A Message from the AAPCCA Chapter Advisory Board

What does it take to open a local chapter?

A dedicated, committed group of strong leaders, in it for the long haul, is essential for starting a chapter. Organizers must have a basic plan for locations, times, and topics for meetings that will generate community interest. Once organized, potential officers must be able to keep the energy going. They should display integrity, have contagious passion for the profession and its members, and articulate short and long term goals for the chapter. After being elected, officers must be agreeable to change, when needed, to accommodate the needs of members. Most importantly, anyone with a desire to open a chapter must do it with service to the local community in mind and not for his or her own recognition or personal gain. When the above is done, the chapter will be successful and continue to grow each year.

What does it take to keep a chapter running successfully?

Successful chapters have well-organized officers and the ability of the officers to listen to the needs of the members will greatly affect the success of the chapter. Officer must continually be willing to try new ideas to keep members engaged such as using innovative ways to deliver education, group-interaction through games, introducing themes, and recognizing those that participate during meetings. Network with other area chapters or groups in the medical community for additional ideas. Constantly groom the members for leadership roles; involve as many members as possible in the running of the chapter. Let the members know that they are valued and not taken for granted. Everyone likes the feeling of being needed and being a part of the group.

Have the handbook and any additional chapter guidelines handy at all meetings. Treasurers should give reports, so members know how the money is being used to help advance the chapter. Connect with PMCC or local college instructors and invite students to the meetings. Create a newsletter that can shared with area hospitals, medical centers, and colleges, to make them aware of the chapter. Mentoring and networking is necessary for a chapter to continue to be successful!

Most of all remember the chapter is not about just a few members leading the chapter but ALL the members. Having a diverse membership from many locations is a great asset for any chapter and will give the chapter the best chance of success for many years to come.

Sincerely,

The AAPCCA Local Chapter Board

Starting a New Local Chapter

General Information

AAPC local chapters exist to support and promote the AAPC and are incorporated under the AAPC Chapter Association (AAPCCA). They are designed to:

- Support the national membership by providing educational and networking opportunities on a local level (providing low to no cost CEUs)
- Promote the AAPC by expanding the organization's visibility and membership
- Increase and promote national recognition and awareness of the business side of medicine
- Provide personal growth through leadership opportunities as local chapter officers

Local chapters are formed under the direction of the national office of the AAPC and are operated by local chapter officers. The local chapter exists solely to extend the benefits of AAPC membership to members locally.

Thank you for your interest in Starting a New Local Chapter!

The formation of a new local chapter is based on the need of the AAPC members in a specific geographic area.

The AAPC local chapter department will research all requests for a new local chapter, create a report of the findings which will then be presented to the AAPCCA Local Chapter Development Committee. The committee will review the findings and make a recommendation on whether or not to open the new local chapter.

The member making the request must be AAPC certified, be a member in good standing with the AAPC and be willing to hold an office for a minimum of two years.

New local chapters will be considered for formation by consulting with existing chapters in the area, discussion with the AAPC-CA's Board members, representing that region.

All local chapters are required to hold at least seven education events per year where CEUs are offered. All new local chapters are put on a six-month probation, once opened. You will work directly with the Local Chapter team at AAPC's national office and the AAPCCA representatives from your region. This probationary period gives the new chapter an opportunity to create a solid foundation for starting and fostering a successful local chapter.

Criteria for starting a new local chapter:

- The next closest chapter should be over 40 miles away or an hour's drive (considerations for densely populated areas will be taken into consideration)
- The membership of the closest chapter should be 150 members or more
- There should be 20 or more members interested in the area (rural areas are given consideration)
- The general membership has outgrown the chapter area and needs to be divided (500 plus members)

Chapter Officers.

- Members may not concurrently hold office in more than one AAPC local Chapter, nor in another organization offering core coding credentials.

Every chapter must have:

- President (must be a certified member)
- Vice President (must be a certified member)
- Secretary/Treasurer.

There are three other offices that are not mandatory but recommended if the membership base will support the positions.

- Member Development Officer
- Education officer (must be a certified member)
- Secretary/Treasurer is usually divided into separate offices.

Please note that personal contact information (phone/email) will be listed on the AAPC website for each officer.

We strongly suggest term limits for all officer positions. This will provide leadership opportunities for all members.

Additional information on local chapters and officer positions can be found in the AAPC Local Chapter Handbook, located on the AAPC website under local chapters or you can call the national office and ask to speak to the local chapter department.

If you are interested in starting a new local chapter, please complete the application below and submit it to the AAPC local chapter department by following the link.

New Chapter Application

Date of submission:_____

Personal Information

Privacy Notice: Your personal information will be used solely for the application process and will not be shared without your consent.

Name (Including any Credentials): _____

Address:_____

Phone: _____

Email: _____

Member # _____

Current Assigned Chapter: _____

Are you currently an officer? _____

New Chapter Information

Proposed Chapter Location (City/State/Zip): _____

List of Proposed Zip Codes Covered:

Are there any colleagues or associates interested in serving as officers? If so, please provide their names and roles (if applicable):

Do you already have use of a facility to hold the meetings, (if so, please list name, location and address):

Tell Us About Yourself and Your Vision for the Chapter (Example: Describe your leadership experience, interests, and why you are passionate about starting this chapter. Include specific goals or ideas you have for its success.)

Signature & Date _____

Please submit this application to: localchapters@aapc.com Any additional information may be submitted as an attachment. Thank you for your interest!