



## Summary of Activities for Board

Committee/Task Force/Other: **Administrative Coordinator**

Karen L. O'Donnell, RHIA

Date: November 30, 2007

Summary of Activities: include meetings held or planned; any action or follow-up in process; any other relevant activity

Activities since the September 6, 2007 board meeting

Membership Counts as of November 1, 2007: (total: 1349)

Active	949	Student	96	Senior	34
New Grad	20	Honorary	1	Cert only	249

### Emailings & Mailings:

- **September 13, 2007 - Email blast** to MHIMA membership re: Resolutions before AHIMA HOD, requesting their vote.
- **October 3, 2007 – Email blast** to membership with notices for Western MA Meeting, Beacon Hill Day & Joint Meeting with MAPAM.
- **October 10, 2007 – Email blast** to membership re: Correct Coding Initiative, requesting samples of coding issues to be submitted to MHA.
- **October 16, 2007 – Email blast** to full membership to launch October e-Channel.
- **October 16, 2007 – Email blast** to membership for second request for coding samples to send to MHA re: Correct Coding Initiative.
- **October 29, 2007 – Emailed** 20 corporate partners regarding beta testing of banner ads for MHIMA website. Solicited 4 corporate partners to advertise free of charge during our testing phase.
- **November 2, 2007 - Email blast** to full membership to announce November ceu offerings and remind members to keep their AHIMA profiles current.
- **November 7, 2007 – Email blast** to full membership to announce ceu opportunities through HIMSS and MHDC.
- **November 15, 2007 – Email blast** to solicit survey responses from HIM Directors & Managers re: Record Retention practices. 11 responses as of Nov 27<sup>th</sup>. Link to results emailed to E. Fanwick and M.Estabrook on 11/27/07..

### Meetings:

- **September 17, 2007** – Meeting via Conference Call with Finance Committee to review budget.
- **September 21, 2007** – MHIMA Fall Meeting/Coding Seminar, Doubletree Hotel, Westborough (190 in attendance)
- **September 26, 2007** – Communications Committee conference call
- **October 23, 2007** – Annual Meeting 2008 Planning conference call
- **October 24, 2007** – Western MA Meeting, Clarion Hotel, West Springfield (26 in attendance)
- **October 26, 2007** – Legislative Affairs – Hill Day Wrap Up conference call.
- **October 29, 2007** – Communications Committee conference call.
- **November 8, 2007** – Conference call for 6 State Annual Agenda Planning.
- **November 13, 2007** – Beacon Hill Day, Boston, MA (15 members in attendance)

- **November 15, 2007** – Joint Meeting with MAPAM, Westford Regency (23 in attendance)
- **November 26, 2007** – Meeting re:Website updates with J. Raymond & L. Hyde
- **November 27, 2007** – Agenda Planning Conference call for 6 State Annual 2008
- **November 30, 2007** – Communications Committee meeting, NE Sinai Hosp, Stoughton

**Other Activities:**

- Represented MHIMA at the AARP Convention in Boston on Sept 7, 2007 to publicize MyPHR at the AHIMA booth.
- Prepared and submitted financial data for preparation of Tax Return for FY07.
- Prepared invitational letters to 200 legislators for Beacon Hill Day; prepared packets for legislators and attendees, and other details for event set up.
- Requested new logo for MHIMA from M.Render at AHIMA.
- Solicited new Corporate Partner ads for beta testing on MHIMA website.
- Prepared new member letters from July-Oct to send to B. Carroll for signing.
- Purchased gift and card for our outgoing AHIMA Director, Lynn Kuehn.
- Ongoing updates to job bank, MHIMA news, board listings, and Calendar on MHIMA website, as needed.