

INAMSS Registration Form  
**April 28, 2017 INAMSS Educational Meeting**

Name: \_\_\_\_\_

Professional Designation: \_\_\_\_\_  
(CPCS, CPMSM, RN, RHIA/T, etc.)

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

INAMSS Member: Yes \_\_\_\_\_ No \_\_\_\_\_

NAMSS Member: Yes \_\_\_\_\_ No \_\_\_\_\_

Please send registration fee (\$75.00) and registration form to the following: (PayPal is available on the membership tab of the INAMSS website) ([www.namss.org](http://www.namss.org)) State Website

If sending a check please make it out to **INAMSS Association** and mail it to:

Vicki Mason, CPCS  
Nursing Administrative Secretary  
Credentialing Specialist  
Sullivan County Community Hospital  
PO Box 10  
Sullivan, IN 47882  
(812) 268-4311 ext. 2361  
**(812) 268-2650 fax**

**Deadline for Registration is Friday, April 21, 2017**

**Objectives**

1. Promote a positive and professional image for the credentialing and medical staff professionals.
2. Develop opportunities for networking.
3. Create an atmosphere to promote an understanding of the continuous changes in the organizational structure of healthcare.
4. Simulate professional education activities through formalized workshops and programs to improve skills and competence.

**INDIANA ASSOCIATION OF MEDICAL STAFF SERVICES**  
**(INAMSS)**

**April 28, 2017**  
**8:00 AM – 3:30 PM EST**  
**It Always Seems Impossible Until It's Done**  
(Nelson Mandela)



**Marion General Hospital**  
**441 N. Wabash Avenue**  
**Marion, In 46952**

**Hosts:**  
**Carmen Durm, CPCS, CPMSM**  
**Cindy Donathan**  
**Ann Vermilion, Administrative Director**

**NAMSS CEUs: 5.5**

This course has been approved for National Association of Medical Staff Services (NAMSS) continuing education credit. Accreditation of this educational content in no way implies endorsement or sponsorship by NAMSS

## Host Information:

The host for the Friday, April 28, 2017 INAMSS Educational Meeting will be the wonderful ladies from Marion General Hospital, located at 441 N. Wabash Avenue, Marion, IN 46952 Conference Room A, B, and C 5<sup>th</sup> floor. Parking is available directly across the street from the Hospital, (area south of Cherry Street on map). Please use the Main Entrance of the Hospital (#1 on the map). The registration desk staff will direct you to turn right to the end of the hallway (you will go past Gift Shop on the left). Turn left at the end of this hall, go past first hallway, and you will see the Orange Elevator on the right. Take the Orange Elevator to the 5<sup>th</sup> floor. After exiting elevator (Registration area will be directly in front of you), turn left and continue to 2<sup>nd</sup> hallway. Turn right and proceed to the end of the hallway. Conference Room A is located slightly left at the end of corridor.

Registration will begin at 8:00 AM and the conference will begin at 8:30 AM. Lunch will be provided. (Continental Breakfast will be available)

**Should you plan to spend the night, the following are hotels close to the host site:**

Hampton Inn Marion	1502 Baldwin Ave.	765-662-6656
Comfort Suites	1345 N. Baldwin Ave.	765-651-1006
College Inn	3902 S. Washington St.	765-667-9161

(Bed and Breakfast)

## AGENDA

- |             |   |
|-------------|---|
| 8:00 AM     | Registration  |
| 8:30 AM     | Welcome/INAMSS Business Meeting   |
| 9:00 AM     | <b>Karen Beem, MS, RN</b><br><b>Conference with Federal Regulations</b> <ul style="list-style-type: none"><li>• CMS requirements for the Medical Staff</li><li>• Medical Staff Bylaws</li><li>• Credentialing &amp; Privileging Process</li><li>• Most frequently cited Medical Staff deficiencies</li><li>• Onsite Survey Expectations</li><li>•</li></ul>                   |
| 12:00 PM    | Lunch Provided  |
| 1 to 2:00PM | <b>Karen Beem, MS, RN</b><br><b>Break Out Sessions</b><br><b>(BRING SAMPLES FROM YOUR ORGANIZATION)</b> <ul style="list-style-type: none"><li>• Best Practice: Organizing Credential Files</li><li>• Best Practice: Privileging Letter to Applicant</li><li>• Best Practice: Assembling Materials for Survey</li><li>• Best Practice: Organizing Credentials Manual</li></ul> |
| 2:00 PM     | Afternoon Break   |
| 2:15 PM     | <b>Clinical Privilege and File Review</b> <ul style="list-style-type: none"><li>• Credential Files Selection</li><li>• Credential File Audit</li><li>• Post-survey Activities</li></ul>   |
| 3:30 PM     | Adjournment   |

## **SPEAKER BIOS**

**Karen Y. Beem, MS, RN**

Standards Interpretation 142 E. Ontario St. Chicago, IL 60611-2864

### **Standards Development and Interpretation**

Responsibilities include

- Research and development of accreditation standards based on government (CMS) regulations for Acute Care Hospitals and Critical Access Hospitals
- Provides standards interpretation to surveyor and client requests
- Speaker, national presentations regarding various HFAP accreditation standards
- Baldrige (ILPEX) Examiner (2016)

### **EDUCATION & PRESENTATIONS**

Master of Science - Nursing, Northern Illinois University, De Kalb, Illinois

Bachelor of Science - Nursing, Northern Illinois University, De Kalb, Illinois

### **Licenses/Certifications**

Registered Nurse, State of Illinois

## SPONSOR'S FOR THE APRIL (2017) EDUCATIONAL MEETING



**Hardenbergh Interim Staffing Group**



**Echo/Healthstream**

**NAMSS**

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As our membership continues to grow, please know that partnerships with our sponsors are vital to the success of this Association. We deeply appreciate their support and hope to continue in our upcoming endeavors.

**PLEASE NOTE: Our sponsors will be posted on our INAMSS Website for future use.**