

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**  
**November 15, 2002**

**PRESENT:** Cynthia Burnell, Pam Haney, Lynn Ward, Michelle Veilleux, Petie Noble, Chris Simons, Belinda Shaw, Sheri Conley, Becca Elmhirst, and Brenda LaBreck

**EXCUSED:** Nicole McGowan, Jean Wolf, Michelle Steigert, and Michelle Mathieu.

TOPIC	DISCUSSION	ACTION
<b>Call to Order at 1:00 PM</b>		
<b>REVIEWS</b>		
<b>Previous Minutes</b>	The minutes of October 11 <sup>th</sup> were reviewed.	Approved with changes.
<b>Committee Finance Report</b>	Review of the Oct 25 <sup>th</sup> Treasurer report. We are well within our predicted expenses and income.	Approved. Add this as regular agenda item.
<b>OLD BUSINESS</b>		
<b>Member List</b>	The member list was again reviewed for changes.	Changes noted and Brenda will revise and email out to members.
<b>Scanner</b>	<p>The MeHIMA Board approved the purchase of a scanner up to \$200.00.</p> <p>It was reiterated the having the manual available online was not the original intent of the scanner. The scanner is for state forms, practice briefs, etc. allowing the ability to provide the manual on a disk/CD in the future and for email capability of complete chapters to committee members.</p> <p>However, online manual is a possibility in the future.</p>	Brenda will purchase this item in the next week or so. This scanner will also be available to other committees for use such as technology committee, program committee, and PR & R.
<b>Consent vs. Authorization under HIPAA</b>	Brenda presented the handout developed at previous presentation for review/comments and possible addition to the manual.	Make requested changes. Send out to members and put in chapter 2.
<b>Document service order form</b>	Brenda presented the form for committee review.	No further action needed.
<b>MeHIMA winter meeting manual Donation</b>	Again this year, the manual was well received and brought in higher than expected bids.	Winner: Julie LeMay
<b>Committee Request</b>	Brenda submitted to the MeHIMA Board our request to broaden this committee.	Any contact names or willing liaisons will be forwarded to Brenda or Becca.
<b>KVTC Manual</b>	There was confusion regarding this item. It was believed that a co-chair would check with KVTC to ensure they have a current manual and additionally provide a new complete manual for the fall 2003 session.	Becca will followup with this item now that it has been clarified.

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<b>“Homework for Members”</b>	Many forgot to pre-review the draft chapter prior to the meeting. All members reminded to obtain current practice briefs prior to the Dec meeting.	Followup at Dec meeting.
<b>Committee Board Report</b>	The report presented to the MEHIMA board on 10/25 was reviewed.	Accepted.
<b>MeHIMA website/CoP</b>	The preliminary content for both the website and the CoP were reviewed. Keeping in mind the CoP is for members only and the website is available to anyone. Therefore the “legislative corner” and scenarios will be available on the CoP not the website.	Informational.
<b>HIV Law Question</b>	Michelle M. was unable to attend therefore will defer.  Only one item of interest brought to this committee. A member inquired about the changes to the HIV laws. Discussion reveals no committee members aware of any changes.	Defer to December Meeting.  Citation given to Michelle M who will research and bring back to next committee meeting for further discussion.
<b>Confidentiality Law</b>		
<b>National Level</b>	AHIMA continues to monitor closely and distribute through the CSA CoP.  <b>HR 5646 – Health Privacy Bill introduced to amend the HIPAA privacy regulations.</b> Also referred to as the “Stop Taking our Health Privacy (STOHP) Act.” <i>Of Note: It specifically addresses consent, marketing and disclosures to FDA-regulated agencies, restoring the requirement that covered entities obtain consent from patient for use of information for treatment, payment and healthcare operations and exceptions would be permitted for filing prescriptions and making referrals.</i>  <b>HIPAA Security Final Rule Release: December 27, 2002</b> and most likely effective 60 days after publication in the federal register which means compliance date in 2005.	All members are encouraged to monitor closely through AHIMA.

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<b>State Level</b>	Review of Weekly Legislative Reports and ANPH indicate no new bills related to healthcare/information.	Continue to monitor and present at each meeting.
<b>AHIMA Practice Briefs / AHIMA Advantage E-Alerts / Advance e-newsletters</b>	PRACTICE BRIEFS: There were 4 published in October and one in early Nov. Review indicate all new briefs relating to HIPAA.  E-ALERTS: There have numerous E-Alerts issued.. Brenda did bring copies of these for review but reiterated the importance of all members signing up for direct receipt our last meeting.	Members: Reminded to obtain all the briefs, as we will be referring to many of them. Simply go to AHIMA CoP under Body of Knowledge and the list of HIPAA related Practice Briefs.  Members encouraged to visit <a href="http://ahima.org">ahima.org</a> to sign up for this free service.

**NEW BUSINESS**

<b>Legislative Committee Meetings</b>	There was considerable discussion about making these meetings the same time and place every month. There would be much less confusion. The possibility of using the Augusta MHA conference room was brought up and the time was agreed to always be 1 pm to 4 pm other than the May 2003 meeting in Caribou.	Approved. Brenda will contact the MHA to see if this committee could go back to using their conference room on a regular basis.  <b><i>Members: Please be sure to read your notices of upcoming meetings carefully until this is finalized!</i></b>
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TOPIC	DISCUSSION	ACTION
<b>SCENARIOS</b>		
#1 Law Enforcement Request	Law enforcement arrives requesting copies of a visit with no release. They are investigating a theft.	Yes - you would release as this falls under investigation and administrative laws.
#2 Michelle V's	??	
#3 Group Mailings	Two separate physician offices are planning a joint mailing. You are the office manager for one of the practices and they ask for a patient list to include your patients in the mailing.	No – Not without patient consent for marketing per 22 MRSA §1711-C and HIPAA 164.514.
#4 Crossroads for Women	Their release form states the 42 CFR rule but does not actually include the release drug and alcohol records.	No not release based only on their form.
#5 Worker Compensation	The issue of fees for attorneys representing the insurance company or employer was again discussed at some length. It is split at to what fee to charge. Some charging full fee and others charging at the SC level.	The WC Board indicates that the fee schedule applies to ALL requestors dealing with WC and if you charge other than that rate you could be audited and fined.
	When sending additional information to WC do you again charge or do you include as part of the original fee?	The fee schedule allows charging for each time you provide information.
#6 Inmates	Yes – again. The question arose regarding when you receive a request for records from a jail.	<b>__ MRSA § _____ states that you must have the prisoner's/patient's authorization.</b>
<b>MANUAL REVISIONS</b>		
Chapter 2 - HIPAA	The group then began reviewing the first draft of Chapter 2.	Brenda will make the changes noted and email out to all members for review prior to the December meeting.
Next meeting	<b>Jan 10th<sup>th</sup> 1-4 pm – Location TBA</b>	
<b>Adjourned at 3:30 PM.</b>		

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**September 19, 2003**

**Maine General Medical Center, Augusta**

Present: Chris Simons, Cynthia Burnell, Sheri Conley, Pam Haney, Belinda Shaw

Excused: Michelle Mathieu, Michele Veilleux, Nicole McGowan, Michelle Steigert, Petie Noble, Lynn Ward

TOPIC	DISCUSSION	ACTION
<b>Call to Order at 2:00 pm</b>		
<b>Minutes of 4-25-03</b>	Reviewed but no quorum present to approve.	Minutes will be emailed to members for approval. Pam will verify what constitutes a quorum.
<b><u>OLD BUSINESS</u></b>		
There was no May meeting as the committee worked electronically to finish the HIPAA chapter.	The HIPAA Chapter has been completed and was available for sale at the June meeting.	Make HIPAA Chapter available for winter meeting.
<b><u>NEW BUSINESS</u></b>		
1. Review of membership list.	Nicole McGowan has resigned from the committee. Cynthia questioned if she has current info on members. Need to recruit new members.	Members will be asked to contact Cynthia with any changes to their current information. Try to recruit new members.
2. Review meeting dates and locations.	Meetings booked at Maine General for Oct. 10 and Nov. 14 from 2-4 pm. All meetings will be held on second Friday of month from 2-4. Hold meetings electronically if possible. Dec. meeting on 12 <sup>th</sup> .	Send out meeting information.
3. Committee goals relayed to Board.	Broaden active membership; develop HIPAA presentation, work on less costly/more efficient ways to keep membership updated of manual changes; obtain info on CHP exam; monitor state & fed initiatives that relate to HIM. MAPAM meetings often relate to HIM—maybe we should attend.	Plan a panel discussion with members regarding usefulness of manual. Suggestion made to hold a membership discussion regarding CHP exam. Sheri will talk with a MAPAM member to see if we can get a copy of their next agenda.
4. Legislature involvement.	The committee needs to remain involved with legislative hearings. Need to make MeHIMA visible to the legislature as we are experts in the HIM field.	Chris will ask Michelle V. to keep us up-to-date with interesting topics on the Advance Notice of Public Hearings website. Pam passed around the AHIMA Legislative Advocacy Day Guidelines that will help this committee keep on track and will

TOPIC	DISCUSSION	ACTION
		provide guidelines of how to make others aware of MeHIMA
5. MeHIMA website.	Pam reported that this is not working but the Communities of Practice (COP) can be very useful for members. Those who join the COP will receive helpful info automatically to their email address.	Chris has a contact who will help Pam get the website up and running. Pam will check the COP site to see how many members have signed up. Pam will remind members to change their email address in their profile to make sure they receive the COP emails.
6. MeHIMA Manual	All committee members need to have a working copy of the manual.	Chris will send manual out to those who don't have it.
7. Projects for 2003-2004	Review chapter attachments in manual. Review Table of Contents. Review chapter revision dates. Make sure committee's working copy if complete and up-to-date by reviewing each chapter as a group.	Ch. 1 exhibits were reviewed and all will be retained with the chapter. Chris will add the law regarding charging for copies as another exhibit. Chris will add guidelines for reviewing & determining guardianship. Chris will obtain a good copy of 1711-C for manual. Committee members will review Ch. 1 prior to the Oct. meeting and present recommendations for approval. Digital phone system will be available for >2 members to dial in and participate.
8. Next meeting	Oct. 10 <sup>th</sup> at Maine General. Present Ch. 1 review and possible recommendations for change.	
	<b>Future meetings planned for Nov. 14<sup>th</sup> at Maine General and Dec. 12<sup>th</sup>, location TBA.</b>	

Adjourned at 3:25 pm.

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Present: Chris Simons, Cynthia Burnell, Sheri Conley, Pam Haney, Belinda Shaw

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8. Next meeting	Oct. 10 <sup>th</sup> at Maine General. Present Ch. 1 review and possible recommendations for change.	
	<b>Future meetings planned for Nov. 14<sup>th</sup> at Maine General and Dec. 12<sup>th</sup>, location TBA.</b>	

Adjourned at 3:25 pm.

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**November 14, 2003**

**Maine General Medical Center, Augusta**

Present: Chris Simons, Cynthia Burnell, Tara Williams

Excused: Sheri Conley, Pam Haney, Belinda Shaw Michelle Mathieu, Michele Veilleux, , Michelle Steigert, Lynn Ward, Rhonda Edgecomb

TOPIC	DISCUSSION	ACTION
<b>Call to Order at 2:00 pm</b>		
<b>Minutes of 4-25-03, 9/19/03</b>	Reviewed but no quorum present to approve. Pam has discovered 50% of members constitute a quorum.	Chris will email the minutes for electronic approval to the members.
1. Review of membership list.	Rhonda Edgecomb has accepted our invitation to join. Several members sent changes in contact information. Tara Williams has also joined us. Welcome, Tara!	Chris will update the list.
2. Review meeting dates and locations.	Meetings booked at Maine General for 12/12, 1/9, 2/13, 3/12, and 5?14. April TBA. All meetings have conference capability to maximize attendance.	Send out meeting information.
3. Presentation to membership	Chris has contacted Rhonda and we are set to present a panel on "HIPAA's 1 <sup>st</sup> Birthday" at the April Mtg.	Will work on developing presentation as date gets closer.
4. Legislature involvement.	Michele and Chris have researched upcoming bill titles.	. Chris will delve deeper and will contact Karen Fletcher at MHA to ask her to keep us informed as well.
5. MeHIMA website.	Chris and Pam met with Earl Miller who gave her tips for getting the website up.	Pam will report next time.
6. MeHIMA Manual	Discussion of scanning a chapter per CD to make it easier to do revisions.	Chris will work with Earl Miller in her office for technical support on this project.

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
7. Basket and other preparation for the Dec. Meeting	Group agreed we will put a manual in the basket but should we also include some thing else?	Chris will send an email to the membership. Perhaps legal supplies/stationary to go with it???
8. Chapter 1 Revisions	We reviewed submitted changes.	Chris will make the changes and send out to the group. Group will review final edits BEFORE next meeting.
9.. Next meeting	December 12. We will finalize Chapter 1 and begin looking at the resources listed.	
Adjourned at 4 pm.		

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**January 10, 2004**

**Maine General Medical Center, Augusta**

Present: Chris Simons, Cynthia Burnell, Tara Williams, Michel Veilleux, Rhonda Edgecomb, Michelle Steigert  
Excused: Sheri Conley, Pam Haney, Belinda Shaw Michelle Mathieu , Michelle Steigert, E.H Gosselin

TOPIC	DISCUSSION	ACTION
Call to Order at 2:00 pm		
Minutes	All previous committee minutes have been approved via electronic voting.	We will continue to approve minutes this way as it seems easier for members.
Winter Meeting.	Our basket was successful and people seemed glad to have a complete manual available.	Information only.
Manual Distribution	Chris reported that the first 7 chapters Have now been scanned to CD. This lead to a discussion of the new manual distribution process. Group felt \$10 per Chapter is a reasonable price.	Chris will communicate with Pam about changing the MeHIMA Website to reflect this cost. Also, plan to put resources page and TOC on website/COP. Chris will send CD's of chapter One to committee members.
Manual Edits	Plan is for each committee member To read chapters 8-13, and make preliminary notes. Goal is to Develop a plan for editing and a determination of how much of this we can realistically get edited before the Spring Meeting.	Committee members to read chapters and prepare comments for the next meeting.
Presentation to membership	We discussed the Panel Presentation on April 2 at KVTC. Chris, Rhonda and Michelle S. will represent Behavioral, LTC and Acute care.	Rhonda will ask Ruth Seibert and Michelle V. will ask Earlene Charette to be on the panel. Everyone should develop two scenarios/topics they think should be discussed in case there are no questions from the floor. Email these to Chris before the next meeting.
Legislative involvement.	Michelle V. and others reported difficulty accessing information about upcoming Maine legislative initiatives. .	Michele V. will do some additional research to see if we can stay better connected to the Maine Legislative process. Chris will contact Karen Fletcher at MHA to ask her to keep us informed as well.
Budget	Cynthia reported that there is some confusion about the budget...it may be	Information only. Cynthia will follow up with Julie to get clarification of the

TOPIC	DISCUSSION	ACTION
	that our committee is in the Red! In any case, we have to be very cautious about spending.	financial picture.
Spring Meeting	Rhonda wondered whether we had any legislative type suggestions for speakers or knew of vendors for the Spring Meeting.	Chris will forward Jeff Laniewski's information (Synernet transcription). Tara has a connection at the state house and will see if she can get a suggestion for a speaker about Dirigo.
Next Meeting	Our next meeting will be February 13 At 2PM at Maine General in Augusta.	Let Cynthia and Tara know before the Meeting if you would like to attend Via conference call and what number They should call you at.

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**February 13, 2004**

**Maine General Medical Center, Augusta**

Present: Chris Simons, Cynthia Burnell, Tara Williams, Michelle Mathieu

Excused: Sheri Conley, Pam Haney, Belinda Shaw Michelle Vieulleux , Michelle Steigert, E.H Gosselin, Rhonda Edgecomb

TOPIC	DISCUSSION	ACTION
Call to Order at 2:00 pm		
Minutes	Minutes were approved electronically prior to the meeting.	
Manual Costs/Distribution	Chris has received two additional manual requests. Discussion about cost—is it really reasonable to charge more for the scanned version? Group agreed: \$50 for CD and \$100 for printed since there is additional postage and copying charges for printed version.	Information only.
Presentation to membership	We discussed the Panel Presentation on April 2 at KVTC. Chris realized she will be in Mexico!! We worked on a general outline which Chris will type and distribute. Chris will ask Norm Patch to be on the panel to represent outpatient. Other panelists are: Rhonda Edgecomb, Michele Steigert, Earlene Charette and Michele Mathieu..	Chris will email outline as contact Norm, as discussed.
Legislative involvement.	Michelle V. was not present to report. Chris attempted to contract Karen Fletcher but she may no longer be at MHA. .	Keep open as agenda item. Cynthia will contact MHA to see if we can get a contact person.
Attendance	We discussed the sporadic attendance on the committee. How to improve attendance? We agreed to make meetings from 2-3:30 and to attempt to conduct more business by email. Also, the calling in option was discussed.	Information only. Cynthia will follow up with Julie to get clarification of the financial picture.
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	Spring Meeting.	house and will see if she can get a suggestion for a speaker about Dirigo.
Next Meeting	Our next meeting will be February 13 At 2PM at Maine General in Augusta.	Let Cynthia and Tara know before the Meeting if you would like to attend Via conference call and what number They should call you at.

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**February 13, 2004**

**Maine General Medical Center, Augusta**

Present: Chris Simons, Cynthia Burnell, Tara Williams, Michelle Mathieu

Excused: Sheri Conley, Pam Haney, Belinda Shaw Michelle Vieulleux , Michelle Steigert, E.H Gosselin, Rhonda Edgecomb

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Legislative involvement.	Michelle V. was not present to report. Chris attempted to contract Karen Fletcher but she may no longer be at MHA. .	Keep open as agenda item. Cynthia will contact MHA to see if we can get a contact person.
Attendance	We discussed the sporadic attendance on the committee. How to improve attendance? We agreed to make meetings from 2-3:30 and to attempt to conduct more business by email. Also, the calling in option was discussed.	Chris will ask committee members to commit to attending 50% of meetings or resign from the committee.
Manual Revisions	We discussed the remaining chapters with an eye towards setting goals for the rest of this year.	

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
	Chapter 8- Regulatory Agencies	Michele Mathieu will look at the MHDO part. Chris will take a look at the rest of the chapter.
	Chapter 9- Consent	Michelle V. will research any changes in the abortion rules. We discussed a broader focus for this chapter—Chris will do an outline of it.
	Chapter 10- Advance Directives	This may not need much revision except to add Mental Health AD's
	Chapter 11 HIV	This will need careful review since portions of state law have been repealed
	Chapter 12 Cancer Registry	Cynthia and Michele M. will ask the tumor registrars at their hospitals to review
	Chapter 13- Photos and Videos	There is a new practice brief which summarizes this issue well. Chris will edit before the next meeting.
Goals for remainder of year	We agreed that it will be our Goal to revise chapters 13 and 8 By the end of the year, and Cynthia will add the information in Chapter 12 to chapter 5, thus eliminating chapter 12.	
Next Meeting	Our next Meeting will be MONDAY, March 22, 2PM at Maine General, Augusta	If you plan to attend by conference call, be sure and let Cynthia and Tara know what number they can reach you at.

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**March 22, 2004**

**Maine General Medical Center, Augusta**

Present: Chris Simons, Cynthia Burnell, Tara Williams, Michelle Mathieu, Pam Haney, Rhonda Edgecomb, Michelle Veilleux

Excused: Sheri Conley , Michelle Steigert, E.H Gosselin,

TOPIC	DISCUSSION	ACTION
Call to Order at 2:00 pm		
Minutes	February Minutes were approved.	
Presentation to membership	<b>We discussed our upcoming panel presentation. Chris sent out an outline as discussed. Earlene, Rhonda and Michelle will be panelists.</b>	<b>Presentation is April 2. Cynthia will ask Norm Patch to be on the panel as well. A CD will be given as a door prize to encourage interest in the CD version of the manual.</b>
Legislative Involvement	We have had no success in connecting with the MHA.  Michelle Veillieux reported that she has been monitoring the legislative web site on behalf of the committee. Issues: cost containment, Dirigo, no smoking in foster homes.	Cynthia will call Sandy Parker and try to reestablish connection.  Michelle will continue to monitor and report.
Attendance	Continues to be a problem.	Chris will email group members who are not present and ask for their commitment to attend meetings.
Mehima Web Site	Pam reported that information re our committee and the manual is on the website. Chris had sent something earlier summarizing our activities. The group approved posting this.	Pam will post.
Scenarios	Chris reported that she received an email from out of state asking whether billers in Maine were going to be required to be certified in coding.	Group has not heard of this, and doubts it. Chris will respond to requestor.
Manual Revisions	Polly Gosselin has extensive experience working with legislative citations and has pointed out that some of ours are incorrect/outdated. She has volunteered to edit the exhibits for accuracy.	Information only. Thanks Polly!!!

Manual Revisions Chapter 8- Michelle Mathieu will review  
Chapter 9- Michelle Veilleux and Chris Simons  
Chapter 10- Chris will add section on mental health  
Chapter 11 HIV- Michelle M. will review  
Chapter 12 Cancer Registry- Cynthia will revise and add to chapter 5  
Chapter 13????

June Meeting Group to donate basket items. CD's for sale. Follow up at next meeting.

Next Meeting Friday, April 16 at 2PM. Let Cynthia or Tara know if you would like to attend electronically.

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**April 25, 2003**

**Maine General Medical Center, Augusta**

**PRESENT:** Chris Simons, Sheri Conley and Becca Elmhirst

**EXCUSED:** Michelle Mathieu, Cynthia Burnell, Michele Veilleux, Nicole McGowan, Michelle Steigert, Petie Noble, Pam Haney, Lynn Ward and Belinda Shaw

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Call to Order at 1:00 pm</b>		
<b>REVIEWS</b>		
<b>Previous Minutes</b>	The minutes of March 31, 2003 meeting were reviewed.	Minutes will need to be formally accepted when quorum present (at least 6 members).
<b>Finance Report</b>	Becca presented the Committee finance report since the previous meeting.  Manual sales: \$ 55.00 Mailing costs: \$ 4.75  YTD Income: \$1077.00 YTD Expenses: \$ 522.31	Continue to monitor finance report monthly.  YTD there have been 20 manuals sold.
<b>OLD BUSINESS</b>		
<b>NONE</b>		
<b>NEW BUSINESS</b>		
<b>SCENARIOS/Questions</b>		
<b>#1 Discharge Status to Police</b>	Police involuntarily committed a patient to a psychiatric hospital after the patient made threats on the Governor. Later, the police department called the hospital asking if the patient had been discharged. Should the discharge status be released to the police?	The attorney for the psychiatric hospital agreed to release the discharge status to the police.
<b>MANUAL REVISIONS</b>		
<b>Chapter 2 – HIPAA</b>	The most recent revision of Chapter 2 – HIPAA was reviewed. Chris had compiled the information that members had submitted after our last meeting.	Some members of the Committee still need to complete their assignments from the previous meeting and submit them to Chris to be included in the chapter. (Michele V, Belinda, Nicole, Pete, Michelle S.) The deadline is May 2 <sup>nd</sup> .

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**April 25, 2003**

**Maine General Medical Center, Augusta**

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Chapter 2 – HIPAA (Continued)</b>	<p>Becca will e-mail a current version of Chapter 2 to all members for review and comment.</p> <p>After receiving the missing assignments and any comments or edits by May 2<sup>nd</sup>, Chris will e-mail the revised draft of Chapter 2 to all members by May 9<sup>th</sup>.</p> <p>Committee members need to review the revised Chapter 2 from Chris and e-mail any further comments or edits to Chris by May 19<sup>th</sup>.</p> <p>Chris will compile the final comments and edits and send a copy of the final version of Chapter 2 to Becca by June 9<sup>th</sup>. Becca will print copies of Chapter 2 to be available at MeHIMA's annual meeting on June 16<sup>th</sup> and 17<sup>th</sup>.</p>	<p>Comments or edits from all members to the current draft of Chapter 2 are due to Chris (via e-mail) by May 2<sup>nd</sup>.</p> <p>Revised Chapter 2 to all members by May 9<sup>th</sup> from Chris.</p> <p>Final edits from all members due to Chris by May 19<sup>th</sup>.</p> <p>Final version of Chapter 2 to be completed by June 9<sup>th</sup> for printing.</p>
<b>Next meeting</b>	<p>The Committee workload for the completion of Chapter 2 should be able to be accomplished via e-mail and telephone. Therefore, no further meetings have been scheduled at this time.</p>	
<b>Adjourned at 2:15 pm</b>		

**MeHIMA LEGISLATIVE COMMITTEE MINUTES**

**September 8, 2004**

**Maine General Medical Center, Augusta**

**Present:** Chris Simons, Cynthia Burnell, Tara Williams, Michelle Mathieu: Sheri Conley, Polly Gosselin

**Excused:** Michelle Steigert, Pam Haney, Rhonda Edgecomb, Michelle, Veilleux

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
Called to Order at 1:30		
<b>Minutes</b>	May Minutes were reviewed	Accepted as written
<b>Welcome to All—Member list and meeting schedule</b>	The membership list has been updated. Dates of future meetings have been set.	Tara will send out
<b>Legislative Activity Monitoring</b>	This will be done twice monthly. Legislature will be back in session in Jan 2005.	Tara and Polly will do.
<b>MHA Liaison CoP Liaison</b>	Discussed need for this. Discussed need for this.	Cynthia will call Sandra Parker Pam Haney is CoP Liaison
<b>Legislative Manual</b>	To be posted on the CoP in future for availability to MeHIMA membership	Chris Simons & Pam Haney
<b>Completed Chapters</b>	Ch. 12 Cancer Registry Reporting and Ch. 13 Photos, Videos, etc. are completed and ready for CoP	Cynthia and Chris to send chapters to Pam for CoP
<b>Chapters to be reviewed</b>	Ch. 9 on Consent to Health Care. The mental health section needs to be reviewed. Chapter 10 Advance Directives—mental health patients need to be addressed in policy Chapter 11 HIV	Rhonda to review  Rhonda to review  Michelle M. and Polly to review
<b>Board of Director's Meeting 8/20</b>	Committee Budget revised due to now having little or no reproduction cost for Manual	\$400.00 expenses \$ 250.00 postage Reported by Sheri

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>Legislative Corner</b>	On-going. Need items to send to Pam. Reminder to look at AHIMA Alerts.	Pam will post on CoP.
<b>Scenarios</b>	Received a release from an Insurance Company signed by the step-father of the child whose records were requested as he had the insurance policy. Would the release be honored? Recommendation that the release be forwarded to the mother for her signature. The minor child 's signature might be requested as well if age appropriate	Informational only
<b>Maine State Law References in Manual Chapters</b>	The effective date for each law should be included so that amendments can be tracked.	Polly will update chapters 1-7 Pam will make appropriate changes when notified.
<b>Chapter 3 CFR 42</b>	Does this accurately address restrictions of authorization? Seems to be missing info regarding alc/drug abuse, mental health dx, and HIV dx.	All members to review Ch. 3 page 2 for authorization requirements for Oct Meeting.

Next Meeting: October 13, 2004 at Maine General or attend electronically. SEE ACTIONS ABOVE. E-Mail corrections or questions prior to Wednesday, Oct 13 at 1:30PM. Let Cynthia or Tara know if you would like to attend electronically as we need your phone number to get you connected.

Each member should have a schedule and a membership listing. .