

STATE NETWORK NEWS

A Newsletter for State Chapters

SPECIAL ISSUE

November 2003

Issue 48

MESSAGE FROM AMDA'S HOUSE OF DELEGATES CHAIR

Limes. That was the secret! After years of battling scurvy amongst their seamen on long voyages, the British Royal Navy came to understand that providing the seamen with limes (along with their grog!!) prevented the development of scurvy in the sailors. And thereafter, it was *de rigueur* that adequate supplies of both rum and limes were on board when a ship set out to sea. (Hence the etiology of the moniker 'limey' to refer to a British seaman.) In other words, the Royal Navy learned that being prepared to offset the adverse outcomes of extended periods at sea was better than having the sailors develop scurvy and having them be sick and ineffective. Be Prepared! That's the organizationally proper attitude for us to have as we look forward to convening at the Annual Symposium in Phoenix for the next House of Delegates meeting. In this context, what are the steps for developing a state of preparedness?

- First, each State Chapter needs to evaluate items that have come up in meetings or in correspondence for which the Chapter wants to submit a resolution for consideration by the Resolutions Committee and subsequently the House. For proper and timely processing, resolutions should be to AMDA by Friday, January 2, 2004.

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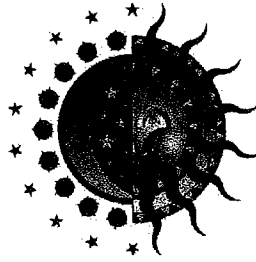
- Second, State Chapters should be considering candidates to serve as Delegates for the meeting of the House. The form is included with this newsletter (**Attachment A**).
- Next, Delegates should be committed to be in Phoenix in time for the first session of the meeting of the House, which takes place on Thursday, March 4 and to be available on Saturday, March 6 for the second session.
- Also, Delegates should be committed to preparing for the meeting by reading and understanding the Delegate materials they will receive from AMDA prior to the meeting. If there are controversial items which will be coming before the House, it would be appropriate for the Delegates to gain a sense of how the State Chapter feels about the issues by whatever method is effective in the Delegate's State.
- Finally, Delegates should be prepared to come to the meeting of the House with minds open for debate and discussion and committed to using our democratic process to further the mission of AMDA and of each of us, namely, to improve the quality of care for patients under our supervision.

Be Prepared! It was good for the Royal Navy. It is good for the Boy Scouts. It will be good for the functioning of the House of Delegates, for AMDA, and for our constituencies.

Alva S. "Buzz" Baker, MD, CMD
Chair, House of Delegates

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27TH ANNUAL SYMPOSIUM PREPARATION



This issue of *State Network News* is devoted to helping you prepare for **AMDA's 27th Annual Symposium to be held March 4-7, 2004, at the Phoenix Civic Plaza in Phoenix, AZ.**

The meeting will feature many events involving state chapters, including:

- **State Chapter Discussions—**
Wednesday, March 3 from 2:00 pm–4:00 pm
Learn what works from the success of other chapters. Presented by Dan Haimowitz, MD, CMD
- **CMD Orientation and Panel—**
Wednesday, March 3 from 4:00 pm–5:00 pm
Hear first hand the details of the new core curriculum.
- **State Chapter Working Session—**
Wednesday, March 3 from 5:00 pm–9:00 pm
- **House of Delegates Meeting with Box Lunch (Delegates only) —**
Thursday, March 4 from 11:30 am–1:00 pm
- **State Chapter Receptions/Meetings—**
Friday, March 5 from 6:00 pm–7:30 pm
- **State Presidents Council Breakfast—**
Saturday, March 6 from 6:30 am–8:00 am
- **House of Delegates Meeting (Delegates only)—**
Saturday, March 6 from 4:00 pm–6:00 pm
(seating begins at 3:30 pm and doors will close promptly at 4:00 pm)

In an effort to seat delegates on time and allow the maximum amount of time scheduled for the business of the House, we ask that you confirm your delegates onsite prior to the meeting. We will have a House of Delegates Help Desk onsite Thursday and Friday to register State Delegates.

In order to have all of these meetings run as smoothly as possible, we need your input and cooperation. **Please read the information included in this newsletter carefully and save it for future reference.**

DELEGATES NEEDED

If you have previously attended House of Delegates Business Meetings, then you know that preparation is crucial to being able to accomplish the substantial amount of business before the House of Delegates. Prompt registration of delegates is important. The following guidelines from the AMDA Bylaws can be viewed at www.amda.com and should be followed for appointing delegates:

- The state chapter president appoints delegates.
- All delegates must be AMDA members in good standing, i.e. membership dues current.
- Each state is entitled to one delegate for every twenty-five (25) or portion of twenty-five AMDA members in good standing with a minimum of one delegate.
- Alternate delegates can be appointed in the event that a position needs to be filled.
- Delegates will receive resolutions, policy recommendations, position papers and other information submitted for consideration thirty (30) days prior to the meeting.

Each chapter will be allowed three (3) alternate delegates. A delegate registration form and a list of the number of active AMDA members by state are attached (**Attachments A & B**). As we get closer to the symposium date, we will be happy to provide lists of preregistered attendees by states upon request. Please complete the delegate registration form and mail or fax to Kathleen Meyers as soon as possible. State groups that are in the process of being organized are welcome to send one non-voting delegate. In some cases, state leaders have no choice, but to wait to appoint delegates on-site, but it would benefit all if this were used only as a last resort. It is to your advantage to have your delegation well prepared in order to further the interests of your state members.

Let us avoid those frustrating lines at delegate check-in! Kathleen Meyers will be available on-site at the AMDA registration desk to register delegates and alternates. Please make an effort to have all your delegates registered by noon on Friday, March 5, 2004 so that we can seat delegates promptly on March 6, 2003, when we convene the House of Delegates Business Meeting.

If you have any questions, please contact Kathleen Meyers, Executive Office Coordinator, at 410/992-3103, or email to kmeyers@amda.com.

PAY INCREASE LIKELY FOR MEDICARE PHYSICIANS

Most recent news from Capitol Hill indicates that Congress will give physicians a 1.5% pay increase for 2004 by passing it as part of the final Medicare reform bill. CMS's projected 4.2% across-the-board decrease in physician payment rates will be replaced by the legislation, which goes into effect on January 1, 2004. As of November 18, inside sources reported that Medicare reform conferees agreed to the pay raise as well as other physician related issues in marathon sessions during the week of November 10.

"While AMDA's successful effort to halt the dramatic reductions to the nursing home evaluation and management (E/M) codes was a feat in itself," said AMDA Executive Director, Lorraine Tarnove, "the 1.5% increase is welcome news. However, we must not rest on our laurels until we obtain appropriate recognition for the value of services performed by our members."

The CMS final rule did not contain the egregious pay cuts to the nursing home codes, although AMDA has pledged to continue its efforts to prevent future pay cuts through involvement in the annual Practice Expense Advisory Committee (PEAC) code refinement process, working with CMS staff, and through coalition building with other physician groups.

CMS proposed cuts for codes 99301, 99302, 99303, 99311, 99312, and 99313 in its Medicare proposed fee schedule rule last August. Not only were they unprecedented in terms of their history for those particular codes, but they also would have been the most severe cuts of any other family of codes in the Medicare fee schedule for next year.

CHAPTER NEWSLETTERS

Please make sure that the national office is on your mailing list to receive your state chapter newsletter.

The newsletters may be sent to the attention of:
Susan Gutierrez, Membership Coordinator
American Medical Directors Association
10480 Little Patuxent Parkway, Ste 760
Columbia, MD 21044

CMD Activities to be Offered at AMDA's 27th Annual Symposium:

CMD Orientation and Panel

Wednesday, March 3, 2004 4:00 pm–5:00 pm

All current CMDs, Module A registrants, and those interested in the AMDA CMD program are invited to attend this orientation. Learn about the changes to the core curriculum and the value of the CMD credential.

Core Curriculum on Medical Direction Module A

Wednesday, March 3, 2004 5:00 pm–9:00 pm

Thursday, March 4, 2004 8:00 am–4:30 pm

Special Note: In response to participants' requests from previous years, **Module A begins at 5:00 pm on Wednesday, March 3**, and ends at 4:30 pm on Thursday, March 4. This schedule offers Module A participants the opportunity to attend the entire Symposium Friday through Sunday.

Advanced Course in Medical Direction

Thursday, March 4, 2004 8:00 am–11:30 am

CMD Information Booth

Thursday, March 4, 2004

8:00 am–12:00 pm

1:00 pm–5:00 pm

CMD Booth Open for General Q and A.

Friday, March 5, 2004

7:00 am–12:00 pm

1:00 pm–5:00 pm

CMD Booth Open for Individual 15-Minute Appointments.

Saturday, March 6, 2004

7:00 am–12:00 pm

CMD Booth Open for Individual 15-Minute Appointments.

1:00 pm–5:00 pm

CMD Booth Open for General Q and A.

IMPORTANT DEADLINES



Friday, December 19, 2003

Delegate Nominations Due

Reminder: Individuals whose names have been submitted as delegates to the House of Delegates meeting are not automatically registered for the annual symposium. Members must register for the annual meeting separately! Preliminary registration information is available online at AMDA's Web site at www.amda.com.



Friday, January 2, 2004

Resolutions, Position Statements, and Policy Papers Due for the House of Delegates must be received in the National Office by this date.



Wednesday, February 4, 2004

Resolutions, Policy Papers, and Proposed Bylaw Changes Mailed to Registered Delegates.

CMS CLARIFIES PHYSICIAN USE OF MID-LEVEL PRACTITIONERS

Further clarifying physicians' use of mid-level practitioners in nursing homes, CMS recently issued a memo to state survey agency directors that replaces a similar one sent last April to the same recipients.

The memo, entitled, "Physician Delegation of Tasks in SNFs and NFs", provides clear and concise guidelines for nurse practitioners (NPs), certified nurse assistants (CNAs), and physician assistants (PA) who perform physician visits and write orders and sign certifications and re-certifications in SNFs and NFs.

The memo is available on the CMS Web site at www.cms.hhs.gov/medicaid/survey-cert/sc0408.pdf.

Are You in Compliance?

You must be able to answer **YES** to be able to vote at the HOD meeting at the 27th Annual Symposium. Your chapter must be in compliance with AMDA's bylaws to have voting delegates. This means that the national office must have the following items on file by **Friday, January 30, 2004**:

- Current state chapter bylaws
- Current state chapter membership list
- Annual report for each chapter (meeting minutes, chapter activities, dues structure, etc.)

For a copy of the annual report template visit www.amda.com/chapters/report.htm. If you have any questions, contact Susan Gutierrez, Membership Coordinator, at 410/992-3106 or sgutierrez@amda.com.

AGENDA ITEMS

The State Chapter Working Session will take place on Wednesday, March 3, 2004, from 5:00 pm to 9:00 pm and the State Presidents' Council Business Meeting and Breakfast will be on Saturday, March 6, from 6:30 am to 8:00 am.

As always, we are asking that you submit any agenda items in advance for consideration. Please email policy issues to Meg LaPorte at meglaporte@amda.com. If the items are regarding membership or general administrative issues, then send email to Susan Gutierrez at sgutierrez@amda.com. The deadline is January 5, 2004.

ACHCA/AMDA PARTNER ON VIRTUAL SEMINAR SERIES

The American College of Health Care Administrators and The American Medical Directors Association are sponsoring a web-based "Virtual Seminar" series designed as a forum for increasing communication among key leaders in long term care (LTC) facilities—the facility Administrator (NHA), Director of Nursing (DON), and Medical Director (MD). This seminar series is also supported by The National Association of Directors of Nursing Administration.

For more information, go to ACHCA's web site at www.achca.org and click on virtual seminar series on the home page.

2003 NOMINATING COMMITTEE

James E. Lett, II, MD, CMD, AMDA President, has completed the 2004 Nominating Committee by appointing Kenneth Diamond, MD, CMD of South Dakota to represent the State Presidents Council and Michael Maddens, MD, CMD of Michigan to represent the House of Delegates. They join designated members Immediate Past President Jacob Dimant, MD, CMD and Executive Director Lorraine Tarnove to begin the process of identifying candidates for the following offices:

- ◆ Vice President (1-year term)
- ◆ Secretary (2-year term)
- ◆ Chair, House of Delegates (2-year term)
- ◆ State Presidents Council Representative (3-year term)
- ◆ House of Delegates Representative (3-year term)

State chapters are encouraged to submit candidates to the Nominating Committee, in care of Kathleen Meyers at the national office. Nominees must:

- ◆ Be members in good standing;
- ◆ Have demonstrated involvement in AMDA at the state and national level;
- ◆ Be willing to advance the mission of the organization;
- ◆ Be willing to give the time necessary to be an effective board member*;
- ◆ Be able to contribute personal and professional qualities that complement those of other board members;
- ◆ Be comfortable with the approach and tone of the organization's fundraising efforts;
- ◆ Be skilled at being a team player;
- ◆ Be able to contribute financial support consistent with the organization's expectations of board members and with his or her own means and priorities; and
- ◆ Be capable of placing the organization's purposes and interests above his or her own professional and personal interests when making decisions as a board member.

*Attend 2-3 weekend meetings per year and spend 1-2 hours a week on reading and comments.

If you have any questions, please contact Kathleen Meyers, Executive Office Coordinator, at 410/992-3103 or kmeyers@amda.com or any member of the Nominating Committee at: Dr. Diamond, 605/341-3140, kdiamondmd@aol.com; Dr. Dimant, 718/630-6001, jdxmd@aol.com; Dr. Maddens, 248/551-0622, mmaddens@beaumont.edu; or Lorraine Tarnove at ltarnove@amda.com.

STATE PRESIDENTS NOTE WHEN SELECTING DELEGATES

Please note that all delegates must be members in good standing in order to be seated. We will run a check on dues status of all delegates when registered. Please encourage your delegates to be sure their membership is up-to-date.

RESOLUTIONS PROCESS

All resolutions, policy papers, and position statements are submitted for consideration and endorsement by the House of Delegates. Resolutions may be submitted from the Board of Directors, state chapters, committees, and subsections of the association.

Before reaching the floor of the House of Delegates, resolutions must follow a review process:

1. Resolutions are submitted to the AMDA national office.
2. Resolutions are reviewed against previous policies and actions to ensure consistency and identify potential conflicts with prior policy.
3. Resolutions are sent to appropriate committees and board members for review and to staff for analysis of the fiscal impact on the association.
4. Resolutions Committee meets by conference call prior to the annual meeting of the House of Delegates to review the resolutions and comments.
5. Resolutions Committee makes edits and suggestions for format compliance and clarity.
6. Suggested changes are sent back to the originators of those resolutions.
7. Resolutions Committee meets by conference call to review and agree upon the final resolutions included in the delegates' handbook.
8. House of Delegates is briefed on resolutions several days prior to formally convening at the annual symposium.
9. House of Delegates reviews and debates resolutions.
10. Passed resolutions are implemented by the appropriate committee or staff.

If you have any questions, please contact Meg LaPorte, Government & Public Affairs Specialist, at 410/992-3120 or meglaporte@amda.com.

GUIDELINES FOR WRITING RESOLUTIONS

Resolutions set forth background information and propose a course of action or statement of policy.

The Title of the resolution should appropriately reflect the intended course of action of the resolution.

The following are guidelines for writing a resolution:

Format

Resolutions begin with background information and conclude with a specific proposal. Background information follows the term “whereas,” while the proposed course of action is set forth by “therefore be it resolved.”

Whereas

Background or whereas information provides the rationale for the resolved course of action. The whereas statement(s) should lead the reader to your conclusion (resolved).

In writing whereas statements, begin by introducing the topic of the resolution. Be factual rather than speculative and provide or reference statistics wherever possible.

Although whereas statements are not mandatory, it is difficult to understand the rationale behind a proposed course of action when that rationale is not set forth in the resolution.

Resolved

The resolved portion of a resolution should emphasize a course of action for the association. The Board of Directors, not the House of Delegates, is responsible for determining the appropriate committee involvement. Also, the association cannot direct another organization to do a particular task, although it can recommend a course of action or concern to other organizations.

The rules for the submission of resolutions will be strictly applied. Late resolutions should be submitted only on truly emergent issues, especially late-breaking developments of information, and will be reviewed by the Resolutions Committee that will rule on acceptance.

Please be sure to make your resolutions clear and concise. Because it is only the resolved portions of the resolutions on which action is taken, they must be capable of standing alone. If background materials accompany resolutions, the material will be forwarded to the appropriate committee for review,

but it will not be published in the meeting handbook that is distributed to the delegates. If funds are needed for implementation, staff will provide a fiscal note. Please refer to the Policy Compendium to avoid duplication of current policy.

When resolutions become AMDA policy, the complete resolution is indexed in the AMDA Policy Compendium — an internal document. For external purposes, only the resolves are included.

If you have any questions, please contact Meg LaPorte, Government and Public Affairs Specialist, at 410/992-3120 or meglaporte@amda.com.



**AMDA 2004
ANNUAL SYMPOSIUM**

“Making the Desert Bloom: Creating Excellence in
Long Term Care” March 4-7, 2004
Phoenix Civic Plaza
Phoenix, Arizona

Hotel Information:

Hyatt Regency Phoenix
122 North Second Street
Phoenix, Arizona 85004
800/233-1234 phone
Room Rates: \$215 Single/\$235 Double

Wyndham Phoenix
50 East Adams Street
Phoenix, Arizona 85004
800/996-3426 phone
Room Rates: \$205 Single/Double

Each hotel is located within walking distance of the convention center. Be sure to mention AMDA to receive the discounted group rate.

STATE CHAPTER RECEPTIONS

AMDA has received a generous grant from Johnson & Johnson Long Term Care Group in support of the State Chapter functions during our Annual Symposium in Phoenix, Arizona.



Space for State Chapters (who are in compliance with AMDA bylaws) to conduct business meetings or hold a reception is being held at the Hyatt Regency Phoenix on Friday, March 5, 2004, from 6:00 pm–7:30 pm. This 90-minute time frame has been set aside for our State Chapters and no other programming will take place at this time. You are welcome to use as much of the meeting time as you need to conduct chapter business and networking. Please be advised that corporate/facility events and industry sponsored symposia will begin at 7:30 pm immediately following the state chapter receptions.

AMDA will arrange a reception with beer, wine, and light fare. Because we have received a grant from Johnson & Johnson LTC Group, we must ask that you do NOT seek outside sponsorship from industry representatives to support your Chapter Meeting/ Reception Friday evening. This would pose a conflict and place sponsorship of State Chapter activities in jeopardy for everyone in the future.

To secure a room, please complete the attached form (**Attachment C**) and return it to Jennifer Braun no later than January 2, 2004. Space at the hotel is limited and we will have to pair some chapters together in order to accommodate everyone. If there are chapters with whom you are willing to share space, please note on the enclosed form.

If you have any questions, contact Jennifer Braun at 410/992-3124 or jbrown@amda.com.

GETTING THE WORD OUT

Preliminary registration information is available on AMDA's web site at www.amda.com. Remember that not all state chapter members are members of AMDA. **Please promote the symposium in your newsletters and encourage your state members to register and join AMDA.** Members save \$200 on registration fees and increase your state's representation in the House of Delegates. If you would like to have AMDA membership information available at state meetings, please contact Susan Gutierrez, Membership Coordinator, at 410/992-3106 or sgutierrez@amda.com.

KUDOS TO DR. RUSSELL

AMDA member Peggy M. Russell, DO, CMD, FACP, received the "Jack Sayre Weinblatt Award for Heartfelt Dedication and Service." The award, created by the Texas Medical Directors Association in 2002, honors Jack Weinblatt, MD, CMD who has been practicing medicine in Texas for over 50 years and who has been a role model for LTC health care professionals. The award recognizes the outstanding contributions of physicians to other physicians and health care professionals, to the long term care community, and to the older population of the state of Texas. Dr. Weinblatt presented the award himself.

CLINICAL TOOLS COMING IN 2003-2004

New CPGs (2003)

- ◆ Acute Change of Condition in the LTC Setting
- ◆ COPD in the LTC Setting

Revised CPGs (2003)

- ◆ Pain Management in the LTC Setting
- ◆ Depression in the LTC Setting
- ◆ Osteoporosis in the LTC Setting
- ◆ Falls & Falls Risk in the LTC Setting

New Information Kits (2004)

- ◆ Hospice & Palliative Care in the LTC Setting
- ◆ Antithrombotic and Anticoagulation Management in the LTC Setting

NEW STATE CHAPTER PRESIDENTS

As a new state chapter president, AMDA encourages you to participate in the state functions offered at the annual symposium. We understand that the symposium can be a little overwhelming. AMDA is here to help. If you have general questions about state chapter activities that occur during the annual symposium, please contact Susan Gutierrez, Membership Coordinator, at 410/992-3106 or sgutierrez@amda.com. If you have questions regarding the House of Delegates activities, please contact Meg LaPorte, Government and Public Affairs Specialist, at 410/992-3120 or meplaorte@amda.com.

AMDA FOUNDATION RESEARCH TO BE PRESENTED AT ANNUAL SYMPOSIUM

The 2004 Annual Symposium offers AMDA members a number of opportunities to learn more about Foundation supported research.

Over the past two years, the AMDA Foundation/ Pfizer Quality Improvement (QI) Awards have provided nearly \$100,000 to AMDA members in support of innovative projects in education, quality improvement, research and health literacy (communication and patient care) in long term care.

On Saturday, March 6, 2004, 11:00 am–12:30 pm, during the AMDA Annual Symposium, a session entitled **Quality Improvement Awards Projects: A One-Year Update** will showcase the 2003 award winners and their projects. Topics to be covered include: Chronic Pain Management in LTC; An Educational Program for Improved Heart Failure Care; Prophylaxis for Elderly Pneumonia; Reducing Dementia-Related Agitation; Behavior Modification Training in Nursing Assistants; Translating Effective Nutritional Interventions into Daily Nursing Home Practice; and a Program to Improve End-of-Life Care in LTC.

Applications for the 2004 QI awards will be accepted through December 10, 2003. Up to 7 awards are made each year and posters detailing the 2004 award-winners' projects will be displayed onsite at the Annual Symposium. To request an application, contact the Foundation at 410/992–3134 or amdafoundation@amda.com.

In addition to the QI Award presentations, on Saturday, March 6, 2004, from 4:00 pm–6:00 pm, results from the AMDA Foundation LTC Research Network studies on Statin Use; Management of Diabetes; and Do Not Hospitalize Orders will be presented by the principle investigators at the session **Long Term Care Research Into Practice**. This session will be moderated by Larry Lawhorne, MD, AMDA Foundation LTC Research Network Director. In the 3 years since its inception the AMDA Foundation Long Term Care Research Network has built a coalition of more than 300 AMDA members interested in investigative study.

Don't miss these two outstanding opportunities to tune into the Foundation's research initiatives.

CPG TRAINING OPPORTUNITY AVAILABLE DURING AMDA SYMPOSIUM

In keeping with the goals of the AHRQ funded Long Term Care Quality Improvement Partnership, the AMDA Foundation is offering clinical practice guideline implementation training to Symposium attendees using the AMDA *We Care: Implementing CPGs Toolkit*. Clinical Practice Guideline Implementation Parts I and II, will be presented Friday, March 5 from 1:30 pm–5:00 pm. This free training opportunity will provide practical methods for CPG implementation as well as strategies for overcoming common barriers to success. The 3-hour session is limited to the first 70 participants. Individuals must attend Parts I and II and should note their participation on the AMDA Symposium Registration Form.

KNOW A RESIDENT OR FELLOW INTERESTED IN LTC?

The AMDA Foundation Futures Program, chaired by Cheryl L. Phillips, MD, CMD, introduces residents and fellows to the numerous career opportunities available in long term care and provides scholarships for them to attend the AMDA Annual Symposium. Each year, more than 60 early career physicians participate in this highly popular event. All PGY II or III Internal Medicine or Family Physician residents and PGY IV or V Geriatric Medicine Fellows are eligible for the program.

Participants receive:

- ◆ Admission to the Futures Program, March 4, 2004
- ◆ Registration for the AMDA Annual Symposium, March 4–7, 2004
- ◆ Transportation to and from the symposium
- ◆ Lodging while at the symposium
- ◆ AMDA membership for one year

Futures Program attendees learn practical job search techniques and important information about the medical director's role in the continuum of care. They receive a real-world perspective on medical direction in nursing homes, and discuss typical case studies with AMDA members.

The Futures program is supported by a contribution from Janssen Pharmaceutica. Residents or fellows who are interested in participating and attending the AMDA Annual Symposium may request an application by contacting the Foundation at 410/992–3134 or amdafoundation@amda.com. The deadline for applications is January 7, 2004.

STATE CHAPTER CONNECTIONS BOOTH

Space in the AMDA Exhibit Hall has been reserved for state chapters. The State Chapter Connections Booth will consist of 6-foot skirted tables and chairs. We invite you to showcase your state chapter accomplishments and member materials. We encourage you to distribute information such as brochures, enrollment forms, newsletters, upcoming meetings, web site information, and giveaways. This is a perfect opportunity for state chapters to network with industry representatives and to recruit new members in your state. The booth is intended for informational purposes and for small informal discussions (not to be used for state chapter meetings).

The State Chapter Connections Booth will be available during exhibit hall hours:

Thursday, March 4, 2004

4:30 pm–7:00 pm Opening Reception

Friday, March 5, 2004

9:30 am–10:30 am Coffee Break
Noon–1:30 pm Lunch
5:00 pm–6:00 pm Prize Drawings

Saturday, March 6, 2004

7:00 am–8:00 am Continental Breakfast
10:00 am–11:00 am Coffee Break

A badge is required at all times on the exhibit hall premises. Therefore, anyone staffing or visiting the area must be registered with AMDA and have a badge. Any sales on site at the exhibit hall are prohibited. You are welcome to accept orders to fulfill at a later date. All state chapter-related items must be removed by noon on Saturday, March 6, 2004. Otherwise, they will be discarded.

Space and time are limited! If you are interested in showcasing your state chapter, please complete the attached form (**Attachment D**) and return it to Jennifer Braun no later than January 2, 2004. If you have any questions, contact Jennifer Braun at 410/992–3124 or jbraun@amda.com.

Please keep in mind that the national office is providing the space; however, it is the responsibility of the state chapters to display their materials and staff the booth. You are welcome to use your own chapter logo tablecloth or a table-top sign (no larger than 14" x 19") to identify your chapter. Remember to bring appropriate supplies such as pens, staples, or tape.



New State Chapter Presidents

Join us in congratulating new state chapter presidents:

- Florida Medical Directors Association: Victor Gambone, Jr, MD, CMD
- Massachusetts Chapter of the American Medical Directors Association: Robert Schreiber, MD, CMD
- Minnesota Medical Directors Association: Teresa McCarthy, MD
- Ohio Medical Directors Association: Robert McConnell, DO, CMD

AMDA Contacts for State Chapter Business:

Susan Gutierrez, Membership Coordinator
410/992–3106 or sgutierrez@amda.com

Meg LaPorte, Govt & Public Affairs Specialist
410/992–3120 or meglaporte@amda.com

Additional Contacts:

Cindy Hock, Director of Membership
410/992–3126 or cnhock@amda.com

Janet Kreizman, Director of Govt & Public Affairs
410/992–3112 or jkreizman@amda.com

Lisa Marlow, Govt & Public Affairs Assistant
410/992–3118 or lbailey@amda.com

**AMERICAN MEDICAL DIRECTORS ASSOCIATION
2004 DELEGATE(S) REGISTRATION FORM**

STATE _____
CONTACT _____
PHONE _____

The following members will represent our state chapter at AMDA's 27th Annual Symposium House of Delegates Luncheon on March 4 and House of Delegates Business Meeting on March 6 in Phoenix, Arizona.

Name _____ Phone _____

Address _____ Fax _____

_____ Email _____

Name _____ Phone _____

Address _____ Fax _____

Name _____ Phone _____

Address _____ Fax _____

_____ Email _____

Name _____ Phone _____

Address _____ Fax _____

_____ Email _____

Name _____ Phone _____

Address _____ Fax _____

_____ Email _____

Name _____ Phone _____

Address _____ Fax _____

_____ Email _____

IMPORTANT: Delegates that will attend the House of Delegates meeting are not automatically registered for the annual symposium. **Members must register for the symposium separately!** Preliminary registration information may be accessed from AMDA's Web site www.amda.com or by calling AMDA at 410/740-9743.

PLEASE RETURN THIS FORM TO KATHLEEN MEYERS VIA FAX AT 410/740-4572 AS SOON AS POSSIBLE. CALL KATHLEEN AT 410/992-3103 IF YOU HAVE ANY QUESTIONS.

American Medical Directors Association
Number of Active Members by State
As of November 10, 2003

	STATE	# OF MEMBERS	VOTING STATUS	# OF DELEGATES ALLOWED
1	Alabama	67	Voting	3
2	Alaska	3	Non-voting	1
3	Arizona	67	Voting	3
4	Arkansas	54	Voting	3
5	California	275	Voting	11
6	Colorado	81	Voting	4
7	Connecticut	46	Voting	2
8	Delaware	9	Non-voting	1
9	Dist. of Columbia	8	Non-voting	1
10	Florida	258	Voting	11
11	Georgia	137	Voting	6
12	Hawaii	17	Non-voting	1
13	Idaho	27	Non-voting	1
14	Illinois	136	Voting	6
15	Indiana	112	Voting	5
16	Iowa	43	Voting	2
17	Kansas	54	Voting	3
18	Kentucky	57	Voting	3
19	Louisiana	36	Voting	2
20	Maine	32	Voting	2
21	Maryland	178	Voting	8
22	Massachusetts	146	Voting	6
23	Michigan	179	Voting	8
24	Minnesota	97	Voting	4
25	Mississippi	41	Non-voting	1
26	Missouri	118	Voting	5
27	Montana	4	Voting	1
28	Nebraska	75	Voting	3
29	Nevada	28	Voting	2
30	New Hampshire	26	Non-voting	1
31	New Jersey	124	Voting	5
32	New Mexico	33	Voting	2
33	New York	253	Voting	11
34	North Carolina	134	Voting	6
35	North Dakota	16	Non-voting	1
36	Ohio	259	Voting	11
37	Oklahoma	28	Voting	2
38	Oregon	38	Voting	2
39	Pennsylvania	308	Voting	13
40	Rhode Island	25	Voting	1
41	South Carolina	66	Voting	3
42	South Dakota	39	Voting	2
43	Tennessee	111	Voting	5
44	Texas	272	Voting	11
45	Utah	15	Voting	1

**American Medical Directors Association
Number of Active Members by State
As of November 10, 2003**

	STATE	# OF MEMBERS	VOTING STATUS	# OF DELEGATES ALLOWED
46	Vermont	12	Non-voting	1
47	Virginia	121	Non-voting	1
48	Washington	84	Voting	4
49	West Virginia	33	Voting	2
50	Wisconsin	102	Voting	5
51	Wyoming	13	Non-voting	1
52	Pediatrics Subsection		Voting	1
53	Home Care Subsection		Voting	1
54	Hospice Subsection		Voting	1

**192 Voting Delegates Allowed
+11 Non-voting Delegates Allowed**



STATE CHAPTER MEETING SPACE REQUEST
2004 AMDA ANNUAL SYMPOSIUM
FRIDAY, MARCH 5, 2004
6:00 PM – 7:30 PM

State Chapter: _____

Contact Name: _____

Phone: _____ Fax: _____

E-Mail: _____

Anticipated Attendance: _____

Desired Room Set-up: ___ Conference Table ___ Banquet Rounds ___ Reception

Will you be conducting a Business Meeting? Yes ___ No ___

Chapter(s) we are willing to share meeting space with: _____

___ Our Chapter will not be hosting a meeting/reception this year.

PLEASE RETURN NO LATER THAN January 2, 2004 to:

AMDA
Attn: Jennifer Braun
10480 Little Patuxent Parkway
Suite 760
Columbia, MD 21044

Phone: 410/992-3124
Fax: 410/740-4572
E-mail: jbrown@amda.com



AMERICAN MEDICAL DIRECTORS ASSOCIATION

**STATE CHAPTER CONNECTIONS BOOTH REQUEST
AT THE 27TH ANNUAL SYMPOSIUM
PHOENIX, AZ**

State Chapter: _____

Contact Name: _____

Phone: _____

Fax: _____

Email: _____

Name of individual who will staff the table: _____

Will use own chapter logo tablecloth

Will use table-top sign

Special Needs/Comments:

PLEASE RETURN NO LATER THAN JANUARY 2, 2004 TO:

AMDA
Attn: Jennifer Braun
10480 Little Patuxent Parkway
Suite 760
Columbia, MD 21044
410/992-3124 phone
410/740-4572 fax