1 Nominee must currently be an active chapter member or demonstrate commitment to regular attendance if elected.

2.1.2 Nominee must be assigned to the chapter in which he/she seeks election.

2.1.3 If elected, officers may not concurrently hold office in more than one AAPC local chapter, nor in another organization offering core coding credentials.

CHAPTER 5

RESPONSIBILITIES OF LOCAL CHAPTER OFFICERS

1. Conduct of Officers

- 1.1 Acceptance of a leadership role in the local chapter requires an individual to conduct him/herself in a manner that is supportive of the AAPC and its mission. Chapter officers must be respectful and considerate of fellow officers and members.

2. Duties and Responsibilities of Officers

- 2.1 In order for the chapter to operate efficiently and meet all the needs of the local membership, specific duties and responsibilities have been delegated and assigned to each chapter officer. The AAPCCA strongly encourages current officers to involve as many members as possible in the planning and operation of the chapter.
- 2.1.1 While all officers are responsible for their respective duties, it is the president's responsibility to ensure the local chapter remains in good standing per AAPC handbook requirements.
- 2.2 Each local chapter is required to have the following officers: president, vice president, secretary, and treasurer or secretary/treasurer. Chapters with average attendance at local chapter meetings of more than 40 members are strongly encouraged to elect an education officer and a member development officer, in addition to the required positions. Chapters with less than an average of 40 attendees are welcomed to have these positions.**
- 2.3 Immediately following the October elections of new officers, current and newly-elected presidents and education officers should work together to ensure chapter meetings and exams are scheduled for the first part of the year.**
- 2.4 Officers should be willing to meet regularly with each other to ensure there is effective communication between them and the chapter members.**
- 2.5 All officers should be included in the planning of events such as May MAYnia, chapter seminars/conferences, or other events; inclusion of chapter members through committee participation is encouraged.**
- 2.6 Officers are encouraged to share information about Project AAPC with chapter members.**

2.7 Certain officers will be required to sign on the chapter checking account. Such officers must understand that most banking institutions require the social security number of all signers on the account, and agree to provide any required information to the chapter's banking institution.

2.8 All officers will ensure the chapter:

2.8.1 Holds at least six chapter meetings per year where low to no cost CEUs have been awarded. These meetings must be in person and made available to all chapter members.

2.8.2 Proctors at least four AAPC certification examinations per year.

2.8.3 Completes and submits all required paperwork in a timely manner.

2.8.4 Promotes and expands the medical coding profession.

2.8.5 Provides opportunities for networking among AAPC members.

2.8.6 Provides opportunities for mentoring less experienced members by those members with more experience.

2.8.7 Provides members the opportunity to participate in local chapter meetings.

2.8.8 Follows all regulations established by AAPC for Local Chapters as per this handbook and other official reference documents and practices.

3. President

The president is primarily responsible for the overall well-being of the chapter (including meetings and exams) and ensures all members are treated in a professional manner.

3.1 Serve as a leader to the chapter officers and members, encouraging all officers as they fulfill their respective responsibilities and encouraging members as they network.

3.1.1 Work with officers to determine needs of chapter members. Plan events, dates and locations, based upon the needs of the chapter members.

3.1.1.1 Officers may need to conduct a survey of the members.

- 3.2 Serve as liaison with the AAPC and the AAPCCA.
- 3.3 Serve as contact person for those interested in attending the local chapter.
- 3.4 Conduct local chapter meetings.
 - 3.4.1 In order for meetings to run smoothly and efficiently, it is recommended that the president develop and utilize a written agenda for monthly local chapter meetings. (See [Best Practices](#) – Meeting Agenda.)
- 3.5 Ensure certification examinations are administered correctly by following the rules and stipulations in the Local Chapter Proctor Site Agreement found in Chapter 9 of this handbook.
 - 3.5.1 Submit online request for approval to administer AAPC certification exams at least eight weeks prior to the examination date. For information on scheduling exam dates refer to Chapter 9.
 - 3.5.2 Ensure that chapter officers who serve as first proctor understand the rules to be followed during examinations, as outlined in the Local Chapter Proctor Site Agreement in Chapter 9 of this handbook.
 - 3.5.3 Proctor at least one certification exam.
- 3.6 Sign on local chapter checking account.
 - 3.6.1 If the chapter utilizes a debit card, provide a check and balance for the treasurer by regularly reviewing the activity of the card.
 - 3.6.2 Ensures the bank signature card is correct in January and at any time during the year there are changes in the officers.**
- 3.7 Oversee secretary and treasurer.**
- 3.8 In the event a local chapter has no education and/or member development officer, the president, **along with the vice president**, ensures these duties are performed.
- 3.9 Communicate regularly with chapter officers, whether by email or telephone.**
- 3.10 Serve as moderator for and **respond to** the local chapter forum.
 - 3.10.1 Moderators have the ability to edit and delete posts, move threads, and perform other actions. Refer to the FAQs on the forum for further information.

3.11 Retain financial and non-financial records as per Section 10 of this chapter.

3.11.1 The president is responsible for the chapter's original sign-in sheets.

4. Vice President

The vice president is primarily responsible for assisting the president with the overall running of the chapter and conducting the nominations and elections.

4.1 Assist president with chapter activities as necessary.

4.1.1 Preside over local chapter meetings in the absence of the chapter president.

4.1.2 In the unlikely event that the current president is unable to fulfill the full year in office, the vice president will assume the role of president for the time remaining in the current term.

4.2 Participate in the planning of chapter meetings.

4.2.1 Actively participate with other chapter officers to ensure the chapter is moving forward in a positive and professional manner.

4.3 Conduct elections for next year's officers no later than October 31st.

4.3.1 Chair the Election Committee.

4.3.1.1 If the vice president is running for an office, other members of the committee who are not on the ballot must conduct the voting and counting of ballots.

4.3.2 Complete the Election Verification information on the AAPC website within 10 days of officer election.

4.4 Ensure access to the current *Local Chapter Handbook* at each meeting and/or chapter activity.

4.5 Oversee education officer and member development officer.

4.6 In the event a local chapter has no education officer and/or member development officer, the vice president, along with the president, ensures these duties are performed.

4.7 Chair promotion of Project AAPC if chapter chooses to participate.

- 4.8 Sign on local chapter checking account.
- 4.9 Proctor at least one certification exam.
- 4.10 Monitor **and respond to** the local chapter forum.
- 4.11 Retain financial and non-financial records as per Section 10 of this chapter.
- 4.12 This is an elected position and no longer an ascension role; elections for the president must be conducted every year.**

5. Secretary

The secretary is primarily responsible for maintaining a list of active chapter members, publishing the chapter meeting minutes, and providing the chapter sign-in sheets for all chapter meetings.

- 5.1 Working with the member development officer, maintain a list of all active chapter members, noting member participation.**
 - 5.1.1 Encourage members to update contact information on the AAPC website.**
 - 5.1.2 Refer to the list of AAPC members assigned to the chapter as provided on the AAPC's website.**
- 5.2 Provide sign-in sheets at all chapter meetings and events.**
 - 5.2.1 Within 10 days following a meeting or event, provide a copy of the sign-in sheet to the chapter treasurer and education officer. The president should be provided with the original. Copies may be provided to other officers as needed, upon request.**
- 5.3 Prepare local chapter meeting minutes. Minutes can be made available to chapter members by posting on your own local chapter's section on the AAPC forum. Minutes **should** be **made available** within ten days of the chapter meeting.
 - 5.3.1 Submit chapter meeting minutes to AAPC **Local Chapter Department** quarterly (within 15 days of end of each quarter). Minutes should include speaker, subject matter and length of education.
 - 5.3.1.1 Minutes may be emailed to localchapters@aapc.com, faxed to 801-236-2258, or mailed to 2480 South 3850 West, Suite B, Salt Lake City, Utah 84120.**

- 5.4 Sign on local chapter checking account if necessary.
- 5.5 Actively participate with other chapter officers to ensure the chapter is moving forward in a positive and professional manner.**
- 5.6 Proctor at least one certification exam.**
- 5.7 Monitor **and respond to** the local chapter forum.
- 5.8 Retain financial and non-financial records as per Section 10 of this chapter.
- 5.9 Should assistance be needed, the secretary can rely on the president for guidance and help, upon request.**

6. Treasurer

The treasurer is primarily responsible for the maintenance and accountability of all chapter funds including all incoming and outgoing monies from the chapter's financial accounts. Refer to Appendix B for consequences of misuse of chapter funds.

- 6.1 Maintain chapter funds, **including activity within the checking account such as checks written, transactions with the debit card, and deposits made.**
 - 6.1.1 Reconcile bank statements monthly and report on status of chapter finances to chapter members at least quarterly.**
 - 6.1.2 Issue checks for reimbursement for chapter expenses.**
 - 6.1.2.1 Ensure receipts are provided for all requested reimbursement. No chapter funds shall be released to any person or agency without first having valid receipts or invoices documenting the amount, the date of purchase, the description of services or items, and how these were used. (See [Best Practices](#) – Expense Reimbursement Request Form.)**
 - 6.1.3 In the event the chapter closes, the treasurer is responsible for closing the checking account and submitting the final profit and loss form to the AAPC.**
 - 6.1.3.1 This should be completed within 14 days of the chapter's closing.**

- 6.2 **Be the primary** signer on the chapter checking account.
- 6.2.1 **The treasurer must understand that most banking institutions require the social security number of all signers on an account, and agrees to provide any required information to the chapter's banking institution.**
 - 6.2.2 **Verifies each January with bank that all banking account information (tax ID number, account name, signature card) is accurate.**
 - 6.2.3 **In the event of the resignation of an officer that signs on the checking account, the treasurer ensures that officer's name is removed as a signer on the account.**
 - 6.2.4 If a chapter utilizes a debit card attached to the chapter checking account, the debit card is the property of the AAPCCA and is entrusted to the treasurer during his/her term in office. (See Chapter 13 for additional information.)
- 6.3 Request local chapter reimbursement from the AAPC by submitting the Local Chapter Quarterly Meeting Report form along with the meeting sign-in sheets, each quarter. This form must be submitted within 15 days of the end of each quarter. (April 15, July 15, October 15, January 15.)
- 6.4 **Be prepared to promptly respond to reasonable requests for financial information from chapter members, the AAPC or AAPCCA.**
- 6.5 Submit the current year Profit and Loss Statement to the AAPC by January 15th of the following year. For information on submitting profit and loss statement refer to Chapter 13.
- 6.6 **Actively participate with other chapter officers to ensure the chapter is moving forward in a positive and professional manner.**
- 6.7 **Proctor at least one certification exam.**
- 6.8 Monitor **and respond to** the local chapter forum.
- 6.9 Retain financial and non-financial records as per Section 10 of this chapter.
- 6.10 **Should assistance be needed, the treasurer can rely on the president for guidance and help, upon request.**

Note: When the secretary and treasurer positions are combined the responsibilities shall be as described above for each individual office.

7. Education Officer

The education officer is primarily responsible for securing chapter meeting education, applying for CEU approval, issuing CEUs to attendees and attesting to all information contained on the CEU form.

- 7.1 Coordinate the educational content of regular chapter meetings (at least six per year) and arrange for educational guest speakers and locations, dates and times of meetings **as determined by the chapter officers.**

7.1.1 Topics and speakers should be relevant to AAPC and members.

7.1.1.1 AAPC strongly discourages paying speakers to present local chapter meetings, seminars, conferences, etc. (See [Best Practices](#) – Finding Speakers for Local Chapter Events.)

7.1.2 Established dates and times of chapter meetings should not be changed without the majority of member approval.

- 7.2 Submit online request for approval of CEUs for chapter meetings, seminars and review classes. For information on requesting approval for CEUs refer to Chapter 7.

7.2.1 Should the speaker end prior to the CEU awarded time, officer shall be prepared to provide additional education to cover the remaining educational time or officer shall adjust the number of CEU awarded to members.

7.2.1.1 The Local Chapter Department must be notified immediately when the meeting ends early in order for the catalogue number for the CEUs to be updated.

- 7.3 Complete and distribute Certificate of Attendance/CEU Credits form with the AAPC-assigned catalogue number and correct CEU value.

7.3.1 CEU certificates should be provided based on member sign-in sheets.

- 7.4 Encourage participation by including members in speaker and topic suggestions.**

7.4.1 Use chapter members as speakers when possible.

- 7.5 Actively participate with other chapter officers to ensure the chapter is moving forward in a positive and professional manner.**

- 7.6 Sign on local chapter checking account, if necessary.

7.7 Proctor at least one certification exam.

7.8 Monitor **and respond to** the local chapter forum.

7.9 Retain financial and non-financial records as per Section 10 of this chapter.

7.10 Should assistance be needed, the education officer can rely on the vice president for guidance and help, upon request.

8. Member Development Officer

The member development officer is primarily responsible for ensuring all chapter meeting attendees are welcomed, providing networking opportunities between members and guests; and reaching out into the community to encourage new members.

8.1 Serve as mentor to **all** members attending chapter meetings, encouraging members to network and invite others to attend monthly chapter meetings.

8.1.1 Ensure members and visitors are greeted and welcomed at local chapter meetings.

8.1.2 Ensure new members and/or newly certified members are contacted, welcomed and/or congratulated.

8.1.3 Obtain contact information on all visitors, guests and students who attend chapter meetings. Provide information on the benefits of being a member and encourage membership.

8.1.3.1 Keep a record of the number of meetings a non-member attends. After the third visit, the attendee is required to join AAPC.

8.2 Establish relationships with local PMCC instructors with the intent to involve their students in the local chapter.

8.3 Actively participate with other chapter officers to ensure the chapter is moving forward in a positive and professional manner.

8.4 Sign on local chapter checking account, if necessary.

8.5 Proctor at least one certification exam.

8.6 Monitor **and respond to** the local chapter forum.

8.7 Retain financial and non-financial records as per Section 10 of this chapter.

8.8 Should assistance be needed, member development officer can rely on vice president for guidance and help, upon request.

9. Record Retention

9.1 Both financial and non-financial documents are considered records and property of each local chapter, and must be kept for **five** years. Examples of financial documents include but are not limited to bank statements, expense receipts, checkbook register and deposit slips (any document that supports monies received and/or distributed by the local chapter). Examples of non-financial documents include but are not limited to chapter meeting sign-in sheets and minutes.

9.1.1 It is recommended that each local chapter maintain these documents in an electronic format, such as a flash drive or like device. Storing local chapter documents in this manner allows for easy access between officers and easy transferring of materials at the beginning of each new year.

9.1.2 All documents, electronic or paper, are to be passed to the new local chapter president no later than January 15, or prior to the first chapter meeting of each year.

9.1.2.1 Failure of a local chapter to comply with the information in 10.1.2 could result in disciplinary action as outlined in Appendix B.

9.1.3 In the event of a chapter closing the chapter officers will contact the AAPC Local Chapter Department for the procedure to be followed.

10. Leadership Training

10.1 AAPC offers training for newly elected officers via webinar and teleconference with the local chapter staff at the AAPC. It **is required for** all officers **to** participate.

10.2 AAPC may offer leadership training in conjunction with the AAPC annual and regional conferences for all local chapter officers. Training includes leadership characteristics, running an effective local chapter, recruitment of members, and other subjects. Attendance at this training is optional.

11. Change of Officers

11.1 In the event of a change of officer in the middle of the term, the current officers may appoint a new officer.

11.1.1 The resigning officer should send a resignation letter to the AAPC and to the local chapter president.

11.1.2 Once confirmed the new officer must login to the AAPC website and accept the officer agreement.

11.2 The president or the vice president should obtain the proper signature of the newly appointed officer and submit a Change of Officers form to the AAPC within 10 days of the acceptance.

11.3 If the resigning officer is a signer on the chapter bank account, the current chapter officers must ensure the resigning officer's signature is removed and the new officer's signature is added.

12. Communication with AAPC

12.1 Inasmuch as officers' names and contact information are posted on the AAPC website and members are referred to their local officers for information, it is essential all contact information be kept current. It is the responsibility of the officers to maintain current information with the Local Chapter Department of AAPC. Failure to do so may result in removal of the officer from the leadership role.

13. Removal From an Office

13.1 A local chapter may not take action to remove a chapter officer without first obtaining authorization from the AAPC Local Chapter Department and the AAPCCA. Once authorization is obtained, a chapter may remove the officer with a majority vote of AAPC chapter members present at the next regularly scheduled meeting. **Only those members assigned to the local chapter may participate in this voting.**

13.1.1 If the AAPC and AAPCCA recommend a removal from office, no vote by the chapter is needed.

CHAPTER 6

ELECTIONS

1. Importance of Elections

- 1.1 Chapter officers are a very important part of every local chapter. Without members volunteering their time and leadership, local chapters would be unable to function. Chapter elections offer all members the opportunity to serve and encourage that participation.
- 1.2 The vice president is responsible for the integrity of the election and balloting process for chapter officer elections.

2. Preparing for Elections

- 2.1 The vice president works with the president to plan a date for the election. The election must be completed by October 31; therefore the vice president should begin arranging for upcoming local chapter elections **with a call for nominations** no later than September. (See [Best Practices](#) – Call for Nominations.)
- 2.2 If necessary, **an elections** committee comprised of at least three members, can be organized to conduct the nominations and elections.
 - 2.2.1 The vice president will chair this committee, with the other two members being non-officers.
 - 2.2.1.1 If the vice president is running for an office, the other members of the committee must conduct the voting and counting of ballots.**
- 2.3 Once the date of the election is determined, each member of the chapter must receive notification **at least 30 days in advance** of the date the elections will be held.
 - 2.3.1 While it is not necessary to personally contact all members, acceptable means of notification are 1) AAPC forum posting, and 2) Email to all members as per your chapter list on the AAPC website.
- 2.4 Elections will take place by voting of the local chapter members **as assigned to the chapter.**
- 2.5 Elections are to be held for the upcoming year only, and never for more than that year.

3. Nominations

- 3.1 A call for nominations must be made by the vice president at least one month prior to the election date at the local chapter meeting, or through any other forms of communication routinely used by the local chapter to its membership.

3.1.1 Nominees must be assigned to the chapter in which they are nominated.

- 3.2 Members may self-nominate.

- 3.3 Once nominated, the member must 1) meet the qualifications of the office for which he/she is nominated. 2) accept the nomination, and 3) be in good standing with the AAPC.

- 3.4 **Nominations should be held for the offices of president, vice president, secretary, treasurer (or secretary/treasurer) and if desired, education officer, and member development officer.**

- 3.5 Multiple members may not share one officer position.

3.5.1 One member may not hold two offices at the same time, **with the exception of the secretary/treasurer combined position.**

4. Term Limits for Chapter Officers

- 4.1 Local chapter officers are **elected** for a term of one year (January through December).

4.1.2 In the unlikely event that the current president is unable to serve the full year in office, the vice president may assume the role of the president for the remainder of that term.

- 4.2 **All officers who continue to meet the requirements of an officer as per chapter 4 of this handbook may be nominated and, if elected, serve a second term in the same office.**

4.2.1 These officers should not serve more than two consecutive years in the same office.

4.2.2 After serving as a chapter officer for **four** consecutive years, an officer may not be elected to an office for at least one year.

- 4.3 Approval from the AAPC Local Chapter Department and AAPCCA must be obtained for any variation to the terms limits as described above.

5. Ballots/Voting

- 5.1 **Voting is private and must be conducted using a private ballot. (See [Best Practices – Ballot](#).) Chapters will not use a show of hands, verbal voting or any other form of voting when electing chapter officers.**
- 5.2 Ballots should be created in such a way as to require a yes or no vote for members who run unopposed.
- 5.3 Only AAPC members of the local chapter as reflected on the local chapter's membership list provided by the AAPC may vote.
 - 5.3.1 Chapter members who are unable to attend the chapter meeting **should** be given an option of voting with an absentee ballot.
 - 5.3.2 Chapters should allow no more than 7 days for casting ballots. (See [Best Practices – Absentee Ballot](#).)**
- 5.4 Ballots shall be submitted to and kept by the vice president during the voting period. If the vice president is on the ballot, another member of the elections committee will be the keeper of the ballots. At the close of the voting period, the elections committee will count all valid ballots and verify the results. (See [Best Practices – Vote Count Sheet](#).)**
- 5.5 The nominee receiving the majority of votes will fulfill the responsibility of that office for one complete calendar year.

6. Election Verification

- 6.1 No later than 30 days after the election, the **current vice president** completes the [Election Verification](#) information on the AAPC website.
 - 6.1.1 The form will remain available until January 1st to allow for any needed corrections.**
 - 6.1.2 If a newly elected officer is not in good standing with the AAPC, **the Local Chapter Department will contact the current vice president within 30 days following the completion of the election verification.**
- 6.2 Once confirmed, the new officer must login to the AAPC website and accept the Officer Agreement.**

7. Current Officers and the Newly Elected Officers

- 7.1 It is strongly recommended that the current officers mentor the newly elected officers for the remainder of the current year.**
- 7.2 The newly elected officers are strongly encouraged to meet together shortly after elected and begin planning for the chapter's future.
 - 7.2.1 Discussions should include events, such as chapter meetings and exams, chapter finances, securing speakers, planning workshops, surveying the members for their input and increasing membership attendance and participation for the following term. It is imperative that the newly elected officers determine and set the course for the coming year.**
 - 7.2.2 Current officers are encouraged, but not required, to be included in these discussions.**
 - 7.2.3 It is acceptable for former officers to be used on an advisory basis as officers may learn from the past while continuing to move your chapter forward.**
- 7.3 Events can be scheduled by the new officers as soon as the election verification information has been submitted online to the AAPC.
- 7.4 New officers should refer to the *Local Chapter Handbook*, their AAPCCA Regional Representative, or the Local Chapter Department at the AAPC for any questions regarding their position or concerns in their local chapter.
 - 7.4.1 Officers should always verify and confirm their responsibilities through one of the official sources listed above. It is not acceptable for an officer to perform their responsibilities solely on the information received from current and/or past officers.**

CHAPTER 7

LOCAL CHAPTER MEETINGS AND OTHER CHAPTER SPONSORED EVENTS

1. Attendance at Local Chapter Meetings

1.1 Membership with AAPC entitles members to attend local chapter meetings.

1.1.1 The amount charged to a member to attend a chapter meeting should only be the amount needed to cover the costs generated by the chapter for the meeting. No “dues” or other such charges should ever be required from the member to attend a local chapter meeting.

1.2 It is not necessary to be certified in order to attend a local meeting.

1.3 Non-AAPC members (**visitors, guests, students**) may attend up to three local chapter meetings before membership with AAPC is required.

2. Purpose of Chapter Meetings

2.1 The purpose of local chapter meetings is to **provide education and networking opportunities with other coding professionals.**

2.1.1 Active solicitation of any product or service is strictly prohibited at a chapter meeting.

3. Conduct at Chapter Meetings and Other Chapter-Sponsored Events

3.1 Chapter meetings **and other chapter-sponsored events** shall be conducted in an orderly and professional manner. Local chapter officers are responsible to ensure order is maintained during all chapter activities and are, therefore, empowered to ask unruly **attendees** to leave a chapter meeting.

3.1.1 Members and officers alike are to be aware that when attending meetings or conducting chapter business, their words and actions represent the organization, each of the local chapters, and the individual members. With this in mind, it is expected that members and officers will conduct themselves accordingly, **showing respect and professionalism to all.**

4. Chapter Meeting Requirements

4.1 Local chapters are required to hold a minimum of six meetings per year where CEUs are offered. **Monthly meetings are encouraged, when possible.**

- 4.2 Meetings should be scheduled at least 30 days in advance, **but can be submitted for approval as soon as the date, speaker, topic and length of education information are known. The more advanced notice your chapter members have to mark their calendars for the meetings, the higher the attendance at chapter meetings will be.**
 - 4.2.1 Local chapter meetings are scheduled **by the education officer or the president by going** online at www.aapc.com. Scroll over “My AAPC”, find “My Chapter”, click on “Events” and then “[Schedule New Event](#)”.
- 4.3 Once meetings and CEUs are approved **by the Local Chapter Department**, the meeting **information** will appear on chapter members’ calendars on AAPC website as well as under the local chapter events section.
5. Informing Members of Chapter Meetings
 - 5.1 Officers **must** keep **the chapter’s web event calendars current with dates, locations, time, speaker and topic information.**
 - 5.2 When applying for CEU approval online, officers may select the option to have AAPC notify members by email at specified intervals. If this option is chosen, all AAPC members assigned to the chapter will be invited to attend via e-mail.
 - 5.3 All chapter officers and members are responsible to view the website regularly for **up to the minute meeting and chapter** information.
6. AAPC Website
 - 6.1 The AAPC website (www.aapc.com) hosts the names of all current local chapters, their officers, and their contact information.
 - 6.2 Each local chapter will have its own listing of events on the website. The listing of events will show dates of all upcoming chapter events along with additional information the chapter deems appropriate. From information provided by the local chapter, AAPC will populate the calendar with dates, and the chapter officers will have access to add additional information. Local chapters should not host private websites separately from the AAPC.
7. Meeting Minutes
 - 7.1 It is the responsibility of the secretary or secretary/treasurer to submit meeting minutes to the Local Chapter Department of the AAPC no later than 15 days after the end of the quarter. **The minutes can be faxed, mailed or emailed to the Local Chapter Department.** (See [Best Practices](#) – Meeting Minutes.)

8. Offering CEUs

- 8.1 Certified members may earn CEUs for attendance in person at local chapter meetings or events where pre-approval from AAPC has been granted.
 - 8.1.1 CEUs are not given to members who 1) attend via teleconference or 2) view or listen to recorded versions of chapter meetings/events.
 - 8.1.2 **The president or education officer should adjust the number of CEUs awarded for any member not present for the entire educational presentation. Example: If the meeting is eligible for 2.0 CEUs and the member arrives 15 minutes after the speaker begins, the member's certificate should reflect 1.75 CEUs.**
- 8.2 **Due to the complexities of ICD-10 information, all requests to offer CEUs for ICD-10 presentations at chapter meetings are currently being approved through AAPC's CEU Vendor Department. The CEU Vendor Department will review the information and determine the CEUs allowed. The chapter officers from your local chapter will be notified of the decision directly by the Local Chapter Department.**
 - 8.2.1 **To facilitate the review of your event, please submit the following information: 1) biographical information on the presenter, including credentials, 2) a copy of the PowerPoint presentation, 3) information on the origination of the presentation material (e.g., was the content generated by the presenter or did another institution or organization provide the content?)**
- 8.3 All changes to an approved CEU event must be **submitted to and approved again** by the AAPC Local Chapter Department.
 - 8.3.1 If changes to a pre-approved CEU event are needed **more than one week prior to the event**, the change may be made online at www.aapc.com by scrolling over "My AAPC", finding "My Chapter", clicking on "[Events](#)", clicking on the scheduled event and editing the event.
 - 8.3.2 If changes are needed **within one week of an event**, contact the AAPC Local Chapter Department for assistance.
 - 8.3.3 If changes are needed to the number of CEUs assigned after the approved event has taken place, chapter officers should report the revised number of CEUs to the AAPC Local Chapter Department, ie, in the case when a presentation runs significantly short.

- 8.4 Each speaker is responsible for the content of his/her presentation. The AAPC will not be held responsible for incorrect information presented. Speakers should be requested to complete a Local Chapter Speaker Agreement form and the completed form should be kept on file with the local chapter for one year from the date of the meeting.

8.4.1 AAPC strongly discourages paying speakers to present at local chapter meetings, seminars, conferences, etc. Chapter officers should be resourceful and good stewards of chapter funds when securing speakers. (See [Best Practices](#) – Finding Speakers for Local Chapter Events.)

9. Application for CEUs for Chapter Meetings

- 9.1 To apply for CEU credits for chapter meetings, the **education officer or president** visits the AAPC website at www.aapc.com, scrolls over “My AAPC”, finds “My Chapter”, clicks on “Events” and then “[Schedule New Event](#)”. Note: CEU approval **will not** be granted retrospectively due to untimely submission of the Election Verification information.

9.1.1 In the event a chapter officer does not have internet access, contact AAPC for information on submitting in writing. (Approval will not be given over the telephone.)

- 9.2 Meetings are awarded one CEU per hour of coding-related education.

- 9.3 Local chapter officers are responsible to ensure that a true hour of learning is being provided for each awarded CEU. One hour is equal to sixty minutes. Increments of 15 minutes are acceptable. Example: the educational presentation at a chapter meeting lasted one hour and 45 minutes. The meeting would be eligible for 1.75 CEUs.

9.3.1 If a member does not attend the entire education session, the education officer or president must adjust the number of CEUs awarded to that member to reflect the actual amount of time the member was in attendance.

- 9.4 The AAPC approves the chapter meetings and assigns each meeting a separate catalogue number.

- 9.5 Requests for CEUs submitted online are typically approved by AAPC within 24 to 48 business hours.

- 9.6 CEUs will not be awarded retroactively.

- 9.7 Education curriculum must be comprised of core educational content. Core competency is defined as something that AAPC credentialed coders do at the core of their day-to-day practice. Pre-approved core competency CEUs will be granted at 100% for education related to the following subjects:
- 9.8 Member Core Educational Content (Curriculum A CEUs)
 - 9.8.1 Coding/Billing Core Competencies
CPT, ICD-9-CM (vol. 1-3), ICD-10 and HCPCS codes
Coding and billing policy and procedure
 - 9.8.2 Clinical Core Content
Anatomy
Physiology
Medical terminology
Pharmacy
Pathophysiology
 - 9.8.3 Compliance Core Content
Compliance training, planning and auditing
Self reporting
HIPAA
 - 9.8.4 Regulatory Core Content
Medicare and Medicaid Regulations
OIG Work Plan
MS Transmittals
Teaching regulations
NCDs/LCDs
- 9.9 Related Core Educational Content (Curriculum B CEUs)
 - 9.9.1 Data/Claims Core Content
Data Management
A/R Management
Appeals
Revenue Cycle
 - 9.9.2 Insurer Core Content
Payer contract negotiations
 - 9.9.3 Group management core content
Employee issues
Time management

Practice management
OSHA
Workers Compensation benefits
JCAHO

- 9.10 Certified AAPC members may claim all of their CEUs from Curriculum A topics. Curriculum B topics can comprise up to six CEUs per year.

10. Certificate of Attendance/CEU Certificate

- 10.1 The education officer **or president** is responsible for preparing the Certificate of Attendance CEU Credits form. **CEU certificates should be presented to each certified AAPC member for their attendance at the approved meeting.**
- 10.2 **Non-certified AAPC members are not required to earn CEUs and do not need to collect Certificate of Attendance CEU Credits forms. However, non-certified attendees may be given the CEU certificate for other certifications or professions.**

11. CEU Policy for Certified AAPC Members

- 11.1 The CEU policy for certified AAPC members is found on the AAPC's website under [CEU Information - Members](#).

12. Local Chapter Activities and Social Events

- 12.1 Anyone may attend local chapter activities. The local chapter will provide fair and reasonable accommodations for attendees with disabilities.
- 12.2 Local chapters may hold socials events such as annual awards banquets, picnics, and **other such social events**. The cost of the event may be passed on to the attendees. CEUs are not awarded for social activities.

13. Local Chapter Seminars

- 13.1 Local chapters may plan and conduct seminars. The **purpose of these events** is to provide extended educational opportunities for the local members beyond the regular chapter meetings, at a reasonable cost to members. The AAPC is available to provide reference support.
- 13.2 Seminars are presented under the direction of the local chapter.
- 13.3 The local chapter is responsible for all seminar-related expenses. Any income generated from the seminar is retained by the local chapter for their use. **Chapter officers should spend all excess profits by the end of the year to avoid being subject to a tax obligation to the chapter.**

- 13.3.1 Sponsoring chapters with individual speaker honorariums totaling more than \$400 per year may be required to submit additional information as per IRS regulations.
- 13.3.2 Where two or more chapters work together to sponsor a seminar and profits are expected to be made, an additional checking account should be opened. At the end of the calendar year, a separate profit and loss statement must be submitted for the additional account. (See [Best Practices](#) – Multi-chapter or State Conference.)

13.3.2.1 If chapters reconcile and divide the income and expenses immediately following the event, no separate account is needed.

- 13.4 Registration fees should cover the cost of producing the event with a reasonable profit. Higher fees may be charged to non-AAPC members.
- 13.5 Companies may co-sponsor chapter seminars but the chapter must handle registration, collection of money, advertising, etc. Any promotion or benefit must be for the chapter.

14. Application for CEUs for Chapter Seminars

- 14.1 To apply for CEU credits for a chapter seminar, the local education officer (or designated officer) accesses the website at www.aapc.com, scrolls over “My AAPC”, finds “My Chapter”, clicks on “Events” and then “[Schedule New Event](#)”. “Schedule New Event”.
 - 14.1.1 In the event a chapter officer does not have internet access, contact AAPC for information on **submitting in writing. Approval will not be given over the telephone.**
- 14.2 Request for CEUs must include a detailed agenda (including general and breakout sessions), speaker names and credentials, meals and breaks.
- 14.3 **One CEU will be awarded for each hour of coding instruction.**
- 14.4 CEUs should be requested at least 60 days in advance of seminar and CEUs must be approved before brochures and advertisements are printed and distributed.
- 14.5 CEU approval will be assigned for **each separate educational session. Therefore, a seminar with multiple speakers and/or topics will have multiple** CEU catalogue numbers.
- 14.6 Classes that are not coding related will not receive CEUs. CEUs will not be given for meals or breaks.

- 14.7 The local education officer **or president** will be notified of the approved seminar, **the catalogue number(s)**, and the number of CEUs awarded.
- 14.8 Attendees must be provided with the Certificate of Attendance CEU Credits certificate. This is the same certificate used for CEUs earned at local chapter meetings.
- 14.9 When distributing CEU certificates, it is the responsibility of the local chapter leadership to determine whether the attendee receives full or partial CEU credit for attending each class.
- 15. Local Chapter Examination Review Classes
 - 15.1 Local chapter officers may help members prepare for certification examinations by offering examination review classes. Review classes are not limited to non-certified members **and are a good way for all certified coders to refresh their coding knowledge.**
 - 15.1.1 Review classes must be lead by an AAPC certified coder.**
 - 15.2 CEUs **are awarded** for review classes. For review classes with multiple meeting dates, each date must be submitted as a separate request. Catalogue numbers will be issued for each date.
 - 15.3 To schedule a chapter review class, the local officer visits the AAPC website at www.aapc.com, scrolls over “My AAPC”, finds “My Chapter”, clicks on “Events” and then “[Schedule New Event](#)”.
 - 15.3.1 Upon approval, examination review classes will be listed on the AAPC website. Examinees that contact the AAPC about review classes will be directed to the local chapter.
 - 15.3.2 In the event a chapter officer does not have internet access, contact AAPC for information on submitting in writing. Approval will not be given over the telephone.**
 - 15.4 The local chapter is responsible for handling the scheduling, instruction, and registration for examination review classes.
 - 15.5 Local chapters are responsible for all fees associated with providing a review class. Fees should be reasonable. Higher fees may be charged to non-AAPC members.
 - 15.6 Registration fees should cover the cost of producing the event with a reasonable profit.

- 15.7 Companies may co-sponsor chapter reviews but the chapter must handle registration, collection of money, advertising, etc. Any promotion or benefit must be for the chapter.

16. Review Class Curriculum

- 16.1 Review classes are to be led by a certified member of AAPC.
- 16.2 Curriculum for review classes should be based on the AAPC Study Guide for the certification (CPC, CPC-H or CPC-P) and other appropriate study materials.
- 16.2.1 The study guides may not be reproduced in any manner.
- 16.2.2 AAPC provides a CPC review class outline to all local chapter officers as a resource for the review. This can be found on the AAPC website under the officers tab.

CHAPTER 8

AAPC CERTIFICATION EXAMINATIONS

1. Certification Exams

1.1 Local chapters administer the certification exams under contract for the AAPC. Local chapters play a key role in making AAPC certification exams available around the country. In order to remain in good standing each local chapter must schedule and administer at least four exams per year. It is recommended the exams are offered quarterly.

1.2 As we strive to maintain the integrity of our certification and uphold a higher standard, effective proctoring of the examinations is crucial. As additional specialty certifications are developed, the demand for exams will grow, thereby increasing local chapter responsibilities. The responsibility placed on the local chapter officers should be taken very seriously.

1.2.1 The local chapter officers are responsible to help the president proctor the certification examinations throughout the year.

1.3 It is the responsibility of the local chapter president to ensure that the certification examinations are administered accurately and fairly. Typically, **as the local chapter officer responsible** for the administration of the examinations, the president serves as the first proctor during the test. In the event that the president cannot serve as the first proctor, another certified officer of that chapter must serve as first proctor.

1.3.1 The first proctor must be a certified officer

1.3.2 The first proctor must have prior proctoring experience

1.3.3 Additional proctors are not required to be certified but must be AAPC members.

1.4 It is ultimately the president's responsibility, whether delegated or not, to make certain the certification examinations are administered correctly and that the proctors understand the rules to be followed during the administration of the examination, including **all requirements during the exam** and proper and timely return of exams to the AAPC.

1.5 Local Chapters may be asked to schedule additional exam dates at the request of PMCC Instructors, vendors or other coding schools or organizations. The

president and chapter **officers remain responsible for ensuring** that the exams are administered as **per AAPC requirements. A local chapter officer is still required** to serve as first proctor and AAPC members must serve as additional proctors.

1.5.1 The processes, rules and regulations associated with sponsoring all exams remain the same.

CHAPTER 9

PROCTOR AAPC CERTIFICATION EXAMINATIONS

1. Local Chapter Proctor Site Agreement

- 1.1 The Local Chapter Proctor Site Agreement itemizes the rules that must be followed when proctoring certification examinations. **Failure to follow all rules and instructions as set forth by the AAPC may result in forfeiture of proctor reimbursement to the local chapter.** By accepting the responsibility of president of the chapter, the president agrees to abide by the rules and stipulations in the Local Chapter Proctor Site Agreement, which require the president to:
 - 1.1.1 Understand that the purpose of the proctors is to maintain the integrity of administration of certification examinations, and to ensure fairness and professionalism for all examinees.
 - 1.1.2 Understand that as the local chapter president, each time the examination is proctored; he/she is responsible to see that it is administered according to the rules and guidelines established by the AAPC.
 - 1.1.3 Understand that as a proctor, professionalism is required and proctors should conduct themselves as such. Audible conversations or any other type of distraction for the examinees is prohibited.
 - 1.1.4 Inform the AAPC at least eight weeks in advance of the testing date of all dates, times, and locations the examination will be proctored.
 - 1.1.5 Provide the AAPC with the names of two approved proctors each time the examination is scheduled.
 - 1.1.6 Exercise good judgment in selecting an appropriate exam site. An examination may not be held in an individual's home or other location not conducive to test taking. The site must be able to accommodate a minimum of five examinees.
 - 1.1.7 Understand that the examinee will handle registration for the examination, including payment of fees and submission of all prerequisite materials through the AAPC Exam Department and that the registration cut-off date is four weeks prior to the examination date.
 - 1.1.8 Understand that sealed examinations are sent to the first proctor, along with a list of examinees and their contact information.

- 1.1.9 Ensure that the first proctor contacts all examinees by email or phone at least one week in advance of the exam date. Proctor should provide examinee with exam site address and special instructions or directions, communicate the time the book check will begin, and provide contact information for the proctor.
- 1.1.10 Understand that the AAPC will notify the first proctor in advance of the expected examination delivery date. The first proctor is required to notify the AAPC Exam Department if examination packets are not received on time.
- 1.1.11 Understand that when appointing proctors to administer the certification examinations, the first proctor must be the president or another certified chapter officer who has previous proctoring experience. The second proctor must be an AAPC chapter member in good standing. Both proctors must be present during the entire examination.
- 1.1.12 Ensure that the examination is administered fairly and accurately. Proctors will review the Proctor Instructions before the exam date. These instructions are found on the AAPC website at www.aapc.com. Scroll over “My AAPC” then find “My Chapter” and click on “Officer Resources” then “[Proctoring Information](#)”.
- 1.1.13 Delegate the proctoring responsibility to another AAPC certified chapter officer if unable to serve as first proctor.
 - 1.1.13.1 Ensure that all proctors understand the rules for proctoring.
 - 1.1.13.2 Instruct proctors to review the Proctor Instructions prior to the exam date.
- 1.1.14 Understand that the AAPC is responsible for scoring the examinations and reporting the results to the examinees.
- 1.1.15 Understand that random inspection of proctors is necessary and will be conducted on a discretionary basis.
- 1.1.16 Understand that when possible violations of the Local Chapter Proctor Site Agreement are reported, the events will be investigated thoroughly and taken under serious consideration.
- 1.1.17 Understand that the Local Chapter Proctor Site Agreement is valid through the term of service of local chapter president and must be renewed thereafter.

- 1.1.18 Agree not to abuse proctoring privileges, and understand that authority to proctor through the local chapter is discretionary, and not a right, and extends only to an area that is within a reasonable geographic proximity to the local chapter.
- 1.1.19 Understand that if any of the above conditions are not met, the chapter's and/or president's capacity to proctor may be revoked, and the certification of the officers involved may be in jeopardy. Additionally, failure to follow all instructions could result in the disqualification of an examinee's examination.

2. Scheduling Examination Dates

- 2.1 To schedule an AAPC certification exam, the president accesses the website at www.aapc.com, scrolls over "My AAPC", finds "My Chapter", clicks on "Events" and then "[Schedule New Event](#)". Note: Current Election Verification information must be on file with AAPC before exam dates can be scheduled.
 - 2.1.1 In the event a chapter officer does not have internet access, contact AAPC for information on submitting in writing. All exam date requests must be made either online or in writing. Exams may not be scheduled over the telephone.
- 2.2 Examinations should be scheduled at least on a quarterly basis (four or more per year) and must be scheduled at least eight weeks in advance.
- 2.3 Local chapters cannot schedule a closed/private exam until all four open exams have been scheduled.
- 2.4 Chapters are encouraged to work with the local educational institutions to schedule and proctor exams as needed.
- 2.5 Examination dates will be posted on the AAPC website and available to all AAPC members.
- 2.6 Local chapters may not charge examinees an additional fee to sit for the examination.
- 2.7 There must be two proctors assigned to administer every examination. The first proctor must be a certified local chapter officer. The second proctor must be an AAPC member. Both proctors must be current AAPC members in good standing. If additional proctors are needed due to the number of attendees, the same requirements apply.

- 2.7.1** The AAPC Exam Department may contact chapter officers to request additional proctors for exam dates where the number of examinees exceeds what is deemed manageable by two proctors. Additional proctors may not be required to stay for the entire exam period, but at a minimum their services are required during sign-in and book check.
 - 2.8 If an assigned proctor must be changed, the Local Chapter Department must be notified as soon as possible.
 - 2.8.1 Changes in the first proctor may be made online up to four weeks prior to the exam date. If a change in the first proctor must be made within four weeks of the exam date, the first proctor should contact the AAPC Local Chapter Department as soon as possible.
 - 2.9 Examinations may not be cancelled due to a minimum number of examinees.
 - 3.0 The AAPC Local Chapter Department will review the dates, proctors, and locations for each examination date requested. If all information is in order, and the chapter Election Verification information has been received by the AAPC, the AAPC will approve the proposed examination dates.
- 3. Examination Approval
 - 3.1 Examination dates should not be advertised until the AAPC has given approval and an index number has been assigned.
 - 3.2 The local chapter president will receive, via e-mail, a confirmation of approved dates.
 - 3.3 Each approved date will receive a separate examination index number that examinees must have to complete the Examination Application and Order Form.
- 4. Approved Examination Dates
 - 4.1 Local chapter officers should announce examination dates to chapter members and ensure the AAPC publicizes them.
 - 4.2 Inform local members that examination index numbers must be included on the Examination Application and Order Form.
 - 4.3 Examination index numbers may be found on the AAPC website at www.aapc.com.
 - 4.4 Applicants must register at least four weeks in advance of examination.

5. Pre-Proctoring Information

- 5.1 Three weeks before the examination, the first proctor will receive a Proctor Confirmation letter via e-mail from the AAPC Examination Department. The first proctor should contact the AAPC Examination Department with any questions or discrepancies.
- 5.2 Sealed examinations are sent from the AAPC Examination Department to the first proctor two weeks before the examination. The first proctor should contact the AAPC as soon as possible if there is any problem with the arrival of the examinations.
- 5.3 All examination materials will be shipped in a manner that can be tracked and delivered to an address where the package can be signed for.
- 5.4 Also included with the examinations is information for the proctors. This information includes the name of an AAPC contact person in case of a problem the day of the exam; and also itemizes the steps the proctors follow to administer and return completed exams. Prior to the examination, both proctors must review this information.
 - 5.4.1 A return shipping label will be included in the exam packet. This label is to be used to return the proctored exams to the AAPC. No costs are incurred by the local chapter for shipping exams to and from the proctors.
- 5.5 Local chapter officers and members should not profit for administering the certification examinations.
 - 5.5.1 AAPC strongly discourages the practice of monetary payment of proctors.

CHAPTER 10

AAPC CURRICULUM SITES AND LOCAL CHAPTERS

1. Curriculum Sites

- 1.1 Chapters have the opportunity to build their membership and mentor beginning coders when relationships are established with the Professional Medical Coding Curriculum (PMCC) sites in their areas.

- 1.1.1 A list of all curriculum sites is available on the AAPC website.

- 1.2 Instructors at curriculum sites are also asked to encourage their students to attend AAPC's local chapter meetings.

- 1.2.1 When local chapters and curriculum sites support each other, the students receive additional opportunities to enhance their educations, and network with coding professionals in their areas.

2. Developing Relationships

- 2.1 Member development officers can establish a relationship with PMCC instructors by:

- 2.1.1 Contacting all instructors in the area and introducing themselves.

- 2.1.2 Arranging a time to visit the class and meet the students.

- 2.1.3 Explaining the workings and the benefits of AAPC local chapters.

- 2.1.4 Inviting the students as well as the instructors to local chapter meetings.

- 2.1.5 Offering chapter resources to assist with proctoring certification examinations for PMCC instructors.

CHAPTER 11

CHAPTER OF THE YEAR AWARD

1. Purpose

- 1.1 The purpose of the Chapter of the Year Award is to recognize and honor one local chapter that has complied with the *Local Chapter Handbook* and gone above and beyond what is expected. This award is presented once per year at the AAPC national conference.

2. Eligibility

- 2.1 In order to be eligible to compete in the “Chapter of the Year” contest, local chapter officers must complete the following **during their term of service**:
- 2.1.1 Host local chapter meetings where CEUs are offered, at least six times per year (every other month).
 - 2.1.2 Submit chapter minutes for all chapter meetings
 - 2.1.3 Schedule and proctor the certification examination, at least four times per year (recommended quarterly).
 - 2.1.4 Submit the following information by the due dates including:
 - 2.1.4.1 Election Verification Information – November 30th
 - 2.1.4.2 Profit and Loss Statement – January 15th
 - 2.1.4.3 Quarterly Meeting Reimbursement Requests
 - 2.1.5 Participate in officer training for the current year.
 - 2.1.6 Display positive and professional attitudes as outlined in the “Local Chapter Code of Conduct”.

3. Additional **Criteria**

- 3.1 Additional **criteria** available for excellence during each calendar year **include but not limited to**:

Each additional exam proctored over the required four (each)	30 pts
Sponsoring a local chapter seminar	25 pts

Participating in May MAYnia Membership Drive	25 pts
Recruiting new AAPC members - must be submitted in writing to AAPC (each)	25 pts
Hold an examination review class - maximum of four per year (each)	25 pts
Additional meetings with CEUs offered (each)	20 pts
Submit chapter newsletters (each)	10 pts
Participation in Project AAPC	20 pts
Representation at national and/or regional conference (each)	10 pts
Chapter participation in G2KYLC at conference (each)	10 pts
Mentoring program	25 pts

4. **Other Considerations**

- 4.1 Chapters are encouraged to use their own creativity in promoting and making their chapter successful throughout the year, and sharing this information with AAPC during the call for chapter of the year write-ups.**

CHAPTER 12

MARKETING MATERIALS

1. AAPC Marketing

1.1 Upon request, AAPC may provide electronic marketing materials and/or promotional items for use by local chapters, and may electronically distribute information about certain local chapter activities and events.

1.1.1 Chapter events may be promoted to AAPC members within a reasonable geographic proximity to the event.

1.1.2 Requests for promotional assistance and items should be submitted to the AAPC Local Chapter Department a minimum of three weeks prior to the event.

2. AAPC Logo and AAPC Local Chapter Logo

2.1 An AAPC local chapter logo is available for use by the local chapters upon request.

2.2 The AAPC logo is not available for use by local chapters.

CHAPTER 13

FINANCIALS

1. Local Chapter Funds

1.1 The mission of AAPC local chapters is to provide services to AAPC members. **Chapters should not** accumulate excess funds. Local chapters have funds available from a number of sources to be used for the general operation of the chapter.

1.2 The AAPCCA reserves the right to conduct random or targeted audits of local chapter accounts and to direct the use of local chapter funds.

2. Accounting

2.1 Local chapters may use chapter funds to cover expenses including, but not limited to, the payment of local event meeting rooms, speakers, handouts, refreshments, promotion of the local chapter, and other general chapter expenses.

2.1.1 AAPC strongly discourages paying speakers to present at local chapter meetings, seminars, conferences, etc. Chapter officers should be resourceful and good stewards of chapter funds when securing speakers. (See [Best Practices – Finding Speakers for Local Chapter Events](#).)

2.2 Chapter funds may also be used as equitable incentives for all chapter members. Approved expenses include costs such as member registrations for AAPC annual or regional conferences, AAPC workshops, and to purchase educational materials and products. Reimbursement for conference/workshop expenses such as air travel, hotel accommodations and/or meal costs are not recommended.

2.2.1 It is imperative that local chapter officers **predetermine and design** a fair and equitable means to determine who qualifies and receives the sponsorships for conference, workshop attendance, etc. All members should have an opportunity to earn these incentives. (See [Best Practices – Rewards Point System and Scholarship Application](#).)

2.2.2 Chapter funds cannot be used for expenses for conferences, registrations, workshops or membership in any organization from a vendor other than AAPC.

2.3 Expenditures for conducting chapter business are to be determined by the local chapter officers.

2.3.1 Chapter officers will discuss and agree to anticipated and planned spending.

2.3.1.1 Any chapter spending over \$200 for one item or over \$300 for a variety of items must be brought to the attention of the full membership.

2.3.1.2 If there are unresolved issues relating to the spending, a chapter officer must notify the Local Chapter Department before continuing.

2.3.2 Chapter funds may be used to educate the membership and further the growth of the chapter. Examples of the use of chapter funds include scholarships, door prizes, audio conferences, membership drives, etc.

2.4 Each local chapter **must plan to end the year** with equal to or less money in the checking account than it had at the end of the previous year.

2.4.1 Chapters with increased funds may be financially responsible to AAPCCA for taxes owed to the IRS for the excess funds.

2.4.2 To help reduce the amount of money in the chapter checking account, chapter funds may be redeemed for AAPC Bucks. AAPC Bucks may be used at a future date to pay for AAPC events or products.

3. Seed Money

3.1 AAPCCA may give new local chapters seed money to support them financially while they organize.

3.1.1 A president or treasurer of a new chapter may make application for seed money. Application (Seed Money Request Form) is available through AAPC Local Chapter Department, and must be submitted for approval within 90 days following online submission of the election verification information. AAPCCA will respond to all requests within 30 days of receipt.

4. Financial Reports

4.1 **The treasurer reports on chapter monies at local chapter meetings at least quarterly and responds to reasonable requests for financial information from chapter members, the AAPC or the AAPCCA.**

5. Profit and Loss Statement

- 5.1 At the end of the year, all local chapter funds must be accounted for and reported to the AAPC on the Profit and Loss Statement, due January 15th of the following year. Local chapters do not need to file a tax return; it is done in conjunction with the non-profit organization.

5.1.1 The form and instructions are available to the chapter president and treasurer.

6. Reporting Speaker Honorarium

- 6.1 Local chapters paying any speaker an honorarium, whether for speaking at a meeting, seminar, or review class, must report the information to AAPC on a quarterly basis. Honorariums do not include speaker expenses.

- 6.2 Speaker honorariums will be reported quarterly through the Local Chapter Meeting Reimbursement Request form.

6.2.1 Chapters paying individual speaker honorariums totaling more than \$400 per year may be required to submit additional information as per IRS regulations.

7. Chapter Checking Account

- 7.1 All funds received by the local chapter from the AAPC must be deposited into the local chapter checking account **within 3 business days of receipt.**

- 7.2 Each local chapter bank account must be registered with the AAPCCA tax identification number (20-8526803). (The AAPCCA is a non-profit organization.)

7.2.1 Local chapters may not use their own tax identification number.

7.2.2 Banks may require officers with checking account access to provide their Social Security Number to verify identity and ensure security of local chapter funds. This requirement is a banking function and is not enforced or regulated by AAPC or AAPCCA.

7.2.2.1 If a chapter officer declines to provide this required information, the officer must resign from their position as an officer.

- 7.3 The name on the chapter bank account must match the chapter name (e.g., AAPC Mobile Alabama Local Chapter).

- 7.4 The signatures of both the president and treasurer are **required and mandatory** on the account. However, it is recommended that all local chapter officers be signers on the chapter checking account.
- 7.4.1 A letter from the AAPC will be sent upon request, authorizing the president and treasurer to open any bank accounts necessary.
- 7.5 The signature of two current chapter officers is **required and mandatory** on each check drawn on the local chapter checking account.
- 7.5.1 A chapter may decide to utilize a debit card attached to the chapter checking account. The debit card is the property of the AAPCCA and is entrusted to **the treasurer or president** during his/her term in office, however, if the debit card is used, the chapter is strongly encouraged to purchase a bond. (See [Best Practices](#) – Bonding the Chapter Funds.)
- 7.6 It is the responsibility of the newly elected president and treasurer to verify that all banking account information, including the tax ID number, signature cards and account name, are correct and in compliance with the guidelines in this section.
- 7.7 Reimbursements for meeting attendance and proctoring exams will be paid to the chapters through online deposit.

8. Covering Expenses of Local Chapter Meetings/Events

- 8.1 Inasmuch as membership with AAPC automatically entitles members to attend local chapter **meetings/events**, local chapters should not charge **any type of** membership dues. It is our desire to enable members to participate without significant cost. However, we recognize the need to cover meeting costs. Therefore, if local chapter officers feel it is necessary to assess a fee for individual events to help cover expenses such as meals, special speakers, copies, room rental, etc., then a nominal fee may be assessed. Higher fees may be charged to non-AAPC members. Local chapters will collect these additional monies with no involvement from the AAPC.
- 8.2 Following are suggestions for collecting funds through the local chapter for meetings, events and other situations:**
- 8.2.1 Treasurer will be the primary contact for the collection of all funds.**
- 8.2.1.1 Should the treasurer not be available for an event where fund collection is required, the treasurer along with the president, will determine which officer(s) will cover these duties.**

- 8.2.2 A receipt will be provided to all paying with cash. A receipt will be provided to any member or attendee requesting such, regardless of their form of payment.**
- 8.2.3 Upon receipt, all checks will immediately be endorsed as ‘For Deposit Only’ and the chapter’s proper name.**
- 8.2.4 Immediately following any collection of funds, the treasurer will secure all cash and checks. With the president, all monies will be reconciled with the sign in sheet and/or registration forms.**
- 8.2.5 Within 3 business days of fund collection, all funds will be deposited into the chapter’s bank account. All officers will be made aware of the amount deposited.**

9. Local Chapter Reimbursement Fees

- 9.1 There are two types of reimbursements available to the local chapters from the AAPC, a reimbursement for proctoring the certification examinations and a reimbursement for attendance at chapter meetings. In order to qualify for these reimbursements, the AAPC must have received the following from the chapter:

- 9.1.1 Election Verification information for current officers

- 9.1.2 Profit and Loss Statement (for the previous year)

10. Deduction From Local Chapter Reimbursement

- 10.1 The AAPCCA will deduct an annual assessment to cover operating expenses such as Board of Directors’ insurance, communication costs, seed money for newly started chapters, and administrative expenditures.

- 10.1.1 This deduction will be taken from the 4th quarter reimbursement, which is deposited in the chapter account in the first quarter of the year.**

11. Proctor Reimbursement

- 11.1 The proctor reimbursement is given to the local chapter for proctoring AAPC certification examinations.

- 11.1.1 Proctoring must have been provided appropriately and without any suspicions of wrongdoing.**

- 11.2 In order to receive these funds, the proctors must have the examinees sign in before the exam starts, on the Examination Sign-In Sheet.

- 11.2.1 At the conclusion of the examination, include the sign-in sheet with the completed examinations and return them to the AAPC.
- 11.2.2 The Local Chapter Department will reimburse \$10 for each examinee as documented on the exam sign in sheet.
- 11.3 Reimbursement checks will be made payable to the local chapter and be deposited into the local chapter bank account on a quarterly basis.

12. Quarterly Meeting Attendance Reimbursement

- 12.1 The meeting attendance reimbursement is based on AAPC member attendance at local chapter meetings where approved CEUs are offered. Reimbursements will be paid at the rate of one dollar per AAPC member, per meeting.

12.1.1 Reimbursements are based on meeting attendance of current AAPC members. AAPC does not reimburse meeting attendance for non-AAPC members.

- 12.2 In order to receive these funds, the chapter treasurer **or president** must submit the [Local Chapter Quarterly Meeting Report](#) form along with the lists of all attendees at each local meeting as itemized on the [Local Chapter Meeting Attendance Sheet](#). Information from these forms must be complete.

Note: Attendance sheets must include the attendee's signature and member identification number or reimbursement will not be given.

- 12.3 The treasurer **or president must** submit the attendance sheets to the AAPC at the end of each quarter, **along with the Quarterly Meeting Report** form. To insure timely reimbursement, the reimbursement requests should be submitted within 15 days following the end of the quarter (April 15th, July 15th, October 15th, and January 15th.)
- 12.4 Reimbursements will be made payable to the local chapter and be deposited into the local chapter bank account on a quarterly basis.

APPENDIX A

SUBMITTING INFORMATION/SEEKING APPROVAL FOR EVENTS

Refer to the following links when submitting information or seeking approval for exams or CEUs:

[Election Verification Information](#) – All officers must agree to serve for the year, give permission for their contact information to appear online, and agree to become familiar with the *Local Chapter Handbook*. Information should be submitted within 30 days of election. Link is available to **current vice-president**.

[Schedule New Event](#) – Request CEUs for upcoming chapter meetings.

[Schedule New Event](#) – Request CEUs for upcoming chapter seminars.

[Schedule New Event](#) – Request CEUs for upcoming chapter review classes.

[Schedule New Event](#) – Request approval to proctor AAPC's certification examinations.

[2011 Profit and Loss Statement](#) – Report your chapter's earnings and expenses for the year. Due January 15, 2012. Link is available to 2011 treasurers.

2012 Profit and Loss Statement – Report your chapter's earnings and expenses for the year. Due **January 16, 2013**. Link is available to **2012** treasurers.

Submit the following by email, mail or fax:

[Local Chapter Quarterly Meeting Report](#) – Submit request for reimbursement for meetings held during a quarter.

[Local Chapter Meeting Attendance Sheet](#) – Sign-in sheets from chapter meetings must be submitted in order to receive a meeting reimbursement.

[Resignation/Change of Officer Form](#) – Submit this form when an officer is added during the course of the year due to a vacant office or an officer's resignation. Form must be accompanied by the resignation letter of the former officer.

ADDITIONAL INFORMATION

[Seminar Certificate](#) – Complete this certificate and hand out to attendees at seminars where CEUs are pre-approved. Each session is listed separately and receives its own catalogue number.

[CEU Certificate](#) – Complete this certificate to hand out to attendees at chapter meetings, seminars, or review classes where CEUs are pre-approved.

[Local Chapter Speaker Agreement](#) – Speakers agree to take responsibility of content of presentation by signing form. Chapter officers retain this form; do not submit it to AAPC.

[Best Practices](#) (Optional) – Take advantage of ideas and best practices submitted by former officers.

APPENDIX B

SUMMARY OF INFRACTIONS/CONSEQUENCES

What are the consequences to a chapter found in violation of the requirements established by the AAPCCA? Foremost, breakdown in service to local chapter members, which we all want to avoid. To encourage chapter officers to abide by AAPCCA's requirements, violations will be handled in the following way.

	Proven Deficiency or Infraction	Consequence	Remedy
1	Failure to submit Election Verification information by deadline (Nov 30 th)	Chapter Suspension: Officers may not schedule exams or have meetings or CEUs approved.	Submit the Election Verification information.
2	Failure to submit Local Chapter Meeting Reimbursement Request form by deadline (15 days following end of each quarter).	Reimbursement may be withheld for meetings that quarter.	Submit Local Chapter Meeting Reimbursement Request form by deadline.
3	Failure to submit annual Profit and Loss Statement (P&L) by January 15 th each year.	Chapter Suspended until form is submitted. P&L statements are required to operate as a local chapter of the AAPC. No additional meetings or exams will be approved. Reimbursements will be held. In the case where exams and meetings are already approved and scheduled, suspension of these activities will be handled on a case-by-case basis.	Submit Profit and Loss Statement.
4	Misuse of chapter membership list.	Officer removal.	Re-elect another officer if more than half of term remains, or remaining officers may appoint someone to fulfill the remainder of the term.

5	Failure to hold at least six (6) meetings per year where CEUs are offered.	Chapter Suspension: Officers may not schedule exams, seminars, review classes, or have meetings or CEUs approved. No reimbursement will be given. Any discounts for officers to AAPC conferences or workshops, etc. will be forfeited.	Schedule a minimum of six (6) meetings per calendar year. This may be pro-rated if a new chapter is formed in any month other than January.
6	Failure to schedule at least four (4) examinations per year.	Chapter suspension: Officers may not schedule exams seminars, review classes, or have meetings or CEUs approved. No reimbursement will be given. Any discounts for officers to AAPC conferences or workshops, etc. will be forfeited.	Schedule a minimum of four (4) exams per year. This may be pro-rated if a new chapter is formed in any month other than January.
7	Misuse of chapter funds.	Officer removal. Possible loss of credential. Possible legal action if allegations of illegal conduct are proven.	Re-elect another officer if more than half the term remains, or remaining officers may appoint someone to fulfill the remainder of the term.
8	Improper proctoring/misconduct of examination.	Officer removal. Possible loss of credential. Potentially may invalidate the test for the examinees. May result in forfeiture of proctor reimbursement to the local chapter.	Re-elect another officer if more than half the term remains, or remaining officers may appoint someone to fulfill the remainder of the term.
9	Misrepresent CEU value of a meeting.	Adjust CEU credit to accurately reflect the time of the education. If a pattern emerges, possible loss of credential of officers. At the first offense, the chapter is warned. At the second offense, the chapter is suspended and officers' names are given to the ethics committee for review.	Request CEU credit to accurately reflect actual education time. Business meeting time, meals, breaks, etc. DO NOT COUNT as education time.

10	Gross Misconduct, e.g., using chapter for personal gain.	Officer removal. Possible loss of credential of offending officer	None. Re-elect another officer if more than half the term remains, or remaining officers may appoint someone to fulfill the remainder of the term.
11	Failure to utilize the AAPCCA tax identification number.	Warning letter to chapter giving them 30 days to resolve. If unresolved within 30 days, chapter will be closed.	None; may request a new chapter with new officers.

APPENDIX C

AAPC AND AAPCCA CONTACTS

AAPC Local Chapter Staff:

Marti Johnson
Director Local Chapter Support
marti.johnson@aapc.com

Emilie Nelson
Local Chapter Event Approval
emilie.nelson@aapc.com

Kay Boyce
New Local Chapter Development
kay.boyce@aapc.com

Linda Litster
Local Chapter Member Relations
linda.litster@aapc.com

AAPCCA Board of Directors (January 1, 2012 – April 4, 2012):

Officers

Melissa Brown, RHIA, CPC, CPC-I, CFPC - Chair
Angela Jordan, CPC – Vice Chair
Wendy Grant, CPC – Secretary
Judy A. Wilson, CPC, CPC-H, CPC-P, CPC-I, CANPC – Treasurer
Claire Bartkewicz, CPC-H – Meeting Coordinator

Region 1 – Northeast

Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York
Susan Edwards, CPC - Home state: Vermont

Region 2 – Atlantic

New Jersey, Pennsylvania, Delaware, Maryland, Washington DC
Claire Bartkewicz, CPC-H – Home state: New Jersey
Robin Zink, CPC – Home state: Pennsylvania

Region 3 – Mid Atlantic

Virginia, West Virginia, Kentucky, North Carolina, South Carolina

Judy Wilson, CPC, CPC-H, CPC-P, CPC-I, CANPC - Home state: Virginia

Region 4 – Southeast

Georgia, Florida, Alabama, Tennessee, Puerto Rico, Bahamas

Melissa Brown, CPC, CPC-I, CFPC – Home state: Florida

Melissa Corral, CPC – Home state: Georgia

Region 5 – Southwest

Texas, Oklahoma, Missouri, Kansas, Louisiana, Arkansas, Mississippi

Lynn Ring, CPC, CPC-I – Home state: Florida

Wendy Grant, CPC – Home state: Arkansas

Region 6 – Great Lakes

Wisconsin, Minnesota, Illinois, Indiana, Michigan, Ohio

Freda Brinson, CPC, CPC-H, CEMC – Home state: Georgia

Barbara Fontaine, CPC – Home state: Missouri

Region 7 – Mountain/Plains

Idaho, Utah, Arizona, New Mexico, Montana, Wyoming, Colorado, North Dakota, South Dakota, Nebraska, Iowa

Angela Jordan, CPC – Home state: Missouri

Donna Nugteren, CPC, CEMC – Home state: South Dakota

Region 8 – West

California, Oregon, Washington, Nevada, Hawaii, Alaska, Guam

Suzanne Fletcher-Petrich, CPC, CPC-P, CPC-I – Home state: Washington

Brenda Edwards, CPC, CPMA, CPC-I, CEMC - Home state: Kansas

AAPC Representative

Marti G. Johnson – Utah