



## Introducing... **TEAM PHIA**

Professional Healthcare Institute of America™ and Medical Staff SOS, Inc 4010 Dupont Circle, Suite 418 Louisville, Kentucky 40207 Office: 502.473.8806 Toll Free: 866.473.3036 Fax: 502.473.8807 [www.PHIA.com](http://www.PHIA.com)

Wish you could run for president? Want to help provide CEUs at little or no cost and obtain free **PHIA** membership? Keep reading.....

Interested in starting a local sector of **TEAM PHIA**? **PHIA** is currently looking for highly motivated individuals to start a local sector of **TEAM PHIA**. Each sector will be responsible for holding monthly meetings to address coding questions, concerns, and provide a topic of discussion. These monthly meetings will be held at little or no cost to PHIA members as well as non-PHIA members. 1-2 CEUs will be awarded per meeting based on time spent.

How do I start **TEAM PHIA** in my area? Coordinating **TEAM PHIA** in your area is simple. By completing the following steps, you will be on your way to becoming president of your local sector of **TEAM PHIA**.

1. Must be a certified coder and **PHIA** member in good standing. If you are certified through another organization and current with your membership you qualify for our credentials (CCP) and can "Grandfather In". Please go to:  
<http://www.phia.com/Membership%20Application%20New%20Individual%20%20Grandfather%20in%202-4-08.pdf> in your browser for a "Grandfather In" membership application.
2. Each sector of **TEAM PHIA** will consist of a President, Vice-President, and Secretary/Treasurer. **TEAM PHIA** Sector Presidents will be granted free membership for the year they hold office. 1 CEU will be granted for each meeting they host/attend.
3. Each position can be nominated and voted upon during the first local sector meeting.
4. If any officer does not fulfill their obligation for a full year, they will be required to pay a pro-rated membership fee.
5. **TEAM PHIA** Presidents will be recognized at the Annual PHIA Roundtable Conference in October. **TEAM PHIA** Presidents can attend this conference for only \$100.00, if they recruit 10 new **PHIA** members to join their local sector. In addition, any **PHIA** member speaking at the conference may attend the conference free of charge.
6. Monthly meetings will be held for **TEAM PHIA**.

7. Each meeting shall be a minimum of 60 minutes.
8. 1 CEU will be granted for each 50 minute session. If sessions are greater than 110 minutes, 2 CEUs will be granted.
9. President shall be required to attain their monthly presenters. Meeting topics shall be submitted to **PHIA** for pre-approval 2 weeks prior to meeting with no fees required. CEU certificate with appropriate index number, topic, and number of CEUs awarded will then be sent to the president for distribution to attendees.
10. Each attendee shall sign in to be provided CEU certificate completed by president. Sign in sheet to be provided by PHIA.
11. President shall mail original sign in sheet and number of CEUs granted to **PHIA** within 3 days of holding meeting. A copy of the sign in sheet should be kept by the Secretary/Treasurer.
12. Each **TEAM PHIA** Sector shall have an officer designated as Secretary/Treasurer. Attendee fees for meetings will be as follows: \$5.00 for **PHIA** members, \$8.00 for non-members, which may be paid annually or per meeting attended. Each sector will open a 2 signature required bank account at their local financial institution. A statement indicating the beginning and ending balance including income and expenses shall be sent to **PHIA** within 7 days of holding each meeting. The President and Secretary/Treasurer will be required to sign the statement for validation.
13. Each **TEAM PHIA** Sector will be granted one scholarship per year to be given by the Sector Officers. The scholarship recipient will be eligible to enter the **PHIA** online coding certification program at ½ price. This recipient will be chosen by the current **TEAM PHIA** officers each year.

Help yourself and other coder's team together to obtain affordable CEUs without pre-approval fees. Join **TEAM PHIA** and begin your local sector today. Contact us with any questions: [mssos@phia.com](mailto:mssos@phia.com)

*PLEASE PRINT:*

**TEAM PHIA** Sector Name: \_\_\_\_\_

**TEAM PHIA** Sector Location: \_\_\_\_\_

**TEAM PHIA** Sector President: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_ 502.473.8807 **www.PHIA.com**