



State Affiliation Handbook

August 2011

NAMSS State Affiliation Handbook

Table of Contents

About NAMSS

1. History
2. Mission and Vision
3. NAMSS' Goals

State Affiliation

1. Statement of Affiliation
2. Requirements of Affiliation
3. Benefits and Services for all State Associations
4. Additional Benefits and Services for State Associations Affiliated with NAMSS
5. Confidentiality
6. Indemnification

State Association Administration

1. Managing Association Operations
2. Financial and Legal Status
3. Managing Association Funds
4. Tax Issues -IRS Filing
5. Tax Issues – State and Local Filing
6. Legal Matters
7. Insurance Protection
8. Lobbying and Political Activity
9. Professional Association Management Services
10. Document Retention

Additional Resources

1. Process for Review of Bylaws
2. Sample State Association Bylaws
3. Code of Professional Conduct
4. Listing of Recommended Reports
5. Listing of Recommended Policies
6. Sample Financial Statement Form
7. Sample Electronic Newsletter
8. Helpful Links
9. Sample COI and Disclosure Form

Introduction

Dear State Association Leader,

The National Association Medical Staff Services is a non-profit professional association whose mission is to enhance the professional development and recognition of individuals responsible for medical staff and credentialing services in the diverse healthcare industry.

NAMSS' vision is to advance a healthcare environment that maximizes the patient experience through the delivery of quality services. The NAMSS membership includes more than 4,500 medical staff and credentialing services professionals from medical group practices, hospitals, managed care organizations, and CVOs.

This *State Affiliation Handbook* published by NAMSS is *not* meant as a substitute for legal advice or as a means for NAMSS to exercise supervision or control over the State Associations. It is instead, intended to serve as a guide to define the relationship between NAMSS and the State Associations and as a tool to assist officers and leaders in managing their State Association operations.

We recognize collectively and would like to express appreciation for the effort of the Board of Directors, the State Affiliation Task Force, State Association Leadership and NAMSS staff who worked together to define the relationship between NAMSS and the State Associations, and to develop this resource guide.



Kate Conklin, BS, CPCS, CPMSM
2011 NAMSS President



Constance E. Riedel, BS, CPMSM, CPCS
2011 NAMSS President Elect
Chair, State Affiliation Task Force

About NAMSS

1. NAMSS' History

Charlotte Cochrane and Joan Covell Carpenter, two far-sighted medical staff secretaries, each had the vision to create a section of medical staff secretaries under the sponsorship of the Association of Western Hospitals. Working in different counties in California, the pair was connected by the Executive Director of the Association of Western Hospitals after each had separately contacted the organization regarding their vision.

An inaugural meeting was held in June 1971 and so was established a California-based medical staff secretaries organization (today known as CAMSS). The goals of the association were to standardize medical staff office support services, promote educational workshops, foster standards of excellence nationwide, and to bring medical staff secretaries together for professional and personal development, information exchange and career development.

In February 1973, the California Association of Medical Staff Secretaries (CAMSS) published the first edition of *OVERVIEW* with Pat Petrone serving as the first editor. A few years later, the association radiated from the western states and the first national conference was held at the American Hospital Association in Chicago, October 13-14, 1977. Thirty-one people attended this conference. The theme was "Helping the Medical Staff Get it All Together."

At this meeting, Mary Harryman and Arlene Ellis Camp were appointed co-chairmen of an Extension Committee to develop plans for a national organization. The committee met in Chicago in May 1978, and developed plans for the national organization and for the Second Annual National Conference held in Chicago on October 25-26, 1978. Two hundred sixty people attended the conference.

Arlene Ellis Camp from Pasadena, CA, was elected the first national president. Under her remarkable and energetic leadership, the organization prospered. Arlene developed the first bylaws, policies and procedures. Arlene, Betsy Kennedy (CAMSS President), and Charlotte Cochrane (CAMSS co-founder) met with Harlan Huebner, an attorney, in Los Angeles and presented the national bylaws. They developed Articles of Incorporation and NAMSS officially was established as a nonprofit incorporated organization.

Arlene appointed the first committee to establish a certification program, which was chaired by Cindy Orsund-Gassiot (first president of the Texas Society for Medical Services Specialists and NAMSS 1980-1981 President). NAMSS administered the first exam in 1981 at the annual conference in San Francisco with testing sites also offered in New York, Atlanta, Chicago and Dallas. There were many "firsts" in those days, and Arlene inspired, motivated, coerced, influenced, swayed, lured, and wheedled the best out of her board members. Together, they set the course for the continued prosperity of this new national organization. Through the past 30 years, NAMSS has accomplished many goals from education and certification to special recognition from various health-related agencies.

In 1992, President George Bush signed Congressional House Joint Resolution #399 proclaiming the first week in November as *National Medical Staff Services Awareness Week* – a salute to our profession.

On June 11, 2008, the National Commission for Certifying Agencies (NCCA) granted accreditation to the CPMSM and CPCS Exams of NAMSS for demonstrating compliance with the *NCCA Standards for the Accreditation of Certification Programs*. NCCA is the accrediting body of the National Organization for Competency Assurance (NOCA). Today the certification programs have approximately 3,600 certificants. NAMSS has expanded into a very solid organization and today offers its 4,500+ membership tremendous educational opportunities including more than 35 online and live courses and various books and tools focusing on certification preparation, professional development and industry updates. NAMSS continues to invest in

education to meet the needs of all members from those new to the field to those who hold executive and leadership positions within their facilities.

NAMSS continues to attain additional recognition for our profession through our ever-increasing advocacy initiatives. Leaders in the healthcare field from organizations such as the Centers for Medicare and Medicaid Services, The Joint Commission, American Board of Medical Specialties, and the Federation of State Medical Boards have incorporated input from NAMSS on standards and policies, recognizing our unique and important role as the “gatekeepers to quality patient care.”

NAMSS is looking forward to the future and building upon the successes of the past 30 years as we seek to enhance the professional development and recognition of individuals responsible for medical staff and credentialing services in the diverse healthcare industry.

Compiled from articles written by Joan Covell Carpenter and Mary Ann Dunn and published in OVERVIEW in 1990.

NAMSS would like to thank the California Association Medical Staff Services for their efforts in establishing NAMSS.

2. NAMSS’ Mission and Vision

Our Mission: To enhance the professional development and recognition of individuals responsible for medical staff and credentialing services in the diverse healthcare industry.

Our Vision: To advance a healthcare environment that maximizes the patient experience through the delivery of quality services.

3. NAMSS’ Goals

Education: We will provide Education that is practical, provides best practices and solutions, is competitively priced, is tangible and specific and shares ideas for different settings.

Partnerships: We will partner with other regulatory, professional and state organizations to influence decisions that will impact our profession.

Certification: We will advocate for recognition of NAMSS professional certification by regulatory bodies, accrediting organizations and employers to influence the importance of defining competencies of the Medical Services Professional (MSP).

Recognition: We will strive to be recognized as the experts in the modernization of medical staff/provider organizations.

State Affiliation

1. Statement of Affiliation

NAMSS and each State Association are similar organizations with many common interests and goals, but they are separate legal entities. Their common interests and goals do not create any legally-binding association, joint venture, partnership, or agency relationship of any kind between them.

Many, if not most, State Associations have determined to pursue a closer connection with NAMSS by becoming “Affiliates,” which fosters greater collaboration between the entities and also permits these State Associations to take advantage of the additional benefits noted below. However, even “Affiliate” status does not affect or change the underlying legal relationship described in the first paragraph.

Specifically, unless expressly agreed to in writing by both NAMSS and any particular State Association, neither entity is authorized to incur any liability, obligation, or expense on behalf of the other or to represent to any third party that the State Association is an agent of NAMSS or that NAMSS is an agent of the State Association.

Despite the fact that NAMSS neither supervises nor controls any State Association activities, it is nevertheless very pleased to provide resources and assistance to State Associations, and to collaborate on all mutual objectives of the organizations.

2. Requirements of State Association for NAMSS Affiliation

To become a NAMSS Affiliate, State Associations must meet the following requirements:

- The President and President-Elect must be current members of NAMSS,
- The State Association bylaws should include the following statement “The [State Association] supports the mission and activities of the National Association Medical Staff Services”,
- The State Association will provide to NAMSS, on an annual basis, its membership list. NAMSS shall use this list for its own information and purposes, but shall not sell or provide the mailing list to any other party,
- The State Association bylaws must be sent to NAMSS upon affiliation and each time revisions are made to ensure the State and National bylaws are not in conflict.

3. Benefits and Services for all State Associations

NAMSS will provide the following benefits and services to all State Associations regardless of affiliation:

- Access to NAMSS' materials for distribution at State Association meetings, including brochures and giveaways (as available).
- Access to a NAMSS liaison to the State Association to serve as a point of contact for the purpose of keeping State Leadership informed of NAMSS activities and to solicit input and feedback from State Leaders.
- NAMSS review of State Association bylaws to provide recommendations when needed; however, NAMSS will not have authority to approve or insist on bylaws changes.
- Access to a separate State Leadership-maintained website area on the NAMSS site until January 1, 2013 for unaffiliated State Associations; ongoing for affiliated State Associations.
- When available, option to participate in the NAMSS Cooperative Membership Program.
- Access to a State Leaders’ discussion forum.

- Ability to apply for NAMSS continuing education credits for State Association meetings when the educational program meets approved requirements at the Non-Affiliate rate. Please see policy on “Application for Approval of Continuing Education Credits”.

4. Additional Benefits and Services for State Associations Affiliated with NAMSS

NAMSS will provide the following benefits and services to State Associations affiliated with NAMSS:

- Access to “State Resources” section of the NAMSS website.
- Ability to purchase discounted insurance through NAMSS. Coverages available include Directors & Officers Liability/Employment Practices Liability and General Liability.
- Access to an Annual Leadership Conference.
- Access to a separate State Leadership-maintained website area on the NAMSS site.
- Access to NAMSS’ database of state and local speakers, upon request.
- On an annual basis, access to the NAMSS’ member list within the geographic area represented by the State Association provided that the State Association provides its own membership list to NAMSS. The State Association shall use this list for its own information and purposes, but shall not sell or provide the mailing list to any other party.
- Discounts on NAMSS continuing education credits for State Association meetings when the educational program meets approved requirements. Please see policy on “Application for Approval of Continuing Education Credits”.

5. Confidentiality

NAMSS and the State Associations shall maintain the confidentiality of all shared information and data, i.e. mailing lists. NAMSS will not distribute information shared by the State Associations to any third party without the consent of the respective State Association. The State Associations will not distribute information shared by NAMSS to any third party without the consent of NAMSS. Any confidential information (mailing lists, etc) provided to NAMSS by the State Association will remain the property of that State Association. Any confidential information provided to the State Associations by NAMSS will remain the property of NAMSS.

6. Indemnification

As a condition of affiliation with NAMSS, State Associations shall indemnify and hold harmless NAMSS, its partners, officers, directors, employees, members, attorneys, and other agents, from and against any and all claims, lawsuits, demands, losses, damages, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind (a "Claim"), which may arise by reason of any act or omission by the State Association or any of its officers, directors, employees, members, attorneys, and other agents. The State Association shall promptly notify NAMSS upon receipt of any Claim (lawsuit).