



January/February 2004

ARMAWAUKEE

Milwaukee Chapter Newsletter

Inside this Issue

- 1 FROM THE EDITOR
- 2 JOB POSTINGS
- 3 IN THE LOOP WITH LARSEN
- 4 SPRING SEMINAR INFORMATION
- 6 ARMA CHAPTER BOARD
- 8 FEBRUARY MEETING
- 9 HIPAA MYTHS
- 10 ARMA POWER OF ONE CAMPAIGN

From the Editor...

It's the middle of winter and we are all looking forward to spring. Our ARMA Milwaukee Chapter has been keeping busy planning for the Spring Seminar on April 6th. Randy Kahn is the speaker and the topic is **Compliant Records Management Programs and E-mail Rules**. There is more information in this newsletter on the seminar. I would encourage all of you to attend the all day session.

The ARMA Milwaukee Chapter also had their January Monthly meeting plus the Joint AIIM and ARMA meeting in January. The January monthly meeting meeting topic was on **HIPAA**,

The Joint AIIM and ARMA meeting topic was **Content Management**.

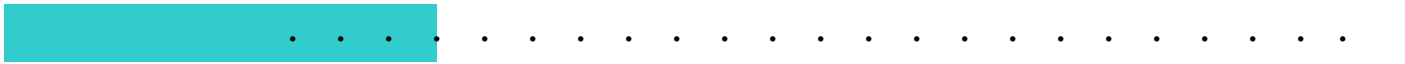
Our Milwaukee Chapter also sponsored some ARMA Webinars. Thank you to Dennis Larsen, CRM and the School of Information Studies (SIOS) at UWM for hosting the Webinars. The last Webinar was held in two parts on Vital Records.

There are many opportunities for education, networking and continuing education, please take advantage of them. That's what we are here for.

As always if you have any articles or topics you would like to see covered in this newsletter or ideas email them to me at meusch@earthlink.net

Peg Eusch

Disclaimer:
Contributions or gifts to the Association of Records Management and Administration, inc. are deductible as a charitable contribution for U.S. Federal Income Tax purposes.
c. ARMAWAUKEE 2003





Mark your Calendars.....

March 16, 2004
Speaker: Pat Cunningham
Topic: Role and Competency of Records and Information Managers.

April 6, 2003
Annual Spring Seminar
Speaker: Randy Kahn, esq.
Radisson-Mayfair

More information to come...

ADVERTISING RATES:

IF YOU ARE INTERESTED IN ADVERTISING IN ARMAWAUKEE

RATES:

\$300.00 full page ad
\$200.00 half page ad
\$100.00 1/4 page ad

for 6 issues

if interested contact Peg Eusch
meusch@earthlink.net
262-253-1304
N84W16155 Donald Court
Menomonee Falls, WI. 53051

TREASURER REPORT January 2004

Treasurer - Angie Morgano

Checking Account Balance as of
1/21/04 \$1,525.58

Money Market Balance as of
1/21/04 \$5,937.30

TREASURER REPORT February 2004

February Treasurer Report
Treasurer - Angie Morgano

Checking Account Balance
\$1,444.42

Money Market Balance
\$5,939.56

JOB POSTINGS

Foley & Lardner

Records Manager Milwaukee, Wisconsin

Due to continuous growth, Foley & Lardner, Wisconsin's largest law firm, is adding an experience **Records Manager**.

Responsibilities of this position include the life cycle management of all active and inactive administrative and client/matter records created or maintained in our Milwaukee and Madison offices. Other responsibilities include communicating and administering of our National records policies and procedures, managing our records

department staff and responsibility for the integrity of our Milwaukee/Madison data entered into the Firm's centralized Records Management system.

Successful candidates must have a minimum of 5 years of records experience with two years at a management level including experience with the creation of and application of standard indexing and classification systems as well as experience with the analysis and development of records management workflow. Other qualifications include strong technology skills, including experience with records and document management systems and databases including database conversions and experience with barcode technology. A Bachelor's Degree * in Business, Library Science, Information Science or other related field and demonstrated leadership skills including previous supervisory experience managing a records department team is required. Law firm experience and a Certification in Records Management (CRM) designation a plus.

**In lieu of a Bachelor's Degree an equivalent combination of education and work experience will also be considered.*

We offer a competitive salary and excellent benefit package. For consideration, please forward your resume to:

Foley & Lardner

Attention: Joelyn Wunderlich
777 E. Wisconsin Avenue
Milwaukee, WI 53202-5367

jwunderlich@foley.com
Fax 414-297-4900

Equal Opportunity Employer

Health Information Technician

Pilot City Health Center
Minneapolis, Minnesota

Job Opens: 1/27/2004

Job Posting #: 4PCHC197cb002

Job Closes: Open until filled

Salary: \$26,976-\$39,192/year

Hours: Full-time

Apply on-line at:
www.hennepin.us/jobs/jobs.htm

Are you a Registered Health Information Technician? Pilot City Health Center, a state-of-the-art, multicultural, community-based medical and dental clinic, is seeking someone to perform ICD-9 and CPT coding.

The primary duties/responsibilities of this position include:

- Audit and code charge tickets for diagnoses and procedures.
- Provide coding expertise to providers, clinic, and fiscal service staff.
- Provide feedback to providers to ensure clinic meets data quality standards.
- Disseminate payer information, and payer and government mandates.
- Undertake proactive loss prevention of

- reimbursements due to changes in coding procedures or regulations.
- Maintain current knowledge of legislation regarding billing compliance issues.
- Maintain charge master and fee schedule.

To be effective in this position you must have:

- Certification as a Registered Health Information Technician.

If you need assistance to actively participate in the employment process, please email us at HR.Dept@co.hennepin.mn.us or call us at 612.348.2163. Recruiter contact: Chara Blanch, 612-348-7581 or Chara.Blanch@co.hennepin.mn.us

Hennepin County, an Equal Opportunity Employer, will hire and promote without regard to such non-job-related distinctions as race, creed, religion, age, sex (except when sex is a Bona Fide Occupational Qualification), disability, marital status, sexual orientation, public assistance, or national origin. If you believe you have been discriminated against, contact the Human Resources Department, A-400 Government Center, Minneapolis, MN 55487, 612.348.3562.



IN THE LOOP WITH LARSEN

Certified Records Manager (CRM) Study Group

The local CRM study group will resume efforts on

February 9th at 4:45 p.m. at Milwaukee County Records Center, 12200 W. Wirth Street, Wauwatosa, WI 53222. The focus of the study group will be CRM Exam parts 2 & 4. Part 2 is Records Creation and Use, and Part 4 is Records Appraisal, Retention, Protection and Disposition. If you are interested in attending the study group, please call Dennis Larsen for details.

To get information, check requirements, and apply for the CRM exam series go to website <http://www.icrm.org/> The exam outline and newsletter are available and if you have question about Institute of Certified Records Managers (ICRM) and study group please Contact DennisLarsen, CRM at 223-8118 or dlarsen@csd.uwm.edu

2004 Spring Seminar Schedule

8:00 - 8:30 am

Registration & Continental Breakfast

8:30 - 10:00 am

Compliant RM Program – Part 1:

This session will help attendees build compliance in each aspect of their Records and Information Management program.

10:00 - 10:15 am — Morning Break

10:15 - 11:30 am

Compliant RM Program – Part 2:

This session will help attendees build compliance in each aspect of their Records and Information Management program.

11:30 am - 1:00 pm - Mid-Day Break

Buffet Lunch & Vendor Technology Showcase

1:00 - 2:15 pm

E-mail Rules – Part 1:

This session provides real solutions to help manage e-mail and other communications.

2:15 - 2:30 pm — Afternoon Break

2:30 - 4:00 pm

E-mail Rules – Part 2:

This session provides real solutions to help manage e-mail and other communications.

2004 Spring Seminar & Vendor Technology Showcase

Presented by the

ARMA Milwaukee & ARMA Des Plaines River Valley Chapters



Compliant Records Management Programs and E-mail Rules

Featuring guest speaker

Randolph A. Kahn, Esq.

Tuesday, April 6

8:00 a.m. - 4:00 p.m.

Radisson Hotel Milwaukee West

2303 North Mayfair Road
Milwaukee, Wisconsin
(at Highway 100 & North Avenue)

ARMA Milwaukee &

ARMA Des Plaines River Valley Chapters

are pleased to announce the following firms have committed to be exhibitors at the

Vendor Technology Showcase:

*** Accurate Document Destruction ***

*** Data Dimensions ***

*** Frederick Packaging ***

*** International Filing Company ***

*** Iron Mountain ***

*** Kard Recycling & Shredding ***

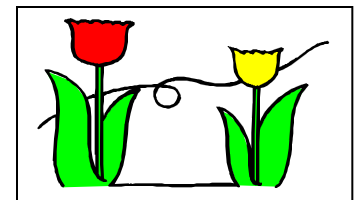
*** MTM Inc. ***

*** Storage Systems Midwest and Systec ***

These are just a few of the companies expected to exhibit records management related goods and services.

You are invited to visit the vendor exhibits, enjoy lunch, and learn more about the

latest trends in the profession of Records Management!



2004 SPRING SEMINAR AND VENDOR SHOWCASE

Compliant Records Management Programs and E-mail Rules

Building a Compliant Records Management Program

This session explores how to build your Records Program in a way that will actually protect your institution. The Seven Steps of a Compliant Records Management addressed in this session are based on Mr. Kahn's new book, Information Nation: Seven Keys to Information Management Compliance. Having a Records Program is better than not having anything at all, but it may not be enough to protect you and your company. This session will help attendees build compliance in each aspect of their Records and Information Management program.

Business Rules for E-mail and Related Communications Technologies

E-mail is how business happens and gets done. E-mail is no longer relegated to the inconsequential messages about lunch and the company picnic. This session provides real solutions to help manage e-mail and other communications and explores what companies need to be doing to harness e-mail as a real business asset. The session will include e-mail retention, security, disposition, and 37 rules to help your organization get it right. This session is based on Mr. Kahn's last book E-mail Rules, a "must-read" for anyone who is serious about taking control of e-mail.



Randolph Kahn, ESQ.

Randolph Kahn is the coauthor of the recently published book "E-Mail Rules," just finished another book called "Information Nation: Seven Keys to Information Management Compliance" which is being published by AIIM in January. He is an internationally recognized authority on the legal, compliance and policy issues of information technology and information, and trusted advisor and consultant to Fortune 500 companies, governmental agencies and court systems.

As founder and principal of Kahn Consulting, Inc., Mr. Kahn leads a team of information management, regulatory, compliance, technology and policy professionals who serve as consultants and advisors to major institutions around the globe. Mr. Kahn, conducts numerous seminars and training programs for thousands of participants at corporate and government institutions and member organizations each year. Randy teaches "Legal Issues in Records and Information Management" at George Washington University and has authored dozens of published works.



ARMA MILWAUKEE
2003-2004 BOARD MEMBERS

Steven Webber, President

Northwestern Mutual
720 E. Wisconsin Ave., Corporate Services EO1Q
Milwaukee, WI 53202
Phone – 414-665-4060
E-mail – stevenwebber@northwesternmutual.com

Patricia (Pat) Hardy, Past President

RIM Manager
UMB Fund Services
803 W. Michigan Ave, Suite A
Milwaukee, WI. 53233
Work Phone – 414-221-6941
Work E-mail – patricia.hardy@umbisg.com

Sharon Chudy, Vice President, Programs

Milwaukee Metropolitan Sewerage District (MMSD)
260 West Seeboth Street
Milwaukee, WI. 53204-1446
Phone- 414-225-2208
E-mail – schudy@mmsd.com

Angie Morgano, Treasurer

Northwestern Mutual
720 E. Wisconsin Ave.
Milwaukee, WI 53202
Phone – 414 665- 4606
E-mail – angiemorgano@northwesternmutual.com

Linda Walker, RHIA, Recording Secretary

Strong Funds
P.O. Box 2936
Milwaukee, WI 53201
Phone – 414-359-3923
E-mail – lwalker@strong-funds.com

Karen MacFarland-Payne, Membership Chairperson

Precision Organizing and Records Management
2103 Allen Lane
Waukesha, WI. 53186
karen@precisionorganizing.com
Phone- 262-549-4318

Peg Eusch, RHIT Newsletter Editor

N84W16155 Donald Court
Menomonee Falls, WI. 53051
Phone – 262-253-1304
E-mail – meusch@earthlink.net

Dennis, Larsen, CRM, Education Liasion

Milwaukee County
Phone- 414-223-8118
E-mail- dlarsen@milwcty.gov



Record Storage Boxes **from** **Frederick Packaging, Inc.**

15 x 12 x 10" Box with a Cover
Measured Length x Width x Depth = 1 cubic foot
Our Box Fits Letter and Legal Sized Documents



Manufactured using #200c Linerboard

- Available in kraft or white
- Available printed or plain
- Baled and bundled for easier handling
- Sturdy box construction design allows you to maximize usage
- Call with quantity for pricing

Phone: 414-438-9600 Fax: 414-438-9601
E-mail: sales@frederickpkg.com
11918 W. Silver Spring Drive
Milwaukee, WI 53225

February ARMA Milwaukee Chapter Meeting

Wednesday, February 25, 2004

Brew City BBQ

1114 North Water Street

Milwaukee, WI 53202

414-278-7033

11:00 a.m. – 11:25 a.m. – Registration/Networking

11:25 a.m. – 12:15 p.m. Chapter Announcements, Lunch to follow

(see selections below)

12:15 p.m. Presentation

Cost: \$15.00 Member/Non-Members

TOPIC:

Archives: Top to Bottom

Items for discussion/presentation:

- an overview of the archives programs that they are responsible for
- discussion on the Midwest Archives Conference
- development of the archives/records management curriculum at UWM
- the proposed initiative that the SAA/ARMA Joint Committee is proposing (please see attached document)

ABOUT THE SPEAKERS

Tim Cary has been the Archivist for Archdiocese of Milwaukee since 1990. Prior to his current position, Tim worked in academic archives at UW-River Falls, SUNY-Stony Brook, and the University of Alabama. Tim is co-chair with Ken Wirth on the local committee planning the Spring Meeting for the Midwest Archives Conference.

Ken Wirth has been with Johnson Controls since 1989 as an International Auditor, until 1996 when he became the Records and Archives Project Manager at the corporate headquarters in Glendale. Prior to 1989 Ken was employed at a subsidiary of a German manufacturer in Franklin, WI as an accountant. Ken obtained his Bachelor’s Degree in Finance and German from Marquette University in 1984, and his Master’s in History and Library and Information Science from UWM in 1995. Ken is also co-chairing on the local committee for the Midwest Archives Conference.

Tim Ericson accepted the appointment as Director of Archival Studies for the School of Information Studies at UWM in August of 2003. From 1989 to the time of his appointment as Director, Tim was the head of archives and special collections at UWM’s Golda Meir Library. Prior to that, he was the Education Officer at the Society of American Archivists in Chicago. Currently, Tim is serving as the national President of the Society of American Archivists.

Lunch Choices (please select one)

1. **Brew City Pig** (chopped smoked pork shoulder on onion roll with onions and house BBQ)
2. **Tuna Steak Sandwich** (grilled yellow fin tuna steak seared and served with tomato, alfalfa sprouts and homemade dill mayo)
3. **Grilled Chicken Caesar Salad/or Caesar Salad** (with or without sliced grilled chicken breast on crisp Romaine with Caesar dressing and parmesan cheese)

All entrees include coffee, tea, milk, soda, sandwiches include cole slaw with fries

(Please contact me with any special dietary needs.)

Reservation Deadline: February 23, 2004 by 4:00 p.m.

Make reservations by calling Sharon Chudy at 414-225-2208

Emailing schudy@mmsd.com,

Checks may be mailed to: ARMA Milwaukee, P.O. Box 1233, 53201-1233

(mailed checks must be received by 2/23/2004)

No Shows will be billed

COMMON MYTHS ABOUT YOUR HEALTH INFORMATION PRIVACY RIGHTS

Provided by the American Health Information Management Association
Edited by Peg Eusch, RHIT

2/19/2004 As the one year anniversary of the federal privacy regulations (HIPAA) approaches, the American Health Information Management Association (AHIMA) helps consumers separate fact from fiction on some of the most common myths about their health information privacy rights:

Myth #1: Your healthcare provider cannot leave messages for you on your answering machine or with someone who answers the phone.

Fact: *The Privacy Rule does not prohibit healthcare providers from leaving messages for patients on their answering machines. The Rule also permits healthcare providers to disclose limited information to family members, friends, or other persons regarding your care, even when you are not present. You do have the right to request an alternative communication method if you do not wish to receive messages at home.*

Myth #2: Your healthcare provider must have your approval to disclose your personal health information to another healthcare provider.

Fact: *Your provider can share your health information with another provider if there is a reason to believe you will receive care.*

Myth #3: You MUST sign the Notice of Privacy Practices.

Fact: *Your signature is not required. Your healthcare provider must provide the notice and make a good faith effort to obtain a written acknowledgement from you that you received it.*

Myth #4: Your doctor cannot discuss your care with your family members.

Fact: *The Privacy Rule permits healthcare providers to share information that is directly relevant to the involvement of a spouse, family members, friends, or other person identified by you regarding your care or payment for healthcare. Your provider may also share relevant information with your family or other persons if it can reasonably infer, based on professional judgement, that you do not object.*

Myth #5: Your name and location while in the hospital may not be given out without your consent.

Fact: *You must specifically ask not to be listed in a hospital's directory if you do not want it known that you are a patient there.*

April 11-17 is National Health Information Privacy and Security Week. Sponsored by AHIMA, this week is designed to raise awareness among the public about the importance of personal health information privacy and security. For more information about your personal health information privacy rights, visit www.myphr.com.

AHIMA is the national association of health information management (HIM) professionals. AHIMA's 46,000 members are dedicated to the effective management of personal health information needed to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. For information about the association, go to www.ahima.org.



**EXPERIENCE THE POWER OF ONE
THE POWER OF YOU ...
DURING THE 2004 ARMA MEMBER-GET-A-MEMBER CAMPAIGN — THE POWER OF ONE!**

“ARMA has been good to me and I have been fortunate to have the opportunity to learn more, meet more people, and sharpen some of my skills. This feeling of satisfaction can be easily explained to non-members without much effort. A positive member experience is like a marketing advertisement for ARMA.”

Roslyn Chambers
ARMA member and grand prize
winner of the 2002-2003
membership campaign

The Power of One. You recruit one. They recruit one. And so on and so on!

Members recruiting members is the most effective way to grow a professional association. And when your association grows, you benefit through the expanded products and services it can offer.

You have an opportunity through The Power of One to impact a colleague’s career in a positive way. Through ARMA, you’re connecting them to outstanding **educational opportunities** and **networking** — where they can share the knowledge and solutions with others in their industry who face the same issues.

Membership in ARMA provides a platform for those who want to grow professionally — possibly as leaders in the industry. Members who get involved in ARMA can grow their leadership skills by becoming active in their local chapter, volunteering on an international committee, or possibly serving on our international board of directors.

“I told my boss, ‘I’ve learned more about my job in the five months I’ve belonged to ARMA than in the five years I’ve been doing it.’ You can learn more by networking with ARMA members than just reading books.”

David Brashaw
ARMA member since 1998

Participating in The Power of One is easy!

Make a list of those you feel would benefit from a membership in ARMA. Then share your experience with them and encourage them to join by filling out an application online, or you can download applications from our Web site www.arma.org/membership/memberapp.cfm and hand one to them. **Be sure to include your Member ID number or name on the application so that we can give you credit for having recruited that new member.** We’ll tally your recruits and notify you when they join.

When you sponsor a new member, you join an elite group of professionals dedicated to Connecting Others through Recruitment and Encouragement (CORE), the CORE Club. As a member of the CORE Club, you’re encouraged to connect with the new members you recruit. Be a mentor! Stay in touch with them, invite them to a chapter meeting and invite them to join your chapter. Show them how to get involved in ARMA so that they’ll benefit from all the features of membership. Direct them to our Web site so they can see all that ARMA offers.

More than 200 new members have joined ARMA through The Power of One. The competition is heating up! When you recruit new members into ARMA, you’re in the running for some great prizes. Here’s what you’ll earn:

- 1 member..... CORE Club Pin
- 3 members.....Silver Oxford Ink Pen
- 5 members.....Windsor Reflections Jotter AND your name in a drawing for a chance to win a BOSE Wave Radio/CD Player

10 members..... A special recognition plaque from ARMA, one additional entry into the drawing for the BOSE Radio /CD Player, AND your name in a drawing for the grand prize.

11+ For each new member recruited beyond 10, you will receive an additional entry for the grand prize drawing.

Grand Prize:

- Registration for ARMA's Annual Conference and EXPO in Long Beach, CA, Oct. 3-6, 2004
- Round trip air travel arrangements to Long Beach
- 3 nights' accommodations in Long Beach
- A gift certificate to the ARMA Bookstore to purchase any materials of your choice — up to \$100 value (no cash value)

You've grown from your experience as part of a professional association. The Power of One campaign helps you receive rewards for your efforts to bring new members into ARMA International. Share the knowledge, help raise ARMA's volunteer base, and participate! **The Power of One runs through June 30, 2004!**

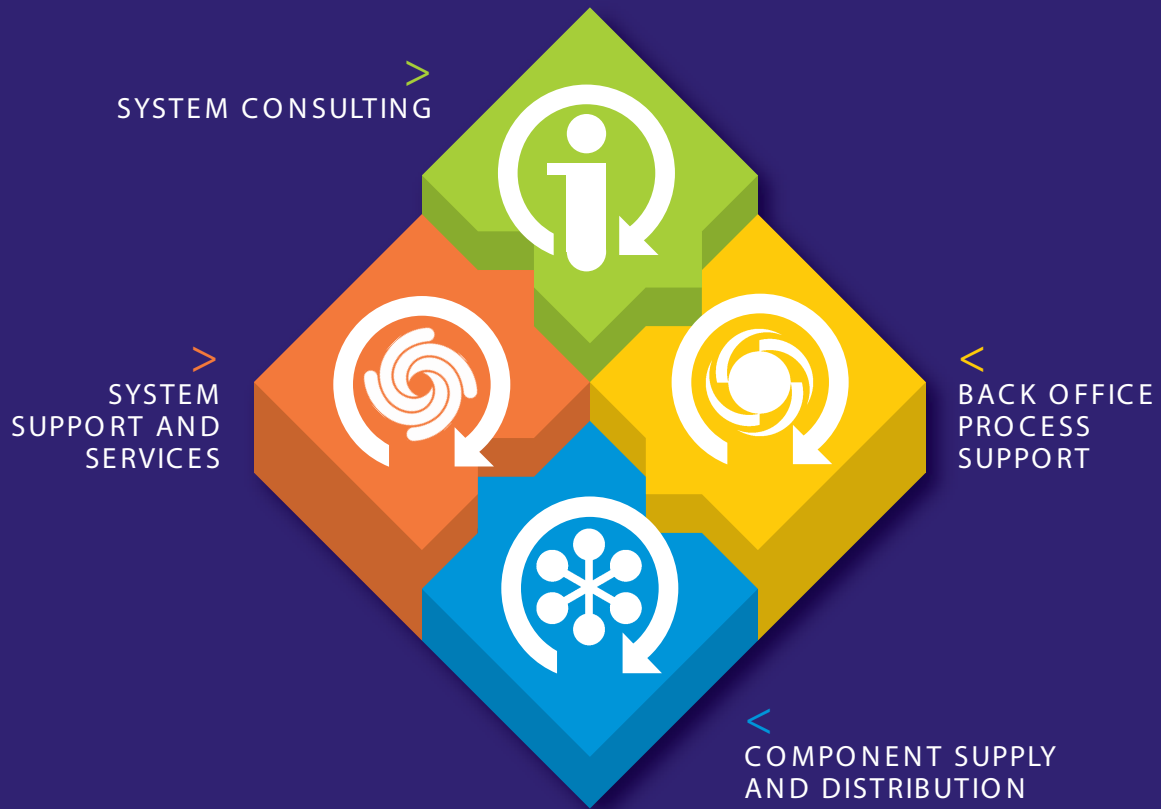
"I find out if they (colleagues) want to grow. By joining ARMA, they get the latest in their specific area, but they get the opportunity to determine from other professionals if they would like to expand their horizons."

Helen Streck

Former member of ARMA's Board of Directors
ARMA member since 1987

SECURITY
MICRO  IMAGING

Your single source for managing and securing digital and analog information



info@securitymicro.com

Milwaukee
Chicago

414/271-3074
847/816-6172

Fax: 414/271-7317
Fax: 847/816-6173