

ASA BOARD OF DIRECTORS ANNUAL REPORT

BILL BRESNIHAN, CFA, CSA, FAST, ASA PRESIDENT

Introduction

Following is the annual report of the Association of Surgical Assistants (ASA) Advisory Committee. This report will highlight the activities of the ASA Advisory Committee for the past six months and also provide some insight as to the coming year's goals.

2010 Committee Meeting

On January 23, 2010, the ASA Advisory Committee held a meeting at AST headquarters, in Littleton, Colorado. The meeting was the first for our new members Kathy Duffy, CFA, Theresa Cooper, CFA, CSA and Doug Hughes, CFA, CSA.

The committee supports the title change from CFA TO CSFA by the NBSTSA and has sent a letter expressing our support. The committee also discussed the topic of its preferred pathway for future CFA (CSFA) certification. The committee

would like to see the on-the-job-trained (OJT) route for certification through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) abolished. The committee has sent a formal letter to the NBSTSA Board of Directors requesting that change to occur when the CFA credential is changed to CSFA.

In an effort to proceed with our stated intentions to launch an independent surgical assisting-focused organization, and with approval of the AST president and the AST Board, the committee took the historic step of electing the first interim ASA officers and Board members from the ASA Advisory Committee members. The results of the voting were: Bill Bresnihan, CFA, CSA, FAST, president; Dennis Stover, CST, CSA, vice president; and Theresa Cooper, CFA, CSA, treasurer/secretary. Kathy Duffy, CFA; Doug Hughes, CFA, CSA;

and Valerie Thompson, CFA, were elected to the Board of Directors. The officers and directors will serve on an interim basis. All positions will be on the ballot for elections at the 2011 ASA Annual Meeting in San Francisco. The AST Board has formally approved these actions.

The new ASA Board then discussed the topic of a possible name change for the ASA and it was decided that it shall keep the ASA name. A new ASA mission statement was introduced and approved. The ASA BOD accepted the new Bylaws as drafted and will amend them as necessary pending further review by members at the 2010 conference.

This meeting was a great success and the election of officers and Board members represents a historic move forward to create an

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organization focused on the needs of surgical assistants.

2010 Annual Meeting

For the 2010 ASA Annual Meeting, the previous pre-AST conference meeting dates have been changed and most ASA events will run concurrently with the AST Conference. For the first time, the ASA will have its own business sessions. The first business session has been scheduled for 3-4 pm on Thursday, May 27. The second ASA business session will occur on Saturday, May 29, from 4-5 pm. During these ASA business sessions, we will discuss the further development of the new ASA and related issues such as the new association's bylaws, membership development and benefits. Both business sessions will be guided by *Roberts Rules of Order*, and a parliamentarian will be present to provide guidance in accordance with the *ASA Bylaws*.

On Thursday and Friday, there are several education sessions targeted to the surgical assistant. More than 60 surgeon speakers will be addressing all conference attendees during the three-day event.

On Saturday, there will be specific surgical assistant professional topics offered such as surgical assistant business creation, billing and reimbursement, legislative updates and career options. The two-hour legislative updates session will begin at 8 am on Saturday and will be led by Catherine Sparkman, AST director of government affairs. The two-hour billing and reimbursement panel includes Luis Aragon, CSA, president, SurgiBill; Bill Bresnihan,

CFA, CSA, FAST; Kathy Duffy, CFA, KAD Surgical Assisting Inc; Gary Hargreaves, NIFA Medical Billing, and Eileen Crigler, CST, CFA. An agenda is being developed and will be distributed onsite and posted online. Time has been reserved in both panel sessions for participants' questions.

The ASA Board will convene prior to the opening of the conference to begin preliminary planning for the 2011 conference and to conduct additional business as required.

Conclusion

The ASA Board of Directors has taken the first major steps to fulfill the promises made to ASA members, of a separate organization which will address the unique needs of the surgical assistant. The election of interim officers and Board members is a significant step in the organizational process, which is required for surgical assistants to create their own future as a member organization. The ASA Board will continue to work with the AST to create the framework and infrastructure required to fulfill our mission of becoming an independent entity by the conclusion of the 2011 conference.

If you wish to receive this newsletter and are not currently a member of ASA, please send your mailing and email information to kludwig@ast.org.

ASA NEEDS YOUR TALENTS TO BUILD OUR ORGANIZATION

Growing an organization represents a huge commitment—and we need you, your voice and your talents. Probably the greatest need is to get the word out and GROWWWWWWWWW ASA. We realize that surgical assistants have ached for their own professional membership organization—if you want to spread the word, volunteer for the ASA Membership Committee.

How do we run the organization—with the formation and implementation of *ASA Bylaws*. Right now, we have a start but we also recognize that your input is vital—what did we miss? What should be considered—volunteer for the ASA Bylaws Committee.

What's new—what's on the horizon in surgical procedures. ASA intends to be at the cutting edge of surgical assistant education for our member—help us stay out in front and volunteer for the ASA Education Committee.

Where are the challenges legislative and where are the strengths? We need to prioritize our legislative commitments and establish strategic alliances to nurture our right to practice—volunteer for the ASA Legislative Committee.

In 2011, ASA will hold its first national elections for the four officer positions and five Board of Director positions. Review the eligibility criteria under Articles V and VI of the *ASA Bylaws*. Step forward in 2011.

CFA, CSA, SAC—There's a need for all surgical assistants in ASA. Make it happen. Help all of us achieve the goals we have long held.

BILLING AND REIMBURSEMENT PANEL AGENDA

SATURDAY, MAY 29, 9:30 AM—NOON

■ Welcome

Bill Bresnihan, CFA, CSA, FAST, ASA President

■ Introduction of panel members

■ Congratulations! You're A CFA!

Kathy Duffy, CFA, ASA Director

■ Questions and Answers for the New Practitioners

Gary Hargreaves, NIFA Medical Assisting

1. What is the most important question you can ask a surgeon interested in you assisting him?
2. The two most important factors that affect your success!
3. Which specialties are the best?
4. What is a CMS 1500 form?
5. What information do I need to obtain in order to submit a claim to an insurance company?
6. What procedures are reimbursable?
7. How much do procedures pay?
8. Which insurance companies reimburse non-physician assistants?
9. How can my facility bill for my assisting?

■ Questions and Answers for the Experienced Practitioners

Luis Aragon, CSA, SurgBill

1. Hospital employment and third party billing for surgical assistants.
2. Current status of the reimbursement environment for non-physician surgical assistants.
3. Impact of health care reform on surgical assistants.
4. Appeal success after denied claims.
5. Fee schedules, how to interpret them and do they matter?
6. HMO and self-sponsored plans; Are they paying? And if they are not, what can be done?
7. How to offset not getting reimbursed by Medicare, Medicaid and self-pay procedures in your daily practice.
8. What does "Out of Network" really mean?
9. What is the difference between "Balance Billing," "Deductibles" and "Coinsurance"?
10. Is it legal to routinely waive deductibles and co-insurance?
11. Can a facility and/or surgeon prohibit me from billing deductibles and coinsurance amounts to patient?
12. How to minimize patient dissatisfaction when billing out of network expenses.
13. Differences between hiring a general billing company, a specialized billing company and in-house billing.

THE ASA BOARD OF DIRECTORS DETERMINES MEMBERSHIP DUES

After considerable debate, the ASA Board of Directors has decided the dues structure for the new organization. Malpractice insurance which had been previously identified as an inclusive benefit will now be offered as an option for ASA members and not included with the membership. Without the inclusion of insurance, the ASA Board decided to lower the initial fee structure to enable more practitioners to participate as Founding Members.

Dues for all ASA Founding Members Founding Active and Associate members will be at the

introductory rate of \$150 annually. Renewal dates will be on a rolling basis and are dependent on the initial join date. According to Article III, Section 2 A, of the *ASA Bylaws*, active members may carry the CFA, CSA or SA-C credential (or any other surgical assisting credential acceptable to ASA).

According to Article III, Section 2B, of the *ASA Bylaws*, associate members are individuals who have passed the national certifying examination in the field of surgical technology offered by NBSTSA to become a Certified Surgical Technologist, completed or

currently enrolled in a CAAHEP-accredited surgical assisting program or its equivalent; provided notarized documentation of employment as a surgical assistant, or teaching in a CAAHEP-accredited surgical assisting program (or its equivalent).

Dues for retired members who meet the definitions as set forth in Article III, Section 3D will be \$75 annually and honorary members will receive a complimentary membership according to Article III, Section 3E. Dues for members in the affiliate category will be determined at a later date.

ASSOCIATION OF SURGICAL ASSISTANTS PROPOSED BYLAWS

ARTICLE I Name

SECTION 1. The name of this organization is the Association of Surgical Assistants (ASA).

ARTICLE II Purposes

SECTION 1. The purposes of ASA are the following:

- A. To study, discuss, and exchange professional knowledge, expertise, and ideas in the field of surgical assisting.
- B. To promote a high standard of surgical assisting performance for quality patient care.
- C. To stimulate interest in continuing education for surgical assistants.
- D. To encourage employment of surgical assistants through cooperative efforts with other professional health care organizations and individuals.
- E. To promote and maintain communication and cooperative relationships with other professional health care organizations.
- F. To explore and encourage the diversified roles of the surgical assistant.

ARTICLE III Membership

SECTION 1. DEFINITION. As defined by the American College of Surgeons (ACS), surgical assistants provide aid in exposure, hemostasis, closure, and other intraoperative technical functions that help the surgeon carry out a safe operation with optimal results for the patient. In addition to intraoperative duties, the surgical assistant also performs

preoperative and postoperative duties to better facilitate proper patient care. The surgical assistant performs these functions during the operation under the direction and supervision of the surgeon and in accordance with hospital policy and appropriate laws and regulations.

SECTION 2. CLASSIFICATION

A. Active Member

1. One who has either (1) passed the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified First Assistant (CFA) national certifying examination and maintains certification as defined by the NBSTSA; (2) passed the National Surgical Assistants (NSAA) Certified Surgical Assistant (CSA) national certifying examination and maintains certification as defined by the NSAA; (3) passed the American Board of Surgical Assistants (ABSA) Surgical Assistant—Certified (SA-C) national certifying examination and maintains certification as defined by the ABSA; or (4) any other surgical assistant credential acceptable to the ASA.

2. Active members have voice and vote.

B. Associate Member

1. One who has passed the national certifying examination in the field of surgical technology offered by

the NBSTSA to become a Certified Surgical Technologist (CST).

2. One who has proof of either having completed or being currently enrolled as a student in a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited surgical assisting program or its equivalent.
 3. One who can provide notarized documentation from her/his employer that she/he is employed as a surgical assistant.
 4. One whose primary source of employment is teaching in a CAAHEP-accredited surgical assisting program or its equivalent.
 5. Associate members have voice but no vote.
- #### C. Affiliate Member
1. Any individual or organization that wishes to affiliate with ASA and is approved by the ASA as defined in the *ASA Policy Manual*.
 2. Affiliate members have voice but no vote.
- #### D. Retired Member
1. One who provides proof of reaching the social security retirement age or provides proof of permanent disability resulting in an inability to work.
 2. Voice and/or vote for a retired member will be based on the criteria in subsections A, B, or C of this section.
- #### E. Honorary Member
1. One who has served as a President of ASA.
 2. One who has rendered notable service to ASA and is approved by the Board of Directors.
 3. Voice and/or vote for an honorary member shall be based on the

criteria in subsections A, B, or C of this section.

SECTION 3. DUES

- A. Dues shall be established by the Board of Directors, paid according to established procedure, and maintained by the national treasury.
- B. Dues may not be collected by any other entity other than the national headquarters.
- C. Membership benefits shall begin upon receipt of dues at the national headquarters.
- D. A member whose dues are not received at the national headquarters within thirty days from the renewal date shall be delinquent and forfeit all membership privileges. Reinstatement shall be effective upon payment of dues.
- E. Dues for student members and retired members shall be fifty percent of the established annual dues.
- F. Annual dues shall be waived for honorary members.

ARTICLE IV Finance

SECTION 1. FISCAL YEAR. The fiscal year shall be the calendar year.

SECTION 2. Budget. With the recommendation of the Budget and Finance Committee, the Board of Directors shall adopt an annual operating budget covering all activities of ASA. The Treasurer shall be the Chairperson of the Budget and Finance Committee.

SECTION 3. AUDIT

- A. The accounts of ASA shall be audited annually, or as directed by the Board of Directors, by professional auditors who shall provide a report to the Board of Directors.
- B. Within sixty days following completion of the audit, a financial report for

the fiscal year just concluded shall be published in a national publication.

SECTION 4. BONDING. Trust or surety bonds may be furnished for the officers, Board of Directors members, or employees of ASA as directed by and in an amount determined by the Board of Directors.

SECTION 5. LIABILITY INSURANCE. Liability insurance may be furnished for the officers, Board of Directors members, or employees of ASA as directed by and in an amount determined by the Board of Directors.

SECTION 6. CHECK SIGNING. Authorization for signing checks and the amount shall be defined in the *ASA Policy Manual*.

ARTICLE V Nominations and Elections

SECTION 1. NOMINATIONS

- A. At least ninety days prior to the national meeting, the Credentials Committee shall present a list of candidates for each office to be filled at the national conference accompanied by a curriculum vitae and a written consent of the nominees to serve if elected. All nominees who meet the qualifications for office shall be placed on that list.
- B. Nominations may be made from the floor provided written consent of the nominees has been obtained in advance and their credentials have been verified by the Credentials Committee.
- C. A member holding an elective position may not be nominated for another position for which the term would begin before expiration of the term of the current position unless the member resigns from her/his current elective position.

- D. A member employed at national headquarters shall not be nominated for a national elected position.

SECTION 2. ELECTIONS

- A. Elections shall be by ballot at the national conference, the date and hours to be determined by the ASA.
- B. Election of officers shall be by a majority vote. In the event a second ballot is needed to establish a majority, the two candidates receiving the highest number of votes shall be placed on the second ballot.
- C. Election of members of the Board of Directors shall be by plurality vote. In the case of a tie, a decision shall be by ballot of the tied candidates and plurality shall elect. In the event of a second tie, a decision shall be by lot.
- D. A Tellers Committee shall be appointed by the President with due regard to representation and geographic distribution.
- E. Before the polls open, the Credentials Committee, as defined in the *ASA Policy Manual*, shall provide the Tellers Committee with a list of all members eligible to vote.
- F. The President, Vice President, Treasurer, and two Board members shall be elected in odd-numbered years. The Secretary and three Board members shall be elected in even numbered years.

ARTICLE VI Officers

SECTION 1. The officers of ASA shall be the following: President, Vice President, Secretary, and Treasurer.

SECTION 2. Eligibility of Officers

- A. A candidate shall have been an active member for one year immediately preceding nomination and, if elected, shall maintain that active status.

SECTION 3. TERM OF OFFICE OF OFFICERS

- A. The President shall serve for a term of two years or until a successor has been elected. The Vice President shall serve for a term of two years or until a successor is elected.
- B. The Secretary and Treasurer shall serve for a term of two years or until their successors have been elected.
- C. All newly elected officers shall assume office at the close of the final business session at the national conference.
- D. No officer may serve more than two full terms in the same office.
- E. Any amount of time served that equals more than half a term shall be considered a full term of office.

SECTION 4. DUTIES OF OFFICERS

- A. The President or her/his designee shall be the official representative of ASA at all times and places.
- B. The officers shall perform the duties prescribed by the *ASA Policy Manual*, and the parliamentary authority adopted by ASA.

SECTION 5. VACANCIES OF OFFICERS

- A. A vacancy occurring in the office of President shall be automatically filled by the Vice President.
- B. A vacancy occurring in the office of Vice President shall be filled at the next annual conference.
- C. In the event there is a vacancy in both the offices of President and Vice President, the office of President shall be filled by the Board of Directors from among the Board members, with the office of Vice President remaining vacant. Both offices shall then be elected at the next annual conference.
- D. A vacancy occurring in the office of Secretary or Treasurer between conferences shall be filled for the unexpired term by the Board of Directors

with an individual meeting the eligibility requirements for the office.

ARTICLE VII Meetings

SECTION 1. ASA shall meet annually and that meeting shall be known as the national conference, the date and place of which shall be determined by the Board.

SECTION 2. The voting body of the national conference shall be the active members in attendance. Voting by members shall be in person and each delegate will be entitled to one vote.

SECTION 3. BUSINESS MEETINGS

- A. There shall be a minimum of one business meeting at each national conference.
- B. Business meetings shall be open. Every member shall have voice, but only active members may make motions and vote.
- C. Twenty percent of the total active members of the ASA shall constitute a quorum for a meeting of the membership.
- D. Special Meetings
 - 1. During the national conference, special meetings of the membership may be called by the President or upon written request of five members of the Board of Directors or by one-third of the total number of active members of the ASA in attendance.
 - 2. Between conferences, special meetings of the membership may be called by two-thirds of the Board of Directors or by two-thirds of the active members credentialed for the previous conference. Thirty days' written notice of the time, place, and business to be considered at the special meeting shall be given to all members.

SECTION 4. There shall be educational sessions provided at each national conference.

ARTICLE VIII Board of Directors

SECTION 1. The Board of Directors shall consist of the officers and five other elected members of the Board of Directors.

SECTION 2. ELIGIBILITY OF BOARD OF DIRECTORS MEMBERS

- A. A candidate for the Board of Directors shall have been an active member for one year immediately preceding nomination and, if elected, shall maintain that active status.

SECTION 3. TERM OF OFFICE OF BOARD OF DIRECTORS MEMBERS

- A. Board of Directors members shall serve for a term of two years or until their successors have been elected.
- B. All newly elected Board of Directors members shall assume office at the close of the final business session at the national conference.
- C. No Director may serve more than two full terms in the same office.
- D. Any amount of time served that equals more than half a term shall be considered a full term of office.

SECTION 4. VACANCIES OF BOARD OF DIRECTORS MEMBERS

- A. Vacancies for Board of Directors members occurring between conferences shall be filled for the unexpired term by the Board of Directors.

SECTION 5. DUTIES OF THE BOARD OF DIRECTORS

- A. Shall have the authority to transact business between meetings of the membership.
- B. Shall formulate policies and procedures to be included in the *ASA Policy Manual*.

- C. Shall foster the growth and development of ASA.
- D. Shall have the authority to establish Board of Directors standing committees, the composition and duties of which shall be stated in the *ASA Policy Manual*.
- E. Shall review all committee reports and determine action to be taken.
- F. Shall submit a written report to the membership for all Board of Directors activities.
- G. Shall contract for the services of an Executive Director.
- H. Shall authorize the sale and exclusive use of the official insignia of ASA.
- I. Shall fulfill any other duties as specified in these policies.

SECTION 6. MEETINGS OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall hold at least two meetings per year.
- B. Special meetings may be called by the President or upon written or electronic request of three members of the Board of Directors. Written or electronic notice of such a special meeting shall be sent at least thirty days prior to the meeting unless waived by a majority vote of the Board of directors.
- C. Five members of the Board of Directors, at least two of whom are officers, shall constitute a quorum of the Board of Directors.
- D. Minutes of all Board of Directors meetings shall be distributed and maintained as prescribed in the *ASA Policy Manual*.

SECTION 7. Voting by the Board of Directors shall vote by either voice, mail ballot, telephone conference call, fax, or any other form of electronic transmission.

ARTICLE IX Committees

SECTION 1. STANDING COMMITTEES

- A. The standing committees shall be Bylaws; Education; and Legislative and shall be appointed by the President with the approval of the Board of Directors.
- B. Committee term
 - 1. Committee members may serve for a term of three years, with a maximum of two terms on the same committee.
 - 2. All newly appointed committee members shall assume their appointed positions at the close of the final business session at the national conference.
 - 3. Any amount of time served that equals more than half a term shall be considered a full committee term.
- C. Duties. The duties and composition of these committees shall be as stated in the *ASA Policy Manual*.

SECTION 2. SPECIAL COMMITTEES

- A. A special committee may be appointed by the President, as the need arises, to carry out a specified task, at the completion of which it ceases to exist.
- B. Guidelines for such committees shall be as stated in the *ASA Policy Manual*.

SECTION 3. ELIGIBILITY OF COMMITTEE MEMBERS

- A. Members of the Bylaws, Education, and Legislative Committees shall have active membership status in ASA.
- B. Special committees may include active, associate, or affiliate members of ASA or nonmembers.
- C. Committee members may be removed by the Board of Directors based on failure to perform, as defined in the *ASA Policy Manual*.

SECTION 4. The President shall be an ex-officio member of all committees.

ARTICLE X Official Publication

SECTION 1. The official publication of ASA shall be *ASA News* and it shall be available to each member of ASA.

ARTICLE XI Parliamentary Authority

SECTION 1. The latest edition of *Robert's Rules of Order Newly Revised* shall govern ASA in all cases not covered by these policies.

ARTICLE XII Amendments

SECTION 1. The *ASA Bylaws* may be amended at the national conference by a two-thirds vote of the active members present and voting.

- A. All proposed amendments shall be submitted to the Bylaws Committee by the end of the preceding year and to all ASA members via the official publication at least ninety days prior to the national conference at which they will be voted upon.
- B. The Board of Directors and/or the Bylaws Committee may declare an extraordinary need and present a previously unpublished amendment for consideration at one business session, provided that such amendment shall be voted upon at a following business session and gain approval by a three-fourths affirmative vote of the active members present and voting.

SECTION 2. Amendments to the national *ASA Bylaws* shall be reflected in state association bylaws.



Association of Surgical Technologists

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