

# STATE NETWORK NEWS

A Newsletter for State Chapters

**SPECIAL ISSUE**

November 2004

Issue 52

## MESSAGE FROM AMDA'S HOUSE OF DELEGATES CHAIR

### Resolutions Needed—Now More than Ever

Annual meeting preparations are underway, and among the most important are preparations for the 2005 House of Delegates (HOD) meetings. Directions and timelines for successfully participating in the House of Delegates proceedings are included in this newsletter—please be prepared and follow all directions. As always, the House is to develop and debate policy recommendations and resolutions for presentation to the Board of Directors.

We have faced many important issues as an organization and individuals this last year—certainly abundant fodder for resolutions. Many topics have arisen which could lend themselves to resolutions—the recent influenza vaccine shortage, survey issues, educational directions, interactions with other stakeholders, and midlevel practitioner use are examples of areas that need grass root input to guide the board. State chapter meetings should have also brought to light concerns that could become resolutions. Of course, the Board will as usual be forwarding policies and positions for approval by the House.

Resolutions will need to be submitted by January 17, 2005 to the national office. The resolutions committee will review all submissions and coordinate revisions. I am available to any chapter or individual that needs assistance in drafting a resolution. Resolutions, Policy Papers, and related material will be sent to delegates on February 17, 2005.

This year a brief progress report on recent resolutions will be given during the meetings, in addition to the inclusion of an updated policy compendium that will list active and historical resolutions. Delegates are still expected to review all materials prior to the meeting in order to understand AMDA positions and current status of policy and resolutions.

State chapters should try to provide a mix of experienced and new persons to the House of Delegates. While the institutional memory of prior delegates is important, identification of newer members who wish to learn, serve and develop as both team players and leaders is equally important.

Finally, I ask that you give serious consideration for nominations for AMDA leadership positions. This year a Board of Directors representative from the HOD and the State Presidents' Council, as well as AMDA Vice President (with automatic succession to President-Elect and President), and AMDA Treasurer will be elected at the 2005 HOD meeting. Send all resolutions and nominations to the AMDA Office.

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Charles A. Crecelius, MD, PhD, CMD  
Chair, House of Delegates

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# 28TH ANNUAL SYMPOSIUM PREPARATION



This issue of *State Network News* is devoted to helping you prepare for **AMDA's 28<sup>th</sup> Annual Symposium to be held March 17–20, 2005, in New Orleans, LA.**

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

- State Chapter Working Session—Wednesday, March 16 from 5:00 pm–9:00 pm
- CMD Orientation and Panel—Wednesday, March 16 from 6:00 pm–7:00 pm  
Hear first hand the details of the revised core curriculum.
- House of Delegates Meeting with Box Lunch (Delegates only) —Thursday, March 17 from 11:30 am–1:00 pm
- State Chapter Receptions/Meetings—Friday, March 18 from 6:30 pm–7:30 pm
- State Presidents Council Breakfast (Annual Business Meeting)—Saturday, March 19 from 6:30 am–8:00 am
- House of Delegates Meeting (Delegates only)—Saturday, March 19 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](http://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 pre-registered 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 18, 2005 so that we can seat delegates promptly on March 19, 2005, 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](mailto:kmeyers@amda.com).

## BOD MEETING AND STATE CHAPTERS

The AMDA Board of Directors held its interim board meeting in Chicago, October 30–31, 2004. State chapter needs were high on the list of issues discussed. As promised, as a follow up to discussions at the State Chapter Presidents Council meeting at the 2004 Annual Symposium, the staff undertook a comprehensive needs assessment survey to get broader feedback on state chapter needs. Staff had each chapter identify two people who could respond on behalf of each state chapter. In spite of an intense effort via mail, email and phone only a 1% response rate (27 responses, 25 chapters) were received. The good news is there was broad consensus about key issues—76% do not want unified national and state dues closing the book on that open discussion item. States want help from national putting on CME meetings and promoting membership. States report budgets that vary widely from \$2,000 to \$200,000!

Board members discussed how to improve the House of Delegates process and increase communications with state chapters during the year.

Two important decisions were reached:

1. Staff will proceed with a business plan for a for-profit entity that would offer meeting services to state chapters at affordable prices, with profit sharing, including provision of CME via direct AMDA sponsorship, eliminating the need for joint sponsorship application. A detailed business plan will be discussed at the March 2005 meeting.
2. A series of Listening Posts will be held in conjunction with AMDA meetings during 2005. AMDA staff and leadership will attend and all state presidents will be invited to discuss issues, train on resolution development, and ultimately create a list of priorities for the national leadership.

More details will be made available at the March state chapter meetings.

## PHYSICIAN FEE SCHEDULE FINAL RULE PUBLISHED

On November 15, 2004, CMS published the *Final Rule for Revisions to Payment Policies Under the Physician Fee Schedule for Calendar Year 2005*. The regulations are effective on January 1, 2005. In general there is a 1.5% increase in physician payments. The nursing home codes, subject to site of service differentials for facility and non-facility visits with the implementation of the 2002 physician fee schedule, saw decreases in payment for procedures in non-facility settings with an increase in payments in facility settings.

There now is no differential between facility and non-facility actual reimbursement. The raise will be implemented through the conversion factor, which is adjusted each year. The 2004 conversion factor was \$37.3374. With a 1.5% increase, the new conversion factor is \$37.8975. Payment for a particular code is determined by multiplying the conversion factor by the Relative Value Units (RVU). These figures do not include any geographic adjustments.

The total estimated payments table for the nursing home codes can be viewed online at [www.amda.com/federalaffairs/feeschedule2005.htm](http://www.amda.com/federalaffairs/feeschedule2005.htm).

### AGENDA ITEMS

The State Chapter Working Session will take place on Wednesday, March 16, 2005, from 5:00 pm to 9:00 pm and the State Presidents' Council Business Meeting and Breakfast will be on Saturday, March 19, 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 Nancy Gebhart at [ngebhart@amda.com](mailto:ngebhart@amda.com). If the items are regarding membership or general administrative issues, then send email to Susan Gutierrez at [sgutierrez@amda.com](mailto:sgutierrez@amda.com). The deadline is January 7, 2005.

## IMPORTANT DEADLINES



**Friday, December 17, 2004**

### 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](http://www.amda.com).



**Monday, January 17, 2005**

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



**Thursday, February 17, 2005**

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

## AMDA TO MEET WITH MEDPAC

AMDA will be meeting with staff of the Medicare Payment Advisory Commission (MedPAC) this winter to discuss the commission's plans to explore the development of quality measures for short-stay (SNF) patients. AMDA will support MedPAC's intentions to evaluate the care management process to see if a skilled nursing facility follows key processes. MedPAC's plans were outlined at their September 9, 2004 meeting in a discussion that focused on tools to assess quality in skilled nursing facilities.

Over the past two years, AMDA has worked with the staff of the Center for Medicare and Medicaid Services (CMS) and other long term care providers to revise the *State Operations Manual, Guidance to Surveyors* to include a systematic approach to treating such clinical conditions as urinary incontinence, pressure ulcers, and weight loss. While nursing home residents and post acute patients have different lengths of stay and different care goals, they both have many of the same risks, symptoms, and medical complications. Thus, the care of both populations requires similar care processes.

AMDA will encourage MedPAC to support efforts to improve care, not only through modification of CMS' survey and certification inspection process, but through the recognition and promotion of a systematic approach to clinical care processes that can be evaluated by MedPAC, CMS, and other oversight bodies. To view the transcript of the discussion on Skilled Nursing Facilities: Assessing Quality, go to [www.medpac.gov](http://www.medpac.gov) and follow the link to meetings and transcripts.

## 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](mailto:sgutierrez@amda.com). If you have questions regarding the House of Delegates activities, please contact Kathleen Meyers, Executive Office Coordinator, at 410/992-3103 or [kmeyers@amda.com](mailto:kmeyers@amda.com).

## 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

## QIOS HOPE TO INSTITUTE CULTURE CHANGE IN LTCFs

AMDA will be meeting with CMS staff this month to discuss the 8th Scope of Work, which includes plans to promote organizational culture change in long term care facilities (LTCFs) and introduce four new performance measures. AMDA will encourage CMS to introduce the concept of culture change on a small scale or pilot level, allowing time for the development of valid, reliable, tested measures of resident and staff satisfaction until there is recognized scientific evidence to support such measures. AMDA believes that QIOs and nursing homes should not be mandated to institute culture change. AMDA also will explain that "culture change" appears to be used by many as a broad generalization to encompass such issues as following basic management principles and practices, holding staff and practitioners accountable, following a proper care process, giving employees adequate support, and so on. It would be beneficial for CMS to identify just what "culture change" means and how specific elements of management and practice will be identified and measured.

AMDA also will address concerns with the introduction of four new performance measures on pressure ulcers, physical restraints, chronic and post-acute pain, and depression. AMDA is concerned that nursing homes will be asked to improve on these four measures in addition to instituting culture change. AMDA will strongly suggest that CMS allow stakeholders to select two or three of the measures on which to focus its efforts over the next three years.

### Are You in Compliance?

You must be able to answer **YES** to be able to vote at the HOD meeting at the 28th 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 28, 2005**:

- 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](http://www.amda.com/chapters/report.htm). If you have any questions, contact Susan Gutierrez, Membership Coordinator, at 410/992-3106 or [sgutierrez@amda.com](mailto:sgutierrez@amda.com).

### CMD Activities to be Offered at AMDA's 28th Annual Symposium:

#### CMD Orientation and Panel

Wednesday, March 16, 2005 6:00 pm–7:00 pm

All current CMDs, Core Curriculum 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 Part I

Wednesday, March 16, 2005 8:00 am–6:00 pm

Thursday, March 17, 2005 8:00 am–5:00 pm

**Special Note:** This schedule offers Core Curriculum participants the opportunity to attend the entire Symposium Friday through Sunday.

#### Intensive Sessions for Experienced Medical Directors:

**Thursday, March 17, 2005**

- ◆ Advanced Course in Management of Mental Health Dilemmas 8:00 am–11:30 am
- ◆ Ethical Debates in LTC 8:00 am–11:30 am
- ◆ How and Why for Successful Implementation of AMDA CPGs 1:30 pm–5:00 pm

#### CMD Information Booth

Thursday, March 17, 2005

8:00 am–12:00 pm

1:00 pm–5:00 pm

*CMD Booth Open for General Q and A.*

Friday, March 18, 2005

7:00 am–12:00 pm

1:00 pm–5:00 pm

*CMD Booth Open for Individual 15-Minute Appointments.*

Saturday, March 19, 2005

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.*

## 2005 NOMINATING COMMITTEE

Daniel L. Swagerty, Jr., MD, MPH, CMD, AMDA President, has completed the 2005 Nominating Committee by appointing Louis Piccoli, MD, CMD, of Illinois to represent the State Presidents Council and Peter Winn, MD, CMD, of Oklahoma to represent the House of Delegates. They join designated members Immediate Past President James E. Lett, II, MD, CMD, and Executive Director Lorraine Tarnove to begin the process of identifying candidates for the following offices:

- ◆ Vice President (1-year term)
- ◆ Treasurer (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 email at kmeyers@amda.com or any member of the Nominating Committee at: Dr. Lett at jlett2md@aol.com; Dr. Piccoli at louis.piccoli@ahss.org; and Dr. Winn at peter-winn@ouhsc.edu.

## STATE PRESIDENTS— 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 Nancy Gebhart, Policy & Analyst Researcher, at 410/992-3145 or ngebhart@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 Nancy Gebhart, Policy & Analyst Researcher, at 410/992-3145 or [ngebhart@amda.com](mailto:ngebhart@amda.com).

AMDA 28th ANNUAL SYMPOSIUM

*Quality Leadership in Long Term Care:  
Affirming the Physician Role*



New Orleans, Louisiana • March 17-20, 2005

**MAKE  
RESERVATIONS  
NOW AT ANNUAL  
SYMPOSIUM 2005  
HEADQUARTERS  
HOTEL**

**Hotel Information**

**Hilton New Orleans Riverside**  
Poydras at the Mississippi  
New Orleans, LA 70140  
504/584-3999 phone  
504/568-1721 guest fax

Room Rates:

\$189 Single	Classic Room
\$199 Double	Deluxe Room
\$249 Single/Double	Executive Tower Room

Be sure to mention AMDA to receive the discounted room rate.

## STATE CHAPTER RECEPTIONS

AMDA has received a generous grant once again from Johnson & Johnson Health Care Systems in support of the State Chapter functions during our Annual Symposium in New Orleans, Louisiana. Space for State Chapters (who are in compliance with AMDA bylaws) to conduct business meetings or hold a reception is being held at the Hilton New Orleans Riverside on Friday, March 18, 2005, from 6:30 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, 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 7, 2005. 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 [jbraun@amda.com](mailto:jbraun@amda.com).

### **AMDA Contacts for State Chapter Business:**

Susan Gutierrez, Membership Department,  
410/992–3106 or [sgutierrez@amda.com](mailto:sgutierrez@amda.com)

Nancy Gebhart, Govt & Public Affairs Dept,  
410/992–3145 or [ngebhart@amda.com](mailto:ngebhart@amda.com)

## CPG IMPLEMENTATION TOOL KITS NOW AVAILABLE

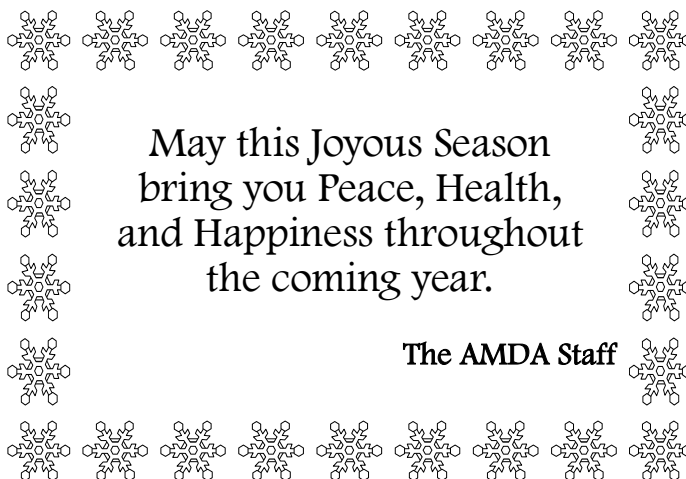
- ◆ Tool Kit for Implementation of the Clinical Practice Guidelines for Pressure Ulcers
- ◆ Tool Kit for Implementation of the Clinical Practice Guideline for Pain Management

These extensive tool kits lead you—one step at a time—in building your clinical and administrative skills and policies, and enhancing your overall practice. The kits provide guidance and assistance in implementing the specific guidelines. Some of the items included: policies and procedures checklist, PowerPoint® slides, handouts for staff use, self-study CME, and sample letter.

For more information or to order these products, go to [www.amda.com/info](http://www.amda.com/info).

## GETTING THE WORD OUT

Preliminary registration information is available on AMDA's web site at [www.amda.com](http://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](mailto:sgutierrez@amda.com).



## 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 17, 2005

2:00 pm–6:00 pm                      Opening Reception

### Friday, March 18, 2005

10:00 am–11:00 am                  Coffee Break  
Noon–1:30 pm                          Lunch  
5:00 pm–6:30 pm                      Prize Drawings

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 19, 2005. 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 7, 2005. If you have any questions, contact Jennifer Braun at 410/992–3124 or [jbrown@amda.com](mailto:jbrown@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.

## ONLINE MEMBERSHIP RENEWAL NOW AVAILABLE

AMDA members are now able to renew their memberships online. The new online renewal process is as simple as clicking a button. When you receive your invoice in the mail, go to [www.amda.com](http://www.amda.com) and log in as a member, then just click on the link "Membership Renewal" and pay your invoice online.

## HANDHELD CPG APPLICATIONS

AMDA will be offering Clinical Practice Guidelines (CPGs) in a handheld computer application. They will provide all of the content of the paper copies in an easy to use and navigate design. The handheld CPGs will allow quick reference to text sections, section tables, and the treatment algorithm. New and innovative functionality will include the ability to record a patient session while navigating and being guided through the care algorithm. The session data will be able to be synchronized to a desktop PC for printing and more efficient patient interaction and record keeping.

"Pain Management in the Long-Term Care Setting" is the first CPG available in this format. Members are able to purchase this product at an introductory rate of \$49.95 (\$99.95 for non-members). For more information or to order, go to [www.amda.com/info](http://www.amda.com/info).

## WALL OF CARING

The Wall of Caring returns in 2005 to allow meeting attendees to honor their mentors, patients and loved ones, while supporting the AMDA Foundation and its research efforts. Contributors are encouraged to write messages and post photos, drawings, or other memorabilia to acknowledge those individuals who have inspired them. This inspiring visual and verbal tribute is dedicated to those individuals whose wisdom and grace have supported improvement in long term care. Look for the Wall of Caring at the Annual Symposium.

- **State Chapter Meetings** ▪
- Log on to [www.amda.com/chapters/upcoming.htm](http://www.amda.com/chapters/upcoming.htm) ▪
- for a listing of state chapter meetings. ▪

**AMERICAN MEDICAL DIRECTORS ASSOCIATION  
2005 DELEGATE(S) REGISTRATION FORM**

STATE \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PHONE \_\_\_\_\_

The following members will represent our state chapter at AMDA's 28th Annual Symposium House of Delegates Luncheon on March 17 and House of Delegates Business Meeting on March 19 in New Orleans, Louisiana.

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](http://www.amda.com) or by calling AMDA at 410/992-3116.

**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 4, 2004

	STATE	# OF MEMBERS	VOTING STATUS	# OF DELEGATES ALLOWED
1	Alabama	66	Voting	3
<b>2</b>	<b>Alaska</b>	<b>3</b>	<b>Non-voting</b>	<b>1</b>
3	Arizona	71	Voting	3
4	Arkansas	55	Voting	3
5	California	242	Voting	10
6	Colorado	85	Voting	4
7	Connecticut	48	Voting	2
<b>8</b>	<b>Delaware</b>	<b>9</b>	<b>Non-voting</b>	<b>1</b>
<b>9</b>	<b>Dist. of Columbia</b>	<b>12</b>	<b>Non-voting</b>	<b>1</b>
10	Florida	227	Voting	10
11	Georgia	132	Voting	6
<b>12</b>	<b>Hawaii</b>	<b>17</b>	<b>Non-voting</b>	<b>1</b>
<b>13</b>	<b>Idaho</b>	<b>27</b>	<b>Non-voting</b>	<b>1</b>
14	Illinois	128	Voting	6
15	Indiana	117	Voting	5
16	Iowa	42	Voting	2
17	Kansas	61	Voting	3
18	Kentucky	61	Voting	3
19	Louisiana	32	Voting	2
20	Maine	32	Voting	2
21	Maryland	170	Voting	7
22	Massachusetts	142	Voting	6
23	Michigan	161	Voting	7
24	Minnesota	99	Voting	4
<b>25</b>	<b>Mississippi</b>	<b>40</b>	<b>Non-voting</b>	<b>1</b>
26	Missouri	108	Voting	5
27	Montana	8	Voting	1
28	Nebraska	64	Voting	3
29	Nevada	29	Voting	2
<b>30</b>	<b>New Hampshire</b>	<b>32</b>	<b>Non-voting</b>	<b>1</b>
31	New Jersey	117	Voting	5
32	New Mexico	32	Voting	2
33	New York	260	Voting	11
34	North Carolina	131	Voting	6
<b>35</b>	<b>North Dakota</b>	<b>13</b>	<b>Non-voting</b>	<b>1</b>
36	Ohio	272	Voting	11
37	Oklahoma	24	Voting	1
38	Oregon	40	Voting	2
39	Pennsylvania	302	Voting	13
40	Rhode Island	26	Voting	2
41	South Carolina	57	Voting	3
42	South Dakota	37	Voting	2
43	Tennessee	111	Voting	5
44	Texas	275	Voting	11
45	Utah	12	Voting	1

**American Medical Directors Association**  
**Number of Active Members by State**  
 As of November 4, 2004

	STATE	# OF MEMBERS	VOTING STATUS	# OF DELEGATES ALLOWED
46	<b>Vermont</b>	<b>11</b>	<b>Non-voting</b>	<b>1</b>
47	Virginia	121	Voting	5
48	Washington	75	Voting	3
49	West Virginia	28	Voting	2
50	Wisconsin	110	Voting	5
51	<b>Wyoming</b>	<b>13</b>	<b>Non-voting</b>	<b>1</b>
52	Pediatrics Subsection		Voting	1

**190 Voting Delegates Allowed**  
**+10 Non-voting Delegates Allowed**  
**200 Total Delegates**



STATE CHAPTER MEETING SPACE REQUEST  
2005 AMDA ANNUAL SYMPOSIUM  
FRIDAY, MARCH 18, 2005  
6:30 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 7, 2005 to:**

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

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



**AMERICAN MEDICAL DIRECTORS ASSOCIATION**

STATE CHAPTER CONNECTIONS BOOTH REQUEST  
AT THE 28TH ANNUAL SYMPOSIUM  
NEW ORLEANS, LA

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:

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**PLEASE RETURN NO LATER THAN JANUARY 7, 2005 TO:**

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