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THE Illinois Chapter's LINCOLN LOG



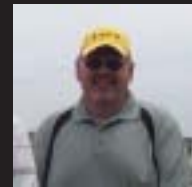
Award winning Ezine for the Illinois Chapter



Lincoln Log takes 1st Place at the AAHAM ANI

Illinois AAHAM takes 3rd Place in Chapter Excellence

2008-2009 Officers and Board of Directors
to be announced Dec 6 at the 2007 ASI in Bloomington.



Richard (Dick) Wytrwal, CCAM

Nov 19, 1952 - Oct 7, 2007

Next Meeting Dec 6, 7, 2007 Bloomington, IL

Award winning e-Magazine for the Illinois AAHAM Chapter



THE LINCOLN LOG

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LINCOLN LOG

EDITORIAL POLICY & OBJECTIVE

The LINCOLN LOG magazine is published four times annually by the AAHAM ILLINOIS CHAPTER to update the membership regarding chapter and national activities as well as to provide information useful to health care administrative professionals.

Opinions expressed in articles or features are those of the author(s) and do not necessarily reflect the views of the Illinois Chapter - AAHAM, the National AAHAM organization or the editor.

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Lincoln Log Editor
Trace Manning
trace.manning@st-johns.org



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Illinois AAHAM President's Message

John Currier

Dear Fellow IL AAHAM members,

The Annual National Institute in Ft Lauderdale is now behind us and our focus is on our own Annual State Institute in December at the Chateau in Bloomington. What a great agenda for this one! The speakers and topics are outstanding and certainly of interest to all of us in this profession. The awards dinner on Thursday will give us a chance to socialize and enjoy a few cocktails away from our professional education. We have contracted, by popular demand, for the return of *The Human Jukebox*. That is truly a unique experience. We are also fortunate to have Christine Stottlemyer, National AAHAM 1st VP elect, as our speaker Thursday night to update us on National happenings as well as assist us in the installation of officers and directors for the next two years.

The ANI found IL AAHAM once again on the awards stage as we received First Place for the Lincoln Log and 3rd Place in Chapter Excellence. Congratulations to Trace, Doris, and Cheri for a job well done in these areas. We must remember that the officers and board of IL AAHAM consists of volunteers who put in a great deal of work to get us to these award winning levels. Way to go!!

Thank you to all who voted for the 2008 & 2009 officers and directors. Our new board will be announced at the ASI. That means that my term as your President will be up and I will be handing over the reigns to Bill Carlson. As I move into the quieter role as Chairman of the Board, I want to thank everyone for the support you have provided me and for the opportunity to serve as your President the past two years. It has been a challenge, yet a truly exciting experience that I will always cherish. BIG thanks to the entire group of officers and directors for a job well done. A special thanks to Veronica Modricker

who has been a real inspiration. I wish her the best as she steps down as *Madam Chair*.

In addition to serving as IL AAHAM Chairman of the Board the next two years, I have been asked by National AAHAM President Elect Laurie Shoaf to serve as a committee chair at the national level. I am very excited to take on this role and challenge and to represent IL at the national level. Laurie thought it fitting to ask me to chair the Chapter Development Committee as the chapter mentor program was introduced by the IL Chapter in 2006 and has continued to operate as a big part in developing and growing chapters throughout the USA. Those of you that know me know how much I believe in AAHAM as the premier professional organization in healthcare administrative management and thus look forward to serving in a leadership role at the National level.

The excitement of this appointment and the upcoming ASI had a damper put upon them when all of us were shocked at the sudden loss of our colleague and friend Richard Wyrwal. Richard will truly be missed and had a special bond with both Illinois and National AAHAM. Peace be with you Richard.

In closing, I would like to remind all members that if you have any ideas or suggestions for the upcoming year for IL AAHAM please contact one of your board members. The Board will be meeting in January 2008 to schedule dates and locations for the year. We would like to know any ideas you may have for topics, speakers, locations, etc. We are always open to your suggestions.

See you in December in Bloomington!

Yours in AAHAM,

John





OUR FRIEND.. YOU'LL BE MISSED



Richard (Dick) Wytrwal, CCAM
Nov 19, 1952 - Oct 7, 2007



“Gore’s Law of Gratitude”

by Amanda Gore

Well, here we are at another new year. I don’t like to admit how quickly the years fly by at this age! And it’s my first one without my wonderful mother and I bet some of you are in the same position - the first year without a loved one. So I decided to dedicate this new year newsletter to not only those who have passed, but to all those who have ever given us gifts in our lives.

This is the year I’m writing my book on “Joy,” which is actually turning out to be a book on gratitude! A gift from my precious Mum. I woke up one morning and the first pages of the book streamed from my fingers so to speak, and it seems the key to joy is gratitude. So 2007 is the year of gratitude! And Gore’s Law of Gratitude is: “Every day, find something for which to be grateful!”

When you wake up, make it a ritual that the first or second thing you do, is find something for which to be grateful. It doesn’t really matter what it is - even if the only thing you can think of, is to be grateful you are breathing. (And if you are not grateful to be breathing, think of the millions who would be thrilled to be breathing!)

During the day, any time there is a little glitch (the weather, traffic, some person is annoying you, or a work scenario - anything which might provoke a negative reaction) find something for which to be grateful.

And then before you go to sleep at night, reflect on your whole day and find something for which to be grateful. Find one thing and focus on it and the appreciation you feel for it.

Or maybe there’s a person at work with whom you have “issues!” Try to find one thing (just one thing should not be too hard) for which you can be thankful. And then focus on that* a lot. Especially during a meeting with them or some other kind of interaction.

Or the “jerk” driving ahead of you who is slowing you down - it might be worth being grateful because they could be a guardian angel in disguise, keeping you from some accident that would have caused you harm!



What about relationships with spouses, significant others, family and friends? If you have difficulties with anyone close to you - do you know that those difficulties are teaching you something? Usually fairly major life lessons, too.

In fact, the greater the difficulty, the more you typically learn about yourself. And our relationship partners are often our greatest spiritual coaches!

Breakups are not always the worst things in the world, even though they might seem so at the time. Often they are doors that open up a whole new (and usually better) world - if you can view them with gratitude!

If you have lost someone you love like my Mum, grieve, but also send them gratitude for all the wonderful sorrow. And there are so many things for which I am thankful to her.

Being grateful - having an “attitude of gratitude” as my great friend and mentor Keith Harrell would call it - can transform any situation.

Gratitude gives you hope. It helps you stay positive no matter what happens to you.



"Gore's Law of Gratitude"

It keeps your brain chemicals in balance and is more likely to stop all those anxiety hormones from taking over. A person full of gratitude is a joy to be around because they are joy-ful and it spills over to everyone they're around!

There is not enough room to talk about all the benefits gratitude brings - you will just have to experience it. It may take a while to find something for which to be grateful - but you CAN do it!!! You just need to make the conscious effort to find something every day for which to be grateful!

Make being grateful your new year's resolution. It's as important - if not MORE - than all the rest. It might just transform your year and your life!

For me, I am incredibly grateful for my precious Mum's gifts, for all the people who have supported me through the year, and to all of YOU - my 15,000 readers - who have encouraged me and given me inspiration. Thank you and bless you all!

Happy new year from me and I hope 2007 is influenced by Gore's Law of Gratitude!

Zoot-Zoot!

Zooties! *Amanda*

;-) Have a zootiful day!



Amanda Gore

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The People Pro

Increase Your Productivity by Letting Go

By Barbara Bartlein, RN, LCSW

After coaching executives for more than twenty years, it is clear that one of the greatest stumbling blocks for productivity is the difficulty successful people have in letting go. They hang on to routines, paper, people, and even meetings that suck their time, energy, and creativity. Consider:

- The average US executive wastes six weeks per year retrieving misplaced information on desks or in files. At a salary of \$75,000 per year, this translates into \$ 9225.
- Office workers spend 40-60% of their time working with paper. Despite visions of a paperless office, 95% of all information is still transmitted using paper.
- 80% of filed papers are never referenced again.
- Negative employees cost companies millions of dollars in lost productivity and sales.
- Of 1,037 full or part-time workers polled by Opinion Research USA, 27% ranked disorganized, rambling meetings as their top frustration.

Highly creative and energetic people seem especially prone to hang on to things and routines. After all, this was part of what made them successful. They view “stuff” as opportunity and people as resources. But sometimes it doesn’t work and the clutter, negative employee or useless routine gets in the way of attending to what is really important.

There are steps you can take to “let go” of the things in your life that are stifling your success. Some suggestions:

- **Let go of perfectionism.** Perfectionism is paralysis and often 80% is more than good enough. Sometimes it is better to just complete something than obsess over details that won’t make a difference. Set time limits for projects and stick to them.
- **Let go of energy suckers.** Get rid of negative, non-performing employees on the payroll. When management at 3M laid off

the bottom 10% (the poorest performers) at one facility—their productivity skyrocketed up eighteen percent. 3M learned that negative employees not only produce less, but they also cost more. Negative employees destroy morale and turn off potential customers. As one employee said, “an energy sucker is the person you go on break with and come back more exhausted than when you left.”

- **Let go of meetings.** The great corporate time waster. So many meetings aren’t really necessary and too often they are poorly organized and run. Conduct training for effective meetings for all management personnel. This should include an evaluation checklist whether to have the meeting at all. Make sure that meeting organizers know how to create an agenda, start on time and keep control of the proceedings.
- **Let go of filing.** Make your office paperless by using some of the new on-line filing systems such as www.thepapertiger.com. Easy to implement, you can manage both paper and electronic files. It eliminates duplication of materials and does not require scanning.
- **Let go of crisis management.** Avoid the tyranny of the urgent so that you can focus on what is important. Often the result of someone else’s poor planning; it can result in spending most of your day putting out fires. Let co-workers know that you plan your day and don’t jump from project to project. Insist on realistic timeframes for projects.
- **Let go of interruptions.** Train yourself and your co-workers to stop the frequent interruptions that block creativity and “flow.” Every time you are interrupted, it will take an average of 15 minutes to get back into the task at hand. Make sure you are not interrupting yourself with frequent breaks, cups of coffee or chatting in the hall.



Increase Your Productivity by Letting Go continued

- **Let go of useless tasks.** Do you really have to do all the stuff on your “to do” list? I have seen executives typing their own letters, doing computer entry and other everyday jobs that could be easily delegated to someone else. Evaluate what you really need to do.
- **Build white space in your life.** UN-schedule time on your calendar and in your life to just think, read, walk, and relax. Have a weekend from time to time where you have nothing planned. Don’t schedule every hour of the day with no breathing room for the unexpected.
- **Know what is draining your resources.** Take a careful inventory of where your time goes and with whom. What activities/people deplete your energy? Evaluate how you can handle them differently. How do you re-charge? Structure your week with some re-charging activities such as exercise and hobbies.
- **Start plugging the leaks.** Start letting go of the problems areas. Get rid of clutter, let go of your bottom feeding employees and control access to your time.



According to Albert Eistein, there are three rules of work: “Out of clutter find simplicity’ from discord find harmony; in the middle of difficulty lies opportunity.”



Barbara Bartlein is The People Pro and President of Great Lakes Consulting Group. She offers keynotes, seminars and consulting to help you build your business and balance your life. She can be reached at 888-747-9953, by e-mail at: barb@barbbartlein.com or visit her website at www.ThePeoplePro.com

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What is Your Desk Personality?

By Barbara Bartlein, CSP



After years of coaching and presenting seminars to corporations on time management and organizational skills, I now learn that people with messier offices actually make more money. According to a new survey by Adecco Group, the largest human resource service company in the world, only 11% of those earning \$75,000 or more claim they are 'neat freaks.'

According to Bernadette Kenny, senior vice president of human resources at Adecco North American, this could be for a variety of reasons. "Perhaps this is because they are in higher positions and are inundated with more work. Or, perhaps those with smaller salaries are in more junior-level positions, where they need to comply with someone else's standards and strive to make a good impression on managers."

Or maybe it just takes too much time to get organized. "We don't factor in the time it takes to be organized," says Eric Abrahamson, co-author of *A Perfect Mess: The Hidden Benefits of Disorder*, and a professor of management at Columbia Business School. "Are those benefits commensurate with the time spent to get that way? That's the downside of order. The value of time can be very high, and we don't want to waste valuable time getting organized."

What does your workplace say about you? Researchers claim that desks may reveal the true personality, habits and ambitions of their owners. Hundreds of workspaces belonging to office workers were studied by Donna Dawson, a behavioral psychologist with Adecco. She examined the layout and patterns of possessions on desks and found six main types of personality.

- **The Super-Organized Desk.** This functional workplace is very neat with no frills or personal clutter. Likely to be a super-efficient secretary or assistant, only the essentials are prominent; a pen, notebook and stapler. They want to feel needed and can be very charming when they feel others are relying on them. This desk personality can be subject to mood swings and may disguise a chip on its owner's shoulder from lack of appreciation.
- **The Organized Chaos Desk.** This personality has piles of paper, overflowing onto the floor and window seat. The owner will claim to have a "filing-system" where they can easily find what they are looking for. There may be multiple sticky notes wallpapering the room with reminders and to-do items. To cope with the pressures and stress, this person frequently gets up to warm up their coffee or have a cigarette break. While likely to be a workaholic, they are fun to chat with and are flexible and brilliant for brainstorming.

- **The Creative Chaos Desk.** This desk is filled with an interesting array of clutter revealing a creative and agile mind. Not focused on technology, this owner is a great source of ideas. They are always on the go and only vaguely know where everything is that they are working on. They may misplace projects or papers. Easily distracted, this person tends to be a lateral thinker.
- **The Personality Extension Desk.** Covered with dozens of personal touches, this desk displays poster, photos, holiday cards and zany mouse-mats. The owner may even keep personal items such as vitamin pills, hand cream or perfume easily accessible. This personality is very energetic, and keeps food, drink and other items readily available for quick nourishment. They are friendly and talkative but may not be discreet with confidential information.
- **The Show Desk.** This desk has been carefully scripted to present an image of the importance of its occupant. It is very large with few items visible and no personal memorabilia. Giving the impression of space and control, this individual is like to have a double sided personality. Although friendly in a social group, they become coldly professional once behind the desk. Few people at work will ever know the real person behind the façade.
- **The Trophy Desk.** This workspace is messy and covered with items that reflect its owner's social, professional or financial success. These "trophies" may include awards, plaques, pictures of expensive holidays, or sporting equipment. While the look may appear random, each item is strategically placed for maximum effect and visibility. Desktop accessories will be bold and brightly colored. These people tend to think big and are natural leaders, but need to be appreciated or they may sulk or have a tantrum.

No matter what your desk style is, it is important to be aware that it sends a message to others that could be a factor in your success. Remember people will judge you by what you show them.

Barbara Bartlein, CSP, is The People Pro and president of Great Lakes Consulting Group which helps businesses sell more goods and services by developing people. She can be reached at 888-747-9953 or by e-mail at barb@thepeoplepro.com. Visit her website at:

www.ThePeoplePro.com.



Anger, envy, jealousy, sorrow or....?

I first heard this parable when I was in Europe. More recently it has popped up in over 700 places on the Internet, from Dotsie's NABBW to ExtraMiler and Dally Kos. Guess it resonates again today.

“One evening an old Cherokee told his grandson about a battle that goes on inside people.

He said, “Dear boy, the battle is between the two ‘wolves’ that exist inside us all.

One is Evil.

It is anger, envy, jealousy, sorrow, regret, greed, arrogance, self-pity, guilt, resentment, inferiority, lies, false pride, superiority, and ego.

The other is Good.

It is joy, peace, love, hope, serenity, humility, kindness, benevolence, empathy, generosity, truth, compassion and faith.”

The grandson thought about it for a minute and then asked his grandfather, “Which wolf wins?”

The old Cherokee replied,

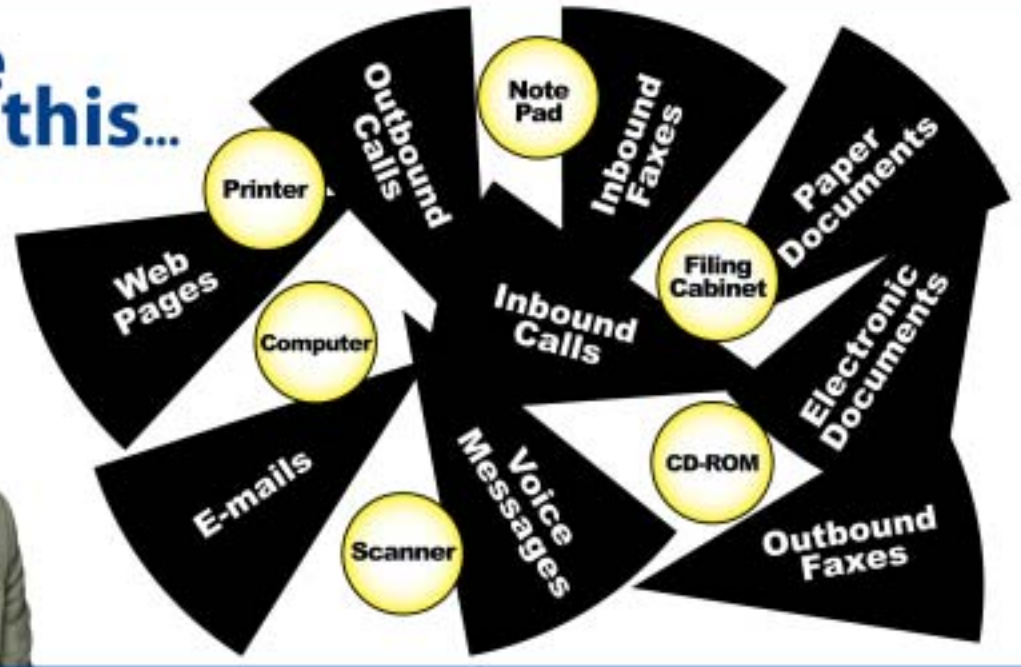
“The one you feed.”

Kara Anderson

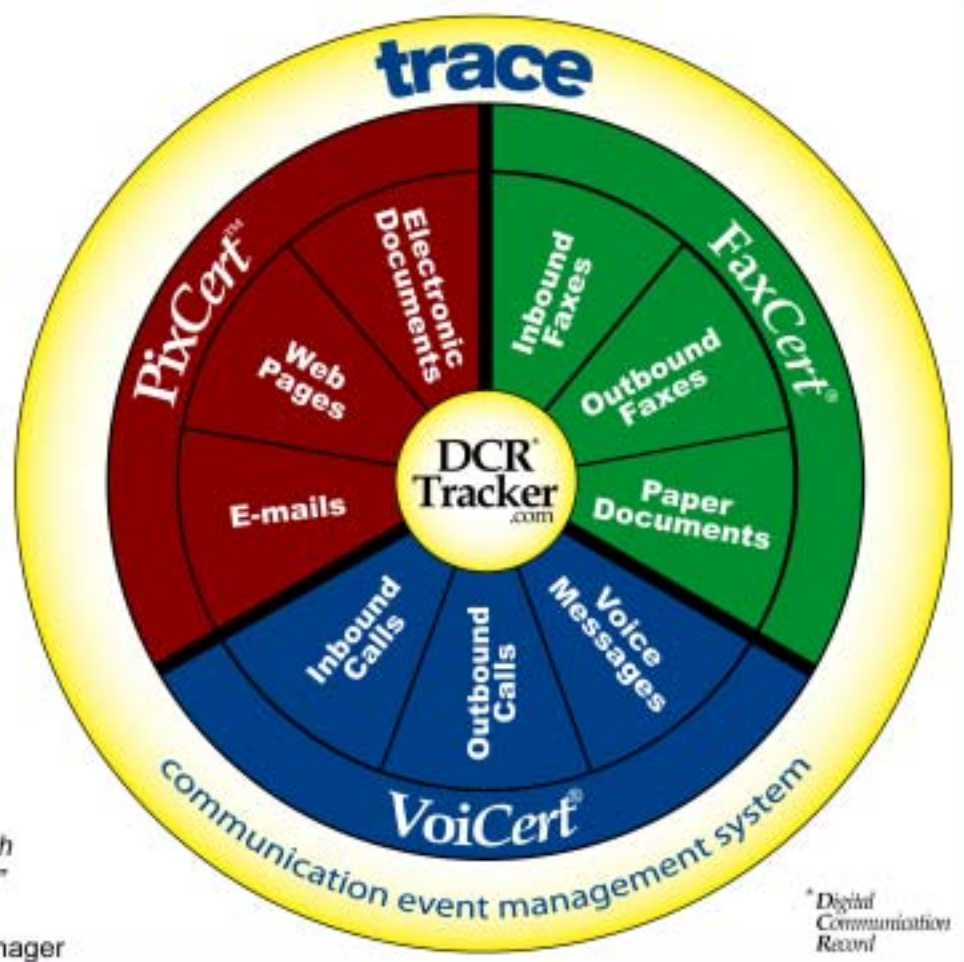




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2003 2004

Editors' Corner

2005 2006

Trace Manning 2007



NO WORDS NECESSARY...



ANI - Ft. Lauderdale



2007 ANI Ft. Lauderdale, Florida

Illinois AAHAM Attendees

Standing: Lisa Fox, Trace Manning, John McGlasson,
John Currier, Cheri Lockhart, & Doris Dickey
Seating: Steve Dennis, Helen & Bill Carlson,
Dick & Lynn Wyrwal



1st Place - 5 Years in a row
Trace Manning, Editor of the Lincoln Log,
and John Currier accept the 1st Place 2007 Journal
Award from Linda Sheaffer.
Illinois has won this award or shared (1 year) this award
for the last five years.



Doris Dickey, and John Currier accept
the 3rd Place Chapter Excellence Award
from Linda Sheaffer..



Steve Dennis, Dick Wyrwal,
and Linda Kruszewski
2nd National Vice-President.



Sweet View!
(person not known)



Trace Manning, Lisa Fox,
Doris Dickey, Steve Dennis
and Dick Wyrwal before the
Awards Dinner Banquet.



CERTIFICATION CORNER

CPAT
CCAT
CPAM
CCAM

Professional Certification

The Fall CPAM/CCAM exam was held on October 6, 2007. This was the first time the professional exams were held online and the new process seemed to be quite successful. The online grading process is currently in progress and it looks like we will be able to have the grades available to examinees, much quicker than in the past.

The Spring CPAM/CCAM exam will be held on April 26, 2008; the deadline to sign up for that exam is March 1, 2008. You can sign up by mailing your application and payment directly to the National office, or use the link on the website <https://www.aaham.org/forms/form.cfm?id=5> to sign up online.

CEU Status

You can find out how many CEU' we have recorded for you by clicking this link:

<http://www.aaham.org/certification/ceulogin.cfm> and then entering your AAHAM Member ID# (it can be found on your membership card).

There is also a link to the CEU member login on the quick links box on the AAHAM homepage. If you have any questions please contact AAHAM Certification Director, Maria LeDoux at maria@aaaham.org.

A new two year CEU reporting cycle will begin January 1, 2008.

Technical Certification

The November 2007 Technical exam period will be held from November 12th -28th, 2007 (not including 11/22-25, the Thu, Fri, Sat & Sun of Thanksgiving weekend).

Applications for the February 2008, Technical exam period are due to your local certification Chair by December 1, 2007.

Update on Technical Certification.....We have **57** examinees signed up and ready for test taking of the CPAT, CCAT or CCT exams between November 12th and 28th. This is the largest group ILAAHAM has had for this function and we are so pleased with the response! We are working on arrangements for proctoring these exams and will be contacting some folks for assistance. Just when we thought it was safe – we are also starting to receive applications for the February 2008 exam date and the deadline for this test is December 1, 2007. Please submit your applications and payments to: Veronica Modricker, ILAAHAM Chair of the Board, P. O. Box 535, Andalusia, IL 61232 so that we can meet the deadline.

Certification Committee



Judi Lines, CPAM
jlines@kishhospital.org
(815) 756-1521
Ext. 3612.



Lisa Kronenberger-Rutledge, CPAT, CCAT
lisa_kronenberger@gibsonhospital.org
(217) 784-2613



Barbara Bartlein
The People Pro

Build Positive Attitudes That Guarantee Success



If you are a supervisor or manager, you know the drain of negative, energy sucking employees. They not only cannibalize your time but they feed off their co-workers until everyone feels depleted. Energy suckers are also contagious; snaring unsuspecting colleagues into their web of negativity, blaming, and poor performance.

Companies, like 3M, recognize that you can't afford to have negative, non-performing employees on the payroll. When 3M management laid off the bottom 10% (the poorest performers) at one facility—their productivity skyrocketed up 18%. When they laid off another 10% (the next poorest performers)—productivity went up another 5%. It was clear that negative employees not only are less productive, they cost more to have around.

Negative employees often are “retired on the job.” That is, they are spending time waiting for retirement, vacation or a personal day. They do just enough to get by and stay off the radar screen. They are grueling to supervise as their performance and attitude are slippery and difficult to quantify and explain. Yet, their negative force in the organization is felt by the team and the bottom line.

If positive energy is so important, then why does negativity cost companies 300 billion dollars a years according to Gallup Organization? Because positive energy doesn't just happen by osmosis or at a once a year motivational conference. Successful companies know that positive cultures are created like anything else. They develop processes, systems, and habits that are ingrained in the corporate culture and each individual employee.

Here are seven characteristics of a positive employee that you should look for in your team and yourself:

- **Positive employees do more than what is expected.** They are always looking for the next challenge and initiate changes. They find out what is expected and then do their best to exceed those expectations. Positive employees are never satisfied with the bare minimum, they show pride in doing their best.
- **Positive employees enjoy their work.** Yes, a job is still a job and there is always something to complain about if you look for it. But positive employees decide that they will like their jobs and approach each day with anticipation. They focus on the pluses of their situation not the negatives. They are grateful to have a position that works for their life and pays the bills.
- **Positive employees practice thought stopping.** A technique for replacing negative thoughts with positive ones, thought stopping is a conscious decision to change thinking habits. Like a highway, negative thoughts have well established neurological pathways through your brain. The more traffic the pathway gets, the larger it becomes until it is automatic. Create a new pathway by replacing a negative thought immediately with a positive one. Say it out loud or write it down. After two or three weeks of practice, the new positive thoughts will become second nature.
- **Positive employees know that hard work brings its own rewards.** Of course hard work is good for the company and good for the customer. But the best employees work hard because it is also good for them. They know that it brings its own rewards and feeds competence and self-esteem. Positive employees know that it is possible to “dry rot” when their talents, creativity and energy are not used for positive results.
- **Positive employees see the upside to every situation.** Anyone can find the negatives in a situation but winners stay motivated by seeing the positives. They let go of minor annoyances and look at how they can make things better. They know that challenges offer learning opportunities. They use humor to help keep a perspective and balance their lives.
- **Positive employees stay away from the energy suckers.** They know that energy suckers are contagious and they don't want to get infected. Positive employees avoid the negative grapevine and don't participate by listening. While the negative employee may view them as “pollyannish,” the positive employee knows that life is a lot more fun without the negativity.
- **Positive employees require positive leaders.** To build a positive company it is essential to not only have positive leaders but a leadership team who believes in nurturing and developing a culture of positive energy. Energy flows in all directions but can be buried if there is not attention from the top. There must be a commitment and plan to nurture the culture and the employees.

Remember if you growl all day, you will feel dog-tired all night.



Barbara Bartlein is The People Pro and President of Great Lakes Consulting Group. She offers keynotes, seminars and consulting to help you build your business and balance your life.

She can be reached at 888-747-9953, by e-mail at: barb@barbbartlein.com

or visit her website at www.ThePeoplePro.com



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In recognition of Excellence in Journalism and Graphic Design

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First Place- Three Rivers Chapter "Reflections"

Chapters with 61-120 Nat'l Members
First Place: Keystone Chapter
"The Journal"

Second Place: Gopher Chapter
"Gopher Tracks"

Third Place: Evergreen Chapter
"Evergreen Connection"

Chapters with 121 or More Nat'l Members

**First Place: Illinois Chapter
"Lincoln Log"**

Second Place: Greater Florida Buccaneer Chapter
"The Buccaneer Report"

Third Place: Texas Bluebonnet Chapter
"Texas Tumbleweed"



2007 ANI - Ft. Lauderdale, Florida
Standing: Lisa Fox, Trace Manning, John McGlasson, John Currier, Cheri Lockhart, & Doris Dickey
Seating: Steve Dennis, Helen & Bill Carlson, Dick & Lynn Wyrwal

Award Winners - Chapter Excellence

Faye Page Herkimer Division

Chapters with 20-60 National Members

1st Place - Pine Tree Chapter

2nd Place - Mountain West Chapter

3rd Place - National Capital Chapter

Tom Paton Division

Chapters with 61-120 National Members

1st Place - Virginia Chapter

2nd Place - Keystone Chapter

3rd Place - Gopher Chapter

4th Place - Philadelphia Chapter

Alan Tabas Division

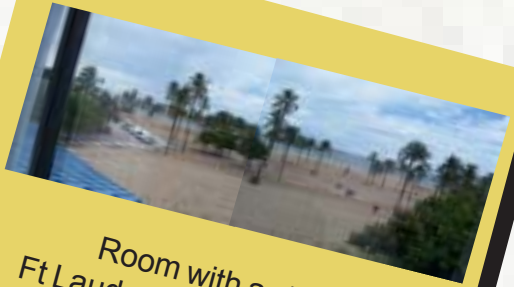
Chapters with 121 or More National Members

1st Place - Greater Florida Buccaneer Chapter

2nd Place - Maryland Chapter

3rd Place - Illinois Chapter

4th Place - Texas Bluebonnet Chapter



Room with a view
Ft Lauderdale, Florida at the
AAHAMANI



2006 / 2007 MEETING SCHEDULE & SITES

RESERVE THESE DATES FOR IL AAHAM

December 6-7

ASI Winter Meeting,, The Chateau, Bloomington

Jodie Edmonds - Illinois Department of Healthcare & Family Services
Illinois Medicaid Billing & Payment Updates

Elena Butkus - VP Finance - Illinois Hospital Association
IHA Updates

Rob Schile, CPA - Larson Allen Healthcare
“CAH Gold Standard Performance & How to Get There”

Bryon Pickard, Vanderbilt University - President AHIMA
“Dollar – Won – Yen: Foreign Era of Managing Receivables”

Faith Roberts, RN
“From Wedding Rings to Nose Rings....Generational Differences”

President’s Reception
Dinner, Awards, Installation of Officers,
KeyNote: National Update by **Christine Stottlemyer**
(1st VP elect National AAHAM)

Dancing - The Human JukeBox

Jeanne Scott “The JeanneScottletter”
“Healthcare Politics and What’s New in Washington”

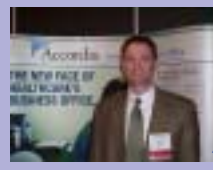
For more information contact: ILLINOIS CHAPTER - AAHAM
Bill Carlson 563-242-2586 or 319-230-4488
wc@abacollect.com



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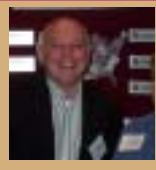
Jerry Westfall
217-528-8090
jwestfall@accordisinc.com



Allied Business Accounts
Betty Burch
800-533-0216
bburch@abacollect.com



AHC
Healthcare Receivables Management
Bonnie Holland or Bruce Tichenor
800-950-2270 btichenor@ahcinc.com



Eric Ludtke
800-267-2780
Eric@trackerscorp.com



Rockford Mercantile
Dick Brown
rlb@rmacollections.com



H & R Accounts, Inc.
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Ron Snyder
800-383-6110
rsnyder@hraccounts.com



TRACE / The White Stone Group, Inc.
Bill Rost
bill.rost@twsg.com or ThePowerofProof.com

Medical Recovery Specialist, Inc.
Keith Bull
kbull@medrecovery.com



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cplis1@ivnet.com

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 Veronica Modricker
 Regional Manager for Development
 Medical Reimbursements of America
 416 7th Avenue West
 Andulusia, IL 61232
 Tele: 309.798.2694
 Cell: 309.912.0480
 modrickero@MedicalReimbursements.com



President
 John D. Currier
 PFS Director
 IL Valley Community Hospital
 925 West Street
 Peru, IL 61354
 Tele: 815-780-3722
 Cell: 815-243-2606
 John.Currier@ivch.org



First Vice-President
 Bill Carlson
 Director of Marketing
 Health Care Billing Services, Inc.
 PO Box 1600
 Clinton, IA 52732
 Tele: 563.242.2586
 Cell: 319.230.4488
 wc@abacollect.com



Second Vice-President
 Cheri Lockhart
 Accordis
 PO Box 1235
 Sterling, IL
 Tele: 815.535.8117
 Cell: 815-535.8117
 clockhart@essex1.com
 ddickey@rcha.net



Treasurer
 Richard M. Wytrowski, CCAM
 Allied Business Accounts, Inc.
 Vice President
 PO Box 1600
 Clinton, IA 52732
 Tele: 563.242.2056
 Cell: 563.249.2180
 rmw@abacollect.com



Secretary
 Doris Dickey
 Business Services Manager
 Rochelle Community Hospital
 900 North 2nd Street
 Rochelle, IL 61068
 Tele: 815-561-1620
 Cell: 815-751-7776
 ddickey@rcha.net



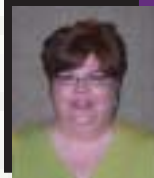
John Rademacher
 Knepper & Kibby
 312-829-8848
 Cell: 312-331-0104
 jrademacher@knepperkibby.com



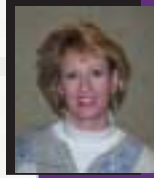
Ron Snyder
 H & R Accounts, Inc.
 800-383-6110 x-2030
 Cell: 563-349-0710
 rsnyder@hraccounts.com



Diana L. DeMarlie
 Perot Systems
 309-441-6660
 Cell: 309-945-6515
 Diana.DeMarlie@ps.net



Lisa Kronenberger
 Gibson Area Hospital & Health Services
 217-784-2613
 Cell: 217-781-0139
 lisa_kronenberger@gibsonhospital.org



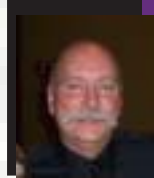
Nancy Vollmer
 Eagle Recovery
 309-272-4501
 Cell: 309-258-2424
 nvollmer@eaglerecovery.net



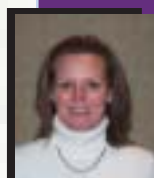
John McGlasson
 Pro-Com Services of Illinois, Inc.
 888-633-8238 x-4014
 Cell: 815-260-5238
 jmx2@frontiernet.net



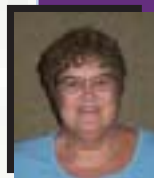
Chris Bryant
 Dr. John Warner Hospital
 217-935-9571 x-3211
 Cell: 217-433-9248
 chris.bryant@djwhospital.org



Trace Manning
 St. John's Hospital - Physician Billing
 217-544-6464 x-45204
 Cell: 217-343-3304
 trace.manning@st-johns.org



Judi Lines
 KishHealth System
 815-756-1521 x-3612
 Cell: 815-871-0976
 jlives@kishhospital.org



Linda McGlauchen
 Shelby Memorial Hospital
 217-774-3961 x-2651
 lmcglauchen@shelbymemorialhospital.org



Application for National Membership

AAHAM Membership • 11240 Waples Mill Road • Suite 200 • Fairfax, VA 22030
Phone: (703) 281-4043 Fax: (703) 359-7562 <http://www.aaham.org>

Name	Day Phone () ()	Fax Number () ()
Mailing Address	<input type="checkbox"/> Home <input type="checkbox"/> Check if this is the billing address <input type="checkbox"/> Business of the credit card you will use below.	
City	State	Zip
Employer Name	Your Title	
Local Chapter Name		Date
If Sponsored by AAHAM Member, Give Name	E-Mail Address	
Home Address (if not listed above)	<input type="checkbox"/> Check if this is the billing address of the credit card you will use below.	
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National Dues \$	For Credit Card Payments: <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD Account Number Billing Address, if Different From Above (please include Street Address, City, State and Zip)	Name as it appears on card	Expiration Date
Local Dues \$		Signature	
Total Enclosed \$			

Please Circle the Appropriate Codes in Each Category Below.

1 Years in Healthcare 1 0 – 2 years 2 3 – 5 years 3 6 – 10 years 4 11 – 15 years 5 16 – 20 years 6 21 – 30 years 7 31 – 40 years 8 41+ years	3 Employer Type 1 Accounting 2 Ambulatory Care/Clinic 3 Computer Hardware/Software 4 Consulting 5 Credit/Collection 6 Library/Education 7 Government 8 Health Plan/Insurance 9 Home Health 10 Hospital/Medical Center 11 Healthcare System/Multi Facility 12 Law Firm 13 Long Term Care/Post Acute 14 Managed Care 15 Physician Group Practice 16 Physician Practice Management 17 Specialty Practice Group	18 Sub Acute Care 19 Shared Service Organization 20 Coordinated Business Organization 21 Other Medical Facility/Org. Association 22 Professional/Trade Association 23 Student 24 Retired 25 Non-Working 26 Media 27 Hospice 28 All Other (not listed above)	4 Position 1 President/Administrator 2 Partner/Principal/Owner 3 CEO/Exec Dir/Exec VP 4 COO 5 CFO/Controller 6 CIO	7 Vice President 8 Assistant of Associate VP or Administrator 9 Director 10 Manager 11 Supervisor 12 Staff 13 Technician 14 Clinical 15 Academic 16 All Other (not listed above)	5 Responsibility 1 Accounting 2 Administration 3 Admitting/Access 4 Audit 5 Benefits 6 Billing 7 Budget	8 Business Development/Sales 9 Compliance 10 Collections 11 Finance 12 Information Services/Technology 13 Managed Care 14 Marketing 15 Materials Management 16 Medical Records 17 Medicare/Medicaid 18 Operations 19 Patient Financial Services 20 Provider Services/Relations 21 Reimbursement 22 Third Party Administration 23 Utilization Review 24 Underwriting 25 All Other (not listed above)
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DO NOT use this form for renewing your membership or making an address change.

Membership is on an individual — not institutional — basis and is non-transferable.

Local dues vary by chapter. National dues are prorated according to date of application.

For dues amounts and your chapter assignment, please call AAHAM's National Office at (703) 281-4043 M–F, 9 am – 5 pm, Eastern time.

National Dues are \$150 for the year. Prorated dues amount for July 1 to September 30: \$115
For October 1 to December 31: \$185
(15 months of membership)

Please allow 2 – 4 weeks for processing once your application is received at the AAHAM National Office.

Dues are not tax-deductible as a charitable contribution, but may be deductible as a business expense.

Send application with your payment to:

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11240 Waples Mill Road
Suite 200
Fairfax, VA 22030**

*Make checks payable to AAHAM
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