

# Oregon Association Medical Staff Services

## PREAMBLE

The Oregon Association Medical Staff Services (OAMSS) is a professional organization with membership throughout the state of Oregon. Our association is comprised of individuals involved in credentialing, privileging, practitioner or provider organizations, provider enrollment, quality, risk management and/or regulatory compliance in the healthcare industry. OAMSS members have various responsibilities, which may include but are not limited to the following:

- Credentialing and privileging of physicians and other health care practitioners;
- Researching and developing privileging criteria for new technology;
- Accreditation compliance
- Administering rules and regulations
- Developing, establishing, and enforcing of medical staff bylaws, rules and regulations, and policies that govern the activities of the medical staff

Medical Staff Services professionals are found in hospitals, Managed Care Organizations (MCO), Independent Practice Associations (IPA), Centralized Verification Organizations (CVO), Health Maintenance Organizations (HMO), Preferred Provider Organizations (PPO), consulting firms, state licensing boards, medical groups, and medical societies. Their purpose is to help promote compliance with the myriad of existing and ever changing health care mandates, as well as serving as liaison between healthcare practitioners and senior management.

OAMSS is actively affiliated with the National Association Medical Staff Services (NAMSS) which has a membership close to 5,000 members in all 50 states. NAMSS' mission is to enhance the professional development and recognition of the profession in the areas of practitioner credentialing, privileging, professional practice evaluation, provider enrollment, quality improvement, risk management, and/or regulatory compliance and management.

The Board of Directors (BOD) of OAMSS, representing medical staff services professionals and credentialing specialists, have formed a professional association keeping with the standards and practices of NAMSS:

- OAMSS leadership shall seek continuing education accreditation from NAMSS;
  - OAMSS leadership shall seek approval of the OAMSS bylaws by NAMSS;
  - OAMSS membership shall endeavor to follow the guidelines, practices and policies of NAMSS;
- and
- OAMSS membership shall adhere to the Mission and Code of Ethics of NAMSS.

*Adopted: 2/24/96*  
*Revised: 5/2015*  
*Reviewed:*  
*Author:*

# Oregon Association Medical Staff Services

## MISSION STATEMENT

The mission of OAMSS is to provide opportunities for continuing education and to promote continual improvement of professional knowledge and skills within the credentialing field.

In support of the Mission Statement, the following goals are identified:

- Provide educational resources to enhance skills and competence
- Educate members regarding the changing structure of the healthcare industry to meet the needs of medical staff professionals
- Promote sustainable professional relationships with other organizations in our community and industry

*Adopted: 2/24/96*

*Revised: 5/2015*

*Reviewed:*

*Author:*

# Oregon Association Medical Staff Services

## CODE OF ETHICS

As a member of OAMSS, I shall resolve to:

- Promote quality patient care through duties and responsibilities entrusted in me as a medical staff services professional and/or credentialing specialists;
- Work to ensure confidentiality of all patient and practitioner documents and activities;
- Place service before material gain;
- Exemplify conscientiousness;
- Maintain dignity in any situation and to appropriately represent the profession;
- Be responsive to needs, receptive to change and perform duties in the most cost-effective manner;
- Share knowledge, foster educational opportunities and encourage personal and professional growth through continued self-improvement and application of current advancements in medical staff services and credentialing practices and;
- Adhere to the Mission and Code of Ethics of NAMSS.

*Adopted:2/24/96*

*Revised:5/2015*

*Reviewed:*

*Author:*

OREGON ASSOCIATION MEDICAL STAFF SERVICES

**TABLE OF CONTENTS**

***Preamble***

***Mission Statement***

***Code of Ethics***

<b><u>POLICY#</u></b>	<b><u>DESCRIPTION</u></b>
#0001	Calendar of Events
#0002	Board of Directors Duties & Responsibilities
#0003	Position Description - President
#0004	Position Description - President-Elect
#0005	Position Description - Past-President
#0006	Position Description - Secretary
#0007	Position Description – Treasurer
#0008	Position Description-Membership Chair
#0009	Position Description-Scholarship Chair
#0010	Terms of Office and Vacancies
#0011	Transfer/Storage/Retention of OAMSS Records
#0012	NAMSS Annual Conferences
#0013	NAMSS Leadership Conference
#0014	Finance Policy
#0015	Reimbursement for Travel & Administrative Expenses
#0016	President's Discretionary Fund
#0017	Amendments & Approvals to Policies & Forms
#0018	Address Labels & Membership Lists
#0019	Marketing & Product Development
#0020	Professional Recognition Week
#0021	Graphic Guidelines
#0022	Addressing Sensitive Problem Issues
#0023	Membership Dues
#0024	<del>OAMSS Historical Materials</del> (Deleted 5/2015)
#0025	OAMSS Library
#0026	OAMSS Newsletter
#0027	Website Policy and Procedure
#0028	Website Manager
#0029	Refunds for Conferences
#0030	Recognizing Guidelines
#0031	<del>Board Honoraria &amp; Announcements</del> -(Deleted 5/2015)
#0032	Budget
#0033	Conference Honoraria Guidelines
#0034	Conference Planning Procedure
#0035	Promotion of Membership Drive
#0036	Scholarship Policy

# OREGON ASSOCIATION OF MEDICAL STAFF SERVICES

**POLICY: #0001**  
**Adopted: 2/24/96**

**TITLE: Calendar of Events**  
**Revised: 10/2010**

**Reviewed: 10/2010**

---

The OAMSS Board shall develop a calendar of events to include deadlines and follow the calendar as a guideline. A copy of the calendar shall be forwarded to each member of the Board and may be published in the OAMSS Newsletter and website if desired.

## **JANUARY OAMSS FISCAL YEAR**

**Responsibility:** Treasurer

- Fiscal Year: January 1 through December 31
- Terms of offices begin and end
- Treasurer prepares Fiscal Year End Financial Statement  
Statement is mailed to Board  
Statement is presented at the Spring Conference  
Statement is placed in Newsletter

Responsibility: Transitioning Board positions

- Transition of materials from outgoing officers

## **OAMSS BANK ACCOUNT SIGNATURE CARDS**

**Responsibility:** Treasurer

- Bank signature cards are prepared. Outgoing Treasurer obtains new signature cards from bank, signs off and sends to outgoing President for signature - signing off. Outgoing President sends signed-off signature card to new Treasurer. New Treasurer obtains signatures of new President and self. New Treasurer sends cards to the bank.

## **OAMSS MEMBERSHIP YEAR**

- OAMSS Membership Year Begins January 1 through December 31 of the calendar year

## **NAMSS FISCAL YEAR**

**Responsibility:** NAMSS Treasurer

- Membership year begins January 1 through December 31 of the calendar year

## **OAMSS CALENDAR**

**Responsibility:** President

- New Calendars printed and distributed to the Board
- Post on OAMSS Website

## **FEBRUARY**

- Report from NAMSS Leadership Retreat & Spring Conference

## **MARCH**

### **OAMSS NEWSLETTER:**

**Responsibility:** Newsletter Editor (or if none, President)

- Spring Newsletter to be mailed out prior to the Spring Annual Conference with a preview of the upcoming conference.
- Newsletter shall list the names of the OAMSS officers, committees and their chairs.
- Consider membership roster.

## **APRIL/MAY**

### **OAMSS SPRING CONFERENCE:**

**Responsibility:** Program Committee - Chair President

- Usually/customarily held in late April or early May

## **JUNE**

### **NAMSS CERTIFICATION EXAMS (CPMSM & CPCS)**

**Responsibility:** NAMSS

- NAMSS Certification Examination - Annual Certification Examination
- NAMSS Re-Certification Application Process - Three (3) year cycle.  
Notification from NAMSS to each individual certificant.

## **AUGUST**

### **NOMINATIONS COMMITTEE:**

**Responsibility:** Past President & Nominations Committee

- The Nominations Committee shall meet to coordinate the nominations and elections mailings.

### **OAMSS NOMINATIONS:**

**Responsibility:** Past President

- Solicit nominations for new officers. Nominees will be notified when nominations are received and asked if they wish to be considered. If so, a curriculum vitae shall be provided by the nominee.

## **SEPTEMBER**

### **OAMSS NOMINATIONS DEADLINES:**

**Responsibility:** Past President & Nominations Committee

- September 1- Deadline for nominations. Nominees will be advised as nominations are received. Curriculum vitae and a photo from the nominee will be requested if not received. **OAMSS ELECTION OF OFFICERS**

**Responsibility:** Past-President & Nominations Committee

- September 15 - Election of Officers
- Ballots Mailed to Membership
- Advise NAMSS of Election of Officers
- Advise NAMSS Western Regional Representation of Election of Officers

## **OCTOBER**

### ANNUAL NAMSS

### CONFERENCE OAMSS

### NEWSLETTER:

**Responsibility:** Newsletter Editor (or if none, President)

Results of OAMSS Election of Officers

- Copies of Newsletters shall be forwarded to NAMSS and the NAMSS Western Regional Representative.
- Members encouraged to join and/or renew OAMSS Membership.
- Members are encouraged to join and/or renew NAMSS Membership.
- Preview of Annual Fall Conference (November) in this edition, if applicable.
- Highlights of NAMSS Annual Conference

## **NOVEMBER**

### OAMSS MEMBERSHIP DRIVE

**Responsibility: Membership chair**

- November - OAMSS Membership Drive
- Notice and applications are forwarded

### OAMSS FALL CONFERENCE (If appropriate)

**Responsibility:** Program Committee - Chair President-Elect

### OAMSS INSTALLATION OF OFFICERS

**Responsibility:** President

- Installation during the Annual Fall OAMSS Conference Business Meeting (if appropriate). If no conference, announcement will be provided to membership.

### NAMSS GOLDEN KEY AWARDED NOMINATIONS

**Responsibility:** NAMSS

- November 1 - April 30 submit nominations for CPMSM.
- May only be submitted by a CPMSM

### NAMSS LEADERSHIP AWARD

**Responsibility:** NAMSS

- November 1 - April 30 - submit nominations for a **PHYSICIAN** who has demonstrated support, encouragement, and enthusiasm, commitment, and leadership.
- May only be submitted by a NAMSS member.

### NATIONAL MEDICAL STAFF SERVICES PROFESSIONAL WEEK

First Week in November

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0002**  
**Adopted: 2/24/96**

**TITLE: Board of Directors (BOD) Duties & Responsibilities**  
**Revised: 5/2016**

**Reviewed: 10/2010**

---

### **General Duties of the BOD:**

- 1) Work as a team to provide a united approach to attend to the management of the Association; to develop educational opportunities for the members; and to provide for oversight of the funds entrusted to the Association.
- 2) Provide an orientation of OAMSS Bylaws and Policies to individual BOD members.
- 3) Perform, oversee, or delegate functions of the office bestowed upon the individual BOD member in accordance with the duties and responsibilities of each office, and assure timely completion of same.
- 4) Assign and monitor task forces or project committees to carry out delegated functions, with regular verbal or written reports to the BOD of the status of each of the task forces or project committees.
- 5) Hold meetings of the BOD as often as necessary to conduct the business of the Association.
  - a) The BOD should meet before the OAMSS Conference if possible, and before the end of the year or at the beginning of the new term for exchange of position specific materials to the newly elected BOD members.
- 6) Develop, maintain and recommend amendments to OAMSS Bylaws and Policies and Procedures as may be necessary for the efficient management of the Association.
- 7) Assure Bylaws, continuing education programs and other activities are approved and accredited as appropriate by the National Association Medical Staff Services (NAMSS).
- 8) Assure minutes are recorded accurately at BOD and business meetings, and presented to the members at the OAMSS conference(s).
- 9) Assure financial transactions are appropriate and in the best interest of the Association. Accurate financial records of the Association funds are maintained and reported to the members at the OAMSS conference(s).
- 10) Assure each BOD member is advised of any pending actions and actions taken by the BOD.
- 11) Each BOD 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 the Association. The information may be communicated either verbally or in writing as appropriate.

### **Responsibilities:**

- 1) Provide educational opportunities for the members.
- 2) Assure professional and accurate presentations and materials for the educational conference(s).
- 3) Provide networking opportunities for members.



- 4) Encourage members to obtain NAMSS certifications.
- 5) Communicate pertinent information to the members via email and published newsletter, including employment opportunities and announcements.
- 6) Develop an annual budget and assure accurate financial record keeping.
- 7) Audit financial records annually.
- 8) Act as a liaison for the Association with NAMSS and other health related agencies and boards.
- 9) Assure a professional and ethical relationship with companies who provide services to OAMSS.

**POLICY: #0003**  
**Adopted: 2/24/96**

**TITLE: Position Description President**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The President serves as the Chief Executive Officer (CEO) of the state association and serves as Chair of the BOD. The term of office is for one (1) year commencing January 1.

The duties of the President include, but are not limited to:

- 1) Supervise all activities of the state association, following applicable OAMSS Policies and Procedures, including at least one continuing education program;
- 2) Serve as Program Committee chair for the Spring Conference, customarily held in April or May each year; (Refer to Policy #0034 Conference Planning Procedure)
- 3) Report to the membership at the OAMSS Conference(s);
- 4) Appoint special committees as needed with the approval of the BOD;
- 5) Serve as liaison between the National Association Medical Staff Services (NAMSS) and the members of the state association;
- 6) Report activity of the state association to the Western Regional Representative of NAMSS;
- 7) Inform membership of pertinent news from NAMSS through the OAMSS newsletter;
- 8) Keep members of the BOD informed of pertinent news from NAMSS;
- 9) Manage President's Discretionary Fund in accordance with the policy;
- 10) Attend the annual NAMSS Leadership Conference and NAMSS annual conference as the representative from the state;
- 11) Pass the gavel to the incoming President at the BOD Transition Meeting;
- 12) Present the Past President with a gift of appreciation at the Spring Conference;
- 13) Act as mentor to the President-Elect;
- 14) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

**POLICY: #0004**  
**Adopted: 8/96**

**TITLE: Position Description President-Elect**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The position of President-Elect is an elected office of the organization. The term of office is for one (1) year commencing January 1.

The duties of the President-Elect include, but are not limited to:

- 1) Assume the duties and authority of the President during absences or if the President is unable to complete term of office;
- 2) Plan and organize the next year's educational conference; (Refer to Conference Planning Procedure Policy #0034)
- 3) Serve as Program Committee chair organizing a second conference, if scheduled; (Refer to Conference Planning Procedure Policy #0034)
- 4) Attend the annual NAMSS Leadership Conference and/or NAMSS annual conference based on funds available, as determined by the BOD;
- 5) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

**POLICY: #0005**  
**Adopted: 2/24/96**

**TITLE: Position Description Past -President**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The immediate Past President shall serve as a member of the BOD. The term of office is for one (1) year commencing January 1.

The duties of the Past-President include, but are not limited to:

- 1) Act as consultant/mentor to the President and the BOD;
- 2) Serve as a member of the Program Committee. Perform duties related to the annual OAMSS Conference as outlined in the Conference Planning Procedure Policy (#0034);
- 3) Install the new BOD at the annual educational conference;
- 4) Serve as Chair of the Nominating Committee, soliciting nominees as necessary from the Active members to fill vacancies in the BOD;
- 5) Provide applicable job descriptions to prospective nominees;
- 6) Facilitate sending the election ballot to the Active members according to the Calendar of Events Policy (#0001);
- 7) Notify the President of results of the election ballot;
- 8) Notify candidates of official election results;
- 9) Notify all CEO's and Chiefs of Medical Staff/presidents and/or supervisors of newly elected OAMSS officers;
- 10) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

**POLICY: #0006**  
**Adopted: 2/24/96**

**TITLE: Position Description Secretary**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The position of Secretary is an elected office of the organization. The term of office is for two (2) years commencing January 1 and may succeed himself/herself.

The duties of the Secretary include, but are not limited to:

- 1) Record proceedings and prepare minutes of the state association meetings, which shall be available to all members for review;
- 2) Record proceedings and prepare minutes of the BOD meetings and promptly distribute to all members of the BOD;
- 3) Serve as custodian for all minutes of the BOD and OAMSS meetings;
- 4) Perform duties related to the annual OAMSS Conference as outlined in the Conference Planning Procedure Policy (#0034);
- 5) Take or designate another person to take photograph/digital images at OAMSS conferences for promoting OAMSS and publication in the OAMSS Newsletter;
- 6) Serve as custodian for all photographic images;
- 7) Store the nametag covers and ribbons for conferences;
- 8) Send announcement letters of elections to the following for new Board members:
  - NAMSS Executive Office and the NAMSS Western Regional Representative
  - Employer (including but not limited to the Chief Executive, Chief of Staff, and/or Director/Manager), Employee Newsletter and/or the organization's Medical Staff Newsletter (as applicable);
- 9) May assume the duties of the State Website Manager in the event of a vacancy in the position or absence of a person in that role;
- 10) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

**Policy #0007**

**TITLE: Position Description Treasurer**

**Adopted: 2/24/96**

**Revised: 5/2015**

**Reviewed: 10/2010**

---

The position of Treasurer is an elected office of the organization. The Treasurer serves for a period of two (2) years commencing January 1 and may succeed her/himself.

The duties of the Treasurer include, but are not limited to:

- 1) Establish checking, overdraft and savings accounts at a discretionary bank on behalf of OAMSS, managing all OAMSS related income and expenses;
- 2) Reconcile the monthly bank statements with appropriate receipts and expense reports;
- 3) Prepare and forward a monthly financial report with applicable month's bank statement to the President for approval;
- 4) Maintain the financial records of OAMSS;
- 5) Facilitate annual application of bond with an appropriate limit to protect OAMSS assets. All account signers to be named on the bond;
- 6) Assure timely filing of non-profit status and/or applicable tax return with the IRS annually according to current tax-exempt requirements;
- 7) Assure timely filing of annual renewal of business registry with State of Oregon;
- 8) Reimburse expenses in accordance with the policy on "Reimbursement for Travel and Administrative Expenses";
- 9) Prepare a budget for review and approval by the BOD prior to the Spring Conference;
- 10) Submit the CEU request to NAMSS for OAMSS conferences;
- 11) Receive all conference registrations preparing master list of attendees. Send finalized list of conference attendees to Secretary to facilitate the list for conference folders, sign-in lists and nametags;
- 12) Prepare the financial report for OAMSS conferences including copies for distribution to member participants;
- 13) Perform duties related to the annual OAMSS Conference as outlined in the Conference Planning Procedure Policy (#0034);
- 14) May assume the duties of the Membership Chair in the event of a vacancy in the position or absence of a person in that role;
- 15) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

**POLICY: #0008**  
**Adopted: 8/96**

**TITLE: Position Description Membership Chair**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The position of Membership Chair is an appointed position of the organization by the BOD. The Membership Chair serves for a period of two (2) years beginning January 1 and may be reappointed to subsequent terms.

The duties of the Membership Chair include, but are not limited to:

- 1) Send out and receive membership applications annually in November for upcoming year;
- 2) Forward dues to the Treasurer;
- 3) Maintain a database of the OAMSS membership that tracks successive years;
- 4) Maintain the current membership listing;
- 5) Maintain the current renewals; coordinate renewal activities;
- 6) Coordinate membership recruitment activities and provide membership information to potential interested parties;
- 7) Follow-up on former OAMSS members who have not renewed membership;
- 8) Furnish a copy of the current OAMSS Bylaws/Policies and Procedures to all new members;
- 9) Provide membership information on a quarterly basis to the Editor for the quarterly newsletter of OAMSS;
- 10) Participate on the planning committee for conferences;
- 11) Perform duties related to the annual OAMSS Conference as outlined in the Conference Planning Procedure Policy (#0034);
- 12) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

**POLICY: #0009**  
**Adopted: 3/17/06**

**TITLE: Position Description Scholarship Chair**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The position of Scholarship Chair is an appointed position of the organization by the BOD. The Scholarship Chair serves for a period of two (2) years beginning January 1 and may be reappointed to subsequent terms.

The duties of the Scholarship Chair include, but are not limited to:

1. Notifies members of availability of scholarships for that calendar year following approval of funding by the BOD;
2. Answers questions that may arise by potential applicants;
3. Adheres to the OAMSS Scholarship Policy criteria and guidelines;
4. Obtains the scholarship applications and reviews for compliance to the Scholarship Policy;
5. Forwards application packets, blinding the applicant's name, to the Scholarship Committee for evaluation and recommendation for selection of the recipient(s);
  - a. In absence of a Scholarship Committee, the BOD becomes the Scholarship Committee.
6. Notifies the BOD of the selected recipient(s) recommended by the Scholarship Committee;
7. Notifies all applicants of the scholarship recipient(s) in writing by mail or email;
8. Promotes the OAMSS scholarship at conferences and Newsletter to keep membership informed of scholarship opportunities available.



**POLICY: #0010**  
**Adopted: 2/24/96**

**TITLE: Vacancies & Terms of Office**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

If a member of the BOD resigns or is unable to fulfill the obligations of their term of office the ensuing procedure will be followed:

If there is a vacancy in the office of the President prior to the expiration of the President's term, the President-Elect shall assume the duties and authority of the President for the remainder of the unexpired term. Vacancy of the office of President-Elect shall be filled by mail ballot of the Active membership.

If there is a vacancy in the office of the Past-President prior to the expiration of the Past-President's term, the BOD shall contact the former Past-President to see if he/she will assume the duties and authority of the Past-President for the remainder of the unexpired term.

Other vacancies in office may be filled by the BOD, a former BOD Member in the related position, or by a mail ballot of the Active membership for the remainder of the unexpired term.

**Policy #0011**  
**Adopted: 2/24/96**

**TITLE: Transfer/Storage/Retention of OAMSS Records**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

Each officer or delegated individual is responsible for the safe and timely transfer of OAMSS records in their trust to the incoming officer. The President shall have the authorization to designate how records shall be transferred and to whom.

**RETENTION OF RECORDS:**

**All records shall be maintained and, if feasible, scanned to provide easy transfer between Board members.**

<b>TYPE OF RECORD</b>	<b>INCLUSIVE OF</b>	<b>ENTRUSTED TO</b>
OAMSS Membership Application	Application Form	Membership Chair
Membership List & Mailing Labels	Current Members	Membership Chair
Reimbursement Records	Reimbursement Transactions	Treasurer
Financial Statements & Tax Records	Income & Expenses Budget & Banking Records	Treasurer
Newsletter	Newsletter Publications	President or Editor
Minutes/Correspondence	Board Minutes & Business Correspondence generated from Board Officers	Secretary
Name Tags	Name tag holders & ribbons	Secretary
Photographic images	Photographic images	Secretary
Conference Notebooks	Conference Records	President-Elect
Board Elections	Nominations/Elections	Past-President

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0012**  
**Adopted: 2/24/96**

**TITLE: NAMSS Annual Conferences**  
**Revised: 5/2016**

**Reviewed: 10/2010**

---

The BOD shall budget funds, as available to sponsor the President and/or President-Elect's attendance at the NAMSS Annual Conference. Based on funds available, the budgeted amount may include registration fees for the general conference sessions, travel, lodging and meals. The Reimbursement for Travel and Administrative Expenses Policy shall be adhered to.

In the event, the President cannot attend, the President-Elect shall attend. In the event the President-Elect cannot attend, the BOD shall designate an alternate BOD member to represent the organization.

Every opportunity to conserve the expenses of attendance should be made by the individual who attends such as requesting full or joint sponsorship by their employer.

As a sponsored representative of OAMSS, the individual is expected to attend all related functions for State Presidents held during, before or after the conference.

The individual(s) shall make a report of information learned to the BOD and if applicable, to the entire membership.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0013**

**TITLE: NAMSS Leadership Conference**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

The BOD shall budget funds, as available to sponsor the President's attendance at the annual NAMSS Leadership Conference. Based on funds available the budgeted amount may include travel, lodging and meals. The Reimbursement for Travel and Administrative Expenses Policy shall be adhered to.

If the President is unable to attend, priority of attendance shall be given to the President-Elect. In the event the President-Elect cannot attend, the BOD shall designate an alternate BOD member to represent the organization.

Every opportunity to conserve the expenses of attendance should be made by the individual who attends such as requesting full or joint sponsorship by their employer.

As a sponsored representative of OAMSS, the individual is expected to attend all related functions held during, before and after the conference.

The individual(s) shall make a report of information learned to the BOD and if applicable, to the entire membership.

**POLICY: #0014**  
**Adopted: 3/22/07**

**TITLE: Finance Policy**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The OAMSS BOD retains the duties and responsibilities of monitoring and ensuring the finances of OAMSS.

- 1) OAMSS will maintain appropriate bank accounts which will be managed by the Treasurer and overseen by the BOD.
  - a. Copies of all bank statements are to be received by the OAMSS Treasurer, who will reconcile with appropriate receipts and expense reports received.
  - b. All checks issued/written will require signatures from a minimum of two (2) authorized account signers. Authorized account signers will include the Treasurer, President, and Past-President. An additional co-signer may be appointed by the President to facilitate timely signing of checks.
  - c. A monthly financial report will be forwarded to the President for approval. The President will reconcile the financial report with the appropriate month's bank statement.
  - d. All income and expenses will be managed by the Treasurer and reported in an annual statement to the membership of OAMSS at each conference.
- 2) OAMSS will secure expense-limited bank cards and issue to the Treasurer and President.
  - a. The BOD will determine an appropriate expense limit for the bank cards.
  - b. The bank card will be used for the purpose of obtaining products or services directly related to the Board Member's assigned responsibilities to conduct OAMSS business. It will not be utilized for non-OAMSS related purposes.
  - c. All business related expenses over an amount agreed upon by the BOD must be approved by the second authorized card holder. Documentation and corresponding receipts must accompany the appropriate financial forms within two weeks of utilizing the card. Documentation must include the name of the vendor and names/events attributed to the charge (i.e. restaurant, taxi, etc).
  - d. Only the identified cardholder(s) shall be authorized to use the OAMSS issued bank card for OAMSS related business expenditures, in conformance with OAMSS current reimbursement and travel policies (#15).
  - e. At the end of the Treasurer's term of office, his/her card must be given to the President to be cut up and discarded. At the end of the President's term of office, his/her card must be given to the Treasurer to be cut up and discarded.
  - f. The Treasurer will request new signature cards from the bank for the incoming Treasurer and new President.
  - g. Misuse of OAMSS funds will result in immediate revocation of the Board Member's position. Misuse is defined as deliberate use of debit card and/or bank accounts for non-OAMSS related business. At the discretion of the BOD, misuse of OAMSS funds may result in but not be limited to the following: filing of an ethics complaint with NAMSS, the Certification Commission of NAMSS, and/or criminal charges.

**POLICY: #0015**  
**Adopted: 2/24/96**

**TITLE: Reimbursement for Travel and Administrative Expenses Policy**  
**Revised: 5/2015**                      **Reviewed: 10/2010**

---

OAMSS shall reimburse for travel and administrative expenses incurred in conjunction with authorized OAMSS business under the following criteria:

- 1) Authorized individuals include but are not limited to:
  - a) OAMSS BOD
  - b) Membership Chair
  - c) Members of OAMSS
  - d) Conference speakers
  - e) Any other person conducting OAMSS-related services with approval by the BOD.
- 2) An approved Expense Reimbursement Request form shall be submitted to the current Treasurer for payment with the expense related receipt(s). If the expense is from the Treasurer, then the President or President-Elect must co-sign.
- 3) Expense related receipts:
  - a) Itemized receipts from the primary source are required along with an Expense Reimbursement Request or Voucher Authorization form as applicable.
  - b) Missing receipts - if a receipt is not available, the requesting individual must have a written statement explaining the expense. For expenses over \$15, the written statement must include an approval from the OAMSS President or President-Elect.
- 4) Reimbursable expenses for Travel:
  - a) Air Travel: Reimbursement is paid for economy class only. Reimbursement for airline luggage fees will be reimbursed for a maximum of one piece of luggage. Mileage reimbursed for ground travel to and from the airport shall be reimbursed.
  - b) Ground Travel: Mileage is paid at the current Federal mileage per mile allowance rate. Other ground travel fares incurred to include tips as appropriate are reimbursed with receipt or written explanation attached to the request.
  - c) Lodging: Reimbursement for lodging expenses at the conference rate incurred include the evening before, during, and the last day of the authorized event, including lodging taxes and tips as appropriate. Additional expenses for individuals who share the room are not acceptable. If charges are shared, then separate reimbursements must be requested.
  - d) Telephone: Only calls associated with OAMSS business are reimbursable.
  - e) Meals: Maximum reimbursement will be in alignment with the federal Meals and Incidental Expense per diem rate. (see <http://www.gsa.gov/portal/content/101518>). Meal gratuities are included in maximum daily amount. Joint meals shall include the names of all individuals included on the bill. Guest meals are not reimbursable and should be deducted before submitting receipt for reimbursement.
- 5) Other reimbursable expenses:
  - a) Program Chair or designee: Travel in preparation for conferences shall be eligible for reimbursement with submission of a reimbursement form including an

explanation of the place traveled to, mileage, and the expense related receipts.  
Reimbursement shall be made in accordance with the Reimbursement Policy.

- b) Expenses incurred for OAMSS Conferences, including honorariums and travel expenses for speakers.
  - c) Expenses for Board meetings, including food, mileage/travel reimbursement.
  - d) Expenses incurred for producing and distributing the OAMSS Newsletter.
  - e) Incidental expenses in the general operation of the organization and reported in the semi-annual financial statements.
  - f) Expenses for OAMSS conferences for Board Members and Membership Chair.
- 6) Exceptions shall be addressed in writing to the BOD, who shall have final authority to determine allowed or denied expenses.

**OREGON ASSOCIATION MEDICAL STAFF SERVICES  
EXPENSE REIMBURSEMENT REQUEST**

Name:								
Address:		Telephone:						
Event/Strategy/Date:		Location:						
		Line Item:						
Date:	Mon/	Tues/	Wed/	Thurs/	Fri/	Sat/	Sun/	Total
Miles Driven								
Mileage @ ___/mile								
Taxi/transportation								
Auto(tolls,parking,etc)								
Hotel (Room & Tax Only)								
Hotel-Other list individually only as authorized								
Meals:	breakfast							
	lunch							
	dinner							
Tips								
Other (explain below)								
Honorarium								
Totals								

TOTAL REIMBURSABLE EXPENSE \$

**Items Pre-paid by OAMSS**

Description of Expense	Date	Amount
• Airfare		
• Hotel		
• Registration:		
Other:		
	<b>TOTAL</b>	

TOTAL OAMSS PRE-PAID EXPENSE:

I certify that the above expenses are in alignment with OAMSS Reimbursement for Travel and Administrative Expenses Policy and that this expense statement is accurate as to actual and necessary business expenses incurred. All applicable receipts or authorized written statement(s) are attached.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**OREGON ASSOCIATION MEDICAL STAFF SERVICES  
VOUCHER AUTHORIZATION**

<b>Payable to</b> _____ _____ _____	
<b>Amount</b> \$ _____	
<b>Account #</b> _____	<b>For:</b>
<b>Total</b> \$ _____	

**Requested By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<i><b><u>For Treasurer's Use</u></b></i>	
<i><b>Date Paid:</b></i> _____	
<i><b>Check #</b></i> _____	<i><b>Amount:</b></i> _____

**OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0016**

**TITLE: President's Discretionary Fund**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

The BOD shall budget a set amount each year for the President's Discretionary Fund, considering funds are available in the total budget for the year.

The President shall ordinarily have available a sum of \$200 during a single term of office.

This fund is to be used for such things as acknowledging and expressing appreciation to someone for their special efforts and assistance on behalf of the Association. The Reimbursement for Travel and Administrative Expenses Policy shall be adhered to.

Receipts for reimbursement of expenses from the discretionary fund shall be attached to the Voucher form.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0017**

**TITLE: Amendments & Approvals to Policies and Forms**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

The BOD may amend/adopt policies and procedures as necessary for the efficient management of the Association with approval from the majority of the Active members.

The BOD has the authority to make minor changes to the policies and procedures without member approval if the changes do not alter the intent of the policies. Such changes may include but are not limited to grammatical corrections, abbreviations, formatting, and sequencing.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0018**

**TITLE: Membership Lists**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

The Membership Chair shall be responsible for maintaining spreadsheets/membership list(s) which include the following:

- 1) All current OAMSS members;
- 2) All Oregon hospital's Medical Staff Services offices;
- 3) All Oregon Managed Care Organizations;

Membership and Address information is used for and provided to the following:

- 1) General OAMSS mailings including conference notice mailings;
- 2) Membership campaign mailings which should include all known Oregon hospital Medical Staff Services departments, Health Maintenance Organizations, and independent practice services of health care professionals;
- 3) The NAMSS Executive Office and Regional Representative;
- 4) Individuals who have expressed an interest in obtaining mailings from OAMSS, with BOD approval.

**POLICY: #0019**  
**Adopted: 2/24/96**

**TITLE: Marketing & Product Development**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The BOD shall have the authority to develop products for marketing and shall determine how those products shall be disseminated to the membership. Products may be developed by a third party or in a different manner at the discretion of the BOD.

**Policy #0020**  
**Adopted: 2/24/96**

**TITLE: Professional Recognition Week**  
**Revised: 5/2015**                      **Reviewed: 10/2010**

---

The BOD will encourage and endorse the marketing of Medical Staff Services Recognition Week among OAMSS members. A toolkit is available from NAMSS as indicated in their policy.

**OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0021**

**TITLE: Graphic Guidelines**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

The BOD will be responsible for review, development and approval of the OAMSS logo.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0022**

**TITLE: Addressing Sensitive Problem Issues**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

If an issue of a sensitive nature regarding the performance, lack thereof, or action taken by an individual could cause harm to the Association, a collegial approach should always be considered first.

Issues could include disagreements between:

- BOD members
- Members
- BOD and Member/s

Depending on who is involved, mediation will be facilitated by the President or Past-President. If mediation fails, the issue will be escalated to the NAMSS Executive Office in accordance with NAMSS Policies.



## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0023**

**TITLE: Membership Dues**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

Annual dues for membership classification shall be due and payable January 1st for the ensuing calendar year.

Dues shall be sent to the Membership Chair who shall maintain a list of the names of the member, credential, position, employing organization, mailing address, telephone, fax, and email. If a Membership Chair has not been appointed, dues shall be sent to the Treasurer.

A member who joins the OAMSS during the last quarter of the calendar year (October to December) shall pay the annual dues amount for the current year, which shall satisfy the dues requirement for the ensuing year. Failure to pay dues within thirty (30) days of the specified date shall result in inactivation of membership with notification by email from the Membership Chair. The member may be reinstated upon payment of past and/or current dues.

Annual Dues are an amount set by the BOD.

Current Dues are **\$60 (change effective 5/96)** for Active Membership, \$50 for Affiliate Members, and there are no dues assessed for Honorary Members.

Notices shall be sent to prospective members. Membership dues are non-transferable.

If this Association is disbanded, any and all assets of OAMSS will be forfeited to the NAMSS treasury.

**POLICY: #0025**  
**Adopted: 2/24/96**

**TITLE: OAMSS Lending Library**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

OAMSS shall maintain a lending library of resource materials for the use of OAMSS members. Purchases of new materials or resources for the library require the approval of the BOD and may be purchased by any member of the Board. Reimbursable purchases will comply with the Reimbursement and Travel Policy as applicable. In addition to purchased items, OAMSS members and others may donate items to the library. Donated items will become the property of OAMSS.

The resource materials shall be entrusted to the Librarian who shall be an active member of OAMSS, who is in good standing. The position of Librarian is an appointed position of the organization by the BOD. The Librarian serves for a period of two (2) years beginning January 1 and may be reappointed to subsequent terms.

The Librarian shall maintain a tracking system of library holdings, loans and return of loaned materials, loan periods, and a process of how to borrow materials from the Library. Additionally, the Librarian shall be responsible for the publication of a library holdings list at least once a year in the OAMSS Newsletter. In addition, the list or a sample of the items available will be displayed at the annual OAMSS conference.

Current resources include but are not limited to:

- Audio tapes, video presentations, CD's, or conference book(s) from the NAMSS Annual Conference.
- Publications cited in the certification preparation study materials dependent on funds available.

**POLICY: #0026**  
**Adopted: 2/24/96**

**TITLE: OAMSS Newsletter**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

OAMSS shall publish a newsletter approximately twice a year, with consideration of publications following a state or national conference and when officers are elected into office. The purpose of the newsletter is to further educate, communicate, and assist with networking of the OAMSS members. The Newsletter is also the vehicle used to convey news/information to the members from the BOD concerning Association plans, educational programs and benefits such as the Certification Program and formal academic programs for the profession.

General interest articles may be offered. Articles focusing on legislation, legal issues, and unique Medical Staff Services/Managed Care challenges are strongly encouraged. Articles about personal success in the field and people in non-traditional roles are also encouraged.

The position of Newsletter Editor is an appointed position of the organization by the BOD. The Newsletter Editor serves for a period of two (2) years beginning January 1 and may be reappointed to subsequent terms.

The duties of Editor include the following:

1. Solicit articles and information for publication (sources may include, but not be limited to the **BOD**, Committees, Membership, NAMSS, State regulatory agencies);
2. Compiling and editing the information supplied;
3. Publishing the newsletter to the OAMSS website;
4. Distributing the newsletter via email to the members.

Costs associated with producing and distributing the newsletter shall be reimbursed in accordance with the reimbursement policy (#15).

If possible, the Editor is strongly encouraged to give ninety (90) days notice of resignation from this position, to allow the BOD appropriate time to identify another candidate.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0027**

**TITLE: Website Policy and Procedure**

**Adopted: 3/22/07**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

It shall be the policy of OAMSS to maintain a website for the purpose of communicating information about the organization to its members, as well as others interested in the organization.

### **PROCEDURE**

1. The website shall be updated on a monthly basis by the Website Manager or designee using information obtained from the BOD and OAMSS members. If there is no Website Manager, the Secretary will assume the role.
2. The website will be updated in accordance with the NAMSS State Manager User Guide.

### **Web Site Information:**

The OAMSS website is hosted on the NAMSS website.

### **Discussion Forum:**

OAMSS members may independently enter topics into the Discussion Forum, following the NAMSS guidelines for use. Topics posted on the Discussion Forum should adhere to the Mission and Code of Ethics of NAMSS/OAMSS.

Non-members may submit information/advertisements for time-limited posting on the OAMSS website or in the Discussion Forum for a posting fee, to be determined annually by the BOD.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0028**

**TITLE: Website Manager**

**Adopted: 3/22/07**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

The position of Website Manager is an appointed position of the organization by the BOD. The Website Manager serves for a period of two (2) years beginning January 1 and may be reappointed to subsequent terms.

The duties of the Website Manager include, but are not limited to:

1. Develop and maintain the content of OAMSS Internet presence.
2. Maintain current knowledge about OAMSS mission, goals and objectives.
3. Make every effort to assure that information posted is accurate and is presented in a positive, professional, and user-friendly manner.
4. Write, edit and format copy for web publication.
5. Maintain accuracy of site links.
6. Respond to, or forward as appropriate, email and other requests received through OAMSS website.
7. Provide marketing and promotion of OAMSS web presence through search engine registration and other appropriate avenues.
8. Update and expand information on the website in order to attract new and repeat users.
9. Provide reports regarding the website to the BOD as requested.
10. Communicate to the BOD any expected and/or incurred expenses in the design and maintenance of the website. All expenses must receive prior approval of the BOD. Forward all receipts to the Treasurer for reimbursement.
11. Communicate effectively with the site hosting vendor and Internet Service Provider (ISP).

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0029      TITLE: Refunds for Conferences/Partial Pay for Conferences**  
**Adopted: 2/24/96      Revised: 5/2016      Reviewed: 10/2010**

---

OAMSS Conference registration fee refund requests will be accepted only by written or email communication. Such requests must be received by the Treasurer or President at least two (2) weeks prior to the date of the scheduled conference.

No refunds will be made after this date, except in special circumstances, as approved by the BOD.

A cancellation fee may be charged to the conference registrant (individual or hospital), at the discretion of the BOD.

For conferences that exceed one day, the BOD will offer a reduced fee structure for partial attendance based on each day.

**Policy #0030**

**TITLE: Recognition Guidelines**

**Adopted: 2/24/96**

**Revised: 5/2015**

**Reviewed: 10/2010**

---

The BOD will recognize the following positions at the annual OAMSS conference in the manner listed:

- Install the current BOD;
- Present the immediate past BOD members with certificates of appreciation ;
- Recognize other individuals who have accepted assigned/ appointed responsibilities and/or projects that have benefited OAMSS.

The President may elect to use funds described in the President's Discretionary Funds Policy (# 0016) to purchase gifts for any of the above listed individuals.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0032**      **TITLE: Budget**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

The BOD shall establish a budget in anticipation of income and expenses for the upcoming calendar year.

Items to be included in the budget process:

**Income:**

- Dues
- Conference Registration Fees
- Sponsorships
- Interest

**Conference Expenses:**

- Conference Site – Rooms
- Catering
- Hospitality Suite/Reception
- AV equipment rental
- Brochures
- Name Tags & Ribbons
- CEU Certificates
- Postage
- Honoraria & Speaker Fees/Expenses
- Conference Materials
- BOD Mileage/Meals
- Attendee Gifts/Give-Aways
- Table Decorations
- Outgoing BOD Gifts/Recognition
- Conference Scholarships
- Miscellaneous

**Other Expenses:**

- BOD Meeting(s)
- Bond Application Fee
- Library Purchases
- NAMSS Leadership Conference
- NAMSS Annual Conference
- Photographic Display Board
- President's Discretionary Fund
- Product Design/Printing
- Postage/Shipping
- State Registry Fee
- Stationery



**POLICY: #0033**  
**Adopted: 2/24/96**

**TITLE: Honoraria Policy**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

OAMSS shall award honoraria in conjunction with authorized OAMSS business under the following guidelines:

- 1) President, President-Elect, Secretary, Treasurer, Past-President and Membership Chair shall have all OAMSS conference registration fees waived during their terms of office.
- 2) Volunteer positions, such as Librarian, Newsletter Editor, Website Manager, Scholarship Chair and other positions determined by the BOD, shall have their annual membership dues waived for the applicable year in which the volunteer position is fulfilled.
- 3) Non-member (OAMSS) speakers other than keynote:
  - a) Reimbursed for applicable travel expenses including coach round trip airfare, ground transportation, one night lodging prior to or following the event as applicable, and related meals
  - b) Conference registration is waived.
- 4) OAMSS members presenting a conference topic other than as the keynote speaker:
  - a) Paid \$150 honorarium.
  - b) Conference registration is waived.
- 5) OAMSS members serving as a panel organizer/facilitator will have their conference registration waived.
- 6) Expenses and honoraria for keynote speakers will be negotiated by the BOD.
- 7) The honoraria policy shall be sent to speakers invited to present at OAMSS sponsored conferences at the time of such invitation.
- 8) Budgeting for honoraria should be based on a reasonable percentage increase over actual expenditures for the prior year.

**POLICY: #0034**  
**Adopted: 2/24/96**

**TITLE: Conference Planning Procedure**  
**Revised: 5/2015**

**Reviewed: 10/2010**

---

The BOD will schedule one conference annually in the spring. The conference will normally be one and one-half days in length. A second one day conference in the fall may be scheduled at the discretion of the BOD.

**Conference Planning Committee:**

The President Elect shall serve as Chair of the Conference Planning Committee. The BOD will act as the Conference Planning Committee unless otherwise delegated and approved by the BOD.

**Conference Planning Tasks:**

- Location: A suitable conference site will be selected, rotating in location across the state to provide ease of access for the various OAMSS members;
- Dates: The Spring conference will be generally scheduled in April or May annually;
- Topics and speakers will be selected utilizing previous conference evaluations/ideas from members or applicable current topics of interest;
- Registration and brochure development;
- Obtain accreditation of CE Credits from NAMSS;
- Create name tags/ribbons;
- Develop evaluation form/survey ;
- Organize hospitality/social/networking event.

**Assigned Responsibilities:** (individual duties may be reassigned at the discretion of the President)

**President-Elect:** (year prior to the scheduled conference)

- Contracts with the selected site;
- Secures a block of rooms;
- Secures the conference rooms;
- Arranges for speakers;
- Coordinates AV equipment needs.

**President:**

- Develops the conference agenda;
- Prepares the brochure;
- Selects menu;
- Oversees developing the final conference packet;
- Plans hospitality/social/networking event.

**Secretary:**

- Sends confirmation letters to the speakers, informing speakers of the Conference Honoraria Guidelines policy (#33)
- Obtains speakers' Curriculum Vitae;
- Arranges for speakers' transportation and lodging as needed;
- Provides expense reimbursement forms to the speakers and BOD;
- Prepares list of attendees for conference folders, sign-in lists and prepares/provides nametags/ribbons for participants at each conference;
- Provides registration assistance at the conference.

**Treasurer:**

- Emails brochures;
- Receives registration forms/payments;
- Maintains conference attendee spreadsheet;
- Submits CE Accreditation Request to NAMSS;
- Organizes Registration Table at Conference;
- Pays Conference Expenses;
- Pays Honorariums and applicable travel/other reimbursement expenses.

**Past President:**

- Develops conference evaluation (may be paper format in conference packets or by email/electronic survey);
- Tallies evaluation results and shares with BOD.

**Membership Chair:**

- Helps organize Registration Table at conference;
- Provides registration assistance at the conference;
- Provide membership applications for each conference.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0035**

**TITLE: Promotion & Membership Drive Strategy**

**Adopted: 2/24/96**

**Revised: 10/2010**

**Reviewed: 10/2010**

---

### I. Define Audience:

1. Medical Staff Services Professionals & Credentialing Specialists for:
  - Hospitals
  - Managed Care Organizations
  - Independent Practice Associations (IPA's)
  - Centralized Verification Organizations (CVO's)
  - Health Maintenance Organizations (HMO's)
  - Preferred Provider Organizations (PPO's)
  - Physician Hospital Organizations (PHO's)
  - Medical Groups
  - State Licensing Boards
  - Medical Societies
  - Consulting Professionals for above listed organizations

### II. Define Individual Audience Members:

1. Correspond with organizations, soliciting a contact and/or name of potential members.

### III. Retention & Participation:

1. General mailings with OAMSS brochure (October at beginning of annual membership drive).
2. Quarterly newsletter
  - a. Networking Column
3. Mailing updated membership listings (January & July)
4. January - send out annual survey/questionnaire, asking members to provide feedback to the OAMSS Board regarding OAMSS operations during the prior year how can we better serve you this year? Encourage members to identify problems and suggest solutions to assure on-going organization improvement.

### IV. OAMSS Promotional Materials:

1. New Membership:
  - a. OAMSS Mission Statement, Bylaws & Policies packet

V. OAMSS Cost/Benefit Information

1. Membership Benefits:
  - a. Bi-Annual OAMSS 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 and Credentialing Specialists.
  - 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 , OMA, OAH and Oregon Medical Board.
  - 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 and credentialing specialists' profession.
  - h. Web site access for additional information, tools or resources
2. Education Opportunities:
  - a. OAMSS Conferences.
  - b. Regional/national educational seminars.
  - c. OAMSS Library resource.

VI. Promotional Products:

1. Review & Update Annually
  - a. OAMSS Brochure
  - b. Membership Application
  - c. One-page fact sheet about OAMSS to include history, accomplishments - include with the application.
  - d. OAMSS Bylaws and Policies & Procedures.
2. Customized "gifts" or purchase items at OAMSS conference (cups, umbrellas, pens, carrying bags, T-shirts, etc.)

VII. Recognition/Acknowledgements:

1. Recognize members who have been recognized for work or special achievements in their work place, OAMSS or NAMSS - place articles in the OAMSS Newsletter.
2. Encourage members to submit newsletter articles for publication to include acknowledgements.
3. Ensure membership of on-going communicating opportunities.
4. Encourage ideas/feedback.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0036      TITLE: Scholarship Policy**

**Adopted: 2/24/96**

**Revised: 5/2016**

**Reviewed: 10/2010**

---

OAMSS awards a scholarship annually (as funds allow) to members who wish to obtain their certification or attend an annual OAMSS or NAMSS conference.

The BOD shall budget a set amount each year for the OAMSS Scholarship Fund, considering funds available in the total budget for the year. Members will be notified which scholarship(s) are available after finalization of the annual budget for that calendar year. The BOD has determined that Conference registration and reimbursements (lodging, transportation, and meals in accordance with the Reimbursement and Travel Policy) will not exceed \$500.00 for State and \$1,000.00 for National Conferences.

To qualify for the scholarship all applicants must be active OAMSS members of at least twelve (12) months, who are in good standing, and whose institution is unable/unwilling to sponsor attendance/certification. Applicants may receive one scholarship in any three-year period. Applications submitted from the same organization for the same purpose may receive only one scholarship for that calendar year.

1. Applicants must submit an OAMSS application form in writing by mail, fax or online via the OAMSS website to the Scholarship Chair. Applications are considered complete when the Scholarship Chair has received the application and required supporting documents. (Refer to attachments 1,2,3)
2. Applicants must provide descriptive information related to the current or planned educational activity for which the scholarship is being sought, and cost of the activity.
3. Applicants must include an essay detailing past, present, and planned contributions to the medical staff services profession, and include a brief explanation of how the planned activity will benefit applicant both professionally and personally.
4. Application deadline is sixty (60) calendar days prior to the registration deadline for the applicable event.

The Scholarship Chair/Committee will evaluate applications based on the following:

- a) Commitment to educational growth as a medical staff professional;
- b) Demonstration of sincere enthusiasm and support of the goals and mission of OAMSS;
- c) Future benefits to applicant and to OAMSS as a result of the scholarship.

The Scholarship Chair will forward application packets to the Scholarship Committee for evaluation. The Scholarship Committee will make their recommendation(s) for selection of the recipient(s) and forward to the BOD for final approval.

The BOD will choose and notify the scholarship recipient(s) of the annual scholarship(s) based on the Scholarship Committee's recommendation.

The Scholarship Chair will notify all applicants of the scholarship recipient(s) in writing by mail or email.

**STATE/NATIONAL CONFERENCE SCHOLARSHIP APPLICATION**

Check one:    \_\_\_ OAMSS State Conference                    \_\_\_ NAMSS National Conference

**Criteria for Annual Educational Conference Scholarship**

1. Must be an Active OAMSS member of at least twelve (12) months in good standing.
2. Member's institution will be contacted to confirm inability/unwillingness to sponsor attendance at either the OAMSS or the NAMSS annual educational conference.
3. Cannot be a member of the BOD for either the state or national associations.
4. Conference registration and reimbursements [lodging, transportation, and meals in accordance with the reimbursement policy (#15)] will not exceed \$500.00 for state and \$1000.00 for national.
5. Application and an essay detailing the applicant's past, present and planned contributions to the medical staff services profession including a brief explanation of how participation in the conference will benefit the applicant both professionally and personally must be submitted by the deadline.
6. Applicants will be measured by the degree of the following criteria:
  - a. Commitment toward educational growth as a medical staff/credentialing services professional;
  - b. Sincere enthusiasm and support for the goals of OAMSS;
  - c. Future benefits to OAMSS resulting from educational assistance to the applicant.

Fax or Email to OAMSS Scholarship Chair. Application packet must be received by the Scholarship Chair no later than (60) calendar days prior to the registration deadline for the applicable event.

APPLICANT NAME: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

INSTITUTION/EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I have been employed for \_\_\_ months/years as a Medical Staff/Credentialing Services professional. I hereby request consideration of my application for scholarship funds by OAMSS. I have enclosed the requested documentation to assist the Scholarship Committee in arriving at a decision. I attest that the information provided is true and correct.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DISCLAIMER:** The OAMSS Scholarship Committee reserves the right to withhold awarding a scholarship.

**CERTIFICATION EXAMINATION SCHOLARSHIP APPLICATION**

Check one:    \_\_\_ Spring Examination            \_\_\_ Fall Examination

**Criteria for CPMSM or CPCS Certification Scholarship**

1. Must be an Active OAMSS member of at least twelve (12) months in good standing.
2. Member's institution will be contacted to confirm inability/unwillingness to sponsor certification examination testing fee(s).
3. Cannot be a member of the BOD for either the state or national associations.
4. Application and an essay detailing the applicant's past, present and planned contributions to the medical staff services profession including a brief explanation of how the planned activity will benefit the applicant both professionally and personally must be submitted by the deadline.
5. Applicants will be measured by the degree of the following criteria:
  - a. Commitment toward educational growth as a medical staff/credentialing services professional;
  - b. Sincere enthusiasm and support for the goals of OAMSS;
  - c. Future benefits to OAMSS resulting from certification assistance to the applicant.

Fax or Email to OAMSS Scholarship Chair. Application packet must be received by the Scholarship Chair no later than (60) calendar days prior to the registration deadline for the applicable event.

APPLICANT NAME: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

INSTITUTION/EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I have been employed for \_\_\_ months/years as a Medical Staff/Credentialing Services professional. I hereby request consideration of my application for scholarship funds by OAMSS. I have enclosed the requested documentation to assist the Scholarship Committee in arriving at a decision. I attest that the information provided is true and correct.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DISCLAIMER:** The OAMSS Scholarship Committee reserves the right to withhold awarding a scholarship.



**CPMSM/CPCS CERTIFICATION PREP COURSE/MATERIALS SCHOLARSHIP APPLICATION**

Check one:      \_\_\_ Prep Course                              \_\_\_ Prep Materials

**Criteria for Certification Prep Course or Materials Scholarship**

1. Must be an Active OAMSS member of at least twelve (12) months in good standing.
2. Member's institution will be contacted to confirm inability/unwillingness to sponsor attendance or purchase of prep course materials.
3. Cannot be a member of the BOD for either the state or national associations.
4. Application and an essay detailing the applicant's past, present and planned contributions to the medical staff services profession including a brief explanation of how the planned activity will benefit the applicant both professionally and personally must be submitted by the deadline.
5. Applicants will be measured by the degree of the following criteria:
  - a. Commitment toward educational growth as a medical staff/credentialing services professional;
  - b. Sincere enthusiasm and support for the goals of OAMSS;
  - c. Future benefits to OAMSS resulting from certification assistance to the applicant.

Fax or Email to OAMSS Scholarship Chair. Application packet must be received by the Scholarship Chair no later than (60) calendar days prior to the registration deadline for the applicable event.

APPLICANT NAME: \_\_\_\_\_

SUPERVISOR NAME: \_\_\_\_\_

INSTITUTION/EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I have been employed for \_\_\_ months/years as a Medical Staff/Credentialing Services professional. I hereby request consideration of my application for scholarship funds by OAMSS. I have enclosed the requested documentation to assist the Scholarship Committee in arriving at a decision. I attest that the information provided is true and correct.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DISCLAIMER:** The OAMSS Scholarship Committee reserves the right to withhold awarding a scholarship.