

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

### ***PREAMBLE***

The Oregon Association of Medical Staff Services (OAMSS) is a professional organization with membership throughout the state of Oregon. Most frequently identified as Directors, Managers, or Coordinators, we as members of the health care team, having various responsibilities, which may include:

- + credentialing and privileging of physicians and other health care practitioners;
- + researching and developing privileging criteria for new technology;
- + accreditation compliance
- + administering rules and regulations; and
- + interpreting bylaws.

Medical Staff services professionals are found in hospitals, Managed Care Organizations, Independent Practice Associations, Centralized Verification Organizations, Health Maintenance Organizations, Preferred Provider Organizations, consulting firms, state licensing boards, medical groups, and medical societies to help promote compliance with the myriad of existing health care mandates as well as serving as liaison between the providers and Senior Management.

OAMSS is an active participant in the National Association Medical Staff Services (NAMSS) with a membership close to 5,000 members in all 50 states. Through NAMSS we have been invited by the Joint Commission (JC) to serve on the Hospital Accreditation Program Professional and Technical Advisory Committee. In addition, we now hold a seat on the Executive Committee of the National Practitioner Data Bank and have received a four-year appointment to this committee. We also enjoy a close working relationship with the American Medical Association's Organized Medical Staff Section and are represented at meetings of the American Medical Association, Oregon Board of Medical Examiners, Oregon Medical Association and Oregon Association of Hospitals.

The Board of Directors of the OAMSS represents medical staff services professionals and credentialing specialists who have formed a professional association in 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.

OAMSS membership shall adhere to the Mission and Code of Ethics of NAMSS.

## ***MISSION STATEMENT***

The mission of the Association Medical Staff Services (OAMSS) is to provide the opportunity for continuing education and to promote the improvement of professional knowledge and skills.

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

- + Provide educational resources to enhance skills and competence
- + Educate members regarding the changing organizational structure of the health care industry to meet the needs of Medical Staff Professionals
- + Promote professional relationships with other organizations

## ***CODE OF ETHICS***

As a member of the Oregon Association Medical Staff Services, the member shall resolve to:

- + Promote quality patient care through duties and responsibilities entrusted as a medical staff services professional and credentialing specialists.
- + Work to ensure confidentiality of all patient and practitioner documents and activities; to place service before material gain; to exemplify and conscientiousness; to 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.

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	OAMSS Historical Materials
#0025	OAMSS Library
#0026	OAMSS Newsletter
#0027	Website Policy and Procedure
#0028	Website State Manager
#0029	Refunds for Conferences
#0030	Recognizing Guidelines
#0031	Board Honoraria & Announcements
#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**

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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**

**TITLE: Board of Directors Duties &  
Responsibilities**

**Adopted: 2/24/96**

**Revised: 10/2010**

**Reviewed: 10/2010**

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### **General Duties of the Board of Directors:**

- 1) Provide orientation of OAMSS Bylaws and Policies.
- 2) Perform, oversee, or delegate functions of the office bestowed upon the individual in accordance with their individual duties and responsibilities and assure timely completion of same.
- 3) Work as a team to provide a united approach to attend to the management of the Association; to develop educational opportunities for the membership; and to provide for oversight of the funds entrusted to the Association.
- 4) Assign and monitor task forces or project committees to carry out delegated functions, with regular verbal or written reports to all Board members of the status of each of the task forces or project committees.
- 5) Hold meetings of the Board to set strategies, budgets, assess performances, and make recommendations for future improvements in educational programs, membership maintenance and services to the membership.
  - a) The Board should consider meeting before the OAMSS Conference if possible, and once before the end of the year or at the beginning of the new year for exchange of Board materials to the newly elected Board members.
- 6) Develop, maintain and recommend amendments to OAMSS Bylaws and adopt Policies and Procedures for OAMSS 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.
- 8) Assure minutes are recorded accurately at Board and business meetings and presented to the OAMSS membership.
- 9) Assure accurate financial records of the Association funds are maintained and reported at the OAMSS conference(s) and assure that the financial transactions are appropriate and in the best interest of the Association.
- 10) Assure each Board member is advised of any pending actions and actions taken by the Board.
- 11) Each Board member assures that they inform the President, in a timely manner, of all activities and actions they have individually taken which affect or may affect OAMSS. The information may be communicated either orally or in writing as appropriate.

**Responsibilities:**

- 1) Annual budget and financial record keeping.
- 2) Annual audit of financial records.
- 3) Education of membership.
- 4) Newsletter and other membership communications.
- 5) Team building with membership.
- 6) Communicating employment opportunities and announcements to membership.
- 7) Liaison with the National Association Medical Staff Services and with Oregon state health related agencies and boards.
- 8) Display booth at the National Association Medical Staff Services, if appropriate.
- 9) Letterhead and stationery.
- 10) Marketing of NAMSS certifications.
- 11) Assure a professional and ethical relationship with companies who provide services to OAMSS.
- 12) Provide professional and accurate educational presentations and materials for educational conferences.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

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

**TITLE: Position Description President**  
**Revised: 10/2010**

**Reviewed: 10/2010**

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The President serves as the Chief Executive Officer of the state association and serves as Chairman of the Board of Directors. The term of office is for one year beginning January 1.

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

- 1) Supervise all activities of the state association, including at least one continuing education program.
- 2) Report to the membership at the OAMSS Conference(s). A copy of this presentation is maintained in the permanent files of the state association.
- 3) Appoint special committees as needed with the approval of the Board of Directors.
- 4) Serve as liaison between the National Association Medical Staff Services and the members of the state association.
- 5) Report activity of the state association to the Western Regional Representative of NAMSS.
- 6) Inform membership of pertinent news from NAMSS through the OAMSS newsletter. Submit a report for each issue of the OAMSS Newsletter and Western Regional News publication.
- 7) Keep members of the Board of Directors informed of pertinent news from NAMSS.
- 8) At the Fall Conference, or when feasible, as outgoing President, pass the gavel to the incoming President.
- 9) Manage President's Discretionary Fund in accordance with Policy on same.
- 10) Serve as Program Committee chair for the Spring Conference, customarily held in April or May each year. (Refer to Policy #0035 Conference Planning Procedure)
- 11) Attend the NAMSS annual conference and attend the annual NAMSS Leadership Conference as the representative from the state.
- 12) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

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

**TITLE: Position Description President-Elect**  
**Revised: 10/2010**

**Reviewed: 10/2010**

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The position of President-Elect is an elected office of the organization. At the discretion of the President, the President-Elect shall act for the President during absences. The term of office as President-Elect is for one year, beginning January 1.

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

- 1) If scheduled, serve as Program Committee chair organizing a second conference. (refer to Policy #0035 Conference Planning Procedure)
- 2) Attendance at the annual NAMSS National Conference, based on funds available, as determined by the Board.
- 3) Present outgoing President with a gift of appreciation.
- 4) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

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

**TITLE: Position Description Past -President**  
**Revised:10/2010**

**Reviewed: 10/2010**

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The immediate Past President shall serve as a member of the Board of Directors. The term of office is for one year beginning January 1.

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

- 1) Act as consultant to the President.
- 2) Serve as a member of the Program Committee.
- 3) Serve as Chair of the Nominating Committee.
- 4) Notify President of results of election ballot so that job descriptions can be distributed.
- 5) Notify candidates of official election results.
- 6) Notify all CEO's and Chiefs of Medical Staff/presidents or supervisors of newly elected OAMSS officers.
- 7) Act as a mentor to the Board
- 8) Perform other such duties as may be necessary to coordinate and advance the Association's objectives.

## **OREGON MEDICAL STAFF SERVICES**

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

**TITLE: Position Description Secretary**  
**Revised: 8/2005**

**Reviewed: 10/2010**

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

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

- 1) Record proceedings and prepare minutes of the state association meetings, which shall be available to all members for inspection.
- 2) Record proceedings and prepare minutes of the Board of Directors' meetings and promptly distribute to all members of the Board.
- 3) Serve as custodian of all minutes of the OAMSS Board of Directors and OAMSS meetings.
- 4) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

## **OREGON MEDICAL STAFF SERVICES**

**POLICY: #0007**  
**Adopted: 2/24/96**

**TITLE: Position Description Treasurer**  
**Revised: 5/2009**

**Reviewed: 10/2010**

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The position of Treasurer is an elected office of the organization. The Treasurer serves for a period of two (2) years beginning January 1 and may succeed her/himself. The duties of the Treasurer include, but are not limited to, the following:

- 1) Maintain the financial records of OAMSS.
- 2) Prepare financial statements for semi-annual conferences and prepare copies for distribution to participants.
- 3) Reimburse expenses in accordance with the policy on "Reimbursement for Travel and Administrative Expenses".
- 4) Unless delegated to the Membership Chair, provide membership applications for each conference and furnish a copy of the current state OAMSS bylaws to all new members.
- 5) Provide nametags for participants at each conference.
- 6) Prepare budget for review and approval by the Board prior to the Spring Conference.
- 7) Establish a checking account at a discretionary bank, which is both convenient and accessible. Account should be "either/or may draw" with President, President-Elect, Secretary and/or Treasurer. Tax exemption goes to \$25,000 before income tax needs to be paid.
- 8) Unless delegated to the Membership Chair, provide membership information on a quarterly basis to the Editor for the quarterly newsletter of OAMSS.
- 9) In conjunction with the Membership Chair, be responsible for contacting and recruitment of new members in their sections of the state.
- 10) Assignments as designated by the elected officers of OAMSS.
- 11) Create and/or maintain a database of the OAMSS membership that tracks successive years.
- 12) Perform such other duties as may be necessary to coordinate and advance the association's objectives.

## **OREGON MEDICAL STAFF SERVICES**

**POLICY: #0008**  
**Adopted: 3/17/06**

**TITLE: Position Description Membership Chair**  
**Revised: 5/2009**

**Reviewed: 10/2010**

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The position of Membership Chair is an appointed position of the organization by the Board of Directors. The term of office is ongoing.

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

- 1) Maintain the current membership listing
- 2) Maintain the current renewals; coordinate renewal activities
- 3) Support the treasurer in the responsibilities related to membership
- 4) Coordinate membership recruitment activities and provide membership information to potential interested parties
- 5) Follow-up on former OAMSS members who have not renewed membership
- 6) Participate on the planning committee for conferences
- 7) Provide Registration assistance at the OAMSS conferences
- 8) Keep the Name tag covers and ribbons for conferences
- 9) Submit the CEU request to NAMSS for OAMSS conferences
- 10) Perform such other duties as may be necessary to coordinate and advance the association's objectives

## **OREGON MEDICAL STAFF SERVICES**

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

**TITLE: Position Description Scholarship Chair**  
**Revised:**

**Reviewed: 10/2010**

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The position of Scholarship Chair is an appointed position of the organization by the Board of Directors. The term of office is ongoing.

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

- 1) Be the primary person for interested candidates to submit Scholarship applications to
- 2) Answer questions that may arise by potential applicants
- 3) Obtain the scholarship applications and then will forward application packets by blind copy to each member of the Scholarship Committee for evaluation and selection of the recipient(s).
- 4) Adheres to the OAMSS Scholarship Policy criteria and guidelines
- 5) Notifies the OAMSS Board of Directors of the selected candidates chosen by the Scholarship Committee to be recipients of an OAMSS scholarship.
- 6) Promotes the OAMSS scholarship at conferences and Newsletters to keep membership informed of the scholarship opportunities available.

## **OREGON MEDICAL STAFF SERVICES**

**POLICY: #0010**  
**Adopted: 3/17/06**

**TITLE: Vacancies & Terms of Office**  
**Revised:**

**Reviewed: 10/2010**

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If a member of the Board of Directors resigns or is unable to fulfill the obligations of their term of office the following procedure will be adhered to:

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 Board of Directors shall contact the Former Past-President to see if they 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 Board of Directors for the remainder of the unexpired term.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #00011**  
**Adopted: 2/24/96**

**TITLE: Transfer/Storage/Retention of OAMSS Records**  
**Revised: 10/2010**

**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 FALL Conference, if held, is an ideal time to make at least a partial transfer. However, the transfer of all records should be accomplished no later than January of each new year. The President shall have the ability 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 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
Conference Notebooks	Conferences 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: 10/2010**

**Reviewed: 10/2010**

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The Board shall budget for funds to sponsor the President and/or President-Elect's attendance at the NAMSS Annual Conference. The Board shall determine if funds are available. Based on funds available the budgeted amount may include registration fee for the general conference sessions, travel, lodging and meals. The Reimbursement Policy shall be adhered to.

If in the event, the President or President-Elect cannot attend, the President-Elect shall attend. In the event the President-Elect cannot attend, Board shall designate an alternate Board member to represent the organization.

Every opportunity to conserve the expenses of attendance should be made by the individual who attends such as:

- rooming with another and splitting expenses; and
- requesting full or joint sponsorship by their employer.

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

The individuals shall make a report of information learned to the Board and to the entire membership as appropriate.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #00013**

**TITLE: NAMSS Leadership Conference**

**Adopted: 2/24/96**

**Revised: 10/2010**

**Reviewed: 10/2010**

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The Board shall budget funds 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 Policy shall be adhered to.

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

Every opportunity to conserve the expenses of attendance should be made by the individual who attends, such as:

- rooming with another and splitting expenses; and
- requesting full or joint sponsorship by their employer.

As a sponsored representative of the OAMSS, the individual attending is expected to attend all related functions at the State Presidents Retreat, held during, before and after the retreat.

The individual shall make a report of information learned to the Board and to the entire membership as appropriate.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

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

**TITLE: Finance Policy**  
**Revised: 10/2005**

**Reviewed: 10/2010**

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

- 1) OAMSS checking account will be maintained by the Treasurer and overseen by the Board of Directors.
  - a. Copies of all debit card and bank statements are to be received by the OAMSS Treasurer.
- 2) All income and expenses will be managed by the Treasurer and reported in an annual statement to the membership of OAMSS at each conference to notify the organization of OAMSS financial position.
- 3) A monthly stewardship report will be forwarded to the President for approval.
- 3) OAMSS will secure a debit card and issue to the Treasurer and President.
  - a. The debit 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. The debit card will not be utilized for individual purposes for any member of the Board.
    1. Other expenses such as food and car rental, taxi fare should be paid out directly by the OAMSS board member and reimbursement form should be used. If this presents a financial hardship, a cash advance may be requested and approved by the President for OAMSS board travel expenses that will be incurred for OAMSS business only. See attached form.
  - b. Debit card holder is only authorized to use the card for official OAMSS business. All business related expenses that require use of the debit card require prior approval by the President. 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, tax, etc). Misuse or unauthorized use of the debit card will result in immediate revocation of said card.
  - c. Only the identified cardholder shall be authorized to use the OAMSS issued debit card and only for OAMSS related business expenditures, in conformance with OAMSS current reimbursement and travel policies.
  - d. At the end of the Treasurer's term of office, the debit card must be cut up and discarded by the President. At the end of the President's term the debit card will be given to the Treasurer to be cut up and discarded. The Treasurer will request new signature cards from the bank for the incoming Treasurer and new President.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0015**

**TITLE: Reimbursement for Travel & Administrative Expenses**

**Adopted: 2/24/96**

**Revised: 10/2010**

**Reviewed: 10/2010**

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The 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) members of OAMSS;
  - b) conference speakers; and
  - c) vendors providing services or products to OAMSS.
  
- 2) An approved Expense Reimbursement Request form shall be submitted to the current Treasurer of OAMSS for payment. If the expense is from the Treasurer, then the President or President-Elect of OAMSS must co-sign.
  
- 3) Receipts:
  - a) Expenses over \$25 - receipts from the primary source are required along with an Expense Reimbursement Request form.
  - b) Missing receipts - if a receipt is not available, the requesting individual must have approval from the President or President-Elect of OAMSS confirming an expense over \$15. If the statement is from the President or President-Elect, one may sign for the other.
  
- 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. Consideration is given to all for Saturday overnight stays to reduce airfare expenditure.
  - b) Ground Travel: Mileage is paid at the current Federal mileage per mile allowance rate. Other ground travel fares incurred 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. 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 per day is \$60 for all meals. Joint meals shall include the names of all individuals included on the bill. Guest meals should be deducted before submitting receipt for reimbursement.

- f) Gratuities: Maximum 20% of a food bill and \$1 per piece of luggage per carrier and other tips as appropriate.
- 5) Reimbursable other 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 and the mileage. Reimbursement shall be made in accordance with the Reimbursement Policy.
  - b) Expenses incurred for the Spring and Fall Conferences, including honorariums and travel expenses for speakers.
  - c) Expenses for Board meetings, including 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.
- 6) Exceptions shall be addressed in writing to the Board of Directors of the OAMSS, who shall have final authority to determine allowed or denied expenses.



## 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:** \_\_\_\_\_

<p><b><i>For Treasurer's Use:</i></b> <b>Date Paid:</b> _____</p> <p><b>Check #:</b> _____</p> <p><b>Amount:</b> _____</p>
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## OREGON ASSOCIATION MEDIAL STAFF SERVICES EXPENSE REIMBURSEMENT REQUEST

Name:					Telephone:				
Address:					Location:				
Event/Strategy/Date:					Line Item:				
Date:	Mon/	Tues/	Wed/	Thur/	Fri/	Sat/	Sun/	Total	
Miles Driven									
Mileage @ .55/mile	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Taxi/transportation								\$0.00	
Auto(tolls,parking,etc)								\$0.00	
Hotel (Room & Tax Only)								\$0.00	
Hotel-Other list individually only as authorized								\$0.00	
Meals:	breakfast							\$0.00	
	lunch							\$0.00	
	dinner							\$0.00	
Tips								\$0.00	
Other (explain below)								\$0.00	
								\$0.00	
								\$0.00	
								\$0.00	
Honorarium								\$0.00	
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

<b>TOTAL REIMBURSABLE EXPENSE</b>	\$	-
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**Items Billed Directly to OAMSS**

**NOTE: Receipts are required for ALL items billed directly to OAMSS.**

Month	Day	Description of Expense	Air Travel	Hotel (show room & tax & please explain other)	
			Amount	Amount	Explanation Other
<b>TOTALS</b>			\$0.00	\$0.00	

<b>TOTAL OAMSS PAID EXPENSE:</b>	\$0.00
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I certify that I am familiar with the provisions of OAMSS' Expense Statement and Travel Policy and that this expense statement is accurate as to actual and necessary business expense.

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

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

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0016**  
**Adopted: 2/24/96**

**TITLE: President's Discretionary Fund**  
**Revised:**

**Reviewed: 10/2010**

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The Board of Directors shall budget a set amount each year for the Presidents 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.

Discretionary fund is to be used at the discretion of the President for such things as acknowledging and expressing appreciation to someone for their special efforts and assistance.

Receipts for reimbursement of expenses from the discretionary fund shall be attached to the "Expense Reimbursement Request" form.

**OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0017**  
**Adopted: 2/24/96**

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

**Reviewed: 10/2010**

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The OAMSS Board of Directors may adopt such policies and procedures for OAMSS as may be necessary for the efficient management of the Association.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0018**  
**Adopted: 2/24/96**

**TITLE: Address Labels & Membership Lists**  
**Revised: 10/2010**

**Reviewed: 10/2010**

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The Membership Chair of OAMSS shall be responsible for maintaining a membership list and address labels for:

- 1) All current members of OAMSS (obtaining current information from the Membership Chair);
- 2) All Oregon hospital's medical staff services offices (information can be obtained from an American Hospital Association guidebook);
- 3) All Oregon Managed Care Organizations;
- 4) All other addresses for general mailings, for conference notice mailings, for membership campaign mailings.
  - a) the membership campaign mailings should include all known Oregon hospital medical staff services departments, health maintenance organizations, and independent practice services of health care professionals.
- 5) OAMSS membership address labels or lists may be provided to:
  - a) The NAMSS Executive Office and Regional Representative; and
  - b) Individuals who have expressed an interest in obtaining mailings from OAMSS, with Board approval.

**OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0019**

**TITLE: Marketing & Product Development**

**Adopted: 2/24/96**

**Revised:**

**Reviewed: 10/2010**

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The Board of Directors shall have the authority to have products developed for marketing and shall determine how those products shall be disseminated to the membership.

**OREGON ASSOCIATION MEDICAL STAFF SERVICES**

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

**TITLE: Professional Recognition Week**  
**Revised:**

**Reviewed: 10/2010**

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The Board of Directors will encourage and endorse the marketing of Medical Staff Services Professional Recognition week among OAMSS membership.

**OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0021**  
**Adopted: 2/24/96**

**TITLE: Graphic Guidelines**  
**Revised:**

**Reviewed: 10/2010**

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The Board of Directors 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:**

**Reviewed: 10/2010**

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Anytime an issue of a sensitive nature regarding the performance, lack of performance, or action taken by an individual that would cause harm to the OAMSS, or cause a disagreement among any member of the Board or the membership, a collegial approach should always first be considered, with the appropriate chain of command as follows, and depending on who is involved:

First Mediator:	President
Second Mediator:	President-Elect
Third Mediator:	Past President
Fourth Mediator:	Secretary
Fifth Mediator:	Treasurer
Sixth Mediator:	NAMSS Executive Office

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0023**

**TITLE: Membership Dues**

**Adopted: 2/24/96**

**Revised: 10/2010**

**Reviewed: 10/2010**

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Annual dues for membership classification shall be due and payable November 1st for the ensuing fiscal year. Dues shall be sent to the Membership Chair or Treasurer if a Membership Chair has not been appointed who shall provide a list of the names of the member, credential, position, employing organization, mailing address, telephone and Fax numbers, and email addresses. The member may be reinstated upon payment of past and/or current dues.

A member who joins the OAMSS during the last quarter of the fiscal 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 letter from the Treasurer.

Annual Dues are an amount set by the Board of Directors.

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

Reminders 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.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0024**

**TITLE: OAMSS Historical Materials**

**Adopted: 2/24/96**

**Revised:**

**Reviewed: 10/2010**

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A member of the OAMSS will be designated by the President to be the Historian. The President or other Board member, if the President is unavailable, may designate an individual to take photos at OAMSS or NAMSS associated activities, develop the film, and bring back photographs for display. If a camera is not available for borrowing, then the individual so designated may purchase a disposable camera. Publication of photographs should be considered in the OAMSS Newsletter.

Duties include:

- + Maintaining the photographs and other historical information of OAMSS.
- + Take or coordinate the taking of photographs at conferences if possible. Photographs should be taken of all the guest speakers, Board and Committee members and any special recognition. Copies should be made available to the Newsletter Editor for consideration of inclusion in the Newsletter.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0025**

**TITLE: OAMSS Library**

**Adopted: 2/24/96**

**Revised: 3/2006**

**Reviewed: 10/2010**

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The OAMSS shall maintain a Library of resource material for the use of OAMSS members. Purchases require the approval of the Board.

The resource material shall be entrusted to the Librarian who shall be a member of the OAMSS. Any individual who is a member of the OAMSS in good standing may volunteer, be requested to accept the position, or be recommended to fill the position. However, the Librarian shall be appointed by the President. The President shall report this appointment to the Board, to the Newsletter Editor for publication in the OAMSS Newsletter, and announce same at each meeting of the membership.

The Librarian shall establish or maintain a tracking system of 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 and for displaying at regular meetings of the Association, either the list or a sample of the items available.

Current resources shall be purchased by any member of the Board, including but not limited to:

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

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0026**

**TITLE: Newsletter**

**Adopted: 2/24/96**

**Revised: 3/2006**

**Reviewed: 10/2010**

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The publication of the OAMSS newsletter will be known as the "OAMSS Newsletter".

Frequency of publication shall be approximately two (2) times each year, with consideration of publications following a state or national conference and when officers are elected into office.

The Editor of the newsletter shall be appointed by the President.

The Duties of Editor:

- + Solicit and edit articles and information for publication (sources may include, but not be limited to the Board of Directors, Committees, Membership, NAMSS, State regulatory agencies);
- + Compiling, editing, publishing the information supplied; and
- + Mailing the newsletter to the following:
  - Membership
  - NAMSS Executive Office
  - NAMSS Western Regional Representative
  - NAMSS Newsletter Contest
  - Those individuals as designated by the Board

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

The publication is to further education and networking of its membership. General interest articles may be offered. Articles focusing on legislation, legal issues, unique Medical Staff Services /Managed Care challenges are encouraged. Articles about personal success in the field and people in nontraditional roles are encouraged.

The OAMSS Newsletter is also the vehicle used to convey news to the members from the Board of Directors concerning Association plans, educational programs and benefits such as the Certification Program and formal academic programs for the profession.

Contributors should understand that all articles are subject to revision by the Editor, and the right of publication is reserved by the OAMSS Newsletter.

If possible, the Editor shall give 90 days notices of resignation from this position.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0027**

**TITLE: Website Policy and Procedure**

**Adopted: 3/22/07**

**Revised: 5/2009**

**Reviewed: 10/2010**

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

### PROCEDURE

1. The website shall be updated on a monthly basis by the web site manager or designee.

The Website State Manager is responsible for obtaining information from the Board of Directors and the membership for updating of the website. If there is no Website State Manager, the Secretary will assume the role.

2. The website will be updated in accordance with the NAMSS State Manager User Guide that is available at  
[http://www.namss.org/about/State\\_Websites/NAMSS\\_State\\_Manager\\_User\\_Guide.pdf](http://www.namss.org/about/State_Websites/NAMSS_State_Manager_User_Guide.pdf)

### Web Site Information

The OAMSS website is [www.oamss.com](http://www.oamss.com) and is hosted on the NAMSS website  
<http://www.namss.org/chapters/manager/chapter.cfm?CID=72>

### 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 Board of Directors.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0028**

**TITLE: Website State Manager**

**Adopted: 3/22/07**

**Revised:**

**Reviewed: 10/2010**

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- A. The Website State Manager shall serve a term as agreed upon by the Board of Directors. There shall be a 90-day notification of termination by either party except for cause. Good cause is defined as, but not limited to, the inability to perform the duties as set forth in this description: non-renewal of OAMSS membership; inclusion of inflammatory and/or derogatory content or otherwise unprofessional content/conduct.
  - B. The website [www.OAMSS.com](http://www.OAMSS.com) shall remain the property of OAMSS. The website <http://www.namss.org/chapters/manager/chapter.cfm?CID=72> shall remain the property of NAMSS.
  - C. The position of Website State Manager is not an elected office of OAMSS. The Website State Manager must be an active member of OAMSS and shall be appointed by the Board of Directors of OAMSS, and is responsible to the Board of Directors.

The Website State Manager will work 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. Maintain accuracy of site links.
5. Respond to, or forward as appropriate, email and other requests received through OAMSS' website.
6. Provide marketing and promotion of OAMSS' web presence through search engine registration and other appropriate avenues.
7. Update and expand information on the website in order to attract new and repeat users.
8. Provide reports regarding the website to the Board of Directors as requested.
9. Incurred expenses in the design and maintenance of the website shall be within budget and receipts shall be forwarded to the Treasurer for consideration and approval of reimbursement. Any expenses above budget must receive prior approval of the OAMSS Board.
10. 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: 10/2010**

**Reviewed: 10/2010**

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Refunds for the registration fee of an OAMSS Conference will be made only by written cancellations received 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 Board.

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

For Conferences that exceed one day the OAMSS Board will attempt to coordinate CEU's for each full day's attendance and offer a reduced fee structure for partial attendance based on each day.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0030**

**TITLE: Recognizing Guidelines**

**Adopted: 2/24/96**

**Revised: 10/2010**

**Reviewed: 10/2010**

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### **FALL CONFERENCE:**

The Fall Conference is held at the discretion of the OAMSS Board. The decision to schedule a Fall Conference shall be based upon available funds and membership interest.

#### **1. Incoming President Responsibilities:**

- a. Present outgoing President with a gift of appreciation.
- b. The **outgoing** President may also receive a gift of appreciation for the term in office as determined by the remainder of the current Board. The purchase of this gift will be the responsibility of the president-elect, who shall be the presenter at the Fall Conference.

#### **2. Outgoing President Responsibilities:**

- a. Recognize the outgoing Board with gifts or certificates of appreciation
- b. Honor the **incoming** President by presenting her/him with the perpetual gavel.
- c. Notify the chief executive officer and Chief of Staff of the organization employing the incoming officers by letter to announce their election into office in the State Association with a brief explanation of OAMSS.
- d. Install the incoming Board during the Fall Conference.
- e. Present outgoing Secretary, Treasurer and Membership Chair with gifts of appreciation to include letters of appreciation.
- f. Recognize other individuals who have accepted assigned responsibilities and/or projects that have benefited OAMSS. The outgoing President may elect to invoke discretionary funds to purchase gifts for these individuals.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0031**

**TITLE: Board Honoraria & Announcements**

**Adopted: 2/24/96**

**Revised:**

**Reviewed: 10/2010**

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### **Honoraria**

During their terms of office, the President, President-Elect, Secretary, Treasurer, Past-President and Membership Chair, shall have all OAMSS Conference Registration Fees waived from payment.

May be extended to individuals listed below. Additions or deletions to this list may be made at the discretion of the president of OAMSS:

- a) Speakers (OAMSS members and non-members)

### **Announcements**

The announcement of elections into office shall be forwarded to the NAMSS Executive Office and the NAMSS Western Regional Representative by the Outgoing President.

The Board may elect to also send an announcement to the local newspaper of the incoming President's area of residence and to his/her employee newsletter or the hospitals/organization's Medical Staff Newsletter. The Secretary will perform this duty.

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0032**

**TITLE: Budget**

**Adopted: 2/24/96**

**Revised:**

**Reviewed: 10/2010**

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Before the first conference planning begins, the Board shall establish a budget for that year in anticipation of income and expenses for the coming year.

Items to be included in the budget process

- Income
- Dues
- Registration Fees
- Interest
- Sale of OAMSS Products

### **Expenses:**

Conference Expenses

- Conference Site - Rooms
- Hospitality Suite
- Food & Beverages
- Brochures
- Name Tags & Ribbons
- CME Certificates
- Postage
- Honoraria & Conference Materials
- Mileage
- Gifts/Give-Aways
- NAMSS Recognition Week Materials
- NAMSS All States Presidents Retreat
- NAMSS Annual Conference
- President's Discretionary Fund
- Plaques & Engraving (Outgoing President)
- Gavel & Engraving (Incoming President)
- Other/Additional

Additional

- Product Design/Printing
- Library Purchases
- Photographic Display Board
- Postage/Shipping
- Stationery

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0033**

**TITLE: Conference Honoraria Guidelines**

**Adopted: 2/24/96**

**Revised:**

**Reviewed: 10/2010**

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Speakers invited to make presentations at OAMSS sponsored conferences will be informed in writing, in advance, of the honoraria policy.

- 1) Non-members (OAMSS) speaking at focused sessions or speakers other than keynote or those addressing a general session are:
  - a) Reimbursed for the following expenses:
    - Coach round trip airfare
    - Ground transportation
    - One night's lodging prior to or following the event
    - Related meal(s)
  - b) Program registration is waived.
  - c) To be negotiated and agreed to by the Board of Directors
- 2) OAMSS members speaking at focused sessions or speakers other than keynote or those addressing a general session are:
  - a) Paid \$150 honorarium.
  - b) Program registration is waived.
- 3) OAMSS members serving as panel speakers will not be reimbursed. OAMSS members serving as panel moderators will have their program registration waived.
- 4) Expenses and honoraria for keynote or general session speakers will be negotiated by the Board.
- 5) Budgeting for honoraria should be based on a reasonable percentage increase over actual expenditures for the prior year. A formula for apportioning funds for general sessions and focused sessions will be agreed upon by the Board.

## **OREGON ASSOCIATION MEDICAL STAFF SERVICES**

**POLICY: #0034**

**TITLE: Conference Planning Procedure**

**Adopted: 2/24/96**

**Revised: 10/2010**

**Reviewed: 10/2010**

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Frequency of Conferences: One Annually - Spring

Spring Conference: One + Days (generally 1 ½ days)

A second conference in the Fall may be scheduled at the discretion of the Board:

Fall Conference: One day located for majority of membership (hospital hosted if possible)

**Conference Planning Committee:**

Chair: President-Elect

The President-Elect shall serve as Chair of the Program Committee. Committee shall include the Past-President and others appointed by the President, upon approval of the Board of Directors.

The President-Elect will schedule meeting dates, time and place as necessary for planning conferences.

Minutes will be filed in the Conference Notebook, which will maintain all materials prepared for the conference.

**Planning Process - Performed by Planning Committee**

- Develop Budget
- Select Site/Location of Conference
- Select Date(s)
- Topics & Speakers (source - previous conference evaluations)
- Registration & Brochure Development
- Accreditation of CME Credits/NAMSS
- Name Tags/Ribbons
- Develop Evaluation Forms
- Plan Hospitality Event (may delegate or assign to the Board of Directors)

**Assigned Responsibilities**

- President-Elect:**
- Contract with Site Facility
  - a) Block of Rooms
  - b) Menu
  - c) Conference Rooms
  - d) AV Equipment Needs
  - e) Arranges for Faculty

Brochure - Prepares outline and makes arrangements for printing  
Conference Packet - Prepares for Conference

- Secretary:**
- Maintains Program Notebook
  - Confirmation Letters to Faculty
  - a) Obtains Curriculum Vitae(s)
  - b) Inquires as to AV Equipment Needs
  - c) Arranges for Transportation
  - d) Provides Expense Reimbursement Form(s)

**Treasurer:** Mails Brochures

Receives Registration  
Prepares Name Badges & Ribbons  
Organizes Registration Table at Conference  
Pays Conference Expenses  
Pays Honorariums

**Past-President** Develops Evaluation Form (to be included in Conference packets)  
Tally of Evaluations

**President:** Hospitality Event

**Membership Chair:** Submits CME Accreditation Request to NAMSS  
Helps organize Registration Table at Conference

## OREGON ASSOCIATION MEDICAL STAFF SERVICES

**POLICY: #0035**  
**Adopted: 2/24/96**

**TITLE: Promotion & Membership Drive Strategy**  
**Revised: 10/2010**

**Reviewed: 10/2010**

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

**TITLE: Scholarship Policy**  
**Revised: 3/2007**

**Reviewed: 10/2010**

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OAMSS awards a scholarship annually to members who wish to obtain their certification or attend an annual OAMSS or NAMSS conference.

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.

1. Applicants must submit an OAMSS application form in writing to the Scholarship Committee or may submit an application and required materials on-line via the OAMSS website ([www.oamss.com](http://www.oamss.com)). Applications are considered complete when the Scholarship Committee 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. In addition, applicant must provide the Scholarship Committee proof of enrollment in the current or planned education activity at the time consistent with materials submitted with the application.
3. Applicants must include a typewritten statement 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 thirty (30) days prior to the applicable event.

The Scholarship 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 Board of Directors shall budget a set amount each year for the OAMSS Scholarship Fund, considering funds are available in the total budget for the year. The Board of Directors has determined that Conference registration and reimbursements (lodging, transportation, and meals in accordance with the Travel Policy) will not exceed \$500.00 for State and \$1000.00 for National Conferences.

The Scholarship Chair will forward application packets by blind copy to each member of the Scholarship Committee for evaluation and selection of the recipient(s).

The Board of Directors will choose and notify the awardee of the annual scholarship based on the Scholarship Committee's recommendation.

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

**Oregon Association Medical Staff Services**  
**STATE/NATIONAL CONFERENCE SCHOLARSHIP**

STATE Conference                       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 both the State Annual Educational Conference and National Annual Educational Conference.
- 3) Cannot be a member of the Board of Directors for either the State or National associations.
- 4) Conference registration and reimbursements (lodging, transportation, and meals in accordance with the Travel Policy) will not exceed \$500.00 for State and \$1000.00 for National.
- 5) Application and a typewritten statement outlining the applicant's past, present and planned contributions to the Medical Staff/Credentialing profession along with a brief review of how participation in the conference will be of benefit to the applicant both professionally and personally must be submitted by the deadline.
- 6) Applicants will be measured by the degree of the following criteria:
  - Commitment toward education growth as a medical staff/credentialing services professional
  - Sincere enthusiasm and support for the goals of OAMSS
  - Future benefits to OAMSS resulting from educational assistance to the applicant

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

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

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

**INSTITUTION:** \_\_\_\_\_

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

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

I have been employed for \_\_\_\_\_ months/years as a Medical Staff/Credentialing Services professional. I hereby request consideration of my application for scholarship funds offered 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:** \_\_\_\_\_

Mail or FAX to: **OAMSS Scholarship Chair:**

*\* Application packet must be received by the Scholarship Chair no later than thirty (30) days prior to the*

*applicable event. Confirmation of application receipt will be provided.*



**Oregon Association Medical Staff Services**

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

Prep Course                       Prep Materials

*Specify Materials required and cost:* \_\_\_\_\_

**CRITERIA FOR CERTIFICATION PREP COURSE/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 Board of Directors for either the State or National associations.
4. Application and a typewritten statement 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
5. Applicants will be measured by the degree of the following criteria:
  - Commitment to educational growth as a medical staff professional;
  - Sincere enthusiasm and support for the goals of OAMSS;
  - Future benefits to OAMSS resulting from certification assistance

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

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

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

**INSTITUTION:** \_\_\_\_\_

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

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

I have been employed for \_\_\_\_\_ months/years as a Medical Staff/Credentialing Services professional. I hereby request consideration of my application for scholarship funds offered 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:** \_\_\_\_\_

**Mail or FAX to: OAMSS Scholarship Chair**

*\* Application packet must be received by the Scholarship Chair no later than thirty (30) days prior to applicable event. Confirmation of application receipt will be provided.*