COUNTY LEADERSHIP AND ADMINISTRATION:
A GUIDE FOR COUNTY MEDICAL SOCIETIES

Congratulations on achieving a leadership role in your county medical society. The information in this handbook is provided as a guide to assist you in learning more about your county and state societies, and to help you in meeting your leadership responsibilities. In addition, should you have aspirations, you can learn about routes to other leadership positions within MSSNY and the AMA.

This manual may also be used by county society staff as a guide to administrative procedures.

Please feel free to contact our Division of Membership Services at any time: 1-800-523-4405, extension 389, eskelly@mssny.org. A list of other MSSNY staff and their areas of expertise can be found in the Appendix, page 37.

Prepared by Sandra Bennett, with grateful acknowledgement to Laurel Mayer and Frances Nunez of MSSNY, Nancy Adams of the Medical Society of the County of Monroe, Cheryl Malone of the New York County Medical Society, and Christine Nadolny of the Medical Society of the County of Erie.

January 2005

COUNTY LEADERSHIP

No Executive Staff?

In county medical societies without full time executive staff, much of the work of the organization falls on the shoulders of the elected officers. MSSNY would like to help county officers with these responsibilities, if such assistance would be useful. If you would like to discuss MSSNY services, contact Executive Vice President Phil Schuh at 1-800-523-4405 extension 397, pschuh@mssny.org. For assistance with member recruitment or retention campaigns, call Eunice Skelly at extension 389 or eskelly@mssny.org.

You might also consider contracting with a neighboring county medical society for administrative services.

If you would like to invite nonmembers to any of your meetings or programs, MSSNY can provide mailing lists or send out announcements according to your instructions. Please let us know of any nonmembers in the county whose names do not appear on the lists, or if you can provide fax numbers and/or emails for any of your members or nonmembers. We can also assist in contacting your members (at no cost if they have email addresses).

Bylaws

Your county society has bylaws, which together with MSSNY’s bylaws are the underlying regulatory structure of the societies. If you do not have a copy of your county’s bylaws, you should try to obtain a copy from current officers or staff. MSSNY’s bylaws can be accessed on the MSSNY website at www.mssny.org, “About MSSNY” “Bylaws.”

Your county may also have a policy compendium.

County Meetings
Most county societies hold regular meetings of a board of directors or *comitia minora*, as well as annual meetings of the general membership, at which officers have formal duties. MSSNY will be glad to send representatives as speakers to county meetings.

**Duties of Officers**

The following are examples of executive responsibilities. They do not necessarily apply to each county.

**President**
- Presides at all county society and board of directors meetings.
- Acts as official spokesperson for county society. (May delegate spokesperson role to appropriate members or executive director.)
- Appoints all committee members other than chairs of standing committees.
- Calls special meetings of the board of directors as necessary.
- Enforces the society’s bylaws.
- Serves as chair of executive committee of board of directors.

**President-Elect**
- Exercises powers and duties delegated by board of directors or president.
- Serves on board of directors and on executive committee of board of directors.

**Vice President**
- Exercises powers and duties delegated by board of directors or president.
- In president’s absence, performs duties of office of president.
- Serves on board of directors and on executive committee of board of directors.

**Secretary**
- In charge of all society papers, archives and property, except funds.
- Generates and keeps on file society minutes, including those of the board of directors.
- Receives membership applications and forwards to membership committee.
- Maintains member roster and data.
- Issues meeting notices, notifications of election to membership, committee appointments and election to office.
- Certifies credentials of delegates and alternates to MSSNY House of Delegates, and forwards to MSSNY.
- Serves on board of directors and on executive committee of board of directors.
- Assists Worker’s Compensation Committee on rating determinations.

**Treasurer**
*Please note*: MSSNY can bill and collect dues for county societies (see page 26).
- Accountable to board of directors for supervising staff operations re society’s income and expenditures.
- Maintains bookkeeping and accounting procedures, and makes financial records available for examination by directors or trustees.
- Ensures annual audit of society’s finances.
- Transmits MSSNY dues promptly.
- Bonded or insured at society’s expense.
- Serves on board of directors and on executive committee of board of directors.

**County Board of Directors**

If your county has a board of directors, appointment to the board generally entails different responsibilities than those of an executive officer.

Boards of directors may establish policy, determine programs, recommend expenditure of funds, develop and maintain the society’s internal structure, adopt an annual budget, review appointments
made by the president, and approve candidates for membership, life membership, dues remission, resignation and Workers’ Compensation ratings. Board members should attend meetings regularly, as their expertise and participation is essential to the quality of deliberations. Board meetings may also be attended by delegates to the MSSNY House of Delegates, hospital representatives, representatives of other area medical societies, chairs of the society’s committees and task forces, society members, and other invited guests.

Committees present recommendations for action to the board in the form of motions. The board takes action by passing, not passing, or tabling. Each motion must be seconded, with time allowed for discussion before the vote. Any board member may introduce new business. Any county member may propose an idea which can eventually be submitted in the form of a resolution by the county society to the MSSNY House of Delegates. If it requires prompt action, it can be proposed instead to the MSSNY Council. Your county society can submit the idea in writing or through the Council member representing your county or district branch. (See Appendix, page 38 for a list of Councilors.) Emergencies can be addressed by the Executive Committee of the Council.

Board members’ duties may also include participating in the county society’s business and annual meetings, in member retention phonathons, and in recruiting new members.

**County Committees**

Counties may have various standing committees, e.g. Bylaws, Continuing Medical Education and Credentialing, Medical Economics, Membership, Peer Review, Public Health, Public Relations, Government Affairs, Workers’ Compensation.

**Not-for-Profit Status**

Not-for-profit organizations whose purpose is to promote the common interests of a trade, profession or business are generally classified 501(c)(6) by the IRS. 501(c) refers to the portion of the US Tax Code that governs not-for-profit organizations. Most medical societies, including MSSNY, have a 501(c)(6) tax exempt status.

Some counties may have a 501(c)(3) subsidiary which, in general, is organized and operated exclusively for educational, religious or charitable purposes. These charitable organizations are wholly tax exempt. MSSNY’s 501(c)(3) subsidiary is the Medical, Educational and Scientific Foundation of New York, Inc. (see page 13).

Both 501(c)(6) and 501(c)(3) are tax exempt from federal income taxes. The advantage to a 501(c)(3) is that contributions to a 501(c)(3), in general, are tax deductible, while contributions to a (c)(6) are not. Depending upon the circumstances, dues paid to a 501(c)(6) organization may be deductible as a business expense. Tax exempt 501(c)(3) organizations may also apply for New York State sales tax exemption, while a 501(c)(6) may not.

However, (c)(6) organizations may be engaged in advocacy, while (c)(3)s may not be “substantially” engaged in advocacy, but must primarily be involved in educational, charitable or scientific activities. (c)(6) organizations may be involved in political activities (such as supporting candidates for office), while (c)(3) organizations may not.

**VERY IMPORTANT:**

Tax exempt organizations (other than churches and certain church-related organizations) are required to file an annual information return or notice to the IRS (such as Form 990 or Form 990-EZ). Organizations that do not file for three consecutive years automatically lose their tax exempt status. An automatic revocation is effective on the original filing due date of the third annual return or notice. The law does not give the IRS authority to undo an automatic revocation, and there is no appeal process. If an organization’s tax-exempt status is automatically revoked, it is no longer exempt from federal income tax and the organization must apply to have its status reinstated. It can take several years for the IRS to act on a request for reinstatement of tax-exempt status, so it
is crucial not to overlook the annual filing. **Every county medical society is strongly cautioned to take necessary steps to avoid an automatic revocation of the tax exempt status.**

If you are unsure of your county’s status, you can look it up on the Exempt Organizations Select Check Tool at [http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check](http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check).

**Structure of Organized Medicine in New York State**

The Medical Society of the State of New York (MSSNY) is a federation of sixty county medical societies in New York State and is one of the medical societies that comprise the American Medical Association. MSSNY and its counties are unified, and joint membership is required. A physician may join the county in which he/she lives or practices.

MSSNY is governed by a House of Delegates (HOD) which meets once a year. Between annual meetings of the HOD, the state society is governed by the Council, a body of twenty-six members elected by the HOD. The Council meets downstate approximately every two to three months and holds one meeting annually in Albany and one meeting at the conclusion of the annual House of Delegates. The president of MSSNY appoints ten members to an executive committee from among the elected councilors and officers. The executive committee acts in cases of emergency arising between Council meetings.

MSSNY’s financial affairs are supervised by a Board of Trustees, a body of seven members elected by the HOD.

Special interest sections provide a means for their members to have direct input into MSSNY. They include the Young Physicians Section, the Resident and Fellow Section, the Medical Student Section, and the Organized Medical Staff Section.

Members from throughout the state volunteer their time to serve on society committees. Committees meet several times a year and address educational, legislative, ethical, socioeconomic and scientific issues, among others. They report to the MSSNY Council. Members are appointed each year by the incoming MSSNY president, based on recommendations of county societies and other constituent groups. Telephone and videoconferencing are utilized to make participation easier.

**MSSNY House of Delegates (HOD)**

**Guidelines for Certifying Delegates**

The HOD is the legislative body of MSSNY that formulates MSSNY policy and controls its affairs. Delegate representation is based on Article III, Section 1, Paragraph 2 of the MSSNY Bylaws. The number of delegates to which a county society is entitled is determined by the greater of the number of members it represents or the number of state assembly districts within the county. County societies are therefore urged to forward information about paid members in a timely manner so that all members will be counted towards delegation allotments. Information on the number of state assembly districts within a given county is available from Laurie Mayer at 516-488-6100 extension 404. The county society is also entitled to elect an equivalent number of alternate delegates.

Entitlement based on membership is as follows:

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<th>Number of County Members</th>
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Each county society is entitled to at least one delegate; no county may have more than thirty. If the one delegate from a county entitled to only one is unable to attend the HOD, the county may designate one member from another county within its district branch.

Specialty societies, district branches, the Organized Medical Staff Section and each medical school are entitled to one delegate. The Medical Student, Resident and Fellow, and Young Physicians Sections are each entitled to a minimum of one and a maximum of three delegates, based on membership.

All physicians who serve as delegates, regardless of the organization they represent at the House of Delegates, must be members in good standing of the state and their respective county medical societies. All student delegates must be MSSNY members in good standing. Delegates are expected to attend all sessions of the HOD and report back to their constituents at the conclusion of the meeting.

MSSNY officers, councilors, trustees and past presidents serve as delegates to the HOD by virtue of their position as MSSNY officials. They therefore cannot serve as delegates for county or specialty societies, district branches, sections or medical schools.

**Business of the House of Delegates**

The HOD is presided over by the speaker and vice-speaker. Each year the HOD elects delegates to the AMA annual and interim meetings held in June and November; councilors; trustees; and the following officers: president, president-elect, vice-president, secretary, assistant secretary, treasurer, assistant treasurer, speaker, and vice-speaker.

Policy adopted by the HOD becomes official policy of MSSNY and is included in its *Official Position Statements*. The HOD also refers matters to the American Medical Association for action at the national level.

**Resolutions**

Business is introduced into the HOD through the presentation of resolutions by voting delegates on behalf of their constituents (i.e. component county medical societies, district branches, recognized specialty societies, Organized Medical Staff Section, Young Physicians Section, Resident and Fellow Section, Medical Student Section); by MSSNY committees; by delegates as individuals; and by the presentation of reports. Approximately thirty days before the meeting, resolutions, reports and other relevant material that will be discussed at the meeting are posted on the MSSNY website. A deadline date for submission of resolutions is widely circulated to ensure that members are aware of the time constraints needed to process all meeting materials. Resolutions received after the deadline date are considered late.

A resolution may be withdrawn by its introducer any time prior to the recess of the opening session of the HOD (currently Friday morning), at which time resolutions become the property of the House and are assigned to reference committees for hearings.

A guideline to writing resolutions can be found in the Appendix, page 39.

**Late Resolutions**

The Convention Committee on Rules/Credentials/Order of Business meets the day before the opening of the HOD and determines whether or not to recommend acceptance of late resolutions as business of the House. The authors of the late resolutions must appear before the committee and give testimony as to why the resolutions are late and why the HOD should accept them. Following this meeting, the committee prepares a report containing its recommendations and presents it to the HOD at its opening session.
Reports and resolutions are referred by the speakers to appropriate reference committees for hearings at which any MSSNY member may testify. At the conclusion of the hearings, reference committees prepare reports with recommendations to the HOD for action on each referred item.

Emergency resolutions may be presented by a voting delegate any time prior to the final day of the meeting, but will be accepted for consideration only upon a two-thirds vote of delegates present and voting. Resolutions of an emergency nature will be referred by the speaker to an appropriate reference committee, which will then report to the HOD as to whether the matter involved is or is not of an emergency nature. If the reference committee reports that the matter is of an emergency nature, it will be presented to the HOD without further consideration by a reference committee. Favorable action will require the affirmative vote of three-fourths of all delegates present and voting. If the reference committee reports that the matter is not of an emergency nature, the speaker shall defer its introduction until the next annual meeting of the HOD.

*Sturgis Standard Code for Parliamentary Procedure, Fourth Edition* is used by the speaker while conducting the meeting. *Principal Rules Governing Motions* can be found in the Appendix, page 47.

**Bylaws Resolutions**

Resolutions to amend MSSNY bylaws are debated during the HOD in which they are introduced, but the reference committee does not make recommendations for action at that year’s HOD meeting. Recommendations are made at a Bylaws Committee meeting the following fall. Recommendations are presented to the following year’s HOD in a report that is distributed to the membership a month before the meeting. Recommendations to amend the bylaws must be approved by a two-thirds vote of the HOD.

**MSSNY Council**

The Council exercises the rights and duties of the HOD and has the authority to make policy for MSSNY when the HOD is not in session. The president presides over Council meetings. Council meetings are frequently attended by executive staff of county medical societies and specialty societies, and members in leadership positions in county medical societies and specialty societies are always welcome.

Like the HOD, the Council takes action necessary to carry out the MSSNY bylaws. Its resolutions and actions are decisive and final but are subject to review by the HOD. The Council has the authority to vote on all funds, subject to the approval of the Board of Trustees, and to fill any vacancy which may occur in an elective office not otherwise provided for until the next meeting of the HOD.

Additionally, the Council:

- Approves the annual budget prepared by the Budget and Finance Committee.
- Acts on applications for life membership submitted by component county medical societies.
- Is responsible for all publications of the society.
- Supervises all commissions, committees and activities.
- Approves candidates for nomination to AMA leadership positions.
- Approves candidates for AMA awards.

**Commissions and Committees of the Council**

Committees of the Council are grouped by the related nature of their purpose and function. A commission is composed of the chairs of all committees within such a group and is chaired by a commissioner. The president appoints chairs of committees and commissions, subject to Council approval.

There are six commissions:

- Commission on Governmental Affairs
- Commission on Socio-Medical Economics
Members who would like to serve on a committee are asked to contact their county medical society. Each fall, the counties submit names to MSSNY to be considered for appointment. Committee members for the following year are chosen by the MSSNY President-Elect, usually in February.

Special efforts are made to involve resident/fellows and young physicians (age 40 and under, or within their first eight years of practice) on committees. These members may also directly contact their respective section at MSSNY (sbennett@mssny.org) to express their interest in a committee appointment.

For a list and brief description of MSSNY committees, see the Appendix, page 41.

Responsibilities of Commissioners

The primary role of a commissioner is to present oral committee reports to the Council at its regular meetings. These reports contain requests for action on recommendations developed by the committees on issues of importance to patients and physicians.

Responsibilities of Committee Chairs

- Preside at two or three meetings per year depending on committee workload.
- Address issues of importance that have relevance to the committee’s scope, develop policy on issues and recommend Council action on these issues. Prepare and submit information reports to Council following each meeting.
- Committees may submit resolutions to the MSSNY House of Delegates.

Reimbursement of Travel Expenses

MSSNY Committee Meetings

Many committee meetings are held via telephone conference or webinar. Meetings at MSSNY offices are arranged to allow reasonable travel time to arrive and return home on the same day. Reimbursement for overnight accommodations either before or after meetings is not available. Any exception to this rule must have prior approval by both the Division Vice President and the Executive Director. Web and telephone conferencing are available at onsite meetings.

House of Delegates Meeting

County medical societies and specialty societies are reimbursed at the rate of at least $100 per delegate for each night the delegate stays at the convention hotel during the meeting.

Transportation

MSSNY will reimburse members entitled to travel expenses on the basis of coach airfare rates. MSSNY pays round trip transportation costs from the home city to the place of the meeting. Mileage for personal automobiles is reimbursed at the rate of $.54 per mile (2016 rate as of writing).

The County Medical Society

All county medical societies have elected officers, and most have committees and task forces. County societies also

- Recommend members to the MSSNY Nominating Committee, which nominates individuals for election as state society officers, councilors, trustees and delegates to the AMA.
• Recommend members to the MSSNY President for appointment to MSSNY committees.
• Elect local delegates to the MSSNY HOD.
• Seek members to participate in legislator contact programs and on local speaker’s bureaus.

**District Branches**

To ensure equal membership representation in matters of leadership and policy making, the membership of MSSNY is divided into nine district branches, as follows:

**First District Branch**: Bronx, Kings, New York, Queens, Richmond

**Second District Branch**: Nassau, Suffolk

**Third District Branch**: Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan, Ulster

**Fourth District Branch**: Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, Saratoga, Schenectady, Warren, Washington

**Fifth District Branch**: Cayuga, Chenango, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, St. Lawrence

**Sixth District Branch**: Broome, Chemung, Cortland, Delaware, Otsego, Schuyler, Tioga, Tompkins

**Seventh District Branch**: Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, Yates

**Eighth District Branch**: Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming

**Ninth District Branch**: Dutchess, Orange, Putnam, Rockland, Westchester

Changes in the number or membership of these district branches may be made by a two-thirds vote of the HOD at any annual meeting.

**MSSNY Divisions**

Staff members are ready to assist you in any way possible and welcome the opportunity to do so. Divisions are listed below with a brief description of each:

**Committee for Physician Health (CPH) (518-436-4723)**
- Promotes quality medical care by providing confidential assistance to physicians, resident physicians, medical students and physician assistants suffering from substance use or other psychiatric disorders.
- Monitors the treatment and clinical practice of program participants.
- Provides advocacy, support and outreach activities, including prevention and education.

**Communications and Member Benefits (800-523-4405 extension 355)**
- Distributes *the Daily*, a digest of important healthcare news, delivered to your inbox every morning.
- Publishes *MSSNYeNews*, weekly email bulletin that reports the most current news affecting member physicians.
- Distributes *Capital Update* via email.
- Publishes *News of New York*, monthly online publication that keeps members informed on issues affecting health care delivery in New York State.
- Disseminates urgent bulletins through social media.
- Disseminates fax bulletins on a local county basis to promote local events.
• Runs election campaigns for MSSNY nominees for AMA positions.

Executive Vice-President's Office (800-523-4405 extension 397)
• Overall management of organization.
• Oversees all matters of Council and Board of Trustees; executes policy.
• Provides information on policies adopted by MSSNY or the AMA, and on governance and committee structure of MSSNY.
• Processes resolutions going to the MSSNY House of Delegates.
• Handles arrangement of all MSSNY committees.

General Counsel (Kern Augustine Conroy & Schoppmann: 1-888-959-0999)
• Counsel to MSSNY on all legal matters.
• Oversees MSSNY’s involvement in court cases on behalf of the medical profession or patients.
• Advises members on medical-legal matters, including statutes, regulations and court decisions affecting the practice of medicine.
• Provides information on numerous legal topics and issues that affect physicians’ practices or employment.
• Representation by Kern Augustine attorneys is available to MSSNY members at discounted hourly fees.
• Information provided by the Office of General Counsel is not intended as legal advice and should not be regarded as such.

Governmental Affairs (518-465-8085)
• Monitors state and federal legislation and regulations issued by agencies such as the New York State Health, Insurance and Education Departments, and the federal Centers for Medicare and Medicaid Services.
• Prepares comments on all bills which impact on the provision of medical services in New York State, and testimony when appropriate at legislative and regulatory hearings.
• Conducts regular meetings with legislators and legislative staff on health-related legislation.
• Maintains and nurtures an ongoing relationship to ensure communication with and access to the New York State executive branch, senate and assembly.
• Keeps members informed of the latest legislative and governmental developments via Capital Update, an email publication included with MSSNY eNews when the legislature is in session.

Information Services (800-523-4405 extension 367)
• Day to day membership data base updates, inquiries, and membership dues billing, processing and reporting.
• Interfaces with county societies and responds to phone calls and requests for information from members and other outside parties, including the general public.
• Corrections, additions and changes to demographic and other biographical membership related data can be made online, called in, faxed, mailed or emailed for immediate data entry and update of membership and Medical Directory data base files.

Information Technology (800-523-4405 extension 419/369)
• Maintains computer systems and networks and provides technical support services and information on MSSNY physician data bases.
• Reports, rosters and mailing lists in label and electronic format are made available for a fee, which is reduced for members. Mailing lists can be sorted by specialty, geographic area, zip code or by other user defined criteria.
• On a limited basis, IT staff can be contacted by our members for consultation on information technology related matters, including hardware/software, networking, and the internet.

Marketing Services (800-523-4405 extension 424)
• Supports Committee on Insurance and Member Benefits, which is charged with identifying programs and services that will be of value to members throughout their career cycles.
Monitors program utilization, works with approved vendors to coordinate and design marketing campaigns, and performs periodic member satisfaction surveys to ensure that approved vendors are maintaining high service standards.

**Meeting Services (800-523-4405 extension 404)**
- Provides meeting services for MSSNY meetings and HOD.
- Manages MSSNY’s AMA delegation operations.
- Staffs the Medical Student Section

**Membership Services (800-523-4405 extension 403)**
- Carries out recruitment and retention activities.
- Responsible for the Membership Commission and all sub committees.
- Staffs three special interest sections: Resident and Fellow Section, Young Physicians Section and Organized Medical Staff Section.
- Staffs special constituencies, such as International Medical Graduates.
- Available to work with individual members, county medical societies, hospitals or special groups on membership campaigns.
- Through upstate outreach representative, makes personal visits and gives presentations on current issues and on medical society activities and services designed to help physicians succeed in an increasingly complex environment.

**Public Health and Education (518-465-8085)**
- Staffs council committees/panels/task forces covering a wide range of health and educational issues, which help to develop public policy positions and provide input on various federal and state legislation and regulations that come before the Medical Society.
- Accredits fifty-plus institutions as sponsors of Category 1 programs for continuing medical education.
- Manages various educational grants, including the bioterrorism program and other public health initiatives. Educational programs consist of live and on-line seminar formats.
- Responsible for online programs at www.mssny.org.
- Manages MSSNY’s bioterrorism program, which provides educational seminars developed under a grant from the New York State Department of Health, and delivers up-to-the-minute health alerts from the New York State Department of Health via the MSSNY website.

**Socio-Medical Economics (800-523-4405 extension 332)**
- Interacts and maintains effective liaison with major health insurers as well as pertinent federal and state agencies responsible for oversight of public health insurance programs.
- Provides information and assistance to MSSNY members seeking payments on claims and concerning medical/ reimbursement policies and claims processing requirements of various third party payers, including the New York State Healthcare Exchange, traditional indemnity, managed care programs, Medicare, Medicaid, Workers’ Compensation, Auto No-Fault.
- Offers Ombudsman services to resolve claims disputes.

**MSSNYPAC**

The MSSNY dues bill includes a check-off for the MSSNY Political Action Committee (MSSNYPAC). These funds are devoted to local candidates for state legislature and major statewide or county political offices.

MSSNYPAC was created in 1993 to engage in New York State campaign activities in elections for both state and federal offices. MSSNYPAC is not affiliated in any way with any political party, and all funds are kept segregated from MSSNY general funds.

The purposes of MSSNYPAC are to support the election of candidates to New York State government who support the principles of the medical profession and the interest of those it
serves, and to encourage and strive for the improvement of government by enlisting more fully the
active involvement of physicians in the legislative and political processes.

MSSNYPAC officers, appointed by the president, include a chair, vice-chair, treasurer and
secretary. The MSSNYPAC Chair has formed subcommittees on federal and state candidate
evaluation in order to ensure maximum physician involvement and to facilitate the decision-making
process of MSSNYPAC.

**Alliance**

The Alliance is a volunteer group of physician spouses who assist MSSNY in its programs for the
advancement of medicine and public health, and initiate and support projects for the improvement
of the community’s health and welfare.

**Medical, Educational and Scientific Foundation of New York, Inc.**

The Medical, Educational and Scientific Foundation (MESF) of New York is MSSNY’s subsidiary
501(c)(3) organization dedicated to the research, scientific, and educational goals of the society.
MESF has been awarded grants for educational programs on physician leadership development,
bioterrorism management, immunization programs, HIV and sexually transmitted diseases, and
smoking cessation. MESF

- Administers and operates grant programs
- Develops grant opportunities with state agencies and pharmaceutical companies through the
development of focused grant proposals.
- Executes grants through the production of deliverables such as films, radio spots, a/v shows,
seminars and brochures.

**Empire State Medical, Scientific and Educational Foundation, Inc.**

The Empire State Medical, Scientific and Educational Foundation, Inc. has been the society’s peer
review arm since 1984. The Foundation currently assists IPRO through a sub contractual
relationship with Medicaid review activities and is involved in a variety of medical record reviews for
hospitals and a variety of payers.

**MEMBERSHIP ADMINISTRATION**

This section attempts to clarify the administrative methods and procedures by which the Medical
Society of the State of New York processes membership records. We hope it will assist you in
electing new members, submitting dues and applications, and handling administrative matters. Our
goal is to ensure prompt delivery of benefits and services to our mutual members. Questions may
be directed to the Division of Membership Services at 1-800-523-4405, extension 403.

**Recruitment**

**County Mailings**

Although MSSNY conducts statewide recruitment mailings at various times throughout the year,
counties may wish to do their own local mailings as well. MSSNY’s Information Technology
Division (extension 369) will provide data documents and/or address labels of nonmembers in your
county. Please note these may be used ONLY for purposes of county recruitment or mailings.

You can also download your own electronic lists (from the MSSNY database) through our website
www.mssny.org. **You will first have to log in** (passwords are available from our IT Division at 1-
800-523-4405, extension 421), then click on Membership in the grey bar, then County Executive
Reports (as below).
Database Sharing with MSSNY

MSSNY’s membership information system and data maintenance operations can be utilized by county societies. This can improve the integrity of shared data and enable county societies to benefit from the state of the art programming and functionality built into our iMIS software product, which has been further enhanced through customization that supports the unique needs of the MSSNY/county membership structure and operations. (Adequate hardware and internet connection are required at the county level.)

County societies can purchase user licenses from the software company at the price that MSSNY would pay for adding licenses for its staff. Secure programming ensures that no county society can make changes to records of physicians who are not associated with their own county.

Call Membership Services at 1-800-523-4405, extension 389, for pricing information.

Advantages of this approach include:

- Availability of reports MSSNY has written or has had developed by consultants, which can be modified for county society use at much less expense than would be necessary if programming from scratch.
- Elimination of the need to post individual members’ dues or update addresses or other information at the county level and then again at the state level, minimizing mistakes, reducing time lag and eliminating duplication of efforts.
- Ability to access nonmember data easily, add or correct records as physicians move into the area or change their practice circumstances, track members’ interactions with the societies and their relationships with other physicians or entities, and target communications to members or nonmembers based on almost any data field in the iMIS record (with appropriate programming, if not already written).
Promotional Material
The Division of Membership Services (extension 403) can provide county-specific applications as well as promotional materials. If you wish to give a presentation to member or nonmember groups, e.g. at county medical society meetings, hospitals, etc., the MSSNY Membership Division can provide PowerPoint presentations. There is a lot of flexibility with the latter, and they can be customized to your county’s specifications, either by you or by us. Please give sufficient notice. You may also want to request the participation of a MSSNY leader, staff member or outreach representative at such events. Call extension 389.

Outreach Representative
MSSNY’s upstate outreach representative, Brenda Van Nest, covers counties north of District 9 (Sullivan, Columbia, Ulster and north). You can reach Brenda at 315-534-0693.

Dues Increases
Recruitment mailings may be sent out as early as June for membership in the following year. If MSSNY dues are set to increase as of January 1, we will accept the lower rate for new member applications received before that date. Counties whose dues are increasing are encouraged to do the same, as it helps avoid confusion.

Medical Student Recruitment and Information
Each medical school chapter elects a recruiter who is responsible for coordinating recruitment of new student members at the beginning of the academic year. These elected students coordinate activities for first year medical students. Whether through arranging for a table at the orientation club fair, a first year picnic, or a succeeding-in-medical-school event, the goal is to welcome new students to medical school and demonstrate the value of professional association membership. Student recruiters have been responsible for increasing membership by over 600 new members each year.

Students may join for multiple years at a discounted rate. Most are recruited between August and October, although a few will join during the rest of the year. Through the AMA Medical Student Section Outreach Program (MSSOP), MSSNY and its student recruiters work cooperatively with the AMA to ensure that students are provided with resources for school and understand that membership is a means by which they can learn outside the classroom. It is through their involvement with MSSNY, county medical societies and the AMA that medical students begin to understand the role that government, regulatory issues, Medicare/Medicaid and other insurance coverages play in shaping their future as physicians.

The AMA provides monetary incentives to school chapters that recruit new members. This incentive is based on a formula that takes into consideration the size of the first year class, the number of new members recruited over and above the previous year, whether the chapter has reactivated, etc. Two dates figure prominently in this program and serve to spur on the recruitment efforts of the students. The first date is generally in the first week of November and is the cut off date at which the AMA no longer counts applications towards the MSSOP check for the chapter. The second date is usually somewhere in mid-March and again is the cut off date for receipt of any additional applications to be applied to the chapter MSSOP check. Many chapters have done so well with recruitment that they have earned several thousand dollars for their unrestricted use. MSSNY’s Student Services area works in close concert with the AMA to ensure a successful recruitment season for each school, and MSSNY processes the new student applications and dues.

In terms of overall membership counts for such things as representation in the House of Delegates, etc., student memberships are counted towards the total county medical society membership numbers and can therefore increase delegate representation at the HOD. For those county societies that charge student dues, only those students who pay the dues when joining or renewing are counted in the total membership figures.

Physician-to-Physician Recruitment
Available statewide where county societies wish to participate, this program offers full dues paying active members a 25% reduction in MSSNY and county dues for each new full-dues-paying active member whom the current member recruits (up to 100% for four new members), and a 25% reduction for every two new members recruited in the young physician or new to practice category.

**Application Processing**

Physicians may apply online at [www.mssny.org](http://www.mssny.org) or via paper forms.

Applications can take the following two routes to membership:

(1) **MSSNY Receives Application**

   a) When an application is received with payment, MSSNY cashes the check or processes the credit card payment and forwards the county portion to the county society. Applications are forwarded to county societies immediately with a note indicating that dues have been received and that MSSNY’s check covering the county dues will be forthcoming. MSSNY forwards county dues received with new member applications once a month.

   b) As long as the universal application form is complete and the appropriate dues payment has been received, MSSNY’s Information Services Division immediately processes applicants as paid provisional members. This prompts production of a letter acknowledging receipt of the application and welcoming the physician to MSSNY.

   c) If no payment or an incorrect payment is received, MSSNY’s Membership Division contacts the applicant for proper payment before forwarding the application to either the Information Services Division or the county medical society.

   d) If payment is received without an application form or with an incomplete application, MSSNY attempts to obtain the missing data through sources other than the applicant (see section below, Physician Credentialing on the Web). If this is not possible, MSSNY mails the physician the appropriate form to complete, or requests the missing data.

   e) Former members don’t need to complete application forms except for updated information.

   f) A welcoming letter is sent within two business days after an application has been received. This letter explains that membership is ultimately contingent upon formal election by the county medical society, which may contact the applicant for further information needed to complete the credentialing process prior to election. Enclosed with the letter is a quick guide to member benefits and information on whom to contact at MSSNY on various topics.

**Please be sure to notify MSSNY of elections.** Without an election date, physicians cannot be counted as county society or MSSNY members, and membership kits, cards and certificates cannot be sent.

It is also important for county societies to notify MSSNY if an applicant withdraws or is ultimately not elected by the county society, so that access to membership benefits can be discontinued and the individual is not billed for membership the following year.

**Provisional Members**

Applicants with complete applications and appropriate dues payments are made provisional members, pending county medical society election.

**Please be sure to advise us of all elections, re-elections and reinstatements once they are official.** Applicants sometimes “fall through the cracks” and remain in PV status for months on end.

**Final Cleanup**

On May 1 of each year, we will send each county society a list of PVs who have been in that status for three months or more and advise that we will assume their election as of May 31 and enter that as an election date unless the county notifies us that they have formally rejected the physician’s application for membership. By using May 31 as the election date we ensure that the physician is included in the first billing cycle for the following year’s membership dues.
Dues for those applying after June 1 can be credited to the following year, with benefits available upon application.

(2) The County Society Receives the Application
   a) County societies forward to MSSNY copies of applications submitted directly to them, along with state dues, as soon as possible after receipt. This allows MSSNY to welcome applicants and begin to serve them without delay.
   b) It is still very important for counties to let MSSNY know when a member has been formally elected, so that MSSNY can enter an election date in the physician’s record. Unless this step is completed, the physician officially remains in provisional status and will not receive a membership card, certificate, or new member kit, and will not be billed for the following year.

Physician Credentialing on the Web

The New York State Physician Profile website is located at [http://www.nydoctorprofile.com/](http://www.nydoctorprofile.com/). This site contains information for all licensed doctors of medicine and doctors of osteopathy who are registered to practice medicine in New York State. Enter the name you are looking for, click on “Search,” and the doctor's name should come up on the “Search Results” page. Click on the doctor's name, and you will get his/her license number and date of licensure.

You will also be able to choose five links for that physician:
- Education
- Practice Info
- Legal Actions
- Professional Activities
- Statement

The Education link lists
- Medical school with date of graduation
- Graduate Medical Education with place, dates and specialty
- Board certification with board and dates

Practice Info includes
- Field of medicine (specialty)
- HIV Services (optional)
- Offices (optional)
- Languages available
- Medicaid and other government insurance programs
- Health plans
- Hospital privileges

Legal Actions includes
- Malpractice
- New York Licensee Actions, with a link to the Office of Professional Medical Conduct for details, if any
- Out-of-state actions
- Current limitations
- Hospital privilege restrictions
- Hospital failure to renew privileges
- Criminal convictions

Professional Activities lists
- Teaching responsibilities
- Professional and community service activities
- Publications
Dues Payments

By Credit Card
Many counties are able to accept payment by credit card. For those who cannot, MSSNY will be pleased to process credit card payments and forward the county portion. Approximately 2.5% of the amount paid is kept by the credit card processing company, so each organization receives its dues less that percentage.

Installments
An installment payment program is offered statewide. Currently, with the first billing notice, ten installments are offered. Members who remain unpaid after the delinquency date of February 1 are offered the opportunity to pay in three monthly installments in March, April and May. Later in the year, members who still remain unpaid can sign up for the final installment series, with dues to be charged in June, July and August.

Members choose which items on their bill they want to include, in addition to county and state medical society dues. A secure online payment site has been established, but members can give credit card information by phone if they prefer. They are automatically renewed in the plan for the next dues year, unless they decline in response to an advance reminder. Installment payments collected by MSSNY will be forwarded to county medical societies as part of our regular monthly dues forwarding schedule.

Online
Current members can access their dues statements online and pay by credit card. Security, instant credit card approval and acknowledgment, as well as daily posting of payments, are automated through a recognized payment service working in tandem with iMIS programming.

In General
Applicants are eligible to participate as members in all MSSNY activities and to receive all benefits of MSSNY membership.

Applicants who are not ultimately elected by the county medical society will receive a full dues refund.

If election is delayed more than two months because of difficulty in securing the applicant's cooperation with administrative criteria for election, county societies should work with MSSNY to secure the applicant's compliance or find other ways to satisfy the requirements. Frequently, needed information can be obtained through online research (see “Physician Credentialing on the Web,” page 18). In upstate counties, MSSNY’s membership outreach representative, Brenda Van Nest, 315-534-0693, can help in following up with doctors or their staff.

All counties are encouraged to review their election requirements and eliminate any requirements that are unnecessary and that, as such, may be a barrier to membership. Counties are also encouraged to find ways to meet existing credentialing requirements that do not place the burden of compliance on the applicant.

New Members
Physician applicants must have either an office or home address in New York State. State membership and county membership are unified, and many county societies require that physician applicants, other than residents, be licensed to practice medicine in New York State. A physician may join through the county in which he/she practices or resides. Membership is on a calendar year, January 1 through December 31.

Membership Categories
1. Physician
   • Includes most members applying as individuals (see #17 below, Institutional Membership).
• Full dues, no reductions.

2. Young Physician
• Available in participating counties.
• For physicians age 40 and under, or in practice five years and less after residency/fellowship. (Note: Five years is the criterion regarding dues rate; for eligibility in the Young Physicians Section, the cutoff is eight years.)
• Also open to physicians transitioning from an employed position to private practice, in participating counties.
• Participants are on a three-year schedule, with dues as follows:
  Year 1 = Maximum of $200 (MSSNY = $100, county = no more than $100)
  Year 2 = 50% of regular county and state dues
  Year 3 = 75% of regular county and state dues
• Current resident members in participating counties are generally rolled over into this category.

This plan both reduces the high entry cost of membership for young physicians and provides a gradual increase when moving from a level of significantly reduced dues (residency) to the full rate.

3. First or Second Year in Practice (not applicable in counties with Young Physician dues)
• Refers to first or second year of practice after completion of residency/fellowship training.
• Also open to physicians transitioning from an employed position to private practice, where county societies participate.
• Dues are 50% of full amount.

4. Resident Physician or Fellow
• For graduates of recognized medical or osteopathic schools who are in residency or fellowship training.
• Also applies to a physician doing a second specialty training, even after having been in practice.
• Dues are no more than 10% of full active amount.

Since the duration of residencies differs from specialty to specialty, Information Services will ask the counties in July to upgrade the status of their residents, as appropriate. After three years in this category, unless the counties tell us otherwise, resident physicians in primary care specialties will be converted to Young Physician (in participating counties) or First Year in Practice status.

5. MSSNY/MLMIC Resident/Fellow
• Sponsored by the Medical Liability Mutual Insurance Company (MLMIC).
• Open to all first time resident or fellow members.
• First year of membership is free to resident/fellow. MLMIC pays half the cost of county and state membership.
• To accommodate the residency/fellowship year (usually July to June), recruitment begins in the spring prior to the membership year.
• MSSNY will begin providing membership benefits from October 1 of the year preceding the membership year.
• Applications must be received at MSSNY by March 15 of the year for which membership is sought.
• MSSNY will forward half the cost of county dues following receipt of residents’ applications.

6. Student Membership Requirements
• Must be enrolled in a New York State medical or osteopathic school, or be a resident of New York attending medical school elsewhere in the US.
• Students are offered multi-year options.
### Student Rates

<table>
<thead>
<tr>
<th>State</th>
<th>AMA</th>
<th>Discounted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year =</td>
<td>$5</td>
<td>1 year = $20</td>
</tr>
<tr>
<td>2 years =</td>
<td>$9</td>
<td>2 years = $38</td>
</tr>
<tr>
<td>3 years =</td>
<td>$13</td>
<td>3 years = $54</td>
</tr>
<tr>
<td>4 years =</td>
<td>$16</td>
<td>4 years = $68</td>
</tr>
</tbody>
</table>

Most county medical societies offer free membership to medical students who are members of MSSNY. A few counties charge modest dues amounts (Broome $13, Rockland $7). Students are not required to be members of a county medical society, but are encouraged to join at the local level if membership is available. County membership is always included on student applications and is assumed unless county dues are required.

The MSSNY Medical Student Section has instituted a student run Facebook page which can be accessed by members at [https://www.facebook.com/groups/MSSNY.MSS/](https://www.facebook.com/groups/MSSNY.MSS/).

7. Transitional Students
Graduating student members maintain their student membership through December of the year in which they graduate. They are categorized as "Transitional Students" between graduation and the end of the calendar year. A seamless transition to resident membership (for those who do their residency in New York State), currently at no cost for the first year, can be made by sending updated information to mharilall@mssny.org. Please include place of residency training: hospital, city; specialty; date of expected completion, updated home address; and updated email address.

8. Post-Medical Graduate
Candidates eligible for this category must
- Reside in New York State.
- (a) Hold a medical school diploma from a US or Canadian school, **OR**
  (b) Hold a medical school diploma and certification by the Educational Commission for Foreign Medical Graduates.
- Have not yet entered residency training or been employed as a physician in New York State.
- If residing in Bronx, Chautauqua, Erie, New York or Westchester Counties, must join the county medical society as well.
- Maximum time in this category is three years.

9. Part Time Practitioner
- Available only in participating counties.
- For physicians practicing 20 hours a week or less.
- Available to new and current members.
- Participating counties may also want to take part in the retired physicians category (so that those who are retired pay less than those who are part-time).
- Dues are 50% of full county and state society dues.

10. Retired A
- A member who has fully retired from the practice of medicine, irrespective of age. (If age 67 has been reached, see Life Member category below.)
- Must be an active full dues paying member in good standing for at least twenty-five years.
- State dues are 50% of full dues; counties may charge what they wish, though they are encouraged to offer the reduction.

11. Retired B
- Available only in participating counties.
- Must be completely withdrawn from the active practice of medicine, or from any position that requires a medical license and is compensated. (This is a refinement to the requirement in #10 above.)
• Must be a member for at least twenty-five years.
• State dues are $100; dues in participating counties cannot exceed $100.

12. Group Practice
This program offers a special pricing structure for large group practices. It is structured on a sliding dues scale – discounts applied to the dues rate increase as the number of physicians on the bill increases. This structure is meant to recognize the economies of scale the society realizes in billing larger groups, and to ensure fairness to solo practitioners and smaller groups by charging the full rate to the first nine members of the group.

<table>
<thead>
<tr>
<th>Group Members</th>
<th>Dues Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 9 members</td>
<td>100%</td>
</tr>
<tr>
<td>Members 10-19</td>
<td>80%</td>
</tr>
<tr>
<td>Members 20-49</td>
<td>70%</td>
</tr>
<tr>
<td>Members 50 and above</td>
<td>50%</td>
</tr>
</tbody>
</table>

• Available only in participating counties.
• Requires 100% participation by group.
• A single contract for group billing will be provided.
• Group is asked to make a 3-year commitment.
• There is flexibility to negotiate arrangements that meet a specific group’s needs as long as the arrangements are within the discount parameters agreed to by the county society and MSSNY.
• Other dues discounts (e.g. young physician or first or second year in practice) do not apply.

13. Life Member
• Must be a member in good standing for the past ten consecutive years.
• Age 72 if still practicing.
• Age 67 if fully retired from the practice of medicine.
• No age requirement if permanently disabled.
• Application is made and approval granted through the county society. Forms are available from Information Services (extension 369). Submit the completed application to MSSNY, and it will be presented to the Council for approval at its next session.
• Special requests for Life Membership (where all above criteria have not been met) are determined by the county medical society. Counties should follow these guidelines in determining whether or not to submit requests to the Council:
  • At least 10 years of membership in good standing
  • Personal issues determined by the county society to warrant granting of free life membership locally and recommending that MSSNY do the same.
• The MSSNY Council approved (September 17, 2015) granting MSSNY permission to make annual requests to Life Members for Legacy Donations, with the involvement of the County Societies. We think it reasonable to coordinate requests for donations. Counties have been asked to let MSSNY know if they prefer that MSSNY solicit donations on behalf of the State and County, and give 50% of all revenues to the County Society; or that the County solicit donations on behalf of MSSNY and the County Society, and give 50% of all revenues to MSSNY. If we have not heard from a county, we will proceed with our own requests for contributions to MSSNY.

14. MSSNY Affiliate (although the same term, this is a different category than “Affiliate Membership – County Society” on page 27)
• For members who have left New York State.
• Physician must have been a member in good standing of a component county medical society and MSSNY at the time New York residence and/or practice was concluded.
• Covers state membership only. The county society may offer similar options to former members who have moved out of state.
Includes all rights and privileges of active membership except for voting and holding office.

An affiliate member who reestablishes residence or practice in New York State must reapply through the appropriate county for an appropriate class of membership. Affiliate dues already paid in the year of reapplication are credited toward these dues.

If a physician returns to New York State, time spent as an affiliate in good standing counts towards eligibility for life membership.

Dues are 50% of full dues.


- Group manager or practice administrator qualifies for free AIG membership if 50% of physicians in the practice are members.
- Benefits include publications, information delivered electronically, access to online Medical Directory of New York State, access to Members Only section of MSSNY website, faxes on legislative calls to action, MSSNY reference guides, insurance and financial services, educational benefits, and the opportunity to serve as committee advisors and to participate in MSSNY political activities.

16. Physicians Transitioning from Employed to Private Practice

- Extends reduced county and state dues rates currently available to young physicians or physicians in their first or second year of practice (depending on county) to physicians who are transitioning from employed positions to private practice.

17. Institutional Membership

- Discounted dues with 100% membership (single payment for all).
- Cost should be consistent with special rates offered to group practices under the existing group discount plan.
- Payment by medical staff is divided between county medical society and MSSNY in the same ratio that the current county and state dues total is split.
- Arrangement cannot result in a loss of dues income to either the county or state.
- Consideration could include a reduced cost per physician commensurate with increased membership numbers that would result from 100% participation.
- A package of benefits and services can be designed to bring value to the hospital as well as to the individual physicians, including educational programming, legal assistance, assistance for the medical staff, etc.

New Member Guide and Membership Certificate

MSSNY sends new member information on an ongoing basis to recently elected members. **(Please be sure to notify us when members are elected.)** The new member guide provides information on membership benefits and services and explains how to become active in the organization. It includes phone numbers and email addresses for the various MSSNY officers, divisions and departments, and explains how members can help shape MSSNY, AMA and government policy through membership.

Membership cards and certificates are available by request only. New and current members can contact mharilall@mssny.org or 516-488-6100 extension 336.

Dues Collection (Current Members)

General Information

- MSSNY mails first dues notices in September.
- If a member sends payment directly to MSSNY, we will forward only the local portions of the payment to the county medical society, and we will not pay commissions on dues we collect.

The Dues Bill
There is a sample dues bill on the last page of the Appendix. Dues bills include required and voluntary contributions. The required contributions consist of state and county dues. The voluntary contributions are listed below. Contributions or gifts to MSSNY are not tax deductible as charitable contributions, but dues may be deductible as a necessary business expense. The portion of dues attributable to lobbying by the organization is not deductible. This figure changes from year to year, and can be obtained from the Division of Membership at 516-488-6100 x 403.

Voluntary Contributions (As of the 2014 dues year, the AMA bills directly for its dues; AMA dues no longer appear on the MSSNY bill.)

MSSNY Political Action Committee – All amounts accepted. Suggested contributions: Regular $175; Alliance $100; Resident $50; Medical Student $10. Covers MSSNYPAC only. Supports election and re-election efforts of office-seekers whose views are most consistent with the medical community.

Alliance – Dues vary by county
The organization for spouses and significant others of Medical Society members. Dues fund charitable, educational and public service projects.

Physicians’ Home – $10
A fund (not a physical structure) to support indigent physicians or their survivors.

Medical, Educational and Scientific Foundation – $50
Charitable organization sponsored by MSSNY to support educational and award programs. Recognized by IRS as a tax exempt 501(c)(3) organization.

Billing
County medical societies may choose to have their members billed in one of three ways:
1. The county society produces and mails dues bills to all members.
2. MSSNY bills, and members are advised to send payment to the county society.
3. MSSNY bills, collects and reports for the county society.

1. The county society produces and mails dues bills to all members
   - MSSNY emails appropriate inserts to the county societies for duplication.
   - MSSNY reimburses the county medical society for the cost of postage upon receipt of appropriate documentation. This only applies to the first through fourth billing cycles.
   - MSSNY pays commissions on MSSNY dues collected by the county society on a schedule determined by the MSSNY Board of Trustees.
   - MSSNY will begin contacting members directly for payment with the first delinquency notice in the following year.

2. MSSNY bills, and members are advised to send payment to the county society
   - MSSNY is responsible for all costs for materials, printing, mailing and postage.

3. MSSNY bills, collects and reports for the county society
   - Once a month MSSNY forwards all county payments received, together with reports reflecting amounts paid by each member for each item on the dues statement.
   - MSSNY does not pay commissions to county medical societies for dues MSSNY collects.

MSSNY collects and processes dues for many county societies, and remits the dues to the local society. Dues income is up front and assured, and the labor-intensive task of dues processing and reporting is no longer duplicated at both the county and state levels. The county society benefits, and the members benefit.

There are many advantages to county societies when MSSNY collects dues:
- Alleviates a major burden for the county.
- Frees up county staff to work on projects that return value to members or to the society (member service, recruitment projects, etc.)
- MSSNY can take payments on all major credit cards.
- All dues will be posted within 72 hours of receipt at MSSNY. As counties are able to directly access our database, they can instantly see who has paid.
- Special reports can be provided showing unpaid members by hospital affiliation or specialty.

**Credit Card Payments**
Members in all counties should be given the option to pay dues by credit card (House of Delegates, 2003). Credit card payment options should be included with all dues notices. If the county society is unable to process credit card payments, MSSNY will do so. When MSSNY takes in a credit card payment, we will forward the local portions of the payment to the county society, less 2.5% of those dues and contributions. (The credit card companies charge an average processing fee of 2.5% of the total payment. Each level of the federation will absorb the 2.5% charge on its portion of the dues.) **MSSNY will not pay commissions on credit card payments we process.**

**E-Billing**
In response to Resolution 2004-210, *Cost Containment*, adopted at the 2004 House of Delegates, MSSNY sends email notices of dues to members, enabling them to respond online via credit card. We do this in counties for which we currently collect dues, and would like to do it in all counties as a means of saving postage. If your county society has any objections to our sending email dues notices to your members, please let us know prior to August 15 for the following year’s dues billing.

If your county prefers, and you have the necessary security protections to handle online payments, it may be possible to direct members to respond with payment through a link to your county medical society’s Website. We would be happy to explore this option with you if you are interested.

**MSSNY Commissions to County Medical Societies**
(Example refers to 2016 dues) MSSNY dues received at MSSNY between Sept 1, 2015 and Jan 8, 2016: .0075% (3/4 of one percent)

In order to participate, counties that handle their own billing invoices must provide MSSNY with a complete copy of each mailing of the invoices that the county sends directly to physicians. Include all inserts that are sent as part of each mailing.

**Member Transactions**
Affiliate Membership – County Society (although the same term, **this is a different category than “MSSNY Affiliate” on page 24**)
From MSSNY’s perspective, a physician belongs to one county society. This refers to representational status and voting privileges. However, some physicians might choose to hold membership in more than one county. It is a county’s prerogative to extend such affiliate membership to a member of another county. A county wishing to do so may set the dues rate for this status and must bill the affiliate member directly. A county society may not offer this status to any physician who is not a full member of MSSNY through another county medical society.

**Billing**
MSSNY’s regular billing cycle consists of four annual mailings, in September, October, December and January. Delinquency notices are sent in March. A notice is sent in April to those who remain unpaid, and a final notice is sent about a month later. If a county society would like to terminate county benefits of unpaid members, MSSNY can prepare notices to that effect for the county society.

The bill lists both mandatory (county and MSSNY) and voluntary assessments. The latter includes MSSNYPAC and the MES (Medical, Educational and Scientific) Foundation, and may also include the Alliance, the AMA Foundation, the Physicians’ Home (a fund for indigent physicians or their survivors) and other local items.
Counties should forward dues to MSSNY within 30 days. We cannot credit members as paid until we receive their dues. If a member isn’t marked as paid, another bill will be sent. This is aggravating to our members. At the very latest, monies are due at MSSNY by February 1 of each year.

Drop Dates
MSSNY’s delinquency date is February 1, and members who are unpaid as of March 1 may be dropped from MSSNY membership upon appropriate notification.

Dues Remission
Remission of dues may be granted for reasons of illness, financial hardship or temporary military or public health service. Applications for remission of dues must be reviewed annually. Applicants should contact their county societies. If the county approves, the county should complete the Remission of Dues section of the Notice of Membership Status Change form and submit the form to the state. These forms are reviewed by the MSSNY Council, and MSSNY will notify the county societies of approved remissions.

Former Members
If a former member wishes to rejoin and the break in service is not too long, the county may decide it is not necessary to complete a new application. Some counties use short reinstatement applications for this purpose, or none at all.

Membership Status Changes
Status changes include resignation, transfer of county, eligibility for life membership, dues remission, and death. Notification of such changes may be made by completing the Notice of Membership Status Change form, available from Information Services at extension 369.

Dues Category Changes
Physicians in categories that offer reduced dues are automatically upgraded to new dues categories as follows:

- Residents in primary care specialties are advanced after three years in Resident status to Young Physician or First Year in Practice status, depending on the county. MSSNY first asks each county for a list of their residents who have completed three years but who should still be retained in the Resident category.
- The Young Physician category has a three year limit (see page 20). Each year, young physicians are advanced to the next appropriate step and, after their third year in the category, to full active status.
- First year in practice members are advanced to second year and thereafter to full active status.

Transfers
Physicians may join the county where they live or where they practice. If a physician wants to transfer to another county, he/she may do so, as long as membership is in good standing, by contacting either MSSNY or one of the applicable county societies.

MSSNY’s Information Services Department (extension 363) can provide a form for reporting the transfer, and as long as dues have been paid for the current year, MSSNY will record the transfer and notify all affected parties.

Member Transfers and County Dues Policy
From time to time questions arise about which county society should receive the dues payment when a member transfers. The following guidelines have been proposed and agreed upon as a policy that is fair to the county societies and to the transferring member:

1. The physician should pay the amount billed by the county he or she is leaving, if the transfer is requested after bills have gone out.
2. If the physician objects because the new county’s dues are lower than the dues amount billed, he or she will be asked to pay an average of the two counties’ dues.

3. The affected county societies should share the dues, based on the date of the transfer request, as illustrated below.

4. Should the member insist on paying the lower of the dues amounts, the affected county societies will have 60 days to reach agreement, or MSSNY will advise the member to pay the lower dues amount.

5. **NOTE:** MSSNY’s database will not reflect any transfers of funds between county societies when dues are shared. Therefore any dues reports provided by MSSNY will not reflect actual amounts of county dues received or retained by counties when dues are shared. (MSSNY does not have data on county society dues paid by members, except in counties where MSSNY handles the dues collection.)

### Sharing of Dues is Based on Date of Transfer Request

**A** – County to which member currently belongs  
**B** – County to which member wishes to transfer

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<tr>
<th>Dues Year</th>
<th>Request for transfer</th>
<th>A's Dues</th>
<th>B's Dues</th>
<th>A Keeps</th>
<th>A Transfers to B</th>
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<td>2016</td>
<td>10/1/15-12/31/15</td>
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<td>400</td>
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<td>300 (100%)</td>
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<td></td>
<td>1/1/16-3/31/16</td>
<td>300</td>
<td>400</td>
<td>75 (25%)</td>
<td>225 (75%)</td>
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<tr>
<td></td>
<td>4/1/16-6/30/16</td>
<td>300</td>
<td>400</td>
<td>150 (50%)</td>
<td>150 (50%)</td>
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<tr>
<td></td>
<td>7/1/16-9/30/16</td>
<td>300</td>
<td>400</td>
<td>225 (75%)</td>
<td>75 (25%)</td>
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<tr>
<td></td>
<td>10/1/16-12/31/16</td>
<td>300</td>
<td>400</td>
<td>300 (100%)</td>
<td>0 (0%)</td>
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</table>

### Averaging Dues Because the New County’s Dues are Lower:

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<th>Dues Year</th>
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<th>A's Dues</th>
<th>B's Dues</th>
<th>A Keeps</th>
<th>A Transfers to B</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
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<td>400</td>
<td>300</td>
<td>0 (0%)</td>
<td>350 (100%)</td>
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<tr>
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<td>1/1/16-3/31/16</td>
<td>400</td>
<td>300</td>
<td>87.50(25%)</td>
<td>262.50 (75%)</td>
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<td>175 (50%)</td>
<td>175 (50%)</td>
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<td>7/1/16-9/30/16</td>
<td>400</td>
<td>300</td>
<td>262.50 (75%)</td>
<td>87.50 (25%)</td>
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<td></td>
<td>10/1/16-12/31/16</td>
<td>400</td>
<td>300</td>
<td>350 (100%)</td>
<td>0 (0%)</td>
</tr>
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### Membership Calendar

MSSNY’s membership year runs from January through December, but membership processing follows an October through September schedule.

**September**

- On September 1, current year membership records are converted (“rollover”) to accommodate dues payments for the following calendar year. Member statuses are updated (e.g. from first year in practice to second year).
- An electronic dues notice is sent to all members for whom MSSNY has email addresses, offering them the option to pay dues online in installments. This is pursuant to substitute Resolution 2006-206, calling for the offer of installment payment options to members. We currently offer a ten-month plan. If your county society offers an installment payment plan,
MSSNY can bypass your members when sending this email, or direct respondents to your society for payment.

- First billing for the following membership year is sent to members. Dues statements printed by MSSNY include an installment payment option.

**October**
- Second billing sent to unpaid members.

**December**
- Third billing sent to unpaid members.

**January**
- Fourth billing sent to unpaid members.
- January 8, 2016 is the deadline for counties to receive .0075% commission on MSSNY dues.

**February**
- MSSNY’s delinquency date is February 1.
- Delinquency notices sent to unpaid members, offering three-month installment option (March, April, May).

**March**
- County societies are asked if they would like MSSNY to handle dues collection for the following membership year.
- March 15 is the deadline for acceptance of MLMIC members for membership in the current calendar year.

**April**
- Updated report of unpaid members sent to county medical societies.
- “Western Union” dues notice sent to unpaid members by MSSNY.
- Information and applications for free resident membership (MLMIC program) in the following year are sent to graduating student members.

**May**
- Final report of unpaid members sent to county medical societies.

**June**
- Final notice sent to unpaid members, offering three-month installment option (June, July, August).
- Teaching hospitals hold new resident orientations this month. MSSNY can provide promotional materials, applications and speakers.
- Email regarding MLMIC resident membership sent to program directors.

**July**
- Final drop letter sent to unpaid members.
- Information Services sends counties lists of members who are currently in reduced dues categories. Please upgrade the status of these members, as appropriate, for the following year's billing. This data is essential for MSSNY, even if you produce your own dues bills. If the physician contacts us, we need to know what rate to quote. In addition, we quote dues rates in mailings to unpaid members after they have become delinquent. The report should be returned to MSSNY by August 31.

**August**
- A request is sent to execs of staffed counties and presidents of unstaffed counties asking for county dues rates for new members for the coming year. Responses should be returned to Membership, either via e-mail to rarsenian@mssny.org, fax (516-616-9285) or mail. The sooner we receive these responses, the sooner we can prepare dues sheets for the coming year to be used in recruitment mailings.
• Counties will also receive a separate request from Information Services for updated information for dues bills for current members. These responses should be returned to Information Services.

**September**
• Information Services closes out current membership year.
• All dues for the current membership year are due by September 30.
• All provisional members should be accounted for.

**Membership Benefits**

The following is a comprehensive list of member goods and services provided by MSSNY as of January 2016.

**Legislative Services**
MSSNY Office of Governmental Affairs
518-465-8085
Advocates for the profession as it monitors legislation and regulations impacting medical services in New York State.

**Grassroots Action Center**
On the MSSNY Website [www.mssny.org under Governmental Affairs/State Advocacy](http://www.mssny.org). This site facilitates your contacts with legislators about current concerns. It provides ready made letters to e-mail or post to the Governor and/or your legislators. Just enter your zip code to be connected to your local representatives.

**Legal Services**
*Kern Augustine Conroy & Schoppmann, PC*
888-959-0999
Free legal consult of up to 2 hours, free legal hotline, discounts on hourly fees. Information on medical-legal or ethical matters, including statutes, regulations and court decisions that affect physicians’ practices. Members can call at any time with questions about contracts or other legal issues they encounter in a practice or employment situation. Reports available on dozens of issues encountered most commonly by physicians. Also available: **Physician Advocacy Program®** for legal representation through all phases of government investigation: Office of Professional Medical Conduct, Medicare/Medicaid, Office of Inspector General and State Audit.

**Information Resources**
To order the following, call 516-488-6100 or 800-523-4405 extension 424:
*Child Abuse Identification and Reporting* – home study materials
*Infection Control Training* – home study materials

Call Division of Sociomedical Economics at 800-523-4405 extension 332 or 516-488-6100 extension 332 if you need help with Medicare, Medicaid, Workers’ Compensation, No-Fault Auto, Managed Care or traditional indemnity claims.

**News Services**
*MSSNY Division of Communications*
800-523-4405 / 516-488-6100 extension 351
*The Daily*, an electronic digest of clinical and other health-related news items with links to full articles in major news publications.
*MSSNYeNews*, delivered weekly to your e-mail address, provides updates on up-to-the-minute issues affecting physicians in the healthcare, legislative and government arenas.
News of New York, MSSNY’s monthly electronic publication, presents pertinent information in full detail.

**Continuing Medical Education**
Live and online CME courses:
Go to [www.mssny.org](http://www.mssny.org) and click CME or contact MSSNY Department of Marketing Services 800-523-4405 extension 424 516-488-6100 extension 424

**Morning, Evening and Lunch Hour Webinars** – Offered monthly, cover clinical and advocacy topics
Contact: Division of Governmental Affairs, 518-465-8085

**Questions on Specific Managed Care Contracts**
General Counsel, 888-959-0999, or Sociomedical Economics, 800-523-4405 or 516-488-6100 extension 334

**Insurance Payment Dispute Resolution**
MSSNY Ombudsman Program
800-523-4405 extension 332 516-488-6100 extension 332
Experienced staff investigate complaints and help achieve equitable settlements for members with any health insurance program or plan (Medicare, Workers Comp, managed care, etc.).

**Medical Liability Insurance**
**Medical Liability Mutual Insurance Company**
800-275-6564

**Peer Review**
MLMIC’s Merit Rating Plan, the only plan of its kind approved by the New York State Department of Financial Services, permits a true peer review process regarding loss experience rather than automatic surcharges. MLMIC never automatically surcharges a policy on the basis of claims history without first submitting it for review by your peers. The success and strength of our peer review system makes us the only licensed medical liability insurer not required to use the State’s mandated automatic surcharge schedule. MLMIC’s Peer Review Committee is comprised of physician members appointed by MLMIC and MSSNY.

**Medical Office Insurance Program**
Mercer Health
800-626-9063
www.MSSNYMemberInsurance.com
Protects business and personal assets from financial loss. Comprehensive and affordable insurance policy recognizes specialized needs of office based medical practices. Customized policies suit individualized needs.

**Insurance Programs**
**Endorsed Administrators**
800-556-1700
Medical Savings Accounts, catastrophic major medical, individual non-cancelable disability, long term disability, business overhead expense, long term care, Medicare supplement (Medigap), and life insurance. **Please note:** Our disability insurance plan is among the best around and is especially advantageous for young physicians.

**Liberty Mutual Insurance**
www.libertymutual.com
800-225-8281
Discounted auto and homeowners/renters insurance
Practice Assistance

DocbookMD, a HIPAA-secure messaging application for smartphone and tablet devices designed by and for physicians to create a secure community to share patient information and collaborate with medical colleagues – FREE TO MSSNY MEMBERS.

Coding Services ensure physicians are not open to fraud or abuse charges, while at the same time they receive the highest appropriate reimbursements. Provides three free patient encounter reviews. 718-217-3802 or VictorT@medcoconsultants.com.


Athenahealth
888-652-8200
Discounted, cloud-based medical billing, EHR for meaningful use, patient communications services.

DrFirst, a stand-alone e-prescribing system carefully vetted by MSSNY, at a $300 discount. http://www.drfirst.com/mssny/mssny-lp/.

PQRS Reporting through Covisint, a qualified CMS registry since 2008 with the expertise to help you understand how the rules affect you and which reporting options are available. Substantial discounts at www.pqrs.covisint.com or 866-823-3958.

Website design and hosting at special rates, with expert technical support.

Group purchasing offers significant savings on all practice needs. 866-634-9144 x 405 or www.medtech4solutions.com.

Dell computer and Best Buy discounts.

Mailing List / Label Service
MSSNY Division of Information Technology
800-523-4405 x 361 / 516-488-6100 x 361

Medical Directory of New York State
800-523-4405 x 369 / 516-488-6100 x 369
Online at www.mssny.org under the Membership tab.

PAYCHEX
800-729-2439
Discounted payroll processing services.

Financial Services
Bank of America offers Personal Checking with exclusive benefits including Online Banking with Bill Pay and Mobile Banking http://personalize.bankofamerica.com/mssny; the MSSNY BankAmericard Cash Rewards Visa Signature® credit card https://www.applyonlinenow.com/USCCapp/Ctl/entry?sc=VACFLO#b; and the MSSNY Small Business Credit Card (call 1-866-570-1601).

Mortgages with thousands of dollars in discounted closing costs. See www.merrillhomeloans.com/MSSNY.

Collection Service
I.C. Systems, Inc.
800-279-6620
Ethical collection services that help preserve the physician/patient relationship.
Credit card processing payment solutions.


Discounted defibrillators, simple to use, maintenance free.

Uniform cleaning discounts

Curriculum Vitae Service
MSSNY Division of Membership
800-523-4405 / 516-488-6100 extension 383

Magazines
Subscription Services
800-289-6247
Discounted magazines for office, personal use.

Energy Savings Program: (Not available in Nassau or Suffolk Counties, as New York State has not deregulated electricity in this service area.)
Discounts on gas and electric costs at your office and your home. Save as much as $700 on office energy costs and $125 on residential costs through signup cash bonuses, tax savings, and an ongoing cash rebate.

Online Job Board lists medical jobs statewide. No cost to search, low rates to post.
Please feel free to contact MSSNY staff any time we can be of help. Call MSSNY’s main number, 516-488-6100 (toll free 800-523-4405) followed by the appropriate extension. Full numbers given are for offices outside Westbury.

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<tr>
<th>AREA</th>
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<td>Executive Vice President</td>
<td>Philip Schuh, CPA</td>
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<td>Committee for Physician Health</td>
<td>Terrance Bedient</td>
<td>518-436-4723</td>
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<td>Communications and Grants Management</td>
<td>Christina Southard</td>
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<td>Continuing Medical Education</td>
<td>Miriam Hardin</td>
<td>518-465-8085</td>
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<td>General Counsel</td>
<td>Kern Augustine Conroy &amp; Schoppmann</td>
<td>1-888-959-0999</td>
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<td>Governmental Affairs</td>
<td>Liz Dears, Esq</td>
<td>518-465-8085</td>
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<td>Jennifer Wilks</td>
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<td>Organized Medical Staff Section</td>
<td>Sandra Bennett</td>
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<tr>
<td>Outreach Rep (Upstate)</td>
<td>Brenda Van Nest</td>
<td>315-534-0693</td>
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<tr>
<td>Public Health</td>
<td>Patricia Clancy</td>
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<td>Resident and Fellow Section</td>
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<td>Socio-Medical Economics</td>
<td>Regina McNally</td>
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**MSSNY FAX Numbers**

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<tr>
<td>Communications</td>
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<td>Executive Vice President</td>
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<td>Finance</td>
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<tr>
<td>MSSNY Albany</td>
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<tr>
<td>CPH Albany</td>
<td>518-436-7943</td>
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## 2015-16 MSSNY Officers

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<tr>
<th>TITLE</th>
<th>NAME</th>
<th>E-MAIL</th>
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<tbody>
<tr>
<td>PRESIDENT</td>
<td>Joseph R. Maldonado, Jr, MD, MBA, DipEBHC</td>
<td><a href="mailto:joe.maldonadojr@yahoo.com">joe.maldonadojr@yahoo.com</a></td>
</tr>
<tr>
<td>PRES-ELECT</td>
<td>Malcolm D. Reid, MD, MPP</td>
<td><a href="mailto:mreid@chpnet.org">mreid@chpnet.org</a></td>
</tr>
<tr>
<td>VICE PRES</td>
<td>Charles Rothberg, MD</td>
<td><a href="mailto:crothberg@crothbergmd.com">crothberg@crothbergmd.com</a></td>
</tr>
<tr>
<td>PAST PRES</td>
<td>Andrew Y. Kleinman, MD</td>
<td><a href="mailto:akleinman@aol.com">akleinman@aol.com</a></td>
</tr>
<tr>
<td>SECRETARY</td>
<td>Arthur C. Fougner, MD</td>
<td><a href="mailto:evsone@pipeline.com">evsone@pipeline.com</a></td>
</tr>
<tr>
<td>ASS'T SEC'Y</td>
<td>Bonnie L. Litvack, MD</td>
<td><a href="mailto:blitvack@earthlink.net">blitvack@earthlink.net</a></td>
</tr>
<tr>
<td>TREASURER</td>
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<td><a href="mailto:madejskit@hotmail.com">madejskit@hotmail.com</a></td>
</tr>
<tr>
<td>ASS'T TREAS</td>
<td>Joseph R. Sellers, MD</td>
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</tr>
<tr>
<td>SPEAKER</td>
<td>Kira A. Geraci-Ciardullo, MD</td>
<td><a href="mailto:mdkira@aol.com">mdkira@aol.com</a></td>
</tr>
<tr>
<td>VICE SPEAKER</td>
<td>William R. Latreille, Jr, MD</td>
<td><a href="mailto:drwrlhunt@hotmail.com">drwrlhunt@hotmail.com</a></td>
</tr>
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## MSSNY Councilors

<table>
<thead>
<tr>
<th>NAME</th>
<th>DISTRICT BRANCH (County) / SECTION</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles A. Kenworthy</td>
<td>Students</td>
<td><a href="mailto:charles.kenworthy@med.einstein.yu.edu">charles.kenworthy@med.einstein.yu.edu</a></td>
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<tr>
<td>Robert A. Viviano, DO</td>
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</tr>
<tr>
<td>Luis Carlos Zapata, MD</td>
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</tr>
<tr>
<td>Joshua M. Cohen, MD</td>
<td>1 (New York, Bronx)</td>
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<tr>
<td>Parag H. Mehta, MD</td>
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<td>Saulius J. Skeivys, MD</td>
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<tr>
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<tr>
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<td>2 (Suffolk)</td>
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<td>Harold Sokol, MD</td>
<td>3</td>
<td><a href="mailto:hsokol@nychap.rr.com">hsokol@nychap.rr.com</a></td>
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<td>John J. Kennedy, MD</td>
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<td><a href="mailto:Jkenn70950@aol.com">Jkenn70950@aol.com</a></td>
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<td>Howard H. Huang, MD</td>
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<tr>
<td>Robert A. Hesson, MD</td>
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<td>Mark J. Adams</td>
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<td>Edward K. Bartels</td>
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<tr>
<td>Thomas T. Lee, MD</td>
<td>9</td>
<td><a href="mailto:thomastleem@aol.com">thomastleem@aol.com</a></td>
</tr>
</tbody>
</table>

## MSSNY Trustees

<table>
<thead>
<tr>
<th>NAME</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR: William R. Latreille, Jr., MD, FACP, AME</td>
<td><a href="mailto:drwrlhunt@hotmail.com">drwrlhunt@hotmail.com</a></td>
</tr>
<tr>
<td>Mark L. Fox, MD</td>
<td><a href="mailto:mfox@entandallergy.com">mfox@entandallergy.com</a></td>
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<tr>
<td>Paul Hamlin, MD, FCCP</td>
<td><a href="mailto:drpahamlin@gmail.com">drpahamlin@gmail.com</a></td>
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<td>Robert J. Hughes, MD, FACS</td>
<td><a href="mailto:dr.bob@me.com">dr.bob@me.com</a></td>
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<td>William R. Latreille, Jr, MD</td>
<td><a href="mailto:drwrlhunt@hotmail.com">drwrlhunt@hotmail.com</a></td>
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<tr>
<td>Leah S. McCormack, MD</td>
<td><a href="mailto:leahsmac@aol.com">leahsmac@aol.com</a></td>
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<tr>
<td>Sam L. Unterricht, MD</td>
<td><a href="mailto:unterrichs@aol.com">unterrichs@aol.com</a></td>
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<tr>
<td>Daniel M. Young, MD</td>
<td><a href="mailto:dancaroly@gmail.com">dancaroly@gmail.com</a></td>
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<tr>
<td>EX OFFICIO: Michael H. Rosenberg, MD</td>
<td><a href="mailto:plasticsurgeryweb@msn.com">plasticsurgeryweb@msn.com</a></td>
</tr>
<tr>
<td>EMERITUS CHAIR: John A. Ostuni, MD</td>
<td><a href="mailto:snimamed@yahoo.com">snimamed@yahoo.com</a></td>
</tr>
<tr>
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MSSNY Guidelines for Writing a Resolution

A resolution is a main motion in parliamentary procedure that expresses the author’s formal opinions or sentiments. It may call on an organization to take a specific action or position that affects only that organization (internal resolution); it may request that a specific action or policy be adopted which necessitates contact with government, other organizations, the public, etc. (external resolution); or it may be a combination of both. Where considerable expense is anticipated in order to achieve the goals and objectives of a resolution, a fiscal note should be included at the end of the resolution.

Whereas Clauses
A resolution is generally prefaced by statements that offer an explanation and rationale for the resolution. Each statement is introduced by the word “whereas”. WHEREAS clauses should identify a problem or need for action, address its timeliness or urgency, note any effects on the organization being asked to adopt the resolution or on the public at large, include references, and indicate whether the proposed policy or action will alter current MSSNY policy.

WHEREAS clauses are useful mainly when the organization plans to publish the resolution and wishes to include the reasons for its adoption. They are not voted upon, and they have no legal effect. So although WHEREAS clauses can be the cause of much disagreement and discussion, they should not be debated to the neglect of the main resolution.

Resolve Clauses
The RESOLVE clause(s) comes at the end of all prefacing statements and is the essential part of the resolution. It (they) should be concise and clear and stated in the affirmative. If the RESOLVE is unclear, confusing, unnecessarily long, involved, or stated in the negative, staff may request the author to rewrite the motion. Staff may help in doing so if necessary – however, the motion can be rephrased only in wording that is approved by its author.

Points to Consider
• Resolutions must be typed and in proper format – MSSNY staff will help in this matter
• Unclear resolutions may be defeated
• Grammatically poor resolutions may be defeated
• Aim for clarity and simplicity – too many RESOLVE clauses may lead to referral or defeat
• WHEREAS clauses can help pass or defeat a resolution
• Requests for internal action and external policy should be stated in separate RESOLVE clauses
• A single issue should be addressed in each resolution
• If multiple RESOLVE clauses are included in a resolution, each must be independent, related to the central subject, and completely comprehensible after removal of the WHEREAS clauses. Each RESOLVE clause must be able to stand alone regarding content, logic and structure.

Research
Research is the first step in developing a resolution. Solid data must be presented that supports the requested action. It is also important, when applicable, to cast the resolution in the context of the overall historical development of the issue with respect to MSSNY and AMA actions and policy as well as with other relevant organizations.
Sample Resolution

MEDICAL SOCIETY OF THE STATE OF NEW YORK
Resolution: 2014-XX (number will be assigned by staff)

TITLE: (Should reflect the content or goal of the resolution)

AUTHOR: (Name of person, delegation, or section, submitting the resolution)

REFERRED TO: Reference Committee on … (Resolution will be assigned to a reference committee by the group considering the resolution)

Whereas, The use of parliamentary procedure accomplishes the business of organizations in the most efficient manner; and

Whereas, The use of formal resolutions has proven to be the most efficient method of changing or establishing policy and accomplishing specific objectives within those organizations; therefore, be it

RESOLVED, That the use of formal resolutions be continued in order to accomplish the business of the organization; and be it further

RESOLVED, That these resolutions will be well written, concise, and properly structured.

Amendments to a Resolution
Use underline to indicate language to be added.
   Ex.: Use underline to indicate language to be added.

Use strikethrough to indicate language to delete.
   Ex. Use strikethrough to indicate language to be deleted.

The above pertains to proposed bylaws amendments as well. You may apply both methods to the actual bylaws language you wish to change.
MSSNY Committees and Staff Contacts

Division of Governmental Relations

Federal Candidate Evaluation: Liz Dears, Esq., 518-465-8085 extension 320
Led by Vice Chair of Legislation and Physician Advocacy. There are nine district members appointed by the President of MSSNY, and five at-large members. Makes decisions regarding PAC contributions to individual candidates, party committees, etc.

State Candidate Evaluation: Liz Dears, Esq., 518-465-8085 extension 320
Led by Chair of Legislation and Physician Advocacy. There are nine district representatives appointed by the President of MSSNY, and five at-large members. Makes decisions regarding PAC contributions to individual candidates, party committees, etc.

Legislative/Physician Advocacy/Key Contacts: Liz Dears, Esq., 518-465-8085 extension 320
Promotes and advances legislative interests of the medical profession at the state and federal level.

Collective Negotiation and Integration AD HOC Work Group

MSSNYPAC: 518-465-8085: Jenn Wilkes, 518-465-8085 extension 314
MSSNYPAC is a volunteer organization of thousands of physicians who join together to pool their resources to impact the outcome of the electoral process to the advantage of their patients, practices and profession.

Professional Ethics and Medical Conduct: Liz Dears, Esq., 518-465-8085, extension 320
Interfaces with New York State Department of Health on matters of physician discipline.

Quality Improvement and Patient Safety: Liz Dears, Esq., 518-465-8085 extension 320
Subcommittee: Long Term Care
Subcommittee concerned with the distribution and quality of health care in nursing homes, adult care facilities, assisted living and other supervised programs. Fosters the development of high quality, cost effective home health and hospice services. Works to develop community interest and government support for the feeble and elderly patient population in need of long term care in New York State.

Health Information Technology: Liz Dears, Esq., 518-465-8085 extension 320
Emerging health information technology is transforming the current paper-based system to an interoperative, interconnected system which generates cost efficiencies while reducing medical errors and enhancing medical outcomes. The objective of the task force is to assure that physicians play a leadership role in this conversion through education on appropriate systems, and receipt of seed funding re development and/or implementation of technologies for electronic health records and prescribing systems.

Committee for Physician Health

CPH Advisory Committee: Terrance Bedient, 518-436-4723 extension 222
The Committee for Physician Health (CPH) is MSSNY’s program to identify, refer for treatment, monitor progress in recovery and advocate for physicians suffering from substance abuse/dependencies and/or other psychiatric disorders. The Advisory Committee provides oversight of the CPH operation, advice and counsel to medical and/or program directors, and expertise on program-related issues; it serves as a resource for outreach and the identification of local volunteers.

Commission on Science and Public Health

Biomedical Ethics: Pat Clancy, 518-465-8085 extension 311
Serves primarily in an educative and consultative role regarding bioethical concerns and issues. Recommends MSSNY policies on these issues.
Health Care Disparities: 518-465-8085 extension 326
Objectives are to obtain evidence on racial and ethnic health care disparities, identify causes, and propose effective strategies to reduce or eliminate disparities. This will be done through physician awareness and education, patient/public education, youth-focused mentoring and education programs on the vital role of minority physicians, and improved data collection on race and ethnicity.

Emergency Preparedness: Pat Clancy, 518-465-8085 extension 311

Preventive Medicine and Family Health: Pat Clancy, 518-465-8085 extension 311
Addresses the spectrum of health issues across the entire life cycle, from preconception to end-of-life care. Supports educational programs for the general public and for physicians; addresses the various methodologies to promote health and prevent diseases or conditions related to physical and mental health; formulates the development of policy around family health topics; and provides advocacy for these policies and for legislative or regulatory issues.

Heart, Lung and Cancer: Pat Clancy, 518-465-8085 extension 311
Examines diseases related to heart and pulmonary systems, and all types of cancer. Focus is on prevention, early diagnosis, treatment and rehabilitation processes. Encourages and supports research and education activities that enhance and improve patient care and physician expertise and knowledge.

Infectious Diseases: Pat Clancy, 518-465-8085 extension 311
Examines and discusses all aspects of HIV and hepatitis, including other sexually transmissible diseases. Educates physicians, conducts relevant programs, develops recommendations, and provides expertise when MSSNY interacts with state agencies and elected officials.

Addictive and Psychiatric Disorders: Pat Clancy, 518-465-8085 extension 311
Evaluates and considers issues in psychiatric medicine and problems related to alcohol and drug abuse, including therapeutic care and prevention. Participates in an advisory capacity with other agencies in promoting pamphlets, short films and educational discussions. Advises individual physicians and organizations.

Forensic Medicine: Pat Clancy, 518-465-8085 extension 311
Evaluates and responds to regulatory and legal influences upon the practice of forensic medicine. Promotes improvement in practice standards and wider understanding and proper utilization of forensic medical services. Reviews pertinent legislation and participates in educational forums.

COMMISSION ON MEDICAL EDUCATION

Medical Education: 518-465-8085 extension 326
Monitors activities relating to medical education and medical research at the state and national levels, and promotes activities relating to medical education issues. The Associated Medical Schools of New York are represented.

Continuing Medical Education (CME): Miriam Hardin, 518-465-8085 extension 317
MSSNY is recognized as an interstate accredits by the Accreditation Council of Continuing Medical Education (ACCME). The Committee on Medical Education and its Subcommittee on Surveys review applications, survey CME providers and recommend overall policy for MSSNY’s Intrastate Accreditation Program. The Subcommittee on Educational Programs reviews, approves and evaluates all CME activities accredited by the Society, and assists non-accredited physician organizations seeking joint sponsorship for their Category 1 activities.

SUBCOMMITTEES
CME SURVEYS
CME EDUCATIONAL PROGRAMS
CME ACCREDITATION APPEALS
Reviews appeals of institutions or organizations denied accreditation by the Committee on CME.

COMMISSION ON SOCIO-MEDICAL ECONOMICS
Interspecialty: Regina McNally, 516-488-6100 extension 332
Reviews and endeavors to resolve problems of mutual interest and concern to MSSNY and the MSSNY-recognized state specialty societies. Issues include health insurers’ policies, reimbursement policies, technical aspects of procedures, etc. Members are appointed by specialty societies only.

Health Insurance: Regina McNally, 516-488-6100 extension 332

Workers’ Comp and No-Fault Insurance: Regina McNally, 516-488-6100 extension 332
Addresses relevant aspects of the State Workers’ Compensation program, including schedule of medical payments, performance of carriers, arbitration process and related legislation. Identifies and recommends solutions to prevent or reduce accidental injuries which occur in transportation, recreation, work or home. Considers issues relating to physical medicine and rehabilitation, the injured and disabled, and allied health professionals involved in rehabilitation.

COMMISSION ON MEMBERSHIP
General Membership: Eunice Skelly, 516-488-6100 extension 389
Proposes and reviews efforts to recruit, retain and recapture members.

SUBCOMMITTEES

Employed Physicians Committee
Deals with the needs of this segment of the physician population, whose rapid growth may have implications for MSSNY’s position on a number of issues. Develops educational programs and benefits of especial interest for the employed physician.

IPAs and ACOs

International Medical Graduates: Eunice Skelly, 516-488-6100 extension 389
Provides a forum for addressing concerns specific to IMGs.

Member Benefits: Karen Mauceri, 516-488-6100 extension 424
Supervises and evaluates existing member benefits programs. Investigates new programs that may be of value and interest to physician members and their families, and recommends them for Council approval.

Young Physicians Section: Sandra Bennett, 516-488-6100 extension 383

Resident and Fellow Section: Sandra Bennett, 516-488-6100 extension 383

Organized Medical Staff Section: Sandra Bennett, 516-488-6100 extension 383

Medical Student Section: Laurie Mayer, 516-488-6100 extension 404

COMMISSION ON COMMUNICATIONS AND PUBLICATIONS
Communications and Publications Advisory: Christina Southard, 516-488-6100 extension 355
Advises on effective uses of MSSNY’s internal and external communications to provide maximum value to members.

IN HOUSE ADMINISTRATIVE
AMA Delegation: Tom Donoghue, 516-488-6100 extension 350
AMA Delegation Operations Committee: Laurie Mayer, 516-488-6100 extension 404

Budget and Finance: Phil Schuh, 516-488-6100 extension 397

House Committee on Bylaws: 1-888-959-0999
Reviews proposed changes to the Society’s Bylaws and makes recommendations on approval or disapproval to the House of Delegates. Members are appointed by the Speaker of the House of Delegates.

Judicial Council: 1-888-959-0999
Functions as an appeals mechanism for members wishing to contest disciplinary actions taken against them by county medical societies. Members are appointed by the President of MSSNY.

Professional Medical Liability Liaison Board

Long Range Planning: Phil Schuh, 516-488-6100 extension 397

Physicians Advisory Council

TRUSTEES COMMITTEES: Phil Schuh, 516-488-6100 extension 397
Audit & Oversight
Compensation
Employee Benefits
Investment
Real Estate
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<td>518-689-0142</td>
<td>518-426-1046</td>
<td><a href="mailto:nyssam@asapnys.org">nyssam@asapnys.org</a></td>
</tr>
<tr>
<td>Allergy and Immunology</td>
<td>Philip Schuh</td>
<td>516-488-6100 x397</td>
<td>516-488-6136</td>
<td><a href="mailto:pschuh@mssny.org">pschuh@mssny.org</a></td>
</tr>
<tr>
<td>Anesthesiologists</td>
<td>Stuart Hayman</td>
<td>212-867-7140</td>
<td>212-867-7153</td>
<td><a href="mailto:Stuart@nyssa-pga.org">Stuart@nyssa-pga.org</a></td>
</tr>
<tr>
<td>American College of Cardiology (NY Chapter)</td>
<td>Mary Leslie</td>
<td>212-686-0228</td>
<td></td>
<td><a href="mailto:mary@ny-acc.org">mary@ny-acc.org</a></td>
</tr>
<tr>
<td>Dermatology &amp; Dermatologic Surgery</td>
<td>Liz Dears Kent, Esq</td>
<td>518-926-0207</td>
<td></td>
<td><a href="mailto:ldears@mssny.org">ldears@mssny.org</a></td>
</tr>
<tr>
<td>American College of Emergency Physicians (NY Chapter)</td>
<td>JoAnne Tarantelli</td>
<td>585-872-2417</td>
<td>585-872-2419</td>
<td><a href="mailto:nyacep@nyacep.org">nyacep@nyacep.org</a></td>
</tr>
<tr>
<td>Academy of Family Physicians</td>
<td>Vito F. Grasso, MPA</td>
<td>518-489-8945</td>
<td>518-489-8961</td>
<td><a href="mailto:vito@nysafp.org">vito@nysafp.org</a></td>
</tr>
<tr>
<td>American College of Physicians (NY Chapter)</td>
<td>Linda Lambert, CAE</td>
<td>518-427-0366</td>
<td>518-427-1991</td>
<td><a href="mailto:llambert@nyacp.org">llambert@nyacp.org</a></td>
</tr>
<tr>
<td>Neurological Society</td>
<td>Laura Ferro</td>
<td>845-372-6375</td>
<td>845-353-2661</td>
<td><a href="mailto:NYSNeurology@gmail.com">NYSNeurology@gmail.com</a></td>
</tr>
<tr>
<td>Neurosurgical Society</td>
<td>Sara Vera</td>
<td>914-715-7398</td>
<td></td>
<td><a href="mailto:sauroravip@aol.com">sauroravip@aol.com</a></td>
</tr>
<tr>
<td>American College of Obstetricians &amp; Gynecologists District II</td>
<td>Donna Montalto</td>
<td>518-436-3461</td>
<td>518-426-4728</td>
<td><a href="mailto:dmontalto@acog.org">dmontalto@acog.org</a></td>
</tr>
<tr>
<td>Occupational Medical Association</td>
<td>Cheryl Malone</td>
<td>212-684-4670 x210</td>
<td>212-684-4741</td>
<td><a href="mailto:cmalone@nymcs.org">cmalone@nymcs.org</a></td>
</tr>
<tr>
<td>Medical Oncologists &amp; Hematologists</td>
<td>Florence Madonia</td>
<td>845-986-3295</td>
<td>845-986-3336</td>
<td><a href="mailto:fmbilling@yahoo.com">fmbilling@yahoo.com</a></td>
</tr>
<tr>
<td>Metabolic &amp; Bariatric Surgery</td>
<td>Ann Jones</td>
<td>518-269-0655</td>
<td></td>
<td><a href="mailto:jonesa@ellismedicine.org">jonesa@ellismedicine.org</a></td>
</tr>
<tr>
<td>Ophthalmological Society</td>
<td>Robin Pellegrino, MPA</td>
<td>518-439-2020</td>
<td>518-439-2040</td>
<td><a href="mailto:nysos2020@aol.com">nysos2020@aol.com</a></td>
</tr>
<tr>
<td>Orthopaedic Surgeons</td>
<td>Babette M. Grey</td>
<td>518-439-0000</td>
<td>518-207-0080</td>
<td><a href="mailto:bgrey@nyssos.org">bgrey@nyssos.org</a></td>
</tr>
<tr>
<td>Otolaryngology – Head &amp; Neck Surgery</td>
<td>Robin Pellegrino, MPA</td>
<td>518-439-2020</td>
<td>518-439-2040</td>
<td><a href="mailto:nysos2020@aol.com">nysos2020@aol.com</a></td>
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<tr>
<td>Pathologists</td>
<td>Barbara Birkeland</td>
<td>203-268-3620</td>
<td>203-268-3620</td>
<td><a href="mailto:blkbirk@att.net">blkbirk@att.net</a></td>
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<tr>
<td>American Academy of Pediatrics – District II</td>
<td>Aldina M. Hovde, MSW</td>
<td>630-532-8434</td>
<td></td>
<td><a href="mailto:ahovde@aap.net">ahovde@aap.net</a></td>
</tr>
<tr>
<td>Physical Medicine &amp; Rehabilitation</td>
<td>Naheed Van de Walle, MD</td>
<td>212-459-2990</td>
<td>212-459-2990</td>
<td><a href="mailto:drvand@aol.com">drvand@aol.com</a></td>
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<tr>
<td>Plastic &amp; Reconstructive Surgery</td>
<td>Victoria Morales</td>
<td>212-620-5653</td>
<td>212-620-5653</td>
<td><a href="mailto:nyrplast@aol.com">nyrplast@aol.com</a></td>
</tr>
<tr>
<td>Plastic Surgeons</td>
<td>Babette M. Grey</td>
<td></td>
<td></td>
<td><a href="mailto:nysps@gmail.com">nysps@gmail.com</a></td>
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<tr>
<td>Psychiatric Association</td>
<td>Seth P. Stein</td>
<td>516-542-0077</td>
<td>516-542-0094</td>
<td>centraloffice@nyspsy</td>
</tr>
<tr>
<td>Medical Society</td>
<td>Contact Name</td>
<td>Phone 1</td>
<td>Phone 2</td>
<td>Email Address</td>
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<tr>
<td>Radiological Society</td>
<td>Richard Schiffer, CPA</td>
<td>516-222-1150</td>
<td>516-222-1204</td>
<td><a href="mailto:nysrad@aol.com">nysrad@aol.com</a></td>
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<tr>
<td>Rheumatology Society</td>
<td>Fran Hamburger, PhD</td>
<td>631-271-4705</td>
<td>631-423-5531</td>
<td><a href="mailto:wellingtonfran@aol.com">wellingtonfran@aol.com</a></td>
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<tr>
<td>American College of Surgeons</td>
<td>Amy Clinton</td>
<td>518-283-1601</td>
<td>518-283-4234</td>
<td><a href="mailto:nycofacs@yahoo.com">nycofacs@yahoo.com</a></td>
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<td>Surgery of the Hand</td>
<td>Scott W. Wolfe, MD</td>
<td></td>
<td></td>
<td><a href="mailto:wolfes@hss.edu">wolfes@hss.edu</a></td>
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<tr>
<td>Thoracic Society</td>
<td>Jennifer Ian</td>
<td>212-315-8697</td>
<td></td>
<td><a href="mailto:jian@thoracic.org">jian@thoracic.org</a></td>
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<tr>
<td>Urological Society</td>
<td>Michelle Smith</td>
<td>716-608-8700</td>
<td>716-608-8725</td>
<td><a href="mailto:msmith@maximweb.com">msmith@maximweb.com</a></td>
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<tr>
<td>Group</td>
<td>MSSNY Dues</td>
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<tr>
<td>Medical Students</td>
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<tr>
<td>One year</td>
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<td>Two years</td>
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<td>Three years</td>
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<td>Four years</td>
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<tr>
<td>Residents/Fellows</td>
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<tr>
<td>First year membership</td>
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<tr>
<td>Subsequent years</td>
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<tr>
<td>Young Physicians pilot</td>
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<tr>
<td>First year</td>
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<tr>
<td>Second year</td>
<td>$230</td>
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<tr>
<td>Third year</td>
<td>$345</td>
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<tr>
<td>Post-Medical Graduate</td>
<td>$46</td>
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<tr>
<td>Affiliates, previous members outside NYS</td>
<td>$230</td>
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<tr>
<td>First or second year in practice</td>
<td>$230</td>
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<tr>
<td>Retired physician with 25 years of membership</td>
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<tr>
<td>Retired physician pilot</td>
<td>$100</td>
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<tr>
<td>Part time practice pilot (fewer than 20 hrs/wk)</td>
<td>$230</td>
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<tr>
<td>Full dues paying member</td>
<td>$460</td>
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</table>
MEDICAL SOCIETY OF THE STATE OF NEW YORK  
Notice of Membership Status Change

| COUNTY SOCIETY: __________________________ | DATE: __________________________ |
| MEMBER NAME: ____________________________ | ID #: __________________________ |

(Please Print)  

ADDRESS: ___________________________________________

| RESIGNATION: (please check at least one) |
| Moved |
| □ Moving out of state. Moving to: _________________________ |
| □ Moving out of county. Moving to: ________________________ |
| Retired |
| □ Member not eligible for life membership |
| Resigned-Other Reason |
| □ (Please Specify) ____________________________ |
| □ Resignation accepted, effective date ____________________ |

| MEMBER DECEASED: |
| □ Date of Death ____________________________ |

| MEMBERSHIP |
| □ Member moving intrastate, membership transferred out of county of |
| TRANSFER: |
| □ Doctor’s dues are paid for the dues year of ________ |
| □ Member moving intrastate, membership transferred into county of |

| STATUS CHANGE |
| □ Change from Full-Time to Part Time ____________________ (Date) |
| □ Change from Full Time to Retired ________________________ (Date) |
| □ Change from Full-Time to Retired Pilot ___________________(Date) |
| □ Change from Employed to Private ________________________ (Date) |

| LIFE MEMBERSHIP: Reason for Applying for Life Membership |
| □ Age ________ (please state present age) |
| □ Complete Withdrawal from Active Practice of Medicine |
| □ Permanent Disability |

| REMISSION OF DUES: Reason for Applying for Remission of Dues |
| □ Illness |
| □ Financial Hardship |
| □ Temporary Military or US Public Health Service |
| Remission Requested for Dues Year: __________ |

County Medical Society Executive Director