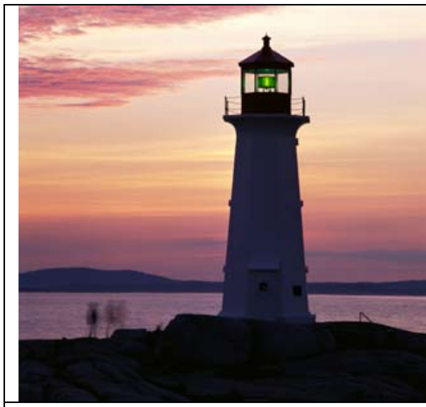

THE LIGHTHOUSE

The official publication of the Maine Association Medical Staff Services, published by and for the MeAMSS membership

March 2010
Volume 10, Issue 1

Inside this issue

2010 Education Meeting Dates
Mark your calendars!

May 13th & 14th, 2010
Biennial Conference
Wells, ME
REGISTER NOW!

November 12, 2010
Stephens Memorial Hosp
Norway, ME

FROM THE PRESIDENT
Lena McDougal, CPMSM, CPCS

We've had a taste of spring up here in the North, but now winter's back with a vengeance. Although we knew it wouldn't last, we sure enjoyed the mild temperatures with no snow!

Educational Award: At its most recent meeting, the Board approved a $500 educational award for 2010. The deadline for submitting an application is April 30, 2010 and the recipient(s) will be notified by June 1, 2010. Please use the MeAMSS approved application when submitting your request. The applications may be submitted to me via email (lenamcd@maine.rr.com) or fax (207-896-5786) or US postal service (39 Capitol Hill Rd, New Sweden, ME, 04769). All applications must be dated on or before April 30, 2010. I will confirm receipt of your application in an email, so if you have submitted an application and don't get confirmation, please contact me. Along with this issue of the *Lighthouse*, Nancy will send the scholarship application.

I've listed below a few of the recent NAMSS blogs that I've posted on our discussion forum that you may find interesting.

- NAMSS Blog Entry Helps Clarify American Board of Pediatrics' New Certification Policy
- New CMS Regulation for Foreign Born Physicians
- NCCPA Seeks Comment on Maintenance of Certification Implementation
- NPDB Section 1921 Final Rule Published
- NAMSS Letter to ABMS Regarding MOC Implementation

Looking forward to seeing you all at our conference in May!

Info provided by Dan Sprague, Maine Board of Licensure in Medicine

(MeAMSS Conference, 1/22/2010): Submitted by Julie Plummer, CPCS

Physician Assistant Renewals:

- **Will be offering online renewals for PAs – Feb 1**
- **PAs will be able to terminate supervisors during online renewal, if they wish**

PA/APRN Plan of Supervision:

- **The new plan of supervision template for PAs and APRNs registered with the MBOLIM is posted on the website and is voluntary at this time. (However, Dan is pretty sure Chapter 2 will be revised and the new template will become a requirement – would be Fall 2010 at the earliest.)**

Changes from the current plan of supervision template (the one currently listed in Chapter 2) include:

- **Semi-annual evaluations by Primary Supervising Physician**
- **Prescriptive practices to be reviewed by PSP**

Recent changes to the voluntary plan of supervision template:

- **Signatures from secondary supervisors – Do not need to submit these to the MBOLIM anymore, just need to keep them on file (can maintain these in the credentials office; does not have to be maintained at the actual clinic/practice site)**
- **Semi-annual evaluations by PSP – No set number of reviews anymore (used to say 20 reviews every 6 months)**

MD Renewals:

- **MBOLIM will begin emailing payment acknowledgements to physicians**
- **MBOLIM online renewal system will soon allow physicians to print a copy of their renewal for their files**

MD Initial Apps:

- **Working on getting MD initial applications online**

Other:

- **Practitioners can change address online now (and email address too)**

Anyone can access a list of those PAs granted approval to write Schedule IIs on the MBOLIM website (Go to Pharm DEA login – can contact Dan Sprague for password)

Supervision = Delegation

Querying the Military

Submitted by Claudia Edwards, CPMSM

How many of us have been befuddled by those military verifications? I for one have been confused in knowing where to send a query. The SR180 asks for the dates of active service and reserve service, whether deceased or not and whether retired.

If the military officer received a military scholarship for his/her medical training, that person is obligated to provide four years of active service post medical training and then another four years in reserve (either active or inactive reserves).

This is helpful to know when processing an application of a physician who was in the military. If that person is young and recently discharged, then it's a good bet she/he is still in reserves.

When in doubt, ask the applicant his/her current military status.

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For those of you who are curious about the various types of reserves, the information below was extracted from a memo written by Teresa Panpinto, Former GI Rights Program Coordinator at CCCO. I found it very interesting.

Structure of the Reserve Forces

Each branch of the military has a reserve force; they are the Army National Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, and the Coast Guard Reserve.
There are several different kinds of reserve components within each of these branches.
The Reserve forces of the U.S. military are composed of:

- The <u>Ready Reserve</u>. Members of the Ready Reserve are liable for active duty service, according to 10 USC §§ 10142, 12301, 12302. The Ready Reserve consists of:
    - <u>Inactive National Guard (ING).</u> This is composed of Army National Guard (NG) personnel who are in an inactive status. While they are attached to a specific NG unit, they do not drill regularly. Please note that the Air National Guard does not have an ING program.
    - <u>Individual Ready Reserve (IRR).</u>
    - <u>Selected Reserves</u>. Also sometimes called "Drilling Reserves". Those individuals and units within the Ready Reserve considered to be "so essential to initial wartime missions that they have priority over all other Reserves". These members receive pay, are required to participate in regular weekend drills (known as inactive duty training – IDT) and annual training, and are considered to be in an active status (which is different from being on active duty). The majority of Reserve clients that counselors and attorneys work with fall under this category. The <u>Selected Reserves</u> consists of:
        - <u>Selected Reserve Units</u>
        - <u>Individual Mobilization Augmentees (IMAs)</u>. IMAs train on a part-time basis; their inactive duty training (IDT) is decided by reserve component policy and can vary from 0 to 48 drills a year.

    - Active Guard and Reserve personnel (AGR) AGRs are full time active duty Reservists; these service members often run Reserve units, work in armories, etc.
- The Standby Reserve. Those reserve members liable for active duty only as provided by 10 USC §§ 101511, 12301, 12306. These members are not paid, do not drill regularly, and do not belong to a unit.
- The Retired Reserve. This is composed of all reserve members who receive retirement pay, and those who are eligible for retirement pay but have not yet reached age 60 and are not members of the Ready or Standby Reserve.

We have a poet in our midst! Could she be another Emily Dickinson?

The phone is off.

The desk is clean.

From across the miles,

We hear Kim scream.

And why, do you ask, is poor Kim so wired?

There is simply this reason – MaryCarol has retired.

No more deadlines, or meetings, or papers, or files.

Ms. MaryCarol is nothing but smiles.

While the rest of us continue our daily grind,

MaryCarol will be chillin', sipping cocktails to unwind.

We will miss you a lot, you deserve the best.

You're a wonderful person – a cut above the rest.

And in a few years, where will you be?

In Tahiti or Aruba? It's a mystery.

Written by Sarah Paida, CPCS

Congratulations & Good Luck!

On Friday, 1/15, I completed my 19 years at CA Dean Hospital and moved on to a new adventure in Administration at Mercy Hospital in Portland. I want to thank every one of you for your assistance and friendship over the years. You are all a great bunch who work so well to support one another. Thanks for all the great memories and please stop by if you are ever at Mercy. My replacement will be Kay Hodgson and she can be reached at khodgson@emh.org. Thanks again for everything.

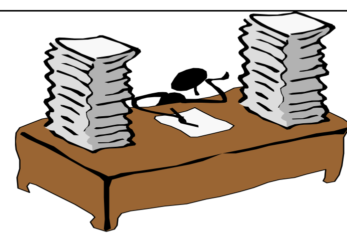
Karen Murray

Kudos Korner

Congratulations to Sarah Paida, CPCS
who recently attained certification from NAMSS

FROM THE EDITOR

How to Eliminate Clutter



The best way to eliminate clutter is not to create it in the first place!

I'm sure that's not what you were hoping to hear; however it is the best advice I have to offer.

Back when I was still working full-time or consulting, I thought I had a good handle on minimizing clutter. Now that I have serious vision issues, I have had to go back to my notes to remember what the formula for success was.

The thing I remember off the top of my memory is "handle each piece of paper or mail only once". In researching my saved files, I found the following article that I hope you'll find helpful:

Seven Strategies for Eliminating Clutter In the Workplace

Who does this belong to and who needs it?

What use is it? What do you need it for?

When will you need it? Will you actually use it?

Where will you find it? Where does it belong?

Why do you have this? Do you really want it?

Once you've honestly answered these questions, you can take action to eliminate the clutter in your workspace. When you get ready to sort through your piles, drawers, filing cabinets, bookcases, briefcases and anything else that needs to be sorted through, be ruthless, determined and honest, using this seven-step TEASER to help you decide what action you need to take on each item.

Start by getting a garbage can or bag. Move everything into one area and grab 10 boxes or make 10 piles and label them as follows:

1. Toss it. If it's not yours, you don't know who it belongs to, it's outdated, it can't be repaired, or you don't need it, get rid of it. Outdated trade journals, ancient software, old phone books or directories, dead files – send them straight to the circular file.

2. End it. This pile is where you put anything you don't want anymore or that you want to cancel, or that you don't read. This could be an interoffice list that doesn't really pertain to your job, a subscription you never read or a good-'til-cancelled product that you are overstocked on.

3. Act on it. This pile will contain all the items you need to take action on. This includes anything that needs your signature, a phone call or immediate attention. Don't stop now to do these things. Put them in the "act on it" pile and keep moving.

4. Store it. There are three boxes that fall under the "store it" category. These include Current Stuff, Things I Need to Reference, and Historical Stuff. Current stuff goes in your closest filing drawers, things you need to reference can go in the hallway outside your office, and historical stuff can get archived in the corporate storage area.

5. Enter it. This is where you should put any information you need to enter into your planner, calendar or computer.

6. Refer/Recycle/Read it/Repair. If an item belongs to someone else or you think they need it, refer it to them. If you can use it again or it can be recycled, recycle it. If it's something you want or need to read, put it in your reading pile. If it's something that can be fixed, it goes in the repair file.

7. Schedule a date and time to act on the items that you sorted. Once you have the date entered into your calendar, don't make more piles to sit around until that date. Get a Tickler File and file all your new papers under the corresponding Tickler File date.

Some of the action steps you'll need to schedule are:

* Call, write, or email the items that you want to END or stop from coming into your life.

* Decide how and where you will STORE your current, reference and historical papers or 'stuff'.

* Sit and ENTER all your information, or delegate it to someone else to enter.

* Pack up and do away with items that you are REFERRING to someone else, RECYCLING or taking to

get REPAIRED.

* Put READING material in an area where you like to sit and read and create a TO GO reading folder to take with you whenever you leave your office. If you get stuck in traffic or a long line or are waiting for a client, you can read your important reading material instead of someone else's!

These seven simple steps will help you create a more productive working environment. You'll spend less time looking for lost items and more time making profitable business decisions. And your boss is sure to notice, come review time!

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REMEMBER THAT YOUR CONTRIBUTIONS ARE VITAL TO A MEANINGFUL NEWSLETTER