



## ***WSSMA 58<sup>th</sup> Annual Conference***

***PNW Medical Assistants Stronger Together***

***Friday, May 2 – Saturday, May 3, 2025***

***Hosted by the***

***Washington State Society of Medical Assistants***

### ***Registration Packet***

You are invited to attend the 2025 WSSMA Annual Conference at the Embassy Suites by Hilton in Lynnwood Washington. We welcome medical assistants and other medical professionals from the Pacific Northwest and beyond, whether you are active in the field, retired, an educator or a student. An excellent educational program and networking experience has been developed for all attendees.

Enclosed is hotel information including a link to make room reservations, conference registration information, and the conference registration form. **Please take note of the specific cutoff dates for both hotel room reservations and conference registration.**

If you still have questions after going through the packet, you may email either of the conference co-chairs listed below. Be sure to put "WSSMA 2025 Conference" in the subject line; you will receive a response as soon as possible. Thank you.

Francie Mooney, CMA (AAMA) [fmooney2008@comcast.net](mailto:fmooney2008@comcast.net)  
Brandy Rohaly, CMA (AAMA) [tippie019@comcast.net](mailto:tippie019@comcast.net)

# HOTEL INFORMATION

Embassy Suites by Hilton  
20610 44<sup>th</sup> Avenue West, Lynnwood, WA 98036

The room block has been set up and confirmed. Guests can begin making their reservations using the link below:

<https://www.hilton.com/en/attend-my-event/sealwes-xma-f70f4e0c-c268-45a6-89ff-2279d235f59c/>

Please copy and paste the link into your browser for best results.

Guests can also call in their reservations at (425) 775-2500 to reserve their rooms under the Washington State Society of Medical Assistants (WSSMA) Block.

**Please ensure everyone is aware to make their reservations by Thursday, April 3, 2025, or until the room block is full, whichever comes first.** After this date, we cannot guarantee availability and we may not be able to provide the discounted rate under your block.

(WSSMA): Special Rate: \$178.00+tax per night King Suite or Queen/Queen Suite.  
Check in time 4:00 pm. Check out time 12:00 pm.

**Cancellation Policy: If necessary to cancel, rooms must be cancelled with a cancellation number obtained 72 hours prior to arrival to avoid a cancellation fee totaling anticipated room rate + tax. If the reservation is not cancelled and the guest fails to arrive as scheduled, a no-show fee will be applied totaling anticipated room rate + tax.**

## Includes:

- Daily hot buffet breakfast that includes a chef made to order omelet station: Monday-Friday 6:00am-9:00am / Saturday & Sunday 7:00am-10:30am.
- Nightly evening reception available from 5:00pm – 6:30pm that include (2) complimentary beer, wine, cocktails and light appetizers.
- On-site restaurant & bar serving dinner Monday through Thursday, 4:00pm-10:00pm; Friday-Saturday, 4:00pm-11:00pm; Sunday 4:00pm-9:00pm.
- Happy Hour Specials in Cascades Restaurant 4:00pm-5:00pm daily.
- Indoor pool and whirlpool open 8:00am-10:00pm.
- Precor fitness facility open 24/7 for guests 18 and older.
- Complimentary parking.

## Notes:

- The special rate above is for 1-2 people. If there are more than 2 people in a room, there will be an additional charge of \$ 15.00 for each extra person.
- All suites are non-smoking.
- Suites include: private bedroom, separate living room with sleeper sofa and dining/workspace, 2 flat-screen TVs, complimentary high-speed wireless internet access, microwave, mini-frig, coffeemaker (with a selection of coffee and teas), safe, iron & ironing board, hair dryer.

# CONFERENCE REGISTRATION & GENERAL INFORMATION

For WSSMA Board Members, Committee Chairs and Delegates for the 2025 HOD, please remember that there is a Pre-Conference BOT Meeting on Thursday, May 1<sup>st</sup>, at 7:00 pm, with the delegates' information & instruction session immediately following. A Post-Conference Board meeting will be held Sunday morning at 9:30 am. These meetings will take place in the St. Helens room on the main floor level. They are open to all members who want to attend, even if you are not currently serving as a delegate or on the Board of Trustees. Please plan accordingly when making your hotel reservations.

Since Thursday dinner will be on your own before the business meetings, there is the option to have dinner on-site at the Cascades Restaurant from 4:00 – 10:00 pm that night if you do not want to go off hotel grounds.

The two-day package registration for members, nonmembers and students include entrance to all CEU sessions, lunch both Thursday and Friday, as well as dinner on Friday. Saturday night's reception is open to all but **will be included only for those who RSVP "yes" to the question on the registration form.**

The one-day registration in all categories includes entrance to all CEU sessions and lunch for the day you choose on the registration form. No other meals are included.

Registration deadlines are clearly stated on the registration form. **Please submit early for the best rates.**

**Registrations postmarked after the standard deadline of April 15<sup>th</sup> will be considered the same as on-site/same day registration and will not include any meals.** (We must have our meal counts to the hotel two weeks ahead of conference.)

If you have allergies that would impact your participation in the conference, such as food allergies (including peanuts, tree nuts, seafood), please provide us with notice of such allergies on your registration form. We will attempt to accommodate reasonable dietary needs, but the hotel cannot provide for every individual's special diet. While we will use reasonable efforts to accommodate allergies, we shall not be responsible for any damages, additional cost, or losses to you as a result of any party's failure to accommodate your needs, including another attendee, the hotel, or conference vendors.

If you are staying at the hotel during conference, the daily hot breakfast buffet is included in the price of your room.

If you are not staying at the hotel during conference but want to come early for breakfast, you are able to purchase a breakfast buffet voucher at the hotel's front desk for \$ 20.00 including tax. (Daily hot buffet breakfast that includes a chef made to order omelet station: Monday-Friday 6:00am-9:00am / Saturday & Sunday 7:00am-10:30am. This is the only option for a hot breakfast in the hotel.

No outside food or beverage is allowed to be brought into any of the business or educational meeting rooms except water and coffee in a covered cup (like Starbucks).

## CONFERENCE REGISTRATION & GENERAL INFORMATION (CONTINUED)

The Cascade Market is open to all registrants and has a variety of snacks available for purchase throughout the day. You must go to the front desk for access to soda, chips, candy, granola bars and more.

Parking is free for all registrants, even if you are not staying at the hotel.

Registration check-in will be available to conference attendees in the alcove between the lobby and the Baker and Rainier rooms on the main floor as follows:

Thursday, May 1<sup>st</sup>; 5:00 – 7:00 pm (strongly recommended to those who arrive that day)

Friday, May 2<sup>nd</sup>; 6:45 to 10:30 am

Saturday, May 3<sup>rd</sup>; 6:45 to 10:30 am

Changes and/or additional hours will be posted at the registration desk as the conference progresses.

Thank you to those vendors and chapter members who are exhibiting, sponsoring, buying ad space or otherwise contributing financially to our conference. We could not offer a conference with these important CEU opportunities without their support. Please visit our exhibitors set up in the hallway outside the educational and business rooms on the main floor.

# CEU TOPICS FOR CONFERENCE 2025

We will have an agenda packed with educational offerings on Friday and Saturday. Please plan carefully to ensure you are seated in the meeting room of your choice when the session starts. You must be present for 90% of an educational session in order to earn CEU credit. For a 60 minute session that works out to 54 minutes; for a 90 minute session, it is 81 minutes.

Again, the breakfast buffet starts at 6 am Friday and at 7 am Saturday, so plan to be there early to assure you are on time for education (or checking in for the HOD if you are serving as a delegate).

The presenters are professionals in a variety of fields who will address attendees on administrative, clinical and general topics that have been AAMA-approved for CEUs. There is the potential to earn 14 hours of Continuing Education in just 2 days. We will be offering two sessions concurrently for the majority of the schedule.

**The schedule below is tentative, and subject to change.** We are still collaborating with potential speakers and will be adding more CEU sessions.

## Friday Topics:

- Washington Children's Vaccine Program and the Vaccine Dosage-Based Assessment Billing Requirements
- Moh's surgery
- Workplace Safety
- Ovarian Cancer
- Nutrition 101
- AAMA Representative (no CEU)

## Saturday Topics:

- Medical Coding Updates
- Physical Therapy
- Medicare Part B: Hot Topics in 2025
- Patient and Staff Satisfaction - **Keynote Speaker**
  - Christine Malone, Ed.D., MBA, MHA
- Psychological Autopsy: Next of Kin Interview - **Keynote Speaker**
  - James R Ginder, MS,NREMT,PI,CHES®,NCEE,PAI, CCHW

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Hosted by Washington State Society of Medical Assistants
“PNW Medical Assistants Stronger Together”
May 2 & 3, 2025

**Please print!**  
 Name/credential: \_\_\_\_\_ AAMA Member ID# \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone number :(\_\_\_\_\_) \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
 State Society: \_\_\_\_\_ Current Chapter or State Position: \_\_\_\_\_  
**Current AAMA Status** (Check one) Member \_\_\_\_\_ Non-Member \_\_\_\_\_ Educator \_\_\_\_\_  
**Is this your first State Conference?** No: \_\_\_\_\_ Yes: \_\_\_\_\_  
**Are you a new CMA(AAMA)** (since Apr 2024)? No \_\_\_\_\_ Yes \_\_\_\_\_ **Have you recertified** (since Apr 2024)? No \_\_\_\_\_ Yes \_\_\_\_\_

This registration is transferable to another person, but the fees are non-refundable. The on-site registration fee is in addition to all other fees (NO meals included) *Postmarked or emailed after April 15th will be considered “on-site” registration.		<b>EARLY BIRD</b> Postmarked by March 15, 2025	<b>STANDARD</b> Postmarked by March 16 - April 15, 2025
	AAMA Member Friday/Saturday Pkg (includes 2 lunches & Fri Dinner/Sat Evening Reception)	\$225.00	\$300.00
	AAMA Member One day rate (includes lunch only) Which day are you attending? Fri Sat	\$125.00	\$200.00
	Non- Member Friday/Saturday Pkg (includes 2 lunches & Fri Dinner/Sat Evening Reception)	\$300.00	\$375.00
	Non-Member One day rate (includes lunch only) Which day are you attending? Fri Sat	\$165.00	\$240.00
	AAMA Student Rate Friday/Saturday Pkg (includes 2 lunches & Fri Dinner/Sat Evening Reception)	\$165.00	\$240.00
	AAMA Student Rate 1-day rate (includes lunch but no dinner) Which day are you attending? F S	\$ 85.00	\$160.00
	Non-Member Student Rate Friday/Saturday Pkg (includes 2 lunches & Fri dinner/Sat reception)	\$225.00	\$300.00
	Non-Member Student Rate 1-day rate (includes lunch only) Which day are you attending? F S	\$125.00	\$200.00
	Extra Lunch ticket (either day lunch) \$40 each \$40 X ____ =		
	Extra Dinner ticket (Friday) \$60 each \$60 X ____ =		
	On-site registration fee in addition to the above fees (NO meals are included) On site registration applies to all postmarked or emailed after April 15th	N/A	\$75.00
Total Amount Owed:		\$	\$

**Note to Saturday Package attendees: You must RSVP here to attend--Are you staying for Saturday night reception?** No Yes

Dietary needs/ Allergies? No Yes Please Specify:

**PAYMENT:**  
 Enclosed is my check or money order made payable to **WSSMA Conference**  
 I would like to pay with Credit/Debit card and here is my information:  
 Card # \_\_\_\_\_ Type \_\_\_\_\_ Expiration \_\_\_\_\_ CVV Code \_\_\_\_\_  
 Billing Zip Code \_\_\_\_\_ Signature \_\_\_\_\_

Please e-mail or mail the completed registration form, payment and a copy of your current AAMA Membership card to: WSSMA Conference 2025 c/o Doreen Hoch 3525 W Staley Rd, Deer Park, WA 99006. If paying by credit/debit card, you may e-mail your registration form and copy of AAMA card to: doreenhoch@gmail.com.