



***MINNESOTA ASSOCIATION OF
MEDICAL STAFF SERVICES***

POLICIES AND PROCEDURES

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Addressing Sensitive Problem Issues

1. Anytime an issue of a sensitive nature regarding the performance, lack of performance, or action taken by an individual that would cause harm to the MAMSS, or cause a disagreement among any member of the Board, Committee members or the membership, a collegial approach should always first be considered, with the appropriate chain of command as follows, and depending on who is involved:
 - a. First Mediator: President
 - b. Second Mediator: Vice President
 - c. Third Mediator: Past President
 - d. Fourth Mediator: Treasurer
 - e. Fifth Mediator: Secretary
 - f. Sixth Mediator: NAMSS Executive Office

Amendments

1. The policies and procedures and other documents, as may be necessary to implement more specifically the general principles of conduct found in the bylaws, shall be adopted in accordance with this article. Policies and procedures shall set standards of practice that are required for MAMSS members and officers.
2. Policies and procedures maybe adopted, amended, repealed or added by vote of the Board of Directors at any meeting of the Board or by conference call, provided that copies of the proposed amendments, additions, or repeals are provided to the Board prior to being voted upon. Adoption of any changes to the policies and procedures shall become effective when approved by the Board.

Award and Recognition Policy

Incoming President Responsibilities:

1. The outgoing President may receive a gift of appreciation for the term in office as determined by the remainder of the current Board. The purchase of this gift will be the responsibility of the Vice President, who shall be the presenter at the Annual Conference. The maximum gift purchase is not to exceed \$150.

Outgoing President Responsibilities:

1. Recognize the outgoing Board with gifts or certificates of appreciation. Gifts not to exceed \$25
2. Introduce the incoming President
3. Install the incoming Board Officers
4. Present outgoing Communication Coordinator, Regional Representatives and Membership Coordinator with gifts or certificates of appreciation. Gifts not to exceed \$25.
5. Recognize other individuals who have accepted assigned responsibilities and/or projects that have benefited MAMSS. The outgoing President may elect to invoke discretionary funds to purchase gifts for these individuals. Not to exceed \$200 per calendar year.

Newly Certified CPMSM and/or CPCS

1. Any newly certified (CPMSM and/or CPCS) medical staff services professional will be sent a congratulatory letter from the President. Those newly certified medical staff services professional who are MAMSS members will also be recognized at the annual conference. Attachment A.

Medical Staff Services Professionals Week

1. NAMSS Medical Staff Services Professional Week is held annually during the first full week in November. The Goal of National Medical Staff Services Professional Week is to highlight and explain the role of the medical services professional to other healthcare professions, medical staff members, industry groups and community members.
2. MAMSS will send a letter/email and may send a small token from the President to all current members of the association if budget allows.

Board of Directors

1. The Board of Directors shall consist of the elected officers of MAMSS:
 - a. President,
 - b. Vice President,
 - c. Immediate Past President,
 - d. Secretary, and
 - e. Treasurer,
2. Along with the appointed positions of MAMSS:
 - a. Communication Coordinator
 - b. Membership Coordinator
 - c. Regional Representatives
3. The duties and responsibilities of the MAMSS Board of Directors shall be:
 - a. Review the MAMSS Bylaws on an annual basis. Recommendations for revisions will be presented at the next MAMSS Business meeting or forwarded to members by mail or email for a ballot vote.
 - b. Review and approve the annual MAMSS budget.
 - c. Adopt policies and procedures, as needed for MAMSS and its Board of Directors.
 - d. Review and approve all minutes from standing and special committees and reports from the elected and appointed officers.
 - e. Assure minutes are recorded accurately at Board and business meetings and presented to the MAMSS membership.
 - f. Each Board member assures that they inform the President, in a timely manner, of all activities and actions they have individually taken which affect or may affect MAMSS. The information may be communicated either orally or in writing as appropriate.
 - g. Provide professional and accurate educational presentations and materials for educational conferences.
 - h. Attend a minimum of 75% of scheduled Board and Business Meetings. The attendance may be waived by the board on an individual basis. If the 75% threshold is not met, the board member may be asked to resign from their position.
4. If a member of the board leaves the Medical Services/Credentialing profession, he/she will be allowed to serve out their term on the Board of Directors of MAMSS but will not be allowed to serve again unless he/she has re-entered the profession.

Note: More specific duties than indicated in the individual Duties and Responsibilities policies may appear in procedures delineating specific functions.

Board Strategic Retreat

1. In order to effectively administer the activities of MAMSS, the Board of Directors shall hold an annual Board Strategic Retreat for the purpose of accomplishing its assigned duties. This Strategic Retreat may be held at the site selected for a future MAMSS Annual Conference and may take the place of a Board meeting.
2. The following duties shall be accomplished during the Board Strategic Retreat:
 - a. Perform a review of Bylaws and Policies and Procedures, if needed.
 - b. Perform a detailed review of MAMSS financial transactions to identify opportunities for improvement. At a minimum, the following shall be reviewed:
 - i. Previous conference expenses as compared to conference budget,
 - ii. Previous year expenses as compared to budget,
 - iii. Annual audit of financial records
3. Board will evaluate membership comments and suggestions from Annual Conference
4. The Conference Committee chair, as the conference site coordinator, shall address any potential problems or concerns.

Budget

1. Before the first conference planning begins, the Board shall establish a budget for that year in anticipation of income and expenses for the coming year.
2. Items may include but are not limited to:
 - a. Income
 - i. Interest Expense
 - ii. Membership Initial
 - iii. Membership Renewal
 - iv. Misc
 - v. Reimbursement
 - vi. Annual Conference Fee Board Members
 - vii. Annual Conference Fee Committee Members
 - viii. Annual Conference Fee Members
 - ix. Annual Conference Fee New Members
 - x. Annual Conference Fee Non Members
 - xi. Annual Conference Member Facility Sponsorship
 - xii. Annual Conference Vendor Fees
 - xiii. Annual Conference Vendor Sponsorship
 - b. Expense Categories
 - i. MAMSS Expense Categories
 1. Bank Fees
 2. Board Meetings
 3. Board Member Education
 4. Board Members Misc
 5. Bylaws Committee (Board)
 6. Conference Committee Meetings
 7. Membership Coordinator Postage
 8. National MS Week Recognition
 9. New Member Gifts
 10. Nomination Committee
 11. Office Supplies
 12. Strategic Meeting
 13. Technology Expenses
 14. Miscellaneous
 - ii. NAMSS Expense Categories
 1. Leadership - Other Board Conference Fee
 2. Leadership - Other Board Travel
 3. Leadership - President Conference Fee
 4. Leadership - President Travel
 5. Leadership - VP Conference Fee
 6. Leadership - VP Travel
 7. NAMSS President Conference Fee
 8. NAMSS President Travel
 9. NAMSS VP Conference Fee
 10. NAMSS VP Travel
 11. Virtual Conference
 12. Virtual Conference CEUs
 - iii. Regional Expense Categories
 1. Central Region CEU's
 2. Central Region Education

3. Metro Region CEU's
4. Metro Region Education
5. North Region CEU's
6. North Region Education
7. South Region CEU's
8. South Region Education
- iv. Scholarship Expense Categories
 1. Certification #1
 2. Certification #2
 3. Certification #3
 4. NAMSS Conference Fee #1
 5. NAMSS Travel #1
 6. Annual Conference Fee #1
 7. Annual Conference Travel #1
 8. Annual Conference Fee #2
 9. Annual Conference Travel #2
 10. Annual Conference Fee #3
 11. Annual Conference Travel #3
- v. Annual Conference Expense Categories
 1. Annual Meeting
 2. CEU's
 3. Decorations
 4. Equipment
 5. Hotel – President
 6. Hotel – VP
 7. Hotel search for Annual Conference President
 8. Hotel search for Annual Conference VP
 9. Meals
 10. President Gift
 11. Promotional Gifts (members)
 12. Reimbursement
 13. Room Rental
 14. Service Charge & Sales Tax
 15. Speaker #1 Fee
 16. Speaker #1 Travel
 17. Speaker #2 Fee
 18. Speaker #2 Travel
 19. Speaker #3 Fee
 20. Speaker #3 Travel
 21. Speaker #4 Fee
 22. Speaker #4 Travel
 23. Speaker #5 Fee
 24. Speaker #5 Travel
 25. Speaker #6 Fee
 26. Speaker #6 Travel
 27. Speaker #7 Fee
 28. Speaker #7 Travel
 29. Speaker Gifts

Bylaws Committee (Board)

1. A comprehensive and current document of self-governance shall be maintained in conjunction with and in conformity to the National Association of Medical Staff Services (NAMSS) Bylaws.
2. Committee membership shall consist of the elected and appointed MAMSS officers.
3. The duties and responsibilities of the Bylaws Committee shall be to:
 - a. Review the MAMSS Bylaws, Mission, Objectives and Purpose to determine applicability to current responsibilities of Medical Services/Credentialing Professionals. The review shall consider conformity with the NAMSS Bylaws, Mission, Objectives and Purpose, and relevance to current and future MAMSS activities. Review the MAMSS Bylaws at least annually prior to the Board Strategic Retreat.
 - b. Review recommendations for MAMSS Bylaws changes that have been received from a MAMSS member or MAMSS committee.
 - c. Forward the notice by mail or email and by posting on MAMSS web site of proposed changes to the voting membership at least 15 days before the next regularly scheduled MAMSS Business Meeting. If voting will be by means other than at a scheduled MAMSS Business Meeting, the Bylaws Committee will specify a deadline return date that will be no less than 21 days after distribution.
4. Obtain the signature of the MAMSS President on the revised bylaws.
 - a. The original of the MAMSS bylaws will be forwarded to NAMSS for signature. A redline version or listing of the changes will also be submitted to NAMSS per NAMSS policy.
 - b. When received back from NAMSS, original document will be filed with MAMSS Bylaws Committee Chair (President).
 - c. Revised documents will be made available to all MAMSS members on the MAMSS web site.
5. MAMSS Policies and Procedures
 - a. The Board shall review MAMSS Policies and Procedures on an ongoing basis to identify corrections, additions or deletions, and to identify need for new policies.
 - b. Changes to the Policies and Procedures shall become effective with a majority affirmative vote from the Board.
 - c. Voting may occur at a regularly scheduled Board meeting, a special meeting, or via email.

Code of Professional Conduct

1. This Policy establishes a Code of Professional Conduct (the "Code") for MAMSS members and a standard procedure for evaluating complaints lodged by the public, leadership and members regarding possible violations of the Code. Corrective action may be implemented when it is determined that a member has demonstrated conduct that violates the Code. Such conduct may include, but is not limited to, unethical behavior, falsification of information, impairment affecting performance, and other matters as set forth below.
2. Complaints, questions or concerns should be directed to the MAMSS President. All inquiries and complaints will be given careful consideration by the MAMSS Board of Directors.
3. The MAMSS Code of Professional Conduct shall apply to all persons holding membership in MAMSS, including the leadership/officers. The Code sets forth principles that connect the values and ideals of the profession to the work performed by Medical Services Professionals. The Code of Professional Conduct shall serve as the standard by which the MAMSS Board of Directors will evaluate professional conduct and shall serve as the standards of minimally acceptable professional conduct for all members of MAMSS.
4. Members are responsible to observe and enhance ethical standards to maintain the respect and credibility of the profession.
5. The member conducts him/herself in a professional manner at all times and provides appropriate quality credentialing support when requested by a peer or superior.
6. The member provides for patient safety and service unrestricted by the concerns of personal attributes and without discrimination on the basis of gender, sexual orientation, race, creed, religion, national origin or socioeconomic status.
7. The member uses technology consistent with the purposes for which it was designed, and employs procedures and techniques appropriately for credentialing best practices
8. The member assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of patients, his or her employers/healthcare providers and the public.
9. The member demonstrates expertise by protecting the safety of patients and other members of the health care team through credentialing processes that meet industry standards and understanding of regulatory requirements.
10. The member practices ethical conduct appropriate to the profession and protects the patient's right for quality healthcare.
11. The member respects and preserves confidences entrusted in the course of professional practice and reveals confidential information only as needed and in accordance with any applicable law.
12. The member continually strives to improve his/her knowledge, skills and productivity by participating in continuing education and professional development activities, and sharing his/her knowledge with colleagues.
13. Because the public, the healthcare providers and employers rely on the medical services professional, it is essential that the member act consistently with the Code of Professional Conduct. This Code is intended to promote the protection, safety and comfort of patients. The following conduct or activities violate the Code of Professional Conduct and, subject to the facts and circumstances, may result in sanctions as described under Administrative Procedures:
 - a. Employing fraud or deceit in our work or using authority for personal gain.
 - b. Any conviction of a felony or gross misdemeanor involving fraud, crime against a person or negligent credentialing. Conviction of a felony entails an automatic relinquishment of membership.
 - c. Engaging in unprofessional conduct.
 - d. Termination from any employment for conduct that is contrary to the ethical principles appropriate to the medical services profession.

- e. Inability to practice the medical services profession with reasonable skill and safety by use of alcohol, drugs, chemicals, or any other material.
 - f. Adjudication by a court of competent jurisdiction, as mentally incompetent, or a person dangerous to the public.
 - g. Engaging in any unethical conduct, including, but not limited to, conduct likely to deceive, defraud, or harm the public, an employer and/or healthcare workers; or demonstrating a willful or careless disregard for the medical services profession duties.
 - h. Knowingly making a false statement or knowingly providing false information to MAMSS in any application or proceeding.
 - i. Making false, fraudulent, deceptive, or misleading communications to any person regarding the member's education, training, credentials, experience or qualifications, or the status of the individual's certification.
 - j. Inappropriately using MAMSS copyright materials.
14. MAMSS members will be required to attest annually, at time of initial or renewal of membership, to their commitment to the MAMSS Code of Professional Conduct.
15. MAMSS will educate members on the MAMSS Code of Professional Conduct through the following activities among others:
- b. MAMSS Website
 - c. Print Article in MAMSS Newsletter- annually
1. Evaluation of Professional Conduct of Members: The committee will evaluate the professional conduct of MAMSS members following the administrative procedures outlined below.
- a. Complaints received by the MAMSS President will be forwarded to the MAMSS Board of Directors for review. All complaints initially will be sent to the MAMSS Board of Directors.
 - b. Preliminary Screening of Potential Violation of the Code of Professional Conduct\
 - c. The MAMSS Board of Directors shall review each complaint of alleged violation of the Code of Professional Conduct that is brought to the attention of the MAMSS Board of Directors. If there is (1) insufficient information upon which to base a charge of a violation of the Rules of Conduct, or (2) the allegations against the member are patently frivolous or inconsequential, or (3) the allegation, if true, would not constitute a violation of the Rules of Conduct, the Board may summarily dismiss the matter. Staff and/or legal counsel may be called on to assist in this decision and the investigation of complaints. Legal counsel will be consulted in all matters that do not result in summary dismissals. Such matters shall also be routinely reported to the NAMSS Board details of summary dismissals that may identify the member in question shall remain confidential.
 - d. The individual subject to a complaint should have the opportunity to review the membership of the MAMSS Board of Directors to make sure there is not a conflict of interest.
2. Investigations
- a. Upon the concurrence of the MAMSS Board of Directors that there is sufficient information to warrant an investigation, the member will be notified by certified mail of the alleged violation(s) of the Code of Professional Conduct that is being investigated.
 - b. In the event that the member in question is not reachable as a result of an incorrect address, custody of the court or return of unclaimed certified notification, the MAMSS Board of Directors reserves the right to continue with the investigation.
 - c. The MAMSS Board of Directors investigation process may include but not limited to: 1) Interview with member in question; 2) Interview with other parties involved who may or may not be members of MAMSS for the purposes of obtaining information deemed applicable to the specific violation.
 - d. At the conclusion of the investigation process, the member in question will be notified by certified mail of the decision of the MAMSS Board of Directors. In the event that the member in question is not reachable as a result of an incorrect address, custody of the court, or return of unclaimed certified notification, the member waives all rights to the Hearings and Appeals Process.

3. Alternative Dispositions - At the MAMSS Board of Directors direction and upon request, there may be other assigned parties associated with the NAMSS Board who shall have the authority to investigate allegations and to make recommendations to the MAMSS Board of Directors regarding the possible settlement of an alleged violation of the Rules of Conduct. Staff and/or legal counsel may assist the assigned individuals.
4. Possible Action taken by the MAMSS Board of Directors - Actions taken may include but are not limited to:
 - a. Letter of Concern
 - b. Letter of Admonition
 - c. Suspension of MAMSS Committee Assignment
 - d. Termination of MAMSS Committee Assignment
 - e. Suspension of MAMSS Membership
 - f. Termination of MAMSS Membership (refer to Bylaws for reinstatement process)
5. Hearings
 - a. Whenever the MAMSS Board of Directors proposes to take action, it shall give written notice thereof to such person, specifying the nature of the complaint, and information available and the range of actions that are available to the MAMSS Board of Directors. The member to whom such notice is given shall have 30 days from the date the notice of such proposed action is mailed to make a written request for a hearing and/or to submit written comments on the matter. Telephone hearings may be held.
 - b. Failure to make a written request for a hearing and/or submit written comments on the matter within the identified period of time shall waive all rights to such a hearing. A member who requests a hearing in the manner prescribed above shall advise the MAMSS Board of Directors of his or her intention to appear/speak at the hearing.
 - c. Failure to appear at the hearing or to supply a written submission in response to the complaint shall be deemed a default of the merits and shall be deemed consent to whatever action or disciplinary measures the MAMSS Board of Directors determines to take. Hearings shall be held at such date, time, and place as shall be designated by the MAMSS Board of Directors. The member shall be given at least 30 day notice of the date, time, and place of the hearing. The member in question has the right to have an attorney present, at their own expense. Both parties shall disclose of their intentions to have an attorney present. Additionally, MAMSS will not reimburse the member in question for travel expenses related to attending the hearing.
 - d. The hearing is conducted by the MAMSS Board of Directors. Any member of the MAMSS Board of Directors whose professional activities are conducted at a location in the approximate area of the member subject to the hearing or who knows the individual personally must recuse himself or herself.
 - e. At the hearing the MAMSS Board of Directors shall present the complaint against the member in question, all relevant information that has been collected pursuant to the complaints and such other information it deems pertinent. The member in question shall have the right to present witness statements, present testimony and be heard in his or her own defense; to hear the testimony of and cross-examine any witnesses appearing at such hearing; and to present such other evidence or testimony as the MAMSS Board of Directors shall deem appropriate to do substantial justice. In the event that the member in question had chosen to supply a written submission in response to the complaint due to the inability to attend the hearing in person, the MAMSS Board of Directors shall instead review the written submission. Any information may be considered which the MAMSS Board of Directors deems relevant or potentially relevant. The MAMSS Board of Directors shall not be bound by any legal rules of evidence.
 - f. In a case where the MAMSS Board of Directors proposes to take action, the MAMSS Board of Directors shall assess the evidence presented at the hearing and make its decision accordingly, and shall prepare its decision as to whether grounds exist for action. The member

in question will be notified of the MAMSS Board of Director's findings and decision within 15 business days of any hearing.

- g. Unless a timely appeal from any decision by the MAMSS Board of Directors is taken to the NAMSS Board in accordance with paragraph 3 below, the NEC decision in any matter shall be final and binding upon the member in question.
- h. If no hearing is requested, the MAMSS Board of Directors may consider the matter under such procedures as it deems appropriate.

6. Appeals

- a. Except as otherwise noted in these Administrative Procedures, the member may appeal any decision to the MAMSS Board by submitting a written request for an appeal within 30 days after the decision of the MAMSS Board of Directors is mailed.
- b. In the event of an appeal, those MAMSS Board members who participated in the hearing at the shall not participate in the appeal. The Chair or Vice Chair of the Ethics Committee shall present the case to the Board but shall not participate in the vote. The person in question has the right to attend the appeal with lawyer representation at their own expense. Both parties shall disclose of their intentions to have an attorney present. The remaining members of the MAMSS Board shall consider the decision, the applicable files and records to the case at issue and any written appellate submission of the member in question, and shall determine whether to affirm or to overrule the decision of the MAMSS Ethics Committee or to remand the matter to the MAMSS Board of Directors for further consideration. In making such determination to affirm or to overrule, findings of fact made by the MAMSS Board of Directors shall be conclusive if supported by any evidence. The MAMSS Board may grant another hearing, hear additional evidence, or request that the member in question provide additional information, in such manner, on such issues, and with such time as it may prescribe.
- c. All hearings and appeals provided for herein shall be private and confidential at all stages. It shall be considered an act of professional misconduct for any MAMSS Board of Directors to make an unauthorized disclosure, except to his or her attorney or other representative.
- d. The decision of the MAMSS Board shall be final and binding upon the member in question.

7. Disclosure of Adverse Decisions

- a. Final decisions that are adverse actions to the member will be communicated within five (5) business days of the decision.
- b. Adverse action is defined as suspension or termination of MAMSS membership or Committee assignment. For purposes of this paragraph, a "final decision" means and includes an appealable decision of the MAMSS Board of Directors from which no timely appeal is taken; and in a case involving an appeal, the decision of the Board.

Communications Coordinator

1. The Communications Coordinator shall be responsible for coordinating all communication to the membership, publishing news related to or of interest to the membership. The Communication Coordinator will be responsible for the ongoing development and maintenance of the MAMSS website.
2. The duties and responsibilities of the Communication Coordinator shall be to:
 - a. Serve as a voting member of the Board of Directors.
 - b. Prepare articles, information for distribution to the membership via approved media (e.g. newsletters, websites).
 - c. Publish MAMSS Newsletter at least two (2) times annually (Spring and Fall) and distribute to all current members.
 - d. Develop and maintain the content of MAMSS Internet presence.
 - e. Maintain current knowledge about MAMSS mission, goals and objectives.
 - f. Make every effort to assure that information posted is accurate and is presented in a positive, professional, and user-friendly manner.
 - g. Write, edit and format copy for web publication. Maintain accuracy of site links.
 - h. Respond to, or forward as appropriate, email and other requests received through MAMSS website.
 - i. Update and expand information on the website in order to attract new and repeat users.
 - j. Provide reports regarding the website to the Board of Directors as requested.
 - k. Incurred expenses in the design and maintenance of the website shall be within budget and receipts shall be forwarded to the President for consideration and approval of reimbursement. Any expenses above budget must receive prior approval of the MAMSS Board.
- l. Communicate effectively with the site hosting vendor and Internet Service Provider (ISP).

Conference Courtesies and Fees

1. Conference speakers, MAMSS Board of Directors, Conference Committee members, and vendors receive certain courtesies and fees for their participation in the Annual Conference and Exhibition.
2. Courtesies and fees will be extended as detailed in the following chart. If an entity is not listed on this chart, no courtesies are extended.

Person	Stipend	Travel	Hotel	Meals	Incidentals (i.e. taxi, tips, etc.)	Registration (fee waived)
Board of Directors and appointed officers	N/A (Board Members will not receive a stipend for speaking.)	No	President and Vice President	No	No	Yes – President 1/2 of conference fee waived for other Board Members if 75% of board meetings have been attended
Board Incoming	N/A	No	No	No	No	No
Conference Committee Members	N/A	N/A	N/A	N/A	N/A	½ of conference fee is waived if 75% of Conference Committee meetings have been attended
Vendor	N/A	N/A	N/A	N/A	N/A	N/A
Speaker: MAMSS Member	N/A	N/A	N/A	N/A	N/A	Yes
Speaker: Keynote Session	0-\$5,000	Yes	Up to 2 nights – Single Rate Only	Yes (\$50/day)	Yes	Yes
Speaker: Special Interest	0 - \$5,000 (Condition: Must negotiate no risk cancellation if minimum registration is not met.)	Yes	1.5 day = 2 nights – Single Rate Only 1 day = 1 night .5 day = 1 night	Yes (Not to exceed \$50/day including incidentals)	Yes	Yes

Debit Card Policy

1. It is the policy of MAMSS to issue checking account debit cards to the President, Vice President, and Treasurer to facilitate payment of approved expenses.
2. Debit cardholders are authorized to use the card for official MAMSS business and must provide receipt for purchase to the MAMSS Treasurer within 15 days of utilizing the card. Attachment C
3. Upon conclusion of term, whether via expiration or termination, the cardholder shall return the cut up card to the current MAMSS Treasurer and sign off on all accounts with the bank within 3 weeks of termination or end of term.

Distribution of Membership Roster

1. A current roster will be provided to each member upon publication or request.
 - a. All requests must be submitted in writing to the Membership Coordinator.
 - b. The President, or designee, must approve any content mailed to MAMSS members prior to dissemination of a mailing list.
 - c. The MAMSS membership roster will not be distributed to non-MAMSS members without prior approval by the President.

Dues

1. Dues shall be collected as specified in the MAMSS Bylaws.
2. Initial and Renewal membership dues are as follow:
 - a. Initial Active Membership - \$50.00 (change effective 06/27/2014)
 - b. Renewal Active Membership- \$50.00 (change effective 06/27/2014)
 - c. Membership dues will be waived for all Past Presidents, who completed their full term.

Education - MAMSS Other Elected officers and Appointed Positions

1. MAMSS will fund the following expenses for elected officers and appointed positions so designated by the MAMSS Board of Directors, when possible and when within reasonable limits of the treasury at the time.
2. Elected officers and appointment positions of MAMSS may be entitled to educational funds of total of \$600 per year will be allocated with additional funds approved by the President if deemed appropriate. Purpose of these funds is to support training and education of this officer and appointed positions in their duties.

Conference Committee

The Conference Committee will work as a team under the direction of the Vice President, and shall consist of the President, Regional Representatives are expected to either serve on the committee or delegate this responsibility to a representative from their region, and at least four active members appointed and approved by the Board of Directors. The committee is expected to meet as necessary to plan education program conference. Committee members will attend 75% of scheduled meetings to be eligible for the Annual conference discount. The attendance requirement may be waived by the board on an individual basis.

The Board of Directors will always have final approval of the program agendas and conference sites.

Planning Process – Performed by Conference Committee

1. Develop work plan. Attachment F
2. Select date(s) topics & speakers (source – previous conference evaluations)
3. Select theme for Conference
4. Registration & brochure development brochure
5. Prepares outline and makes arrangements to distribute conference materials
6. Plan Social Event (may delegate or assign to the Board of Directors)
7. Contact all speakers and give exact date, time, and place of educational conferences. Send a copy of the final program to each person on the program, calling attention to the speaker's part on the program. Determine the speaker's needs for special equipment (projector, screen, etc.). attachment D
8. Identify volunteers, from the Active membership, to be onsite and assist with conference as directed. Volunteers may be asked to perform the following duties:
 - a) Room Monitor will notify the speaker of 10 minutes, 5 minutes, and end the presentation.
 - b) Speaker Introduction – Designee will meet with speaker prior to the presentation to introduce themselves. Designee will be provided a brief biography of speakers.
 - c) Prepares name badges & ribbons – name badges will have MAMSS logo along with first and last name, title, and organization (registrant, speaker and vendor)
 - d) Set-up registration tables with designated areas for:
 - 1) sign-in sheets for each day
 - 2) name badges
 - 3) program outline, tokens, door prize tickets
 - e) Take random pictures before and during conference; social hour and send pictures to Vice President. The VP will forward to the communications coordinator
 - f) Copy evaluations for conference. Attachment E
 - g) Welcome to MAMSS Annual Conference PowerPoint presentation. The following will be included in PPT:
 - i. MAMSS Logo
 - ii. Welcome to MAMSS (year of conference) Annual Conference
 - iii. Conference Dates
 - iv. Hosted by: _____
 - v. Conference Schedule
 - vi. List Meals for all breaks and social hour
 - vii. List Sponsor Club with Thank you for their support – logo and organization statement (obtain list from Membership designee)
 - viii. List Board of Directors (obtain list from Communication Coordinator)

- ix. List Conference Committee members (obtain list from Vice President)
- x. List volunteers – (obtain list from Vice President)
- xi. List Vendors (obtain list from Vendor designee)
- xii. New Members from May previous year to April current year (obtain list from Membership Coordinator)
- xiii. List Recognition of 5, 10, 15, 20, 25, 20, etc years of membership (obtain list from Membership Coordinator) Attachment H
- xiv. Congratulations slide – Newly Certified members from previous year (obtain list from President)

Promotional Products

Customized “gifts” or purchase items at MAMSS conference (cups, umbrellas, pens, carrying bags, T-shirts, etc) may be purchased if budget allows.

Assigned Responsibilities:

Vice President:

1. Confer with the Board to plan and provide for the continuing education of the members of MAMSS.
2. Submit minutes to MAMSS Board of Directors for approval.
3. Submit to the Board for review and approval a proposed program agenda including topics and speakers, for any educational conference at least 120 days prior to the Annual Conference.
4. Arrange with Conference Site:
 - a) Block of Rooms
 - b) Menu
 - c) Conference Rooms
 - d) AV Equipment Needs
 - e) Arranges for Faculty
5. Opening announcement, introductions, closing comments will be done by Vice President, Co-Chair or designee
6. Submit required application with fee to NAMSS for CEU credit. This may include, but not limited to: application form; speaker profiles; draft details on topics; conference brochure and conference agenda. See NAMSS Website for information. CEU Certificates should be received by the Vice-President. Copy of CEU Certificates and sign in sheet should be sent electronically to MAMSS Secretary for archiving purposes.
7. Facilitate writing letters of appreciation and sending conference evaluations to each speaker within thirty (30) days of the meeting.
8. Article(s) regarding conference to be submitted by the Vice President to the *MAMSS Newsletter*.

Treasurer:

1. Collect all registrations and fees for the Annual Conference
2. On-Site registration will be conducted by the Treasurer
3. Pays Conference Expenses
4. Pays Honorariums

President:

1. Sign all contracts/agreements
2. Send out Sponsor Club request (attachment G)

Communication Coordinator:

1. “Save the Date” notification sent to membership at least 180 days prior to the Annual Conference.

2. Mail/Email final conference brochures and registration forms at least 60 days prior to the Annual Conference to MAMSS members and upload to MAMSS Website.
3. Send conference materials to conference attendees

Vendors

1. Vice-President will work with space for vendor attendance, preferably in a non-congested area with outlets and internet hook-up capabilities.
2. The Vendor designee will solicit vendors utilizing previous MAMSS vendor lists, NAMSS Conference vendor listing and industry contacts.
3. The Vendor designee will send vendor confirmations and reminders of payment due (no payment – no display/marketing). Payments will be forwarded to the Treasurer.
4. The Vendor designee will prepare the vendor list and forward to the Vice-President for inclusion with conference handouts.
5. On-Site: The Vendor designee will coordinate display set-up as required and will work with any on-site vendor attendees who will receive a conference attendee roster. It is the expectation that the designee is onsite prior to vendor arrival and start of conference
6. The Vendor designee will reach out to the business vendors for sponsorship opportunities

Refunds

Refunds for the registration fee will be made only for cancellations received by the MAMSS Treasurer at least one week prior to the date of the scheduled conference. A cancellation fee in the amount of \$50.00 shall be charged to the conference registrant (individual or healthcare facility) for cancellations received at least one week before the conference.. No refunds will be made prior to one week of the conference, except in special circumstances, as approved by the President. If a registered attendee is unable to attend, attendance may be transferred to another individual within the same facility.

Conference Committee Chair

1. The MAMSS Vice President shall serve as Conference Committee Chair. The Chair shall submit reports to the Board of Directors on behalf of the committee.
2. Other responsibilities of the Conference Committee Chair are as follows:
 - a. Call and preside at all Conference Committee meetings.
 - b. Participate in the development of the annual budget for MAMSS Educational program.
 - c. Serve as the official spokesperson for the Conference Committee.
3. Serve as the conference coordinator for the MAMSS Conference Committee.
 - a. Contact selected site for conference
 - i. The Board of Directors must approve all arrangements with the site to include contract negotiations for room guarantees, complimentary rooms, food and beverages, etc.
 - ii. The MAMSS President will sign all contracts with the site.
 - b. Coordinate site setup
 - i. At least eight (8) weeks before event, and not later than six (6) weeks before conference, communicate with hotel sales and catering, or with conference site personnel to arrange conference room details.
 - ii. Conference room layout (round tables; classroom style; theater style, etc.)
 - iii. Identify location of registration tables
 - iv. Identify location of vendors; electricity and internet access for vendors - Obtain number of vendors and their electricity needs from person responsible for Vendor Recruitment.
 - v. Identify location of meals and breaks
 - vi. Location of room for committee and/or board meetings and for storage
 - vii. Choose menus for all conference functions
 - viii. Obtain audio-visual needs from speaker liaison and communicate to site
 - ix. Obtain arrival date/time of speakers from individuals responsible for speaker recruitment and make hotel reservations for speakers
 - x. At pre-arranged date with hotel confirm the number of conference attendees in order to have appropriate seating in conference rooms, and confirm number of attendees for breaks and meals.
 - xi. Within 24 hours of conference, or at time agreed upon with hotel or conference site personnel, do a site visit and confirm your arrangements.
 1. Is the registration area in place?
 2. Is the vendor area ready?
 3. Is the conference room arrangement correct?
 4. Audio visuals for each speaker available?
 - xii. Arrange with site to hang the MAMSS banner
4. Review results of the annual Conference Evaluation Surveys with the Board and MAMSS Conference Committee.

Immediate Past President

1. Immediate Past President shall serve as a member of the Board of Directors
2. The Duties and Responsibilities of the Immediate Past-President shall be to:
 - a. Act as consultant to the President and Board of Directors.
 - b. Serve as a voting member of the Board of Directors
 - c. Serve as Co-Chair of the Nominating Committee, together with the President
 - d. Provide for publications: Submit approved bylaws to Communication Coordinator and NAMSS annually
 - e. Receive Nominations and Voting Ballots for Officers. Attachment R
3. At the conclusion of office:
 - a. Forward all records and technology necessary for continuity of office to the succeeding officer
 - b. Forward to the MAMSS Secretary all other MAMSS records to upload to MAMSS approved electronic storage.

MAMSS Newsletter

1. The MAMSS Newsletter is the official newsletter publication of MAMSS. The newsletter shall be published two times a year (Fall and Spring) for the members of MAMSS and will focus on educating and informing the Medical Staff Professional.
2. The MAMSS Newsletter Staff strives to present timely, thought-provoking articles of practical value to the readers of this publication. Articles are offered of general interest in Medical Staff Professionals. Articles focusing on legislation, legal issues, unique Medical Staff Services Office/Department programs and procedures, along with positive approaches to solving problems are encouraged. The MAMSS Newsletter is also the vehicle used to convey news to the members from the Board of Directors concerning Association plans, educational programs, and benefits.
3. The Communication Coordinator shall:
 - a. Have the capability to revise style and format as needed;
 - b. Have excellent communication skills, including a proficiency in writing and public speaking;
 - c. Be well informed in healthcare industry developments;
 - d. Network with other individuals involved in industry publications
4. In General: Finding information: one should be scouring the various publications; i.e., AMA News, Hospitals Magazine, Briefings from The Joint Commission, Medical Staff Briefings, Privileging Institute, as well as obtaining information from the membership. The issues reviewing the MAMSS Annual Conference and NAMSS Annual Conference should be enticing in order to encourage members to attend these seminars and conferences

Membership Coordinator

1. The Membership Coordinator shall promote the growth of MAMSS, process applications and renewals.
2. The Duties and Responsibilities of the Membership Coordinator shall be to:
 - a. Maintain a database of current members
 - b. Maintain a supply of membership application forms. Attachment I
 - c. Distribute renewal no later than May 1. Attachment I
 - d. Receive and process Initial and Renewal forms, and record all pertinent information using the established database.
 - e. Send a welcome packet to new members. Attachment J & K
 - f. Implement periodic membership campaigns in accordance with plans established by the Board.
 - g. Submit quarterly reports to the President regarding membership activity, include reason why not renewed if provided
 - h. Notify the President and regional representatives of any member joining MAMSS.
 - i. Provide a membership report at the Annual Meeting.
 - j. Provide Communications Coordinator with a Membership Report for bi-annual MAMSS newsletter.
 - k. Present MAMSS membership recognition certificates at Annual Meeting. Attachment
 - l. Serve as a voting member of the Board of Directors
 - m. Each member will be assigned a region according to the county of employment. Attachment L
3. At the conclusion of the office:
 - a. Forward all records and technology necessary for continuity of office to the succeeding officer.
 - b. Forward to the MAMSS Secretary all other MAMSS records to upload to MAMSS electronic storage.

Mentoring Program

1. What is Mentoring? Mentoring is a relationship between those with certain knowledge, skills and connections and those who desire those skills, knowledge and connections to further their own personal and professional growth. MAMSS is initiating this program to provide support and professional expertise to individuals transitioning to the profession or working in a one-person office or professionals new to leadership. Mentoring takes the form of encouragement, support and affirmation as well as sharing a form, identifying a resource, or explaining the "whys" of a process. It can be face-to-face, online, or by phone.
2. Why should you Mentor? Mentors receive the satisfaction of helping someone grow and succeed. It is an opportunity for the seasoned professional to "give back" to his or her professional community; to say "thank you" for those who helped them when they needed it. It builds the strength of the profession at its base and elevates those who work in it.
3. What Mentors are Not:
 - a. Mentors don't always have the answers. Mentors suggest resources.
 - b. Mentors don't always provide solutions to your problems. Mentors introduce you to ideas, concepts, decision-making tools, and other professionals.
 - c. Mentors don't do your work for you. Mentors have their own jobs.
 - d. Mentors don't make decisions for you. At the end of the day, decisions belong to you.
4. Who are MAMSS Mentors? While the expectations are spelled out on the application form, generally MAMSS expects mentors to be certified, have administrative experience relevant to the needs of potential mentoring program applicants, been through a accreditation survey process, and be a MAMSS member.
5. What MAMSS expects of a Mentoring Program Applicant (Protégé). A protégé candidate is someone at the level who is relatively new to the responsibilities associated with leadership or someone who is assuming responsibility for a specific aspect of medical staff administration for which they need outside assistance. A protégé candidate should be a member of MAMSS and committed to staying within the field.
6. Applications are evaluated by the Past President and matched based on a skill: need basis. Once accepted participants will receive additional information on how to maximize this relationship.
Attachment L

NAMSS Leadership Conference and annual NAMSS Educational Conference

1. The Board shall budget funds to sponsor the President and Vice President attendance at the annual NAMSS Leadership Conference and NAMSS Educational Conference. Based on funds available the budgeted amount may include travel, lodging and meals. The travel policy shall be adhered to.
2. If the President or Vice President is unable to attend, the Board may designate an alternate Board member to represent the organization if budget allows.
3. The individual shall make a report of information learned to the Board and to the entire membership as appropriate.

Nominating Committee (Board)

1. The Nominating Committee will be responsible for presenting a fully qualified Slate of Officers for MAMSS positions. The Committee shall consist of the Board of Directors.
2. The Nominating Committee shall:
 - a. Nominate officers to fill the elected MAMSS positions. Candidates may be placed in nomination in any of the following ways:
 - i. Nominee may express interest in particular office in writing; or
 - ii. Nominee may be nominated by an Active member.
 - b. Personally contact each candidate before their name is entered into nomination to:
 - i. Confirm interest and qualifications,
 - ii. Confirm commitment based upon position statement of the office,
 - iii. Request completion of the “MAMSS Nomination Form”; or
 - iv. Request detailed biographical information.
3. The Nominating Committee shall present to the Board of Directors a slate of nominees who shall be voted upon by written ballot.
4. The Nominating Committee’s proposed Slate of Officers is forwarded to the Active membership at least 30 days before the distribution of ballots. Write-in nominations are permitted, even after the proposed Slate of Officers has been presented. However, these additional nominations must be returned to the Nominating Committee prior to the issuance of the ballot. If write-in nominations are received, the Nominating Committee will make personal contact with the nominee (see item #2 above).
5. If a candidate is unopposed, the slate is approved for that position and the candidate will be considered elected by the membership.
6. The final ballots are forwarded via mail, email or fax no less than 30 days following the distribution of the Slate of Officers.
 - a. Included with the ballot shall be:
 - i. position statement of the office; and,
 - ii. nominee’s detailed biographical information.
7. Ballots are to be completed and returned within the timeframe noted on the ballot which shall be no less than 15 days from the initial distribution of said ballot. Election is by majority vote of the Active membership responding.
8. The Co-Chairs of the Nominating Committee make announcement of the results either at an upcoming Business meeting, by mail, e-mail, fax or newsletter no more than 15 days following the validation of the results.

President

1. The President shall be the Chief Executive Officer of MAMSS and serve as the communication link between the Board and MAMSS membership. It shall be the President's duty to supervise the activities of MAMSS. The President shall be the official spokesperson for MAMSS and its external, professional and publication relations.
2. The duties and responsibilities of the President shall be to:
 - a. Appoint (subject to approval by the elected officers) a Membership Coordinator, Communications Coordinator, and Northern, Central, Metro, and Southern Regional Representatives.
 - b. Administer MAMSS effectively and assume leadership of its activities.
 - c. Be familiar with the Bylaws of NAMSS.
 - d. Be responsible for the maintenance of changes to MAMSS Policy and Procedures and Bylaws
 - e. Attend, preside and/or conduct all MAMSS Board and MAMSS meetings.
 - f. Maintain an active interest in MAMSS activities while encouraging promotion and enlisting participation in MAMSS sponsored activities and educational programs.
 - g. Prepare an Annual Report to be presented at the Annual Meeting, a copy of which shall be kept in the permanent files of MAMSS Secretary.
 - h. Respond promptly to all inquiries received regarding MAMSS membership.
 - i. Keep Board members informed of NAMSS activities by sending copies of important correspondence.
 - j. Conduct business by mail, e-mail, telephone and/or fax that require a Board decision or approval.
 - k. Sign all contracts and agreements for MAMSS.
 - l. Receive results of any telephone or mail action by the membership and/or Board.
 - m. Serve as Chair of the Scholarship Committee.
 - n. Receive applications for all scholarships and submit to Scholarship Committee. Attachment N
 - o. Announce results of all scholarships upon approval of the Scholarship Committee. This includes notification to the individuals who have been chosen to receive the awards as well as notification to those who were not chosen.
 - p. Be responsible for contacting legal counsel, when necessary, or may authorize contact with legal counsel.
 - q. Attend the annual NAMSS Leadership Conference and the annual NAMSS Educational Conference.
 - r. Report MAMSS activities to the NAMSS Representatives
 - s. Represent MAMSS, when requested, to other association
 - t. Serve as Co-Chair of the Nominating Committee. Notify candidates of official results. Service as a member of the Conference Committee
 - u. Receive nominations and voting ballots for Officers. Attachment R
3. At the conclusion of office:
 - a. Forward all records and technology necessary for continuity of office to the succeeding officer.
 - b. Forward to the MAMSS Secretary all other MAMSS records to upload to MAMSS electronic storage.

Promotion & Membership Drive Strategy

1. Define Audience
 - a. Medical Staff Services Professionals :
 - i. Hospitals
 - ii. Managed Care Organizations
 - iii. Independent Practice Associations (IPA's)
 - iv. Centralized Verification Organizations (CVO's)
 - v. Health Maintenance Organizations (HMO's)
 - vi. Preferred Provider Organizations (PPO's)
 - vii. Physician Hospital Organizations (PHO's)
 - viii. Medical Groups
 - ix. State Licensing Boards
 - x. Medical Societies
 - xi. Consulting Professionals for above listed organizations
 - b. Define Individual Audience Members:
 - i. Correspond with organizations, soliciting a contact and/or name of potential members. Attachment S
2. Retention & Participation:
 - a. Bi-annually newsletter and post to MAMSS website
3. MAMSS Promotional Materials:
 - a. New Membership:
 - i. Welcome packet. Attachment J & K
4. MAMSS Cost/Benefit Information
5. Membership Benefits:
 - a. Biannual MAMSS Newsletters
 - b. Affiliation enhances networking with peers at local, state and national level.
 - c. Certification promotion and industry-wide recognition of the CPMSM and CPCS certifications as a valuable resource professional for the Medical Staff Services Professionals
 - d. State and National surveys providing feedback for members and organizations regarding operations/trends and salaries of the professions.
 - e. Building professional contacts and networking sources with TJC, NPDB, AMA, NCQA, MMA, MHA, MMGMA, MCHP, MMS and Minnesota licensing boards.
 - f. Leadership training opportunities through participation at the state and national education sessions, allowing for development of leadership skills.
 - g. Notification of immediate job opportunities in the medical staff services profession.
 - h. Web site access for additional information, tools or resources
6. Education Opportunities:
 - a. MAMSS Conferences.
 - b. Regional/national educational seminars.

Regional Representatives

1. The Regional Representatives (Northern, Metro, Central and Southern) shall have the responsibility for strengthening MAMSS throughout the development of effective links with its region members. See addendum for counties in regional boundaries.
2. Duties and Responsibilities:
 - a. Serve as a voting member of the Board of Directors. Assist in education and communication with members in their region.
 - b. Provide educational opportunities such as credentialing forums for members in their region on a regular basis. CEUs are optional.
 - c. Provide contact lists for members in their region, upon request.
 - d. Lead a membership drive in their region on a regular basis.
 - e. Serve as a member of the Conference Committee or delegate responsibilities to an Active member of the region.
 - f. Encourage MAMSS membership and NAMSS certification.
 - g. Provide a report to the Board of Directors at each regularly scheduled Board meeting regarding the region's activities.
 - h. Any correspondence or communication received, concerning MAMSS, requiring approval by the President or Board should be directed immediately to the President.
 - i. Provide a report regarding the region's activities at the MAMSS Annual Meeting.
 - j. Furnish Communication Coordinator with Regional report for the MAMSS Newsletter.
3. At the conclusion of office:
 - a. Forward all records and technology necessary for continuity of office to the succeeding officer.
 - b. Forward to the MAMSS Secretary all other MAMSS records to upload to MAMSS electronic storage.

Retention of MAMSS Records

1. Policy Statement: MAMSS requires that pertinent records be retained for a predetermined length of time in accordance with best practices.
2. Purpose: To ensure proper back up and history of important MAMSS documents. All documents will be saved in .pdf format utilizing the Adobe PDF online service. Photos will be saved in .jpg format
3. Designee: The Responsible Person may select an appropriate designee.
4. Procedure: Records will be retained for a period of time as detailed in the below chart:

<u>TYPE OF RECORD</u>	<u>RETENTION PERIOD</u>	<u>RESONSIBLE PERSON</u>
Accounts receivable reports	7 years	Treasurer
Accounts payable reports	7 years	Treasurer
Auditors' reports/work papers	Permanent	Treasurer
Bank deposit slips	7 years	Treasurer
Bank statements, reconciliations	7 years	Treasurer
Budgets	7 years	Treasurer
Cancelled checks	7 years	Treasurer
Cash disbursements journal	Permanent	Treasurer
Cash receipts journal	Permanent	Treasurer
Depreciation records	Permanent	Treasurer
Employee expense reports	7 years	Treasurer
Volunteer expense reports	7 years	Treasurer
Independent contractor expense reports	7 years	Treasurer
Employee payroll records (W-2, W-4, annual earnings records, etc.)	7 years	Treasurer
Financial statements (annual)	7 years	Treasurer
Financial statements (interim/internal)	7 years	Treasurer
General journal or ledger	Permanent	Treasurer
Inventory lists	Permanent	Treasurer
Invoices	7 years	Treasurer
Bylaws	Permanent	Secretary

IRS Determination Letter	Permanent	Treasurer
Contracts	7 years	Treasurer
Minutes (board executive session)	Permanent	Secretary
Minutes (Conference and Bylaws Committee)	Permanent	Secretary
Copyright, patent and trademark registrations	Permanent	Treasurer

Personnel

Membership Applications	1 year	Membership Coordinator
Conference Applications	1 year	Treasurer
Scholarship Applications	1 year	Secretary
Nomination Applications	1 year	Secretary
Government reports	7 years	Treasurer
Sales and use tax returns	Permanent	Treasurer
Supporting correspondence and note re patents, copyrights, licenses agreements, bills of sale, permits, liabilities, etc	Permanent	Treasurer

1. Documents are submitted to the secretary at the end of the fiscal year.
2. All documents and photos will be forwarded to the Secretary (or designee) for the purpose of archiving to MAMSS electronic storage in accordance with the above listed retention schedule.
3. A list of all records eligible to be destroyed shall be presented to the MAMSS Board of Directors for approval prior to destruction.

Scholarships

1. Scholarships are made available annually to Active MAMSS members.
 - a. MAMSS Annual Conference Attachment N
 - i. One scholarship offered annually
 - ii. Scholarship not to exceed \$400 to include registration, hotel, travel and meals MAMSS is not providing
 - b. CPMSM/CPCS Certification Attachment N
 - i. One scholarship annually
 - ii. Scholarship not to exceed \$500 per recipient
 - c. NAMSS Conference Attachment N
 - i. One scholarship annually
 - ii. Scholarship not to exceed \$2,500 per recipient to include registration, hotel, travel and meals NAMSS is not providing
2. Criteria for all scholarships
 - a. Must be any active member of MAMSS for at least twelve (12) months in good standing. Membership will be confirmed by the MAMSS Membership Coordinator.
 - b. Must have a minimum of two (2) years medical staff/healthcare provider related experience.
 - c. Must not have been awarded any scholarship within past three (3) years. The MAMSS Treasurer will confirm candidate has not been awarded scholarship in past three (3) years.
 - d. Must not have previously declined any scholarship with the past three (3) years. The MAMSS Treasurer will confirm candidate has not declined any scholarship in past three (3) years.
3. Application process
 - a. Submit completed application to President and 300-word typed statement regarding the applicant and how the scholarship would benefit the applicant both personally and professionally **by the deadline**.
 - i. Reference from applicant's supervisor indicating support for applicant's time to attend conference or study/take certification exam, including information that employer is unable or unwilling to pay for costs covered by scholarship.
 - ii. An unemployed candidate may apply and will be contingent upon recommendation by the Board of Directors. Applicant will provide one peer reference in lieu of a supervisor reference.
 - b. The MAMSS President will forward the applications, by blind copy, to the committee for evaluation and selection of recipient(s). The Committee will make a recommendation for the award to the Board of Directors.
 - c. Applications will be measured by degree of the following:
 - i. Commitment toward educational growth as medical staff services professional.
 - ii. Sincere enthusiasm and support for goals of MAMSS
 - iii. Future benefits for MAMSS resulting from granting of scholarship
 - d. MAMSS President will notify scholarship recipient(s) within five (5) days of Board of Directors decision.
 - e. Recipients will be recognized at the MAMSS Annual conference.
4. Recipient's responsibilities
 - a. MAMSS Annual Conference
 - i. Recipient(s) must use scholarship within twelve (12) months of when scholarship was awarded.
 - ii. Scholarship recipient must attend the entire conference
 - iii. Submit MAMSS Reimbursement Form, with applicable documentation, to the MAMSS President with thirty (30) days of attendance.
 - b. CPMSM/CPCS Scholarship

- i. Recipient(s) must sign up to take the exam within twelve (12) months of when scholarship was awarded.
 - ii. Reimbursement is contingent of recipient passing exam.
 - iii. Submit MAMSS Reimbursement Form, with applicable documentation, to MAMSS President with thirty (30) days of passing exam.
 - c. NAMSS Conference Scholarship
 - i. Recipient(s) must use scholarship within twelve (12) months of when scholarship was awarded.
 - ii. Recipient of scholarship must attend entire NAMSS conference.
 - iii. Submit MAMSS Reimbursement Form, with applicable documentation, to the MAMSS President with thirty (30) days of attendance.
 - iv. Recipient(s) will provide an article for the MAMSS Newsletter related to educational component of attending NAMSS Conference.

Disclaimer: The MAMSS Board of Directors reserves the right to withhold awarding a scholarship.

Secretary

1. The Secretary shall record the proceedings and prepare the minutes of MAMSS, which shall be available to all members for inspection. The Secretary shall perform such other duties as may be necessary to coordinate and advance the MAMSS objectives. The Secretary shall be custodian of all records of MAMSS.
2. The duties and responsibilities of the Secretary shall be to:
 - a. Serve as a voting member of the Board of Directors.
 - b. Assure that copies of the previous meeting and upcoming agenda are available to the Communication Coordinator for posting on the website prior to the next meeting.
 - c. Take minutes of all MAMSS meetings and Board meetings, and transcribe them within two weeks following each meeting, and mail and/or email the completed/transcribed minutes to each Board member. In his/her absence, another Board member will be contacted to fulfill those recording duties. Will also monitor attendance and notify the Treasurer prior to the Annual Conference of Board members who have failed to attend 75% of Board meetings.
 - d. Assure outstanding business is brought to closure by reminding those responsible for follow-up activities before the next meeting.
 - e. Answer immediately any correspondence as requested by the President. Copies of all correspondence shall be sent to the President.
 - f. Any correspondence or communication received, concerning MAMSS, requiring approval by the President or Board should be directed immediately to the President.
 - g. Maintain all MAMSS historical records as directed by the Board.
 - h. Perform such other duties as may be necessary to coordinate and advance the mission of MAMSS.
 - i. Maintains the Policy & Procedure Manual and Official copy of the Bylaws.
3. At the conclusion of office:
 - a. Forward all records and technology necessary for continuity of office to the succeeding officer.
 - b. Forward to the MAMSS Secretary all other MAMSS records to upload to MAMSS electronic storage

Travel Policy

1. Travel expenses (mileage, airfare, lodging, meals, etc.) for MAMSS approved meetings will be covered as outlined below:
2. Conference Speakers: See Conference Courtesies and Fees Policy
3. Board Members and Appointed Positions
 - a. MAMSS Board of Directors and appointed positions shall be authorized to attend at MAMSS expense:
 - i. MAMSS Board meetings (mileage, meals, and lodging). Not including the MAMSS Annual Conference and only those pre-approved by the Board.
 - ii. Regional Meetings: Mileage will be reimbursed For Regional Representative travel to their own Region's meeting. The President OR Vice-President is expected to give a MAMSS Board update at each Region meeting, and therefore will be reimbursed mileage to Region meetings.
 - iii. No reimbursement for meals shall be made when food is provided by MAMSS
4. MAMSS President and Vice President shall be authorized to attend at MAMSS expense:
 - a. MAMSS Educational Conferences (registration, mileage, meals and lodging)
5. Presidents Travel Expenses
 - a. The MAMSS President shall be authorized to attend MAMSS Business meetings, 1:1 meetings with Board officers and appointed positions, the NAMSS Annual Conference, and the NAMSS Leadership Conference at MAMSS expense. Expenses shall include hotel, conference registration, travel expenses including airport parking or shuttle, and meals.
 - b. Mileage to Region meetings as noted above in 3.a.ii.
6. Vice President Travel Expenses
 - a. The MAMSS Vice President shall be authorized to attend the NAMSS Annual Conference, NAMSS Leadership Conference at MAMSS expense. Expenses shall include hotel, conference registration, travel expenses, including airport parking or shuttle, and meals.
 - b. Mileage to Region meetings as noted above in 3.a.ii.
7. Other
 - a. Travel expenses for members attending meetings other than those listed may be paid only with prior approval from the Board of Directors. Anticipated travel expenses for these meetings shall be included in the annual budget.
8. Transportation
 - a. Coach class airfare will be reimbursed and receipt coupon from airline must be submitted for reimbursement. Use of e-tickets are preferred to avoid shipping and handling fees. If commercial transportation is not available, mileage will be reimbursed per current the Internal Revenue Service guidelines. MAMSS will pay for travel insurance, if insurance is desired by individual traveling.
 - b. Members are expected to use the most economical ground transportation appropriate under the circumstances. Rental cars will not be reimbursed unless approval was granted by the board members prior to the trip.
9. Reasonable hotel charges (standard room) for the nights of the conference. For out of state meetings, the hotel will be reimbursed for the night before the conference if airline schedules do not allow for attendee to arrive day of the conference. Any additional nights must be covered by attendee.
10. MAMSS reimburses meals on a per diem basis for trips that necessitate and overnight stay. The daily per diem is reduced when meals are provided within conference fees, and by travel times. If breakfast is provided by the conference, the breakfast per diem would not be reimbursed. Per diem reimbursement will be available for airport check-in and wait times for up to two hours prior to flight time. Time of departure and arrival must be indicated on the expense report, whether driving or flying. Evening receptions are typically hosted by vendors and do not replace the per diem for

the evening meal unless they are indicated as Dinner Receptions. MAMSS will not reimburse for any alcoholic beverages. Receipts are required for meals purchased on MAMSS Debit Card or when requesting reimbursement. Submit Registration/Schedule with the per diem reimbursement request. This website is used to determine per diem rates by location:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

11. Debit Card form or Expense Report shall be completed within 30 days of the conclusion of any business trip, on the appropriate form, and shall be submitted to the President for disposition. Attachment C or Attachment O

Treasurer

1. The Treasurer shall be the Chief Financial Officer of MAMSS and shall assume full responsibility for its financial transactions.
2. The duties and responsibilities of the Treasurer shall be to:
 - a. Serve as a voting member of the Board of Directors.
 - b. Open and maintain a checking account, providing the bank with signature cards and authorization forms.
 - c. Receive and pay all bills and invoices, and sign all checks for the disbursement of Association funds as authorized by the President. Any spending over the amount of \$500.00 shall be approved by the President prior to reimbursement.
 - d. Reconcile bank statement monthly and forward to President at Board Meetings or upon request (Checking account and financial records are to be kept via computer and accounting software, which will be passed to the next Treasurer.)
 - e. Prepare and present financial reports to the Association membership at its Annual Meeting and at all Board meetings.
 - f. Update and maintain Tax ID# IRS forms.
 - g. At the close of the fiscal year, June 30th, submit books for a "qualified audit" for the Board.
 - h. Maintain close liaison with President concerning the up-to-date record keeping of MAMSS income and expenditures.
 - i. Prepare and present the proposed budget for the fiscal year to MAMSS
 - j. Present at the MAMSS Annual Conference last fiscal year and YTD income and expenditures
 - k. Keep record of inventory
3. At the conclusion of office:
 - a. Obtain signature cards and resolution of Board of Directors to give to incoming Treasurer and Board of Directors for their subsequent signing and submission to appropriate financial institution for change of signatory.
 - b. Forward all records and technology necessary for continuity of office to the succeeding officer.
 - c. Forward to the MAMSS Secretary all other MAMSS records to upload to MAMSS electronic storage.

Vendor Policy

1. Purpose: To provide policy guidelines for vendors who wish to display products/services and/or sponsor portions of MAMSS educational conferences.
2. Criteria: The following guidelines are developed to allow interested vendors to display or provide financial sponsorship of portions of MAMSS educational conferences.
 - a. Displays shall be available for members at times designated (i.e., prior to meeting, at breaks, during lunch and after daily session(s) end).
 - b. Displays should provide specific information about the vendor's product/services.
 - c. Inexpensive promotional items may be made available to members (i.e., note pads, pens, etc.) as part of the display.
 - d. If desired, the vendor may contribute an item that can be used as a door prize. Value of this item should be limited to \$100.
 - e. Vendors will be charged a fee of \$500 to help defray costs of providing space to display (cost of room, tables, etc.). Vendors given the opportunity to pay \$1000 to speak during a designated 15 minute timeslot.
 - f. Vendors may elect to sponsor a portion of the conference at the following sponsor levels: Bronze \$250, Silver \$500, Gold \$750.
 - g. Vendor will be responsible for setup, maintenance, and disassembly of display.
 - h. MAMSS will recognize vendors on meeting materials. Vendor logos may be provided for agenda and other materials.
 - i. MAMSS will not be responsible for room expenses or any other expenses incurred by the vendor.
 - j. MAMSS will not be responsible for security of display.
 - k. Vendors must abide by all applicable facility policies.
3. A form requesting approval to display at the educational conference must be completed by the requesting vendor. The vendor will be notified of approval or disapproval by a designated Board member as soon as the decision is made.

Attachment P

Vice President

1. The Vice President shall, in the absence or because of the incapacity of the President, perform the duties and assume the responsibility of the President.
2. The duties and responsibilities of the Vice President shall be to:
 - a. Serve as a voting member of the Board of Directors.
 - b. Serve as Chair of the Conference Committee with responsibilities as outlined in the Conference Committee policy.
 - c. Perform other duties as may be necessary to coordinator and advance the mission of MAMSS,
 - d. Any correspondence or communication received, concerning MAMSS, should be directed immediately to the President.
3. At the conclusion of office:
 - a. Forward all records and technology necessary for continuity of office to the succeeding officer.
 - b. Forward to the MAMSS Secretary all other MAMSS records to upload to MAMSS electronic storage.

Voluntary/Involuntary Resignation

1. Each Board member is strongly encouraged to seek assistance when the duties and responsibilities of the position are temporarily impossible to fulfill. It is the responsibility of the Board member to notify the President when these difficulties arise so that temporary assistance may be facilitated and to keep the President informed.
2. The following actions shall be taken only upon an established pattern of non-performance, not for a single isolated incident:
 - a. The President shall determine, with guidance from other Board Officers, when performance issues warrant intervention. If the President's performance is being questioned, the Vice-President shall determine, with guidance from the other Board Officers, when performance issues warrant intervention.
 - b. When the determination has been made that performance issues jeopardize the effective function of the Board, the President (Vice-President when appropriate) will conduct one intervention with the Board member. This may take the form of a telephone contact, written correspondence or meeting. Whatever methodology is utilized, the intervention must be documented in writing by the President (Vice-President when appropriate). Any intervention information will be presented at next Board Meeting.
 - c. If the intervention yields no discernible improvement with three (3) months, the President (Vice-President when appropriate) shall send a certified letter to the Board member requesting their voluntary resignation within 14 days.
 - d. If the above methods (paragraphs b & c) have proven to be unsuccessful, a poll of the entire MAMSS Board of Directors will be conducted within 30 days of the certified letter being sent to determine whether or not the Code of Conduct was violated. If the decision of the Board is affirmative, the affected Board member will be notified within 10 days of the Board's decision that they are considered to have involuntarily resigned their position.

Website Advertising Policy

1. The website advertising policy outlines the processing of requests to advertise and post at the MAMSS Web Site, as well as the handling of collected fees. Attachment Q
2. The Board will annually review the Web Site Advertising Form, Attachment T, and the Communications Coordinator will post the form at the web site. Potential advertisers will complete the Web Site Advertising Form, Attachment T, and submit to the Communications Coordinator.
 - a. All advertisement requests will be reviewed by the President before posting.
 - b. Advertisements may not contradict the mission or purpose of MAMSS.
 - c. The placement of the advertisements will be at the heading of Sponsors;
 - d. Advertisements must relate to the medical services professional industry or promote products of interest or benefit to medical services professionals.
3. After the advertisement has been posted, the Communication Coordinator will provide the Treasurer a copy of the completed form to ensure that payment arrangements have been fulfilled by the requestor. MAMSS reserves the right to remove advertisements if payment arrangements have not cleared with the Treasurer within 10 business days.
4. The following guidelines are addressed on the Web Site Advertising Form and will be reviewed annually by the Board:
 - a. MAMSS does not endorse any products and reserves the right to approval all advertisements submitted for placement;
 - b. All web site advertising expires six (6) months from posting
 - c. Job Opportunities: For MAMSS members there is no charge. Non-members there will be \$50.00 charge per posting.
5. Communication Coordinator will upload to MAMSS electronic storage.

Website Policy and Procedure

1. It shall be the policy of MAMSS to maintain a website for the purpose of communicating information about the organization to the members of MAMSS, as well as others interested in MAMSS.
2. The website shall be updated as needed by the Communication Coordinator or designee.
3. The Communication Coordinator is responsible for obtaining information from the Board of Directors and the membership for updating of the website. If there is no Communication Coordinator, the Secretary will assume the role.
4. Discussion Forum:
 - a. MAMSS members may independently enter topics into the Discussion Forum Topics posted on the Discussion Forum should adhere to the Mission and Code of Ethics of MAMSS.
 - b. Non-members may submit information/advertisements for time-limited posting of \$25.00 up to 30 days on the MAMSS Website. Fee to be determined annually by the Board of Directors.



Date

Name

Address

Address

Dear

On behalf of the MAMSS Board of Directors, I'd like to congratulate you on your recent NAMSS Certification. This is an extraordinary achievement!

Be sure to join us at the MAMSS Annual Conference and Annual Business meeting on Add Date at the Add Location. At that time the MAMSS Board of Directors would like to acknowledge your achievement with your fellow MAMSS members.

Again, congratulations on your NAMSS certification! We wish you continued success in your professional career.

Sincerely,

MAMSS President

Attachment A



Debit Card Receipt Form

Name of Card Holder: _____

Vendor Name: _____

Total Amount of Purchase: _____

Date of Purchase: _____

Expense Category _____

MAMSS Expense Category: _____

Card Holder Signature

Date

MAMSS President Signature

Date

MAMSS Treasurer Signature

Date

Forward completed form and required documents/receipts to MAMSS President for signature. MAMSS President will forward to MAMSS Treasurer after signature. Debit Card receipt form must be submitted the same day or 15 days of using the credit card.

Attachment C



Dear <<SPEAKER NAME>>:

I am pleased to confirm your speaking engagement for the 2020 MAMSS Annual Conference. The 2020 MAMSS Conference will be held at the Crowne Plaza Minneapolis West from Thursday, April 16 – Friday, April 17.

As discussed, your presentation <<TITLE>> is scheduled for <<DATE/TIME>>.

As a non profit organization, MAMSS strives to be good stewards of our member's money by reducing our costs wherever possible. Please keep this in mind when booking your reimbursable travel needs such as air fare, rental car, meals not provided by MAMSS and hotel room. Any expense items not specified above are expressly excluded from reimbursement (i.e., room service, phone calls, laundry, dry cleaning, in-room movies, entertainment, and limousines).

Enclosed is a Speaker Information Packet that includes:

- MAMSS Speaker Agreement (*must sign, date, and return*)
- Presentation and Session Guidelines (*information only*)
- Biographical Information Form (*complete and return*)
- Session Summary for Conference Brochure (*complete and return*)
- Copyright Permission Form (*complete and return only if applicable*)
- Audio/Visual Equipment Requirements Form (*complete and return*)

Please read this packet carefully, and submit the required forms by <<DATE SPECIFIED BY ED COMMITTEE>> to sfrank@hutchhealth.com as indicated. An electronic version of your presentation and any hand-out materials will be due by **four weeks prior to the date of the event.**

Again, we appreciate your support and look forward to your participation. If you have any questions or need assistance, please contact me at 320-484-4511 or sfrank@hutchhealth.com

Sincerely,

MAMSS President

Attachment D 1 of 7



2020 Speaker Agreement
between _____ (Speaker) and
the Minnesota Association of Medical Staff Services(MAMSS)

Event Title:	Minnesota Association of Medical Staff Services 2020 Conference
Date:	April 16-17, 2020
Location:	Crowne Plaza Minneapolis West 3131 Campus Drive, Plymouth, MN 55441 Phone:
Class Format:	Classroom
Session:	Title: Time:
Speaker Name:	
Address:	
City, State, Zip:	
Telephone:	
Contact Name:	

TERMS & CONDITIONS	
Speaking Fee (Honorarium):	The total amount of the speaker fee will be \$_____. A retainer payment of \$_____ in the form of a check will be sent to the Speaker. The remaining balance will be paid via a check, along with expenses incurred by the speaker, upon completion of presentations and submission of expense receipts.
Expenses - Travel:	<ul style="list-style-type: none"> • Mileage - Paid at the current national rate per mile, when driving your personal vehicle. • Air Travel – When air travel is needed, only coach airfares will be paid to and from the commercial airport nearest your principle office or home address on the airline with the lowest price. If amount of airfare exceeds \$600.00, please contact MAMSS President at 320-484-4511 for approval. • Transportation to Hotel –MAMSS will reimburse taxi/uber/lyft expense to and from conference site and airport in the amount not to exceed \$40.00 per taxi ride. In the event a rental car is necessary, prior approval from the MAMSS President is necessary. MAMSS reimburses economy class rental rates only.
Expenses - Per Diem:	<ul style="list-style-type: none"> • Meals – Any meals, outside of what is provided by MAMSS are capped at \$50 per day. (excluding alcoholic beverages). Detailed receipts are required for reimbursement.
Expenses - Hotel:	<ul style="list-style-type: none"> • Lodging – Up to two nights will be provided at the conference hotel. MAMSS will make reservations on the speaker's behalf. <p>If the Speaker chooses at his/her discretion to seek alternative lodging, upgrade room features or extend lodging arrangements, those costs will not be reimbursed by MAMSS. In the event that the Speaker chooses not to accept the two-night reservation, MAMSS will not substitute the value of the room for monetary reimbursement to the Speaker.</p>

Travel, meal, and lodging receipts must be submitted within 30 days of the event.

Terms & Conditions	
Audiovisual Equipment:	<ul style="list-style-type: none"> If Speaker requires any AV equipment he/she will notify MAMSS at least two weeks in advance. MAMSS/Hotel will provide projector, screen, computer, & microphone.
Lecture Materials and Printing:	Speaker will provide MAMSS with a copy of the lecture slides and materials in electronic format no later than four weeks preceding the conference. Printing costs will be incurred by MAMSS with exception of any materials received beyond the four week deadline.
Copyright Clause:	<p>The outline packet is intended for MAMSS to copy/provide for the sole purpose of giving to the attendees of the conference. It may not be copied, sold or given away for any other purpose without expressed written permission of the Speaker.</p> <p>Additionally, if MAMSS will be providing the outline electronically, MAMSS will ensure that only those registered for the class have access and will limit the length of time the outline is available.</p>
Cancellation Clause:	<p>If MAMSS cancels the session/conference:</p> <ul style="list-style-type: none"> Cancellation 30 or less days prior to session – 100% of retainer fee will be maintained by the speaker. MAMSS will reimburse 100% of any speaker expenses already incurred within five business days. <p>If Speaker cancels at any time after signing this agreement:</p> <ul style="list-style-type: none"> Cancellation prior to session – 100% of retainer fee will be refunded to MAMSS within five business days.

ACCEPTANCE	
By signing this agreement, I agree to abide by the terms and conditions as noted above. Please return this signed agreement to the MAMSS President or designee.	
x	
<i>Signature</i> (name), (title), (company name)	Date
x	
<i>Signature</i> Minnesota Association of Medical Staff Services President	Date



PRESENTATION and SESSION GUIDELINES

- If graphics are used, select those that have good color separation, distinct lines, and will reproduce clearly.
- In displaying graphs of all forms, choose colors that provide distinct contrast in relation to each other.
- To test how the image will appear in print form: select print, black/white, and output from a laser printer. If it appears clear here, it will appear the same in printed form.
- If the material you are presenting is not owned by you, you must include the signed “Copyright Permission Form.”



COPYRIGHT PERMISSION FORM

In the case of any copyrighted material not owned by me, I have obtained permission (below) from the copyright owner to use/reprint this material. I will be responsible for any damages and costs resulting from infringement or any or all of the described material. I understand that failure to agree to the above terms releases MAMSS from any obligation to include me as a speaker in the <CONFERENCE NAME> program and by signing this form I am agreeing to the above terms.

Signed: _____ Date: _____

Permission of other copyright owner:

Signer: _____ Date: _____



AUDIO/VISUAL EQUIPMENT REQUIREMENTS FORM

<<PRE-POPULATE FORM WHERE APPROPRIATE (speaker name(s), session date/time)>>

Speaker Name(s): _____

Presentation Format (PowerPoint, Word, etc.) and Title(s):

Date/Time of Session(s): _____

MAMSS provides the following A/V equipment in each meeting room:

- Laptop, Projector, Screen, 1 wired lavalier microphone

If you need additional items please indicate below (please note: additional items are subject to approval by <PRESIDENT OR VICE PRESIDENT>).

Flipchart with markers (indicate how many ____)

Table microphones for panel discussions (indicate how many speakers at head table ____)

Additional Wired lavalier microphone (indicate how many ____)

Other: _____

Please complete and return all forms, as applicable, to:

<PRESIDENTS EMAIL>

<#> Annual Conference Evaluation

<Dates>

Name: _____
 (Optional, but necessary if you are interested in joining a committee)

Please rate the following:

	Excellent	Good	Fair	Poor
Relevance of topics				
Format of conference				
Opportunity to network with others				
Opportunity for discussion, comments, question and answer interchange				
Quality and effectiveness of audiovisuals				
Length of meeting				
Food and beverage service				
Location of conference				
Lighting, seating arrangements, general physical environment of meeting rooms				
Overall Conference				

What topics would you like covered in future conferences and/or who would you like to hear speak at future conferences?

Please list any suggestions for vendors for future conferences.

Would you be interested in serving on the MAMSS Education Committee? Yes or No

Would you be interested in serving on the MAMSS Board? Yes or No

Did you attend the Thursday evening offsite social event? Yes or No

Additional Comments:

Thank you for taking the time to complete this survey! Your feedback is important to us.

Attachment E

<DATE> MAMSS SPRING CONFERENCE WORK PLAN

TASK	DUE DATE	PERSON RESPONSIBLE	STATUS	COMMENTS/SUGGESTIONS
ANNUAL MEETING <ul style="list-style-type: none"> <input type="checkbox"/> Prepare Agenda <input type="checkbox"/> Confirm reports with Board and Region Reps <input type="checkbox"/> Roster of Board of Directors <input type="checkbox"/> Roster of Education Committee <input type="checkbox"/> Roster of Volunteers 				
AUDIO VISUAL NEEDS <ul style="list-style-type: none"> <input type="checkbox"/> Confirm AV needs with speakers <input type="checkbox"/> Confirm AV needs for Annual Meeting <input type="checkbox"/> Confirm available of AV needs with Hotel Representative <input type="checkbox"/> Laptop, projector 				
BROCHURE <ul style="list-style-type: none"> <input type="checkbox"/> Develop and Design <input type="checkbox"/> Bio & Speaker Outline <input type="checkbox"/> Save the date letter <input type="checkbox"/> E-mail distribution to Members 				
CEU APPLICATION TO NAMSS <ul style="list-style-type: none"> <input type="checkbox"/> Submit application to NAMSS (at least 45 days prior to conference date) <input type="checkbox"/> Send conference dates / brochure to NAMSS Executive Office <input type="checkbox"/> NAMSS Promo packet: e-mail to request 				
CEU DISTRIBUTION Print CEUs and give out the last day of conference				
Develop PowerPoint /Email to Attendees <ul style="list-style-type: none"> <input type="checkbox"/> Participant Roster <input type="checkbox"/> Conference Agenda <input type="checkbox"/> Speaker Bios <input type="checkbox"/> Sponsor Club recognition <input type="checkbox"/> Handouts from speakers <input type="checkbox"/> Current MAMSS membership directory <input type="checkbox"/> Develop program/speaker evaluation 				

TASK	DUE DATE	PERSON RESPONSIBLE	STATUS	COMMENTS/SUGGESTIONS
form				
HONORARIUMS <ul style="list-style-type: none"> <input type="checkbox"/> Request honorariums from Treasurer for speaker(s) <input type="checkbox"/> Ideas of what to get (gift if applicable) <input type="checkbox"/> Purchase “thank you” gifts for speakers in lieu of honorariums, if applicable <input type="checkbox"/> Wrap gifts and bring to conference 				
DRAWINGS <ul style="list-style-type: none"> <input type="checkbox"/> Drawing method (tickets) <input type="checkbox"/> Drawings – determine giveaways and when <input type="checkbox"/> Collect/purchase prizes 				
HOTEL <ul style="list-style-type: none"> <input type="checkbox"/> Make lodging reservations for: speakers, President and Vice President <input type="checkbox"/> Review meal budget with Board of Directors prior to confirmation <input type="checkbox"/> Confirm catering requirements <input type="checkbox"/> Check on room block prior to “release” date <input type="checkbox"/> Review final overall details with Hotel Representative <input type="checkbox"/> Submit final guarantee number 				
MARKETING <ul style="list-style-type: none"> <input type="checkbox"/> Contact vendors for giveaway items, gift certificates, etc. 				
MEMBER RECOGNITION <ul style="list-style-type: none"> <input type="checkbox"/> New members since last Annual Meeting <input type="checkbox"/> 5-year members <input type="checkbox"/> 15-year members <input type="checkbox"/> 20-year members <input type="checkbox"/> 30-year members 				
VOLUNTEERS <ul style="list-style-type: none"> <input type="checkbox"/> Coordinate Volunteers <input type="checkbox"/> Purchase small “thank you” for 				

TASK	DUE DATE	PERSON RESPONSIBLE	STATUS	COMMENTS/SUGGESTIONS
volunteers				
REGISTRATION <ul style="list-style-type: none"> <input type="checkbox"/> Send weekly update to Board of Directors regarding number of registrations received (to determine if additional promotion needs to be done) <input type="checkbox"/> Collect registration forms and checks <input type="checkbox"/> Keep Excel document listing what they attend, certified/noncertified <input type="checkbox"/> Send final list to person doing nametags 				
REGISTRATION TABLE MATERIALS <ul style="list-style-type: none"> <input type="checkbox"/> Name badges (include blank name badges for any “walk-ins”) <input type="checkbox"/> Sign-In roster <input type="checkbox"/> MAMSS membership applications <input type="checkbox"/> Promotional materials from NAMSS <input type="checkbox"/> Pens/Pencils <input type="checkbox"/> Markers <input type="checkbox"/> Tape <input type="checkbox"/> Scissors <input type="checkbox"/> Gifts for social hour (left over from last year) 				
SPEAKER CONFIRMATION <ul style="list-style-type: none"> <input type="checkbox"/> Time <input type="checkbox"/> Location <input type="checkbox"/> Topic <input type="checkbox"/> Travel requirements (airfare, hotel, food, transportation, ect) <input type="checkbox"/> AV needs <input type="checkbox"/> Request CV <input type="checkbox"/> Handout materials for packets <input type="checkbox"/> Present speakers at conference <input type="checkbox"/> Send thank you notes/evals after conference 				
SPONSORS CLUB <ul style="list-style-type: none"> <input type="checkbox"/> Identify individuals from member facilities to receive mailing <input type="checkbox"/> Send out mailing <input type="checkbox"/> Develop Sponsor Club recognition to be included in Conference Packet 				

TASK	DUE DATE	PERSON RESPONSIBLE	STATUS	COMMENTS/SUGGESTIONS
<ul style="list-style-type: none"> <input type="checkbox"/> Send checks to Treasurer weekly <input type="checkbox"/> Send Thank You notes after conference 				
<p>VENDORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Send out mailing <input type="checkbox"/> Send checks to Treasurer weekly 				
<p>REGISTRATION TABLE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Includes Wednesday evening and Thursday/Friday morning. Will hand out bags, nametags (distribute and collect), sign in/out sheets, etc. <input type="checkbox"/> Table tents/Sharpies 				
<p>ROOM MONITOR/EVALUATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Time for speakers <input type="checkbox"/> Reminder for breaks <input type="checkbox"/> Reminder that next session is starting <input type="checkbox"/> Help with issues that arise in room 				
<p>NAMETAGS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Order/Print from attendance list <input type="checkbox"/> Lanyards <input type="checkbox"/> Badge ribbons 				
<p>SET UP/CLEAN UP SIGNS/DECORATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> MAMSS Banner <input type="checkbox"/> Come early Wednesday to help set up <input type="checkbox"/> Stay after conference and help load 				
<p>POST CONFERENCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tabulate results of program/speaker evaluations <input type="checkbox"/> Report results of program/speaker evaluations to Board of Directors at June meeting 				



<YEAR> MAMSS Sponsors Club

Organization name: _____

Levels of Sponsorship:

(Please check one)

- Gold: \$750
- Silver: \$500
- Bronze: \$250

25-word statement about your organization:

Contact Person: _____

Address: _____

Phone: _____ E-mail: _____

Please email organization logo and statement to <Presidents E-mail>

Mail sponsorship donation (payable to MAMSS) to the address below by <DATE>:

<PRESIDENTS NAME>
<PRESIDENTS ADDRESS>

Attachment G

This certificate of appreciation is presented to

<Insert Name>

For

<# Years> years of Service and Dedication to the
Minnesota Association of Medical Staff Services



MAMSS Board of Directors

MAMSS President

Date

**MINNESOTA ASSOCIATION MEDICAL STAFF SERVICES (MAMSS)
MEMBERSHIP APPLICATION**

- Application for initial membership
- Application for renewal of membership
- Application for transfer of membership

Membership Year is JULY 1 – JUNE 30

PLEASE PRINT OR TYPE

Last Name First Name MI

Credentials

If after reviewing the MAMSS roster on the website there are no changes to your contact information, please check here

Phone # Ext. Fax # Email Address

Employer Job Title

Mailing Address

City WWW State Zip

County

***By signing below, I hereby acknowledge that I have reviewed and agree to abide by the
MAMSS Bylaws and Policy and Procedures.***

Signature Date

Birthday: Month ____ Day ____

Dues: Dues for this year are \$50.00. Please make checks payable to MAMSS.

Return the completed application and dues check to: < MEMBERSHIP COORDINATORS NAME AND ADDRESS >

NAMSS: The Minnesota Association Medical Staff Services (MAMSS) recruits and processes its own membership and dues independently from the National Association Medical Staff Services (NAMSS). While NAMSS membership is not a condition of MAMSS membership, it has its own benefits.

Are you a member of NAMSS? Yes No
 If not, and if you are interested in joining, please look at NAMSS website, www.namss.org.

PLEASE TAKE A MINUTE TO COMPLETE THIS QUESTIONNAIRE AND RETURN IT WITH YOUR APPLICATION.

Type of health care entity employed in:

- Acute Med/Surg Hospital
- Teaching Hospital
- Ambulatory Surgery Center
- Skilled Nursing Facility
- Managed Care / Health Plan
- PPO
- MSO
- Psychiatric Facility
- Armed Forces - Branch
- Credentialing Verification Organization
- Insurance Company
- Medical Group
- Other (Type _____)

Do you know someone in a health-related field that might benefit from MAMSS membership? If so, please share their name(s) and we will send them an application for membership.

Last Name	First Name	MI
Employer	Job Title	
Mailing Address		
City	State	Zip
Email Address		

MAMSS Website: <http://www.mnamss.org/>



<Date>

<Members Name>

Business name

Address

Address

Dear _____:

Welcome to MAMSS! The Minnesota Association of Medical Staff Services is excited to welcome you as a new member. We are pleased you have taken the initiative to grow in your position as Medical Staff Services professional.

As a professional, you are well aware of the needs and demands on your time and your expertise. You are the resource person that your medical staff depends on to apprise them of new and timely issues. Your membership in MAMSS will provide you with the networking opportunities, information and tips on how to provide the highest quality service possible.

If you have not joined the National Association of Medical Staff Services (NAMSS), you may wish to consider doing so at this time. Check out their website at www.namss.org to obtain information about membership. The MAMSSs job opportunities, newsletter, and any other information are included under that website via the “state news and report” section. That same section provides the background and information for MAMSS.

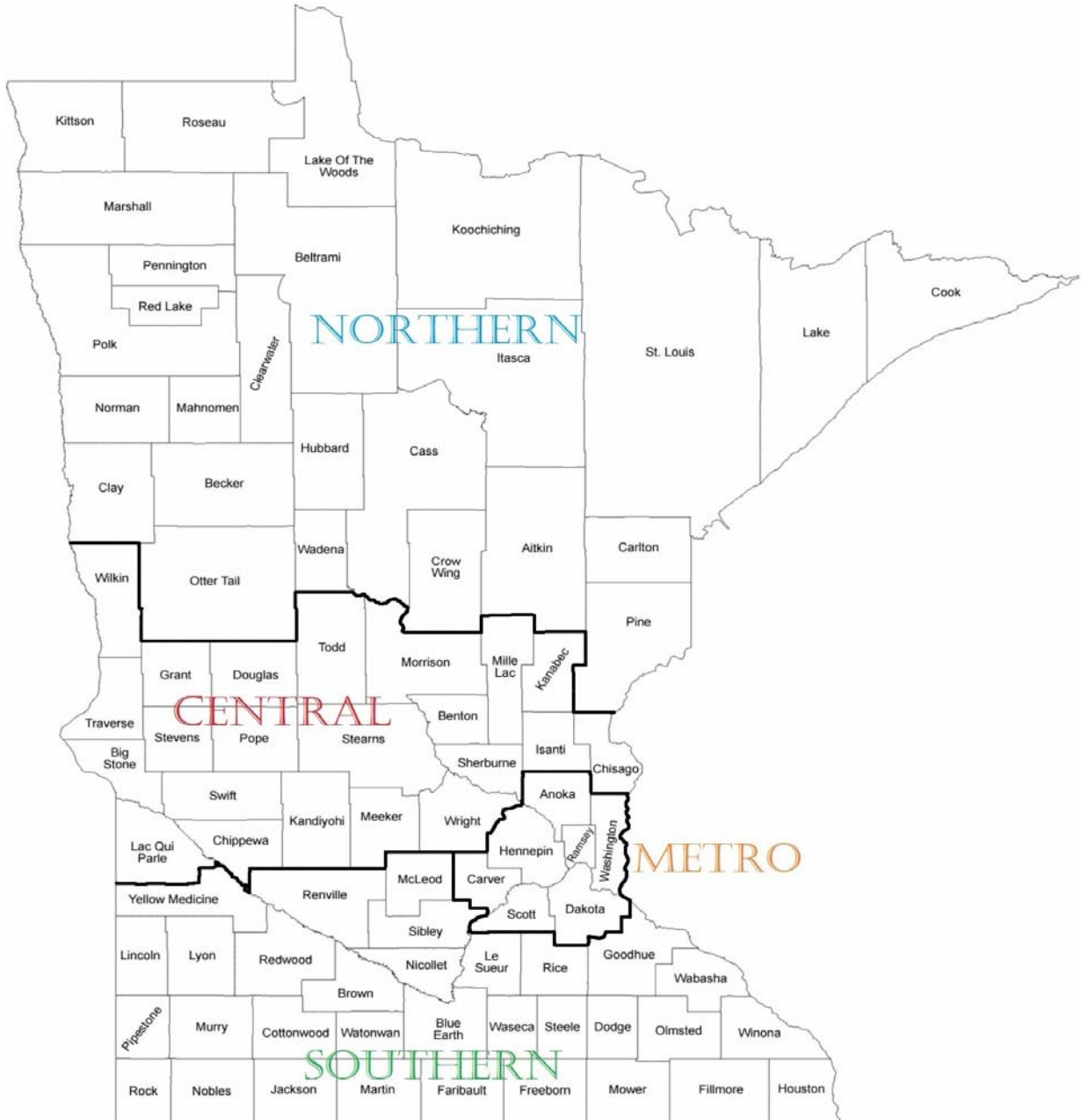
I would like to offer my personal congratulations and welcome. Feel free to call upon me or any board member at any time. We are happy to be of assistance.

Sincerely,

<NAME OF COMMUNICATION COORINATOR>

Attachment J

MAMSS REGIONAL MAP



**MAMSS Mentoring Program
PROTÉGÉ APPLICATION**

Name:		Title:		
Degree(s) / Certification(s) and Dates:				
Employed by:				
Employer Address:				Phone #:
City/State/Zip:		Email:		Fax #:
Areas of Medical Staff Services Experience (check all that apply and briefly describe scope of duties/responsibilities)				
CREDENTIALING — Critical Access Hospital or Non-Critical Access Hospital (# providers credentialed: _____)		No. Years	Mark + if area of strongest interest.	Mark – if area of weakest interest
<input type="checkbox"/> Initial Appointment Processing including verification processes				
<input type="checkbox"/> Reappointment Processing including verification processes				
<input type="checkbox"/> Proctoring				
<input type="checkbox"/> Privileging				
<input type="checkbox"/> Current competency profile/data collection				
<input type="checkbox"/> Peer Review / Focused Review / Occurrence Review				
<input type="checkbox"/> Bylaws, Rules & Regulations				
CREDENTIALING — Managed Care (# providers credentialed: _____)				
<input type="checkbox"/> Initial Appointment Processing including verification processes				
<input type="checkbox"/> Reappointment Processing including verification processes				
<input type="checkbox"/> Current competency profile/data collection				
<input type="checkbox"/> Policies & Procedures				
CREDENTIALING – Clinic Setting (# providers: _____)				
<input type="checkbox"/> ACCREDITATION SURVEY — JCAHO, NCQA, CMS, URAC (indicate which)				
<input type="checkbox"/> PHYSICIAN ORIENTATION				
<input type="checkbox"/> CONTINUING MEDICAL EDUCATION				
<input type="checkbox"/> MEETING MANAGEMENT & SUPPORT				
<input type="checkbox"/> OTHER FUNCTIONS: (Briefly describe)				

Return form to: <PAST PRESIDENT NAME>
 MAMSS – Past President
 Phone:
 Fax:
 Email:

Attachment L



MAMSS Mentoring Program

What is Mentoring?

Mentoring is a relationship between those with certain knowledge, skills and connections and those who desire those skills, knowledge and connections to further their own personal and professional growth. MAMSS is initiating this program to provide support and professional expertise to individuals transitioning to the profession or working in a one-person office or professionals new to leadership. Mentoring takes the form of encouragement, support and affirmation as well as sharing a form, identifying a resource, or explaining the "whys" of a process. It can be face-to-face, online, or by phone.

Why should you Mentor?

Mentors receive the satisfaction of helping someone grow and succeed. It is an opportunity for the seasoned professional to "give back" to his or her professional community; to say "thank you" for those who helped them when they needed it. It builds the strength of the profession at its base and elevates those who work in it.

What Mentors are Not:

- Mentors don't always have the answers. Mentors suggest resources.
- Mentors don't always provide solutions to your problems. Mentors introduce you to ideas, concepts, decision-making tools, and other professionals.
- Mentors don't do your work for you. Mentors have their own jobs.
- Mentors don't make decisions for you. At the end of the day, decisions belong to you.

Who are MAMSS Mentors?

While the expectations are spelled out on the application form, generally MAMSS expects mentors to be certified, have administrative experience relevant to the needs of potential mentoring program applicants, been through a accreditation survey process, and be a MAMSS member.

What MAMSS expects of a Mentoring Program Applicant (Protégé).

A protégé candidate is someone at the level who is relatively new to the responsibilities associated with leadership or someone who is assuming responsibility for a specific aspect of medical staff administration for which they need outside assistance. A protégé candidate should be a member of MAMSS and committed to staying within the field.

Applications for both mentors and protégés are now available. Applications are evaluated by a MAMSS Board member and matched based on a skill: need basis. Once accepted participants will receive additional information on how to maximize this relationship.

Attachment L-Mentoring Program



**MAMSS Mentoring Program
PROTÉGÉ APPLICATION**

Name:		Title:	
Degree(s) / Certification(s) and Dates:			
Employed by:			
Employer Address:			Phone #:
City/State/Zip:	Email:		Fax #:
Areas of Medical Staff Services Experience (check all that apply and briefly describe scope of duties/responsibilities)			
CREDENTIALING — Critical Access Hospital or Non-Critical Access Hospital (# providers credentialed: _____)	No. Years	Mark + if area of strongest interest.	Mark – if area of weakest interest
<input type="checkbox"/> Initial Appointment Processing including verification processes			
<input type="checkbox"/> Reappointment Processing including verification processes			
<input type="checkbox"/> Proctoring			
<input type="checkbox"/> Privileging			
<input type="checkbox"/> Current competency profile/data collection			
<input type="checkbox"/> Peer Review / Focused Review / Occurrence Review			
<input type="checkbox"/> Bylaws, Rules & Regulations			
CREDENTIALING — Managed Care (# providers credentialed: _____)			
<input type="checkbox"/> Initial Appointment Processing including verification processes			
<input type="checkbox"/> Reappointment Processing including verification processes			
<input type="checkbox"/> Current competency profile/data collection			
<input type="checkbox"/> Policies & Procedures			
CREDENTIALING – Clinic Setting (# providers: _____)			
<input type="checkbox"/> ACCREDITATION SURVEY — JCAHO, NCQA, CMS, URAC (indicate which)			
<input type="checkbox"/> PHYSICIAN ORIENTATION			
<input type="checkbox"/> CONTINUING MEDICAL EDUCATION			
<input type="checkbox"/> MEETING MANAGEMENT & SUPPORT			
<input type="checkbox"/> OTHER FUNCTIONS: (Briefly describe)			

Return form to: <NAME>, phone, fax, email
 MAMSS – Past President

Attachment L: Mentoring Application



<DATE>

The Minnesota Association of Medical Staff Services (MAMSS) is pleased to announce its <NUMBER> annual Conference to be held <DATES AND LOCATION>. MAMSS is an independent, non-profit, professional association for individuals who provide medical staff services within the State of Minnesota. Formed in 1979, MAMSS has more than 225 members and is affiliated with the National Association of Medical Staff Services (NAMSS).

Medical staff service professionals are found in hospitals, clinics, MCOs, IPAs, CVOs, HMOs, PPOs, consulting firms, state licensing boards and medical societies to assist with meeting the multitude of health care mandates, both legislative and accreditation, that regulate physician and other health care providers' privileges and credentials. The role of this professional is to maintain current knowledge of the rapidly changing requirements.

MAMSS' mission is to enhance the skills and general competency of practicing medical staff service professionals, assist members of the association to understand and succeed in the changing organizational structure of the healthcare industry and provide the opportunity for continuing education in the field.

The <YEAR> conference will focus on the topics of interest to hospital, managed care and clinic professionals. To insure an excellent education opportunity for members and to say thank you to your medical staff professionals, we would like to offer you the opportunity to join the <YEAR> Sponsors Club. By making a donation your corporate name, logo and organizational statement will be listed in the official conference program. To ensure your organization is included as a member of MAMSS Sponsor Club, please send the attached sponsor form and check (payable to MAMSS) <DEADLINE DATE> to:

<PRESIDENTS NAME AND ADDRESS

We look forward to your participation as a member of the <YEAR> Sponsor Club. If you have any questions regarding the conference, please contact me at <PRESIDENTS PHONE>.

Thank you in advance for your willingness to help MAMSS continue offering high educational programs.

Sincerely,

<PRESIDENTS NAME>
MAMSS President

Attachment M

MINNESOTA ASSOCIATION MEDICAL STAFF SERVICES

NAMSS <year> SCHOLARSHIP APPLICATION

PURPOSE: To provide the opportunity for a qualified and deserving individual to acquire additional knowledge and continuing education units by attending the NAMSS Annual Conference.

CRITERIA: Applications will be measured by the following guidelines:

- Must be an active member of MAMSS for at least twelve (12) months in good standing.
- Must have a minimum of two years' experience in the medical staff services profession.
- Must demonstrate active membership, participation and support toward the goals of MAMSS.
- Must provide written documentation of degree of time focused on the medical staff services profession.
- Must not have been awarded a NAMSS Conference Scholarship in the past.
- Must not have previously declined a NAMSS Conference Scholarship.
- Scholarship must be used for the NAMSS Conference in the year the scholarship is awarded.

DOCUMENTATION:

- MAMSS membership will be confirmed by the Membership Coordinator.
- A 400-word personal statement of educational goals and objectives;
- A letter from the applicant's supervisor supporting and approving their attendance at the conference;

Reimbursement Expense Report and receipts must be submitted to the MAMSS Treasurer within two (2) weeks of incurring expenses or within 30 days of attending the conference.

AWARD: One scholarship in an amount up to \$2,500 will be awarded and dispersed in total to the recipient. The MAMSS Board of Directors will determine the award recipient. The MAMSS President will notify the recipient.

DEADLINE: Scholarship applications will be distributed by email. **Applications are to be returned by <date>**

TO APPLY: Complete the information below and submit it to <name> MAMSS President, along with the required supporting documentation.

RECIPIENT

RESPONSIBILITIES: The recipient must attend entire NAMSS conference and will be responsible to provide a newsletter article about their experience at the national conference.

NAMSS SCHOLARSHIP APPLICATION

Name: _____ Title: _____

Employer: _____

Address: _____

Phone: _____ Email: _____

Yes No

- I am a current member of the Minnesota Association Medical Staff Services
- I have applied for a scholarship in previous years.

Number of years in the medical staff services profession. _____

Please list any specific MAMSS activities, i.e., membership on committees, officer, volunteer at conference, etc.

- I have included all required materials. Applicants will not be contacted to submit missing items. It is the responsibility of the applicant to submit all required documents.

I hereby request consideration of my application for the scholarship offered by the Minnesota Association of Medical Staff Services. I attest that the information submitted is true and accurate. I authorize MAMSS to verify my employment.

Signature: _____

Date: _____

DEADLINE: <Date>

**RETURN APPLICATION TO:
<MAMSS PRESIDENT>**

<year> MAMSS ANNUAL CONFERENCE SCHOLARSHIP APPLICATION

PURPOSE: To provide the opportunity for an individual to acquire additional knowledge and continuing education units by attending the MAMSS Annual Conference.

CRITERIA:

1. Must be an active member of MAMSS of at least twelve (12) months in good standing.
2. Scholarship will be awarded to one applicant.
3. Must have a minimum of two (2) years experience in the medical staff services profession.
4. Participation and support toward the goals of MAMSS.
5. Must not have been awarded a MAMSS Conference scholarship within the past three (3) years.
6. Must not have previously declined a MAMSS Conference scholarship when awarded within the past three (3) years.
7. Scholarship must be used for the MAMSS Conference in the year the scholarship is awarded.
8. Recipient must attend entire conference.

DOCUMENTATION: Submit an application, a 300-word personal statement of educational goals and objectives; and a letter of reference from the applicant's supervisor

AWARD: One (1) scholarship in the amount up to \$400.00 will be awarded to the recipient. The MAMSS Board of Directors will choose and notify the recipients of the scholarship based on the Scholarship Committee's recommendation. The MAMSS President will notify all applicants of the scholarship recipient(s) within five (5) business days of meeting.

RECIPIENT RESPONSIBILITIES: Expense report and receipts must be submitted to the MAMSS President within 30 days of attending the conference.

DISCLAIMER: The MAMSS Board reserves the right to withhold awarding a scholarship.

DEADLINE: Applications are due by <date>



<YEAR> MAMSS ANNUAL CONFERENCE SCHOLARSHIP APPLICATION

Name: _____ Title: _____

Employer: _____ Phone: _____

Email: _____

Address: _____

Describe your participation or role in MAMSS: Please list any specific MAMSS activities, i.e., membership on committees, officer, volunteer at Conference, etc _____

Yes No

- I am a current member of the Minnesota Association Medical Staff Services
 I have been awarded this scholarship in the previous three years.

Year you joined MAMSS: _____

Number of years of medical staff services profession: _____

- I have included all required materials. Applicants will not be contacted to submit missing items.
It is the responsibility of the applicant to submit all required documents.

I hereby request consideration of my application for the scholarship offered by the Minnesota Association of Medical Staff Services. I attest that the information submitted is true and accurate. I authorize MAMSS to verify my employment.

Signature: _____

Date: _____

RETURN APPLICATION BY <date>

TO: <President information>

Attachment N- MAMSS Scholarship



<YEAR> NAMSS CPMSM/CPCS CERTIFICATION SCHOLARSHIP APPLICATION

PURPOSE: To provide the opportunity for an individual to prepare for and take the CPMSM or CPCS examinations.

- CRITERIA:**
1. Must be an active member of MAMSS of at least twelve (12) months in good standing.
 2. Scholarship will be awarded to one recipient.
 3. Must have a minimum of two (2) years experience as a medical staff services professional.
 4. Participation and support toward the goals of MAMSS.
 5. Must not have been awarded a CPMSM or CPCS certification scholarship within the past three (3) years.
 6. Must not have previously declined a CPMSM or CPCS certification Scholarship when awarded within the past three (3) years.
 7. Scholarship recipients must sign up to take exam within twelve (12) months of when scholarship is awarded.

DOCUMENTATION: Submit an application, plus a 300-word personal statement of educational goals and objectives, plus a letter of reference from the applicant's supervisor.

AWARD: Scholarship amount shall be the current exam fee only and requires proof of payment. Certification reimbursement is contingent upon the recipient passing the examination.

DISCLAIMER: The MAMSS Board reserves the right to withhold awarding a scholarship.

DEADLINE: Applications are due by <DATE>

<YEAR> NAMSS CPMSM/CPCS CERTIFICATION

SCHOLARSHIP APPLICATION

Name: _____ Title: _____

Employer: _____
Phone: _____

Email: _____

Address: _____

Describe your participation or role in MAMSS: Please list any specific MAMSS activities, i.e., membership on committees, officer, volunteer at conference, etc.

Yes No

- I am a current member of the Minnesota Association Medical Staff Services
 I have received a scholarship in the previous three years.

Year you joined MAMSS: _____

Number of years in the medical staff services profession? _____

- I have included all required materials. Applicants will not be contacted to submit missing items.
It is the responsibility of the applicant to submit all required documents.

I hereby request consideration of my application for the scholarship offered by the Minnesota Association of Medical Staff Services. I attest that the information submitted is true and accurate. I authorize MAMSS to verify my employment.

Signature: _____

Date: _____

Return Application by <DATE> to <PRESIDENT INFORMATION>

Attachment N- Certification scholarship

MAMSS EXPENSE REPORT



Name (please print) _____ Organization _____
 Home Address _____ Work Phone _____
 City, State, Zip _____ Fax Number _____
 Business Meeting Attended: _____ Dates Attended: _____

Location of Meeting: _____

EXPENSES	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TOTAL
DATE								
FROM (CITY/STATE)								
TO (CITY/STATE)								
MILEAGE - \$0.51 Total Miles:								
1. REGISTRATION FEE - A (MAMSS PAID)*								\$ -
2. REGISTRATION FEE - E (INDIVIDUAL PAID)								\$ -
3. AIRFARE - A (MAMSS PAID)*								\$ -
4. AIRFARE - E (INDIVIDUAL PAID)								\$ -
5. HOTEL - A (MAMSS PAID)*								\$ -
6. HOTEL - E (INDIVIDUAL PAID)								\$ -
7. CAR RENTAL								\$ -
8. TAXI/PARKING/TOLLS								\$ -
9. GIFT/FLOWERS								\$ -
								\$ -
								\$ -
10. MEALS (total)*	Complete the detail Box A							
								\$ -
								\$ -
								\$ -
11. MISCELLANEOUS								
TOTALS:		\$ -		\$ -	\$ -	\$ -	\$ -	
								LESS ADVANCE
								LESS MAMSS PAID*
								DUE INDIVIDUAL
								DUE MAMSS**

I hereby certify the submitted expenses are in accordance with the MAMSS Expense Policy.

Signature _____ DATE _____

X
Board Committee Chair Signature _____ DATE _____

X
MAMSS President Signature _____ DATE _____

X
Payment Made by Treasurer _____ DATE _____

Check Number _____ Amount _____

DATE _____

A. DETAIL OF ENTERTAINMENT AND BUSINESS MEETINGS - Record total expense dollars in total column on line 10 of grid.				
DATE	BREAKFAST	COMPANY/PERSON	DINNER	AMOUNT

** PLEASE ATTACH PERSONAL CHECK FOR AMOUNT DUE MAMSS

NOTE:
 Forward completed expense report with proper approvals and required documentation to MAMSS Treasurer.
 Expense reports must be submitted within 60 days of the end of the month in which expense occurred.



Minnesota Association of Medical Staff Services (MAMSS)

36th Annual Spring Conference

April 26th and 27th (Thurs-Fri)

Crown Plaza, Plymouth, MN

VENDOR & SPONSORSHIP OPPORTUNITIES

Please join us April 26 and 27 for the 36th Annual Conference of the Minnesota Association of Medical Staff Services! All conference activities will take place at the Crowne Plaza Minneapolis West located in Plymouth.

The 2018 Annual Conference is designed for Medical Staff Professionals, Managed Care Professionals, Centralized Verification Organization Professionals and Credentialing Specialists from across Minnesota and surrounding states. This event is open to MAMSS members and non-members.

Vendor Opportunities:

Each year we provide hands on instruction and education training for approximately 100 of our members through our Spring Conference. The Vendor Exhibit provides opportunities for our members to gather professional marketing materials and program information that support the credentialing profession. In addition, other types of recreational vendors are invited to add variety and fun to enhance the conference experience for our members. The conference program will include time throughout the day for Conference participants to visit the exhibits.

Vendors will be provided with a 4x6 display table easily accessible to conference attendees. All other display fixtures, i.e., easels are the responsibility of the vendor. Vendors will be recognized during the conference. Vendor hours are Thursday 8:00am – 5:00pm and Friday, 8:00am-12pm.

Vendors are also invited to stay on site for lunch on Thursday and participate in the Social Hour event.

Sponsorship Opportunities:

The 2018 conference will focus on the topics of interest to hospital, managed care and clinic professionals. To insure an excellent education opportunity for members and to say thank you to your medical staff professionals, we would like to offer you the opportunity to join the 2018 Sponsors Club. By making a donation your corporate name, logo and organizational statement will be listed in the official conference program.

Please send the attached Vendor and/or Sponsor form and check (payable to MAMSS) by March 3, 2018 to address on forms.

We look forward to your participation as a Vendor and/or a member of the 2018 Sponsor Club. If you have any questions regarding the conference, please contact me at (952) 220.6277.

Thank you in advance for your willingness to help MAMSS continue offering high educational programs. We hope to see you at the conference!

Sincerely,
Deb Luck, CPCS
MAMSS Volunteer

Attachment P – Business Vendor Letter



MAMSS VENDOR REGISTRATION FORM

COMPANY NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

E-MAIL:

NAME OF ATTENDEES:

TWO DAY EXHIBIT FEE: \$500.00

PLEASE RETURN FORM & PAYMENT TO:

Deb Luck
16126 Fairgreen Ave
Rosemount, MN 55068

CHECKS MADE PAYABLE TO: MAMSS

- Check this box if you would like to attend our lunches.
 Check this box if you would like to attend the Social Hour.



Minnesota Association of Medical Staff Services (MAMSS)
36th Annual Spring Conference
April 26th and 27th (Thurs-Fri)
Crown Plaza, Plymouth, MN
VENDOR & SPONSORSHIP OPPORTUNITIES

Please join us April 26th and 27th for the 36th Annual Conference of the Minnesota Association of Medical Staff Services! All conference activities will take place at the Crowne Plaza Minneapolis West located in Plymouth.

The 2018 Annual Conference is designed for Medical Staff Professionals, Managed Care Professionals, Centralized Verification Organization Professionals and Credentialing Specialists from across Minnesota and surrounding states. This event is open to MAMSS members and non-members.

Vendor Opportunities:

Each year we provide hands on instruction and education training for approximately 100 of our members through our Spring Conference. The Vendor Exhibit provides opportunities for our members to gather professional marketing materials and program information that support the credentialing profession. In addition, other types of recreational vendors are invited to add variety and fun to enhance the conference experience for our members. The conference program will include time throughout the day for Conference participants to visit the exhibits.

Vendors will be provided with a 4x6 display table easily accessible to conference attendees. All other display fixtures, i.e., easels are the responsibility of the vendor. Vendors will be recognized during the conference. Vendor hours are Thursday 8:00am – 5:00pm and Friday, 8:00am-12pm.

Vendors are also invited to stay on site for lunch on Thursday and participate in the Social Hour event.

- Please send the attached Vendor form and check (payable to MAMSS) by March 12, 2018 to address on forms.

We look forward to your participation as a Vendor. If you have any questions regarding the conference, please contact me at (952) 220.6277.

Sincerely,
Deb Luck, CPCS
MAMSS Volunteer

Attachment P- Fun Vendor Letter



MAMSS VENDOR REGISTRATION FORM

COMPANY NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

E-MAIL:

NAME OF ATTENDEES:

TWO DAY EXHIBIT FEE: \$150.00

PLEASE RETURN FORM & PAYMENT TO:

Deb Luck
16126 Fairgreen Ave
Rosemount, MN 55068

CHECKS MADE PAYABLE TO: MAMSS

- Check this box if you would like to attend our lunches.
 Check this box if you would like to attend the Social Hour.

**Submit form to my attention via email @ deb.luck@bluecrossmn.com or Fax 651-662-2905 and indicate that payment has been sent.

Attachment P- Fun vendor Registration Form



Minnesota Association of Medical Staff Services Request for Website Advertising Form

Advertisements must relate to the medical services professional industry or promote products of interest or benefit to medical services professionals.

MAMSS does not endorse any products and reserves the right to approve all advertisements submitted for placement.

All advertisement requests will be reviewed by the Board before posting and approved by the President. Educational Opportunities will be posted on the MAMSS website free of charge.

Organization:

Contact
name:

Email: _____ Phone: _____

Fee: \$50.00 for 30 days

Submit payment (check), with completed Website Advertising Form and send to:

<Communication Coordinator name>

<Business Name>

<Address>

<Address>

Provide pdf, jpg, or word document of file to [communication](#) coordinator e-mail>. Advertisement will not be posted to website until payment has been received.

Attachment Q – Website Advertising



MAMSS Nomination Form Qualifications, Term of Office, and Duties

Qualifications:

A candidate for office must meet the following eligibility criteria

1. Candidates for all board officer positions must be an active member in good standing of MAMSS and are encouraged to maintain membership in the National Association of Medical Staff Services.
2. Candidate for the positions of President and Vice President are encouraged to be Certified Professional Medical Services Management (CPMSM) and/or Certified Provider Credentialing Specialists (CPCS), and meet the qualifications as listed in the Bylaws.
3. The Vice President Elect shall have had at least one (1) year experience as either a MAMSS Board member or an active participating member of the MAMSS Conference Committee.
4. Candidates may run for one office only.
5. Nominees must submit to the Immediate Past President and/or President as Co-Chairs, a “MAMSS Nomination Form” which includes the name of the immediate supervisor, the position description and support statement from the nominee’s supervisor.

Term of Office:

The President shall serve for two (2) year term only, with the Vice President automatically succeeding to the office of the President. No officer may hold more than one Slate office at a time. No officer may serve more than two consecutive terms in the same office, unless specified in Article X-Duties of Officers and Appointed Positions. The term of office for appointed positions is defined in Article IX of the Bylaws.

Duties of Officers

Vice President – The Vice President shall act for the President in his/her absence and at the direction of the President. The Vice President shall serve as Chair of the Education Program Committee.

Secretary – The Secretary shall keep accurate minutes of all meetings of the MAMSS and shall be custodian of all MAMSS records. The Secretary shall perform such other duties as described in the Policy and Procedures, as adopted by the Board of Directors.

Treasurer – The Treasurer will be the Chief Financial Officer of MAMSS, shall assume full responsibility for its financial transactions, and shall perform such other duties as authorized by the Board and/or delineated in MAMSS policies and procedures. The Treasurer shall prepare a year to date expense report to be presented to the membership at each MAMSS annual business meeting. The Treasurer may be bonded, if the Board of Directors deems that action appropriate. The Board shall have the authority to determine investment of Association funds in CDs, money market accounts or other similar secured

Please see attached position description(s).



Minnesota Association of Medical Staff Services Nomination Form

Any potential candidate for a MAMSS Board of Directors position must complete this form; submit written statement, and 2 letters of references (one from applicant's supervisor and one from another MAMSS member), and forward to MAMSS Immediate Past President and/or President as Co-Chairs

Name: _____ Title: _____

Telephone Number: _____ E-Mail: _____

Name of Institution:

Mailing Address:

Nominees must submit to the MAMSS Immediate Past President and/or President as Co-Chairs a 300 word type written statement detailing the degree of time focused on medical staff/health care provider related experience and must be submitted by the deadline; plus two (2) letters of reference (one from the applicant's supervisor and one from another MAMSS member) attesting to the applicant's character.

I have reviewed the qualifications in accordance to Article IX, Officers of the MAMSS Bylaws, as well as the position description detailed in the Policy and Procedures (attachment), and I wish to be considered as a candidate for the following elected MAMSS position for the term July 1, <add year> – June 30, <add year>.

Secretary

Treasurer

Vice President

By signing this Nomination Form, I hereby agree to pledge my time and commitment to the MAMSS office for

which I am seeking election. I also have the support of my immediate supervisor to apply for this position.

Applicant's Signature

Date

Supervisor Attestation

The potential candidate and I have discussed his/her intention to run for the MAMSS position noted above. I fully understand the commitment for assuming this elected position and hereby give my support and endorsement.

Supervisor's Name: _____ Telephone Number: _____

Signature: _____ Date: _____

RETURN NOMINATION FORM BY MARCH 2, 2015 TO:

<NAME>, MAMSS PRESIDENT

<E-MAIL>

F: <phone>

Attachment R



**Minnesota Association of Medical Staff Services
Nomination Form for Appointed Position**

Name: _____ Title: _____

Telephone Number: _____ E-Mail: _____

Name of Institution:

Mailing Address:

Nominees must submit to the MAMSS Immediate Past President and/or President as Co-Chairs a description of your current position, including years of experience in the medical staff professional field.

I have reviewed the qualifications in accordance to Article IX, Officers of the MAMSS Bylaws, as well as the position description detailed in the Policy and Procedures (attachment), and I wish to be considered as a candidate for the following appointed MAMSS position for the term July 1, 2018 – June 30, 2020.

_____ Regional Representative: (indicate which Region: North/Central/Southern/Metro)
_____ Communications Coordinator
_____ Membership Coordinator

By signing this Nomination Form, I hereby agree to pledge my time and commitment to the MAMSS office for which I am seeking election. I also have the support of my immediate supervisor to apply for this position.

Applicant's Signature _____ Date _____

Supervisor Attestation

The potential candidate and I have discussed his/her intention to run for the MAMSS position noted above. I fully understand the commitment for assuming this elected position and hereby give my support and endorsement.

Supervisor's Name: _____ Telephone Number: _____
Signature: _____ Date: _____



MAMSS Proposed Slate of Officers

The Board of Directors has recommended and approved a proposed slate of officers for the Board vacancies.

Excerpt - MAMSS Bylaws Article IX - Officers – Section 3 - Election of Officers

The proposed slate of officers will be presented to the Active Membership at least 30 days prior to distribution of the ballot.

1. Write-in nominations may be made
2. All candidates nominated must consent to nomination

**Please return if you have a write-in Nomination by <deadline date>.
Ballots will go out on <add date>.**

Vice President:

Write In: _____

Treasurer:

Write In: _____

Secretary:

Write In: _____

Return the Write In Nomination by <deadline date> to:

<Name>

MAMSS President

<email>

<fax>

Attachment R



<Date>

Dear _____:

On behalf of the Board of Directors of the Minnesota Association of Medical Staff Services (MAMSS), I would like to congratulate you on your new position as MAMSS Vice President. We are pleased you have accepted the position and welcome you as an integral part of the organization. I will be contacting you in the near future to assist you in transitioning into the position.

We look forward to working with you and appreciate your commitment to MAMSS.

Sincerely,

<NAME>

MAMSS President

Attachment R- Congratulations LTR



**MAMSS
MINNESOTA ASSOCIATION MEDICAL STAFF SERVICES
ELECTION BALLOT FOR <YEAR> BOARD OF DIRECTORS**

Treasurer

<NAME>

<Employment Entity>

<City, State>

Secretary- Vote for 1

<NAME>

<Employment Entity>

<City, State>

<NAME>

<Employment Entity>

<City, State>

Vice President – vote for 1

<NAME>

<Employment Entity>

<City, State>

<NAME>

<Employment Entity>

<City, State>

PLEASE RETURN BALLOTS BY:

<DATE>

<Presidents Name>

<E-Mail>

Fax:



<year> MAMSS BOARD OF DIRECTORS

President

President-Elect

Secretary

Treasurer

Membership Coordinator

Communications Coordinator

Southern Regional Representative

Northern Regional Representative

Metro Regional Representative

Central Regional Representative

Past President

Attachment R-Board Members

MAMSS is pleased to invite you to join our organization!

The Minnesota Association Medical Staff Services (MAMSS) is a state-wide professional organization established in 1979 to provide a forum for education, networking, and camaraderie. MAMSS is an independent, non-profit association for Medical Staff Service Professionals. Today, MAMSS consists of over 250 professionals representing hospitals, clinics and managed care organizations throughout the state. The primary goal of MAMSS is to provide opportunities for continuing education, to promote the improvement of professional knowledge and skills by uniting persons who are engaged in the medical staff/managed care activities through our state association, and to support the mission of the National Association Medical Staff Services (NAMSS). MAMSS is the state chapter of NAMSS. We are very proud of the opportunities available to our members, and we would be happy to have you as a part of our team!

Member Benefits:

Educational Seminars

Peer networking opportunities

CPCS/CPCSM Certification Mentorship

Scholarships for Association Members

Newsletters

Legislative updates

Regional Educational Meetings

CEUs

For more membership information, you can visit our website: www.mnamss.org, or reach out to one of our leaders.

Find us on the web!

Facebook: <http://m.facebook.com/MNassociationofmedicalstaffservices/>

LinkedIn: <https://www.linkedin.com/company/1826286/>

We look forward to seeing you at one of our meetings and hope you will become a part of our team!

Sincerely,

Allison Peterson

Allison Peterson, CPCS

President

Allison.peterson@allina.com

Attachment S: Membership Drive Letter

Membership Justification Letter Template

[Date]

[Name]

[Address]

[City, State, Zip]

Dear [insert supervisor's name]:

In order to further my professional development and support [insert your organization] in providing the best quality of care to our patients, I would like to join the Minnesota Association Medical Staff Services (MAMSS) as a member. Membership in MAMSS will greatly benefit my professional development and knowledge of industry standards. MAMSS provides its members with numerous opportunities and benefits. Please review some of the benefits of MAMSS membership:

- MAMSS membership will allow me to gain the knowledge needed to be successful in my job through opportunities like the MAMSS Annual Conference, Webinars, and Regional Meetings.
- MAMSS is split up into four different Regions; North, South, Central and Metro. Each Region offers several in-person meetings each year that provide an excellent opportunity to network, have in-depth discussions and CEU offerings through Webinars.
- Membership with MAMSS instantly connects me with a network of over 250 MSPs who can help answer the questions we face on a day-to-day basis. The MAMSS discussion forum allows me to post questions online and the online directory for MAMSS members allows me to instantly connect with other members around the state.

These are just some of the tangible benefits that membership in MAMSS affords me. Membership in MAMSS also offers numerous intangible benefits – as an employee, I aspire to excel in credentialing best practices and uphold the responsibilities that we, as MSPs, hold within healthcare.

MAMSS Membership is currently \$50 I am certain that the benefits well outweigh the cost.

Thank you for the consideration of my request.

Sincerely,

[Insert your name here]

TOP 10 REASONS TO BE A MAMSS MEMBER

- 1. Collaboration** – Work together with various medical staff professional associations and physician certification/licensing agencies to realize shared goals, knowledge, and resources.
- 2. Access** – Find new employment opportunities or advertise one through “[Careers](#)” on the MAMSS website.
- 3. Information** – Keep up with the latest issues and industry information that affects Medical Staff Service Professionals (MSSPs) through our newsletter, MAMSS website, Facebook, LinkedIn and e-Blasts to our members.
- 4. Regional Meetings** – MAMSS is split up into four different Regions; North, South, Central and Metro. Each Region offers several in-person meetings each year that provide an excellent opportunity to network, have in-depth discussions and CEU offerings through Webinars.
- 5. Leadership Opportunities** – Gain personal and professional growth, as well as a broader view of the depth and vision for the association, by taking on a leadership role. If you are not ready to jump into a leadership role, there are many opportunities that also exist to volunteer for committees, task forces and special projects. One of the biggest assets we have as an association is the vision, values and dedication of MAMSS volunteers and leaders.
- 6. Marketing Materials** – Visit the MAMSS website for access to materials that promote our Association, our chapters and our profession, as well as National Medical Staff Services Awareness week, the first week of November, and educate others about the value and importance of MSSPs.
- 7. Shared Resources** – Don’t recreate the wheel! Share ideas/documents with other MSSPs on the Members Only Discussion Board relating to standards, regulations, and other newsworthy items, including sample policies, forms and templates.
- 8. Education** – Gain the knowledge you need to do your job through opportunities like the MAMSS Annual Conference; discussion boards and much more.
- 9. Networking** – Connect with other MSSPs who can help you answer the questions you face on the job. Visit the MAMSS discussion board and post

your questions online or look up contact information in the online membership roster for MAMSS members.

And the # 1 reason to be a MAMSS Member: BELONG...to an association of like-minded individuals endeavoring to make a difference in the quality of healthcare provided in our communities, our State and our Nation.