

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 383, sbennett@mssny.org. A list of other MSSNY staff and their areas of expertise can be found in the Appendix.

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

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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 Troy Oechsner at 1-800-523-4405 extension 397 (Westbury) or 338 (Albany), oechsner@mssny.org. For assistance with member recruitment or retention campaigns, call Sandra Bennett at extension 383 or sbennett@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 email 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 emails and/or fax numbers for any of your members or nonmembers. We can also assist in contacting your members.

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. If you do have a copy you are asked to share it with MSSNY to file as backup in case of future need. County society bylaws may not conflict with those of MSSNY, so any amendments to county bylaws need to be approved by the MSSNY Council. 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, and to include your meetings on the County Event Calendar on the MSSNY website. Send event information to ssachs@mssny.org.

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 Workers' Compensation Committee on rating determinations.

Treasurer

Please note: MSSNY can bill and collect dues for county societies (see page 30).

- 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 page 41 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, Public Health, Public Relations, Government Affairs, Workers' Compensation.

(Some counties have had peer review committees to review complaints regarding alleged professional misconduct or physician fees. Our General Counsel advises that these are not recommended, especially regarding physician fees, because if not done correctly, it could be an antitrust violation. Over the years, fewer and fewer county societies have engaged in either type of peer review.)

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 15).

Both 501(c)(6) and 501(c)(3) are tax exempt from federal income taxes. The advantage of 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. MSSNY includes the following statement on its bills:

NON-DEDUCTIBILITY: The portion of dues paid to MSSNY for the year 2021 that cannot be deducted as a business expense for federal income tax purposes is 30%. If you are including a MSSNYPAC contribution with your dues, please keep in mind that no portion of the MSSNYPAC contribution can be deducted as a business expense for federal income tax purposes.

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 their tax exempt status.**

If you are unsure of your county's status, you can look it up on the [Tax Exempt Organization Search](https://apps.irs.gov/app/eos/) at <https://apps.irs.gov/app/eos/>.

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 they live or practice.

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. When necessary, the Council holds virtual meetings (e.g. via Zoom). 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, mostly by webinar and phone, 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. Young physicians and residents/fellows can make a request through their section staff krohrer@mssny.org.

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 either (1) the number of members it represents or (2) 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 lmayer@mssny.org. The county society is also entitled to elect an equivalent number of alternate delegates.

Entitlement based on membership is as follows:

<u>Number of County Members</u>	<u>Number of entitled delegates</u>
1 – 99	1
100 – 199	2
200 – 349	3
350 – 499	4
500 – 749	5
750 – 999	6
1,000	7
1,000+	1 additional delegate for each 300 members over 1,000

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

(In special circumstances, such as the 2020 COVID period, different procedures may have to be followed, specifically online comments on resolutions, online reference committee meetings, etc.)

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 43.

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.

American Institute of Parliamentarians Standard Code of Parliamentary Procedure is used by the speaker while conducting the meeting.

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 Physician Payment and Practice
- Commission on Public Health

- Commission on Education
- Commission on Membership
- Commission on Communications and Publications

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 (krohrer@mssny.org) to express their interest in a committee appointment.

For a list and brief description of MSSNY committees, see page 46.

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 Vice President. 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. This stipend is subject to annual approval.

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 currently reimbursed at the rate of \$.56 per mile (2021 rate as of writing). For current mileage rates for personal automobiles, call John Vecchio at extension 327.

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 (800-523-4405 extension 340)

- Distributes *the Daily*, a digest of important healthcare news, delivered to your inbox every weekday morning.
- Publishes *MSSNYeNews*, twice weekly email bulletin that reports the most current news affecting member physicians.
- Distributes *Capital Update* via email.
- Maintains MSSNY website, www.mssny.org.
- Disseminates urgent bulletins through social media.
- Disseminates fax bulletins on a local county basis to promote local events.

Executive Vice-President's Office (800-523-4405 extension 322)

- 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.
- Handles arrangement of all MSSNY committees.

General Counsel (Garfunkel Wild): 516-393-2230

- Contract review and negotiation
- Employment issues
- Wills and real estate agreements
- Shareholder and operating agreements
- Managed care/third-party payor participation agreements, billing and other vendor agreements
- Develop, implement and supervise corporate compliance programs

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 on 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.
- 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.

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
- Processes resolutions going to the MSSNY House of Delegates.

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.
- Staffs various committees: General Membership, Women Physicians, International Medical Graduates & Ethnic Medical Societies, Long Range Planning, House Committee on Bylaws
- 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.
- Identifies benefits programs and services that will be of value to members throughout their career cycles.

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, programs and public health initiatives. Educational programs consist of live and on-line seminar formats.
- Responsible for online programs at www.mssny.org.

Physician Payment and Practice (518-465-8085 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 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.

The Physician Advocacy Liaison (PAL) Network is a powerful grassroots infrastructure to increase physician contact with local legislators and to better ensure the enactment of favorable legislation and the defeat of

proposals that would adversely impact the care physicians provide to patients.

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 an assortment of payers.

MEMBERSHIP ADMINISTRATION

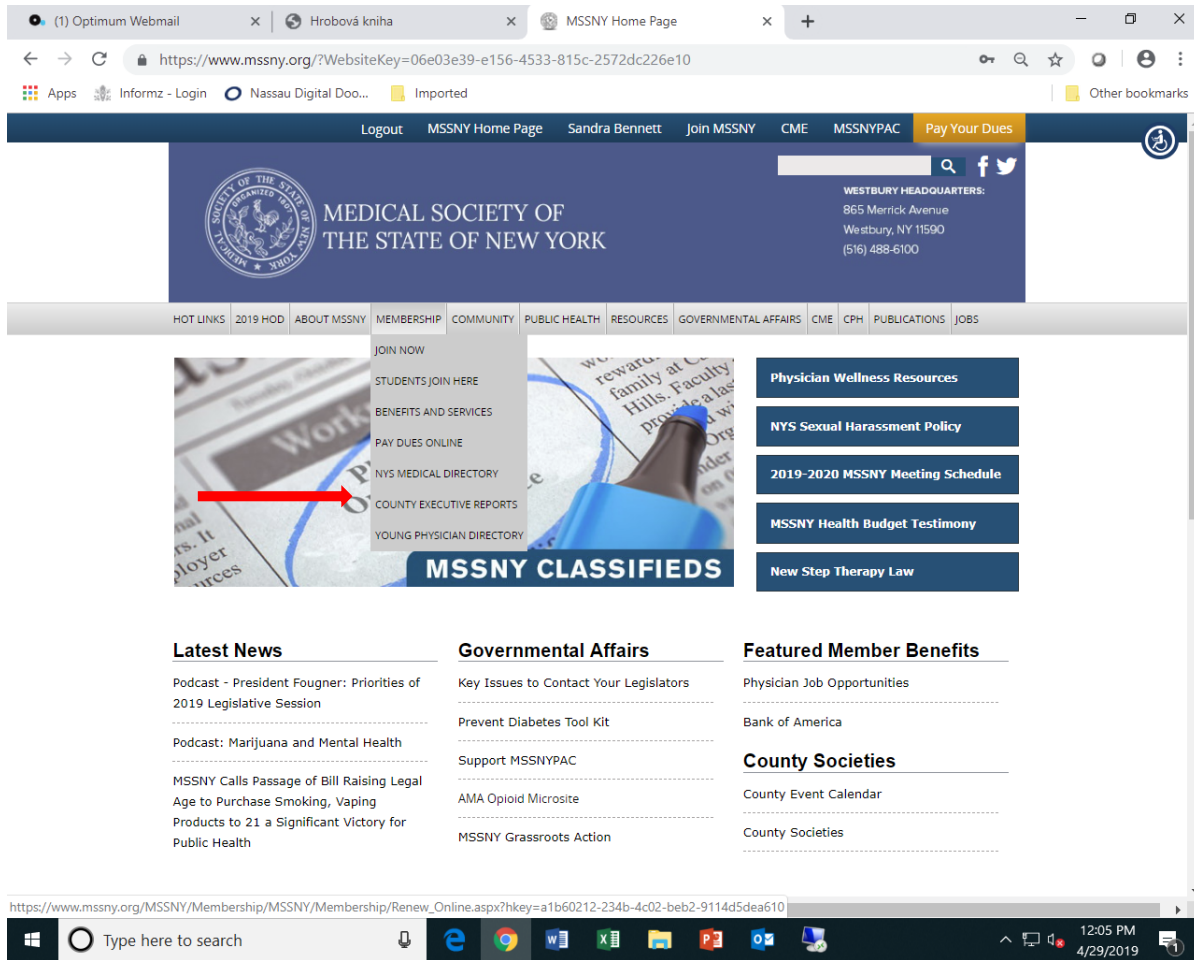
This section attempts to clarify the administrative methods and procedures by which the Medical Society of the State of New York processes membership records. We hope it will assist you in electing new members, submitting dues and applications, and handling administrative matters. **Our goal is to ensure 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

If counties wish to do local mailings, MSSNY's Information Services Division (extension 367) 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 IS Division at 1-800-523-4405, extension 367), then click on Membership in the grey bar, then County Executive Reports (as below).



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 and west of District 9 (Sullivan, Columbia, Ulster and north). You can reach Brenda at 315-534-0693.

Dues Increases

Recruitment may start 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 virtual events, 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.

As of the 2019 dues year, student membership is free for all four years.

Most students 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 cutoff 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 cutoff 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.

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.

MSSNY Medical Student Section social media accounts:

Instagram https://www.instagram.com/mssnygram_medstudentsection/

Twitter <https://twitter.com/mssnymedstudent>

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 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 processes the credit card payment or cashes the check 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 application form is complete and the appropriate dues payment has been received, MSSNY immediately processes applicants as **paid provisional members**. This prompts production of an email 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 welcome email is sent within two business days after an application has been received. The message 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. Attached with the email is a quick guide to member benefits and information on whom to contact at MSSNY on various matters.

Please be sure to notify MSSNY of new member elections. Without an election date, physicians cannot be counted as county society or MSSNY members, and membership guides 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 guide, and will not be billed for the following year.

Physician Credentialing on the Web

The *New York State Physician Profile* website is located at <https://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

(In special circumstances, such as the 2020 COVID period, different payment provisions may be arranged.)

By Credit Card

Many counties are able to accept payment by credit card. For those that 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 May, June and July.

Members choose which items on their bill they want to include, in addition to the mandatory 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.

Auto Renewal of Full Payment

Members may pay their dues in full and selected voluntary payments with an auto renewal option. MSSNY will alert those who select auto renewal each year with the opportunity to opt out or change credit card information or voluntary payments.

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.

Should an applicant ultimately not be elected by the county medical society, a full dues refund will be made.

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 20). 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 that are unnecessary and that, as such, may pose 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 they practice or reside. Membership is on a calendar year, January 1 through December 31.

Membership Categories

1. Physician
 - Individual 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 in practice after completion of residency/fellowship training.
 - Also open to physicians transitioning from an employed position to private practice, where county societies participate.
 - MSSNY 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 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. PLEASE KEEP US UP-TO-DATE ON YOUR RESIDENTS' STATUS!**

5. MSSNY/MLMIC Resident/Fellow

- Sponsored by the MLMIC Insurance Company.
- 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 July 1 of the year preceding the membership year.
- Applications must be received at MSSNY by March 31 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.
- Membership in MSSNY and the county society is FREE. When a student completes a MSSNY application at www.mssny.org/mssmembership, they will receive a link to opt to join the AMA. AMA dues are \$20 for one year; \$38 for two; \$54 for three; and \$68 for four.

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 the following: 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 Option B for retired physicians (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. The net discount blends the discounts computed for members of the group to provide a final discount rate for the group as a whole. (For example, the net discount for a group of 10 would be 2%; for a group of 25 it would be 15%; for a group of 50 it would be 23%, and for 100 physicians, it would be 36.5%.)

Group Members		Dues Rate
First 9 members		100%
Members 10-19		80%
Members 20-49		70%
Members 50 and above		50%

- 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. Institutional Membership

- Discounted dues with 100% membership (single payment for all).
- 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.
- Unless special approval is given, the arrangement cannot result in a loss of dues income to either the county or the state.
- 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.

14. 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 through the county society. Forms are available from Information Services (extension 363). 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 2018 MSSNY House of Delegates approved a pilot project to charge Life Members a recommended voluntary administrative fee of \$100 a year to be divided equally between MSSNY and the county medical society. MSSNY initiated this pilot statewide in January 2019.

15. 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.

(County Society Affiliate Membership – (although the same term, **this is a different category than “MSSNY Affiliate” above**).

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.)**

16. Practice Administrator/Group Manager Membership

- Group manager or practice administrator qualifies for free Affiliated Interest Group (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.

17. Affiliated Interest Group (AIG) Membership for non-physicians (specifically podiatrists) who receive member benefits through institutional membership agreements.

18. 2019 Pilot for Reduced Introductory Rate for New Members and Formers who left more than two years ago

- Available 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

19. The Mega Group

As a means to address and halt the decline in membership, as well as to change our demographics by bringing in younger members, MSSNY Council approved onboarding a group of 5,500 physicians affiliated with a large health system at greatly reduced rates, with a 100% participation guarantee for 3 years. The only departure from the guidelines established in 2011 is that the new proposal’s pricing would dip below current individual dues revenue. However, it is anticipated that this would only be in the first years of this agreement. Our 20-

year membership trends suggest 7% attrition each year. As the medical staff societies grow each year and MSSNY membership decreases, it is projected that, going forward, the proposed agreement would no longer deviate financially from the model we have been using for other institutions.

The agreement in place is with the medical staff societies of seven hospitals within a larger system, and not with the hospitals or the system itself. It was advanced by individuals elected to leadership roles in both the medical staff societies and organized medicine.

In addition to the increase in membership, the following benefits are expected:

- Increase in political muscle: Deals of this sort will bring new clout to MSSNY in Albany. If we show successes, this may allow us to bring in more members throughout the state.
- Leadership: We need to find physicians in their 30s and 40s to be involved, learn the ropes and prepare for roles in leadership. Tomorrow's leaders must be cultivated today.
- Financial: As this project is multiyear, it allows for financial planning and stabilization of our membership. There are also ample opportunities to find non-dues revenue from these arrangements, e.g. the larger number of physicians and the younger demographic makes us more attractive to advertisers.
- A larger, more effective MSSNYPAC.
- Other institutions will take notice of this arrangement. This could be the way to open or complete negotiations with other very large groups. There is no obligation to provide similar specifics for the next deal; in breaking new ground this is viewed as a loss leader.

One question that has been raised since group membership was started is the fairness of having different physicians paying different rates. It is not uncommon in any area of business that larger buyer power often results in lower prices. The individual physician member has been the cornerstone of organized medicine and will continue to be so. The question needs to be reframed as to how we as an organization can best serve our individual members. A small state medical society with little influence or stature certainly does not further our members' interests.

Sponsorship Agreements

There are groups that cannot or will not commit to 100% participation. However, they wish to work with MSSNY and the county medical societies, and we need to consider an approach for them. The Sponsorship Agreement model was developed to provide a means for physician organizations to engage as valued partners with the Medical Society of the State of New York and with county medical societies, when full membership by all of their physicians, as required under current agreements, is not feasible. Four levels were proposed, with different charges: Bronze, Silver, Gold and Platinum. On January 24, 2019, the MSSNY Council approved the concept; details have not been worked out as of this writing.

New Member Guide and Membership Certificate

MSSNY sends new member guides and certificates on an ongoing basis to newly 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.

Current members can request a membership certificate from mharilall@mssny.org or 516-488-6100 extension 336.

Dues Collection (Current Members)

General Information

- MSSNY mails first dues notices in August. (In special circumstances, such as the 2020 COVID period, different timelines may occur.)
- If a member sends payment directly to MSSNY, we will forward the local portions of the payment to the county medical society. We do not pay commissions on dues we collect.

The Dues Bill

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 Finance, extension 327.

Voluntary Contributions (Since the 2014 dues year, the AMA has billed directly for its dues; AMA dues do not 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's.

Alliance – Dues vary by county, where applicable.

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

Physicians' Home – \$10

A fund 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. (As of date of writing, MSSNY handles the billing and collection for 41 counties.)

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

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 July 15 for the following year's dues billing.

MSSNY Commissions to County Medical Societies

(Example refers to 2020 dues) MSSNY dues received at MSSNY between August 1, 2019 and January 3, 2020: .0075% (3/4 of one percent). For updated number, contact Fran Nunez at extension 367.)

In order to participate, counties that handle their own billing invoices must provide MSSNY with a complete copy of the membership roster covering county members that have been billed during each billing cycle. Also provide to MSSNY a copy of the invoice and all inserts sent to your members as part of your dues billing for each billing cycle.

Billing

(In special circumstances, such as the 2020 COVID period, different timelines may occur.) MSSNY's regular billing cycle consists of five annual mailings, in August, September, November, 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, with an additional "final" in June. 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 367.

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 23). 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.
- Reduced Introductory Rate members are on a three-year schedule (see page 27). Each year they are advanced to the next appropriate level and, after year 3, 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, they 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 367) 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 they are 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, they 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, as follows:

A – County to which member currently belongs

B – County to which member wishes to transfer

Dues Year	Request for transfer	A's Dues	B's Dues	A Keeps	A Transfers to B
2022	10/1/21-12/31/21	300	400	0 (0%)	300 (100%)
	1/1/22-3/31/22	300	400	75 (25%)	225 (75%)
	4/1/22-6/30/22	300	400	150 (50%)	150 (50%)
	7/1/22-9/30/22	300	400	225 (75%)	75 (25%)
	10/1/22-12/31/22	300	400	300 (100%)	0 (0%)

Averaging Dues Because the New County's Dues are Lower:

Dues Year	Request for transfer	A's Dues	B's Dues	A Keeps	A Transfers to B
2022	10/1/21-12/31/21	400	300	0 (0%)	350 (100%)
	1/1/22-3/31/22	400	300	87.50(25%)	262.50 (75%)
	4/1/22-6/30/22	400	300	175 (50%)	175 (50%)
	7/1/22-9/30/22	400	300	262.50 (75%)	87.50 (25%)
	10/1/22-12/31/22	400	300	350 (100%)	0 (0%)

Membership Calendar

MSSNY's membership year runs from January through December, but membership processing normally follows a September through August schedule. (In special circumstances, such as the 2020 COVID period, different timelines may occur.)

August

- On August 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.

September

- Second billing sent to unpaid members.

November

- Third billing sent to unpaid members.

December

- Fourth billing sent to unpaid members.

January

- Fifth billing sent to unpaid members.
- Dropped members from previous year are contacted.
- January 3, 2021 is the deadline for counties to receive .0075% commission on MSSNY dues for the 2021 billing year.

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 31 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.
- FAXes sent to office managers of unpaid members.
- 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.
- Email regarding MLMIC resident membership sent to graduating Medical Student Members

June

- Final notice sent to unpaid members, offering three-month installment option (June, July, August).
- Reminders of unpaid status included in eNews as applicable.
- 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

- 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.**
- 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 arsenian@mssny.org, fax (516-282-7099) 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.
- All dues for the current membership year are due by July 31.
- Information Services closes out current membership year.
- All provisional members should be accounted for.

MEMBER BENEFITS

The following is a comprehensive list of member goods and services provided by MSSNY as of October 2021.

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/Grassroots Action Center](#). 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.

Physician Advocacy Liaison (PAL) Network is a powerful grassroots infrastructure to increase physician contact with local legislators and to better ensure the enactment of favorable legislation and the defeat of proposals that will adversely impact the care provided to patients.

LEGAL SERVICES

Garfunkel Wild, P.C.

516-393-2218

MSSNY's health care counsel offers

- Contract review and negotiation
- Help with employment issues
- Wills and real estate agreements
- Shareholder and operating agreements
- Managed care/third-party payor participation agreements, billing and other vendor agreements
- Development, implementation and supervision of corporate compliance programs

INSURANCE PAYMENT ISSUES: MSSNY Physician Payment and Practice

518-465-8085 extension 332

Experienced staff investigate complaints and help achieve equitable settlements for members with any health insurance program or plan (Medicare, Medicaid, Workers Comp, No Fault Auto, Managed Care, or traditional indemnity claims).

Questions on Specific Managed Care Contracts

Physician Payment and Practice, 800-523-4405 or 516-488-6100 extension 332

NEWS SERVICES

MSSNY Division of Communications

800-523-4405 / 516-488-6100 extension 340

The Daily, an electronic digest of clinical and other health-related news items with links to full articles in major news publications.

MSSNYeNews, delivered bi-weekly to your e-mail address, provides updates on issues affecting physicians in the healthcare, legislative and government arenas.

MSSNY offers **podcasts** on a variety of timely and relevant clinical and legislative topics. Go to <https://www.buzzsprout.com/51522>.

CONTINUING MEDICAL EDUCATION

Live and online CME courses:

Go to www.mssny.org and click CME or contact
MSSNY Division of Public Health
518-465-8085 extension 311

Morning, Evening and Lunch Hour Webinars – Offered periodically, cover clinical and advocacy topics.

Contact: Division of Governmental Affairs, 518-465-8085 extension 311

MEDICAL LIABILITY INSURANCE: MLMIC 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 peer review process regarding loss experience rather than automatically surcharging a policy. MLMIC never automatically surcharges a policy on the basis of claims history without first submitting it for peer review by our Underwriting Committee. The success and strength of our peer review system makes MLMIC the only New York licensed medical liability insurer not required to use the NYS mandated automatic surcharge schedule.

PRACTICE ASSISTANCE

Telemedicine

Add value to your practice, give your patients the care they deserve, and maximize billing through CareClix, MSSNY's virtual hospital and referral network.

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.

Mailing List / Label Service

MSSNY Division of Information Services
800-523-4405 x 361 / 516-488-6100 x 396

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.

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.

New York Rx Card: prescription savings for your patients

Magazines Subscription Services

800-289-6247

Discounted magazines for office, personal use

Scrubs Clearance Store

Large variety of brands at huge savings

Graphic design serving the medical community info@game6media.com

FINANCIAL BENEFITS

Altfest Wealth Management provides personalized financial guidance for physicians and their families: investments, creditor and asset protection, tax planning and student debt management.

SoFi student loan refinancing lets you consolidate your loans at a much lower interest rate than banks offer.

INSURANCE

Charles J. Sellers & Co., Inc., serving physician members of medical societies for over 75 years. Special discounts and benefits for MSSNY members and assistance with your personal and business insurance needs. Disability income and overhead insurance that protect you in your occupation, Life insurance, Long Term Care, Business Owners, Workers Compensation, NYS Disability/Paid Family Leave, Cyber, and more for your business, Personal Lines – Home, Auto, Umbrella.

PERSONAL BENEFITS

Local Discounts through Abenity

Movies, restaurants, office products, car maintenance, variety stores, theme parks and more.

LA Fitness exclusive discount for you and your family! Signature Membership \$49.99 per month with \$0 initiation fee. Typical amenities include: state-of-the-art equipment, free weights, basketball, racquetball, group fitness, yoga, indoor cycling classes, swimming pool, sauna, personal training, babysitting.

Brooks Brothers: Clothing discount.

Worldwide **travel** discount service

PremierGem offers MSSNY members a different and better way to save on quality diamond jewelry.

Career Connections: seek new opportunities and post new jobs for New York medical professionals jobs.mssny.org

MSSNY Staff

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.

AREA	NAME	TELEPHONE
Executive Vice President	Troy Oechsner	397
Committee for Physician Health	Terrance Bedient	222
Communications	Julie Vecchione	340
Continuing Medical Education	Miriam Hardin	317
General Counsel	Garfunkel Wild	516-393-2218
Governmental Affairs	Moe Auster, Esq	319
Information Services	Frances Nunez	367
<i>Medical Directory</i>	Frances Nunez	367
MESF	Tom Donoghue	350
Medical Student Section	Michael Reyes	368
Meeting Services	Laurel Mayer	404
Member Benefits	Valerie Cammiso	389
Membership Services	Sandra Bennett	383
MSSNY Alliance	Kathleen Rohrer	396
MSSNYPAC	Jennifer Wilks	314
Organized Medical Staff Section	Kathleen Rohrer	396
Outreach Rep (Upstate)	Brenda Van Nest	401
Public Health	Patricia Clancy	311
Resident and Fellow Section	Kathleen Rohrer	396
Physician Payment and Practice	Heather Lopez	332
Young Physicians Section	Kathleen Rohrer	396

MSSNY FAX Numbers

DIVISION	FAX
Communications	516-282-7092
Executive Vice President / Finance	516-281-3096
Information Services	516-282-7105
Meetings	516-282-0666
Membership	516-282-7099

Physician Payment and Practice	516-282-7093
Brenda Van Nest	315-468-1483
MSSNY Westbury	516-282-7098
MSSNY Albany	518-465-0976
CPH Albany	518-436-7943

2021-2022
MSSNY Officers

TITLE	NAME	E-MAIL
PRESIDENT	Joseph R. Sellers, MD	joseph.sellers@bassett.org
PRES-ELECT	Parag H. Mehta, MD	drparagmehta@gmail.com
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PAST PRES	Bonnie L. Litvack, MD	blitvack@earthlink.net
SECRETARY	Frank G. Dowling, MD	Dowling7@msn.com
ASS'T SEC'Y	Joshua M. Cohen, MD	joshcohenmd@gmail.com
TREASURER	Mark J. Adams, MD, MBA, FACR	mark_adams@urmc.rochester. edu
ASS'T TREAS	Howard H. Huang, MD	geses@yahoo.com
SPEAKER	William R. Latreille, Jr, MD	drwrlhunt@hotmail.com
VICE SPEAKER	Maria A. Basile, MD	Clinical.integration@gmail.com

MSSNY Councilors

NAME	DISTRICT BRANCH (County) / SECTION	E-MAIL
Leanna Knight	Students	Leanna_knight@urmc.rochester.edu
Luis Enrique Seija, Jr., MD	Resident/Fellow	leseija@gmail.com
Jocelyn C. Young, DO	Young Physicians	jocelyncyoung@gmail.com
Stephen Coccaro, MD	Organized Medical Staff Section	scoccaromd@spspc.org
David Jakubowicz, MD	1 (New York, Bronx)	jakubd01@me.com
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Barry Rabin, MD	5	brabin@aol.com
Celeste A. Johns, MD	6	Celeste.johns@bassett.org
Janine Fogarty, MD	7	janine.l.fogarty@gmail.com
Mark Jajkowski, MD	8	mjajkow@chsbuffalo.org
Thomas T. Lee, MD	9	thomastleemd@aol.com

MSSNY Trustees

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Charles Rothberg, MD	crothberg@crothbergmd.com

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

<p>MEDICAL SOCIETY OF THE STATE OF NEW YORK</p> <p>Resolution: 2019-XX (number will be assigned by staff)</p>	
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)
<hr/> <p>Whereas, The use of parliamentary procedure accomplishes the business of organizations in the most efficient manner; and</p> <p>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</p> <p>RESOLVED, That the use of formal resolutions be continued in order to accomplish the business of the organization; and be it further</p> <p>RESOLVED, That these resolutions will be well written, concise, and properly structured.</p>	

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

Morris Auster, Esq., Senior Vice President for Legislative & Regulatory Affairs & Chief Legal Counsel, mauster@mssny.org

COLLECTIVE NEGOTIATION & INTEGRATION AD HOC WORKGROUP

Reviews models of physician practice that currently enable physicians to negotiate collectively, such as through financial or clinical integration, as well as develops models for physicians to negotiate collectively should legislation be enacted into law permitting such joint negotiations.

EMPLOYED PHYSICIANS

A forum for discussing issues of concern to employed physicians and identifying ways to solve common problems.

FEDERAL CANDIDATE EVALUATION

Makes recommendations regarding potential Congressional candidate endorsements by MSSNYPAC.

HEALTH INFORMATION TECHNOLOGY (HIT)

Guides physicians in the selection, adoption and use of electronic medical record technology, including assessing and recommending changes to governmental policies that impact upon the use of EHR technology.

LEGISLATIVE AND PHYSICIAN ADVOCACY

Sets priorities among the many advocacy goals of MSSNY, including development of the MSSNY Legislative Program. Committee members serve as a resource for all physicians across the state regarding legislation under consideration in Albany and Washington, including facilitating physician grassroots involvement both at home in our capitols.

LONG TERM CARE SUBCOMMITTEE

A subcommittee of the Quality Improvement and Patient Safety Committee. Looks at issues affecting nursing home and long term care facility issues and how to improve existing conditions affecting patients and physicians/directors of those facilities. Works closely with the Home Care Association to improve transition from hospital to home care where possible

MSSNYPAC OFFICERS & EXECUTIVE COMMITTEE

MSSNYPAC supports the election of candidates to New York State government who support the principles of the medical profession and the interests of those it serves. Officers govern the body of members, and an Executive Committee consisting of these officers and representatives from various MSSNY member sections make policy and strategic decisions. President's Circle level members provide guidance to the Executive Committee.

SCOPE OF PRACTICE TASK FORCE

Coordinates with specialty societies to facilitate advocacy regarding the numerous pieces of legislation that would endanger patients through inappropriate proposed expansions in scope of practice for various non-physician practitioners. The Task Force will work with MSSNY's Legislative & Physician Advocacy Committee and MSSNY staff on allocating efforts to assist specialties in advocating for or against these issues, including where appropriate, developing suggestions for joint public relations activities including social media.

STATE CANDIDATE EVALUATION

Makes recommendations regarding potential State Legislative candidate endorsements by MSSNY PAC.

TELEMEDICINE WORK GROUP

Appointed to explore best ways for MSSNY to help members interested in providing or obtaining care for patients remotely.

DIVISION OF SCIENCE AND PUBLIC HEALTH

Patricia Clancy, Sr. Vice President for Public Health & Education & Managing Director, pclancy@mssny.org

ADDICTION AND PSYCHIATRIC MEDICINE

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 educational material. Advises individual physicians and organizations.

BIO ETHICS

Serves primarily in an educative and consultative role regarding bioethical concerns and issues, and recommends MSSNY policy.

COMMITTEE ON HEALTH EQUITY

Mission is to eliminate healthcare disparities by obtaining evidence on racial and ethnic health care disparities, identifying causes, and proposing effective strategies. Provides 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 AND DISASTER/TERRORISM RESPONSE

Assists MSSNY in responding to NYS public health emergencies. Provides educational programming for physicians and public health officials.

HEART, LUNG, CANCER

Examines diseases related to heart and pulmonary systems, and 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

Examines and discusses all aspects of infectious diseases including HIV, hepatitis, and STDs. Develops policy on immunizations and other harm reduction efforts. Educates physicians, conducts relevant programs, develops recommendations, and provides expertise when MSSNY interacts with state agencies and elected officials.

MEDICAL EDUCATION COMMITTEE

Consists of medical schools deans, physicians in private practice, students and residents. Focuses on issues related to medical education, both osteopathic and allopathic; general medical issues; physician workforce; and others that affect medical education and medicine in general.

PHYSICIAN WELLNESS & RESILIENCE COMMITTEE

Stress is a serious problem with serious consequences faced by many physicians throughout their professional careers. It is a critical challenge for the medical profession and the overall healthcare system. This committee provides a resource, and addresses ways to help colleagues understand the issues and develop skills to manage their own stress.

PREVENTIVE MEDICINE AND FAMILY HEALTH

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.

QUALITY IMPROVEMENT AND PATIENT SAFETY

Committed to the improvement of patient care and enhanced outcomes. Looks at topics related to physicians and other health care professional to ensure effective strategies to improve health outcomes while enhancing overall quality.

CONTINUING MEDICAL EDUCATION

Miriam Hardin, Manager, mhardin@mssny.org

COMMITTEE ON CONTINUING MEDICAL EDUCATION

MSSNY is recognized as an interstate accreditor by the Accreditation Council of Continuing Medical Education (ACCME), and is also an ACCME-accredited CME provider. The Committee on CME oversees the Subcommittee on Educational Programs (which fulfills MSSNY's role as Accredited Provider) and the Subcommittee on Surveys (which fulfills MSSNY's role as Recognized Accreditor)

SUBCOMMITTEE ON ACCREDITATION APPEALS

Reviews appeals of institutions or organizations denied accreditation by the Committee on CME.

SUBCOMMITTEE ON EDUCATIONAL PROGRAMS

Reviews, approves, and evaluates all CME activities accredited by the Society, and assists non-accredited physician organizations seeking joint providership for their CME activities. Members of the subcommittees must be members of the full CME Committee.

SUBCOMMITTEE ON SURVEYS

Reviews applications, surveys CME providers, and makes recommendations on accrediting and reaccrediting CME providers and accepting progress reports. The full CME Committee ratifies its decisions.

DIVISION OF PHYSICIAN PAYMENT AND PRACTICE

Heather Lopez, Director, hlopez@mssny.org

COMMITTEE ON HEALTH INSURANCE:

Maintains an effective liaison with health plans and their oversight organizations (i.e. the NYS DOH, DFS, and CMS). Explores ways to improve the patient-physician relationship based on the interactivity between patients and their health plans. Deals with issues related to all different insurers and addresses aspects of these programs that impact both the medical community and program recipients.

COMMITTEE ON WORKERS' COMPENSATION AND NO-FAULT INSURANCE

Addresses relevant aspects of the State Workers' Compensation program, including schedule of medical payments, performance of carriers, the arbitration process, and related legislation. Identify and recommend solutions to prevent or reduce accidental injuries which occur in transportation, recreation, work or the home. Considers issues relating to physical medicine and rehabilitation, the injured and disabled, and allied health professionals involved in rehabilitation. Interacts with the NYS Insurance Department concerning issues pertaining to No-Fault Auto.

DIVISION OF MEMBERSHIP

Sandra Bennett, Assistant Vice President, sbennett@mssny.org

GENERAL MEMBERSHIP

Proposes and reviews efforts to recruit, retain and recapture members.

IMG/Ethnic Medical Associations

Provides a forum for addressing concerns of physicians who attended medical school abroad.

LONG-RANGE PLANNING

Looks at all aspects of MSSNY and the county societies, with the goal of positioning the societies to attain growth in membership, efficiency in operations, cost savings, and greater relevance to the physician population.

WOMEN PHYSICIANS COMMITTEE

Addresses women physicians' issues and concerns, including women's health issues, work/life balance, pay disparities, sexual harassment, representation in leadership roles, and family-friendly employment policies.

Valerie Cammiso, Vice President, vcammiso@mssny.org

MEMBER BENEFITS

Supervises and evaluates existing membership benefits programs. Investigates new programs that may be of value and interest to physician members and their families, and recommends high-quality offerings for Council approval.

COMMITTEE FOR PHYSICIAN HEALTH

Terrance Bedient, Vice President, terry@cphny.org

CPH ADVISORY COMMITTEE

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.

County Medical Society Contacts

COUNTY	EXEC or PRES	TELEPHONE	FAX	EMAIL
Albany	Jonathan Dougherty	518-439-0626	518-982-1382	doughj@albmed.org
Allegany	TBD			
Bronx	Ronald Blount	347-933-0434	718-744-9014	Bronxphysicians@gmail.com
Broome	Shirley Cosgriff	607-772-8493	607-772-3307	slcosgriff@medsocieties.org
Cattaraugus	Annette Rickey	716-375-6170	716-375-6387	arickey@ogh.org
Cayuga	Kathleen Dyman	315-735-2204	315-735-1608	kdyman@medsocieties.com
Chautauqua	Aimana ElBahtity	716 852-1810	716-852-2930	elbahtitya@wnydocs.org
Chemung	TBD			
Chenango	Kathleen Dyman	315-735-2204	315-735-1608	kdyman@medsocieties.com
Clinton	Joseph Arguelles, MD	518-562-7544		jhamd@me.com
Columbia	Henry Clinton, Jr, MD	518-828-2565	518-828-4055	elclint@outlook.com
Cortland	Susan McCall	607-756-3522	607-756-3287	smccall@cortlandregional.org
Delaware	Shirley Cosgriff	607-772-8493	607-772-3307	slcosgriff@medsocieties.org
Dutchess	Brenda Lynch	845-452-2140	888-578-2211	blynch@dcms.org
Erie	Aimana ElBahtity	716 852-1810	716-852-2930	elbahtitya@wnydocs.org
Essex	Jeanne Hummel	518-873-3113	518-873-6578	jhummel@ech.org
Franklin	Myrna Sanchez, MD	518-481-2801	518-481-2838	msanchez@alicehyde.com
Fulton	TBD			
Genesee	Aimana ElBahtity	716 852-1810	716-852-2930	elbahtitya@wnydocs.org
Greene	Catalina Alegre, MD	518-943-2557	518-943-2739	cati2177@gmail.com
Herkimer	Kathleen Dyman	315-735-2204	315-735-1608	kdyman@medsocieties.com
Jefferson	Lorraine Clement	315-788-1879	315-788-6323	lclement@thejpo.com
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Urological Society	Michelle Smith	716-844-5652	716-844-5750	msmith@maximweb.com

10/21

MSSNY Dues 2021

Group	MSSNY Dues
Medical Students	FREE
Residents/Fellows	
First year membership	FREE
Subsequent years	\$25
Young Physicians pilot	
First year	\$100
Second year	\$230
Third year	\$345
Post-Medical Graduate	\$ 46
Affiliates, previous members outside NYS	\$230
First or second year in practice	\$230
Retired physician with 25 years of membership	\$230
Retired physician pilot	\$100
Part time practice pilot (fewer than 20 hrs/wk)	\$230
Full dues paying member	\$460
New members and formers who left more than two years ago, in participating counties	
Year 1	Max \$200
Year 2	50% regular dues
Year 3	75% regular dues

MEDICAL SOCIETY OF THE STATE OF NEW YORK
Notice of Membership Status Change

COUNTY SOCIETY: _____ DATE: _____
MEMBER NAME: _____ ID # _____ (if known)
(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