



May 2010

Arkansas Chapter

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ALA

PRESIDENT'S

Message

by

Nancy Collins



“Ya Gotta Want It”

My friends, Stan and Chrissy Ferguson, start and finish 100 mile races. In 2009, they finished the Grand Slam of Ultrarunning—four 100 mile races between late June and early September. Only eleven people in the USA accomplished this feat in 2009. Why in the world would anyone want to run 100 miles? Once you get by that question, you ask, “How do you take that first step and know that you have 100 miles of steps left?” Well, in fact, I posed this question to Stan. It was Stan’s simple answer that I never forgot. He didn’t talk about the months of training, getting the mind and the body ready for the grueling event. He didn’t talk about the special shoes or gear or energy drinks required. No, his answer: “Ya, gotta want it.”

Isn’t that answer true for so many things in life? It would be easy to walk out when marriage isn’t going so well. It would be easy to quit a job when facing an overwhelming project, but, like Stan, we persevere because “we want it.” Many days in a law firm aren’t fun. I believe we show up because we “want it,” because we like the people we work with, and because we like what we do. In our own way, we run our own sort of 100 miler.

Arkansas Chapter May Meeting

- Where: The Little Rock Club
Regions Bank Building, 30th Floor
Little Rock, AR 72201
- When: June 9, 2010
- Lunch: 11:30 a.m.
- Meeting: 12:00 Noon
- Topic: Annual Conference Reports
- Speakers: Nancy Collins
and
Paula Anderson
- Note: Validated Parking
Regions Parking Deck

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April 2010 - March 2011

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 - *And a whole host of resources and opportunities for professional development*

For more information, read more [about ALA](#) or contact Angelia Hadden at ahadden@fec.net.



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Recognition

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Celebrations



Happy Birthday
Carolyn Owen
May 19

**Have a Safe and
Happy Memorial Day!**



The Arkansas Chapter of the
Association of Legal Administrators

Invites you to join us for lunch
and a
Special Educational Session on the

Health Information Technology
Economic and Clinical Health Act (HITECH)

Presented by Pamela Hill
Managing Director of Hyperion Global Partners

Little Rock Club
400 West Capitol Avenue, Suite 2435

Wednesday, May 26, 2010
11:30 a.m. - 1:30 p.m.

Lunch and Seminar - \$21 per person

Come join us for this special event.

On February 17, 2009, President Obama signed the Health Information Technology for Economic and Clinical Health (HITECH) Act. Among other things, this health information technology legislation expands current Federal privacy and security protections for health information. One important change in the law specifically addresses those entities that do work on behalf of providers and insurers (called “business associates”). As a result, law firms who handle health-related information are now bound by the same HIPAA security and privacy guidelines as healthcare providers, including penalties for data security breaches and/or non-compliance with federal regulations. The new guidelines are now in effect.

The laws are complex and cover a variety of requirements such as physical access control, facilities safeguards, training, and policies. Contrary to popular belief, this is not solely an IT issue. This session is intended to educate you on the issues, then give practical and actionable steps to get your firm into compliance.

Pam Hill is a business continuity planning, privacy/security and certified HIPAA compliance expert who has focused on the legal industry for the last 15 years. Ms. Hill has over 20 years of experience with business continuity planning, pandemic, and compliance planning and has completed projects for over 100 national law firms. Ms. Hill can be contacted at 212-778-6976 or phill@hyperionop.com.

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Silver Partnership opportunities are still available

Please contact Bonnie Vickery at bvickery@mwlaw.com for more information on how your company can benefit from partnering with our chapter.





Education

Greening the Law Office 15 Green Office Tips

Let's say you and your colleagues have decided it's time to do your part to help save the planet. "We're going green!" is the rallying cry heard around the water cooler. Let's say also that you, in all your green gusto, have happily volunteered to lead the movement to send your workplace into the green zone.

Here are 15 tips you and your co-workers can follow as you make the transition to coloring your office green:

1. Consider copying/printing on both sides of paper for drafts, depositions, and other inter-office documents.

2. Don't forget to recycle paper. Make it easy to recycle and harder to put paper in the trash by replacing a few trash cans with recycling bins near printers and copiers.

3. Go paperless as much as possible. Instead of printing out e-mail messages, consider filing them in Outlook or another e-mail system. Print documents only if absolutely necessary.

4. If e-mails must be printed, encourage colleagues to delete lengthy strings of e-mails that are not relevant to a particular e-mail. If that is not done, it is easy to print 8 to 10 pages of text each time an e-mail gets printed.

5. Create an interoffice on-line site for producing HR documents, including new hire paperwork, health insurance policies, procedures manuals, and retirement plan summary documents.

6. Consider purchasing recycled toner cartridges and recycled copier paper.

7. Look for printers, computers, and scanners that are Energy Star-certified. An Energy Star computer can be 50 percent more efficient than a standard unit.

8. Get rid of the fax machine entirely. Use an Internet fax service instead. When you receive a fax via an online fax service, remember to save the e-mail and the fax on your hard drive. Print it only if absolutely necessary.

9. Replace any incandescent light bulbs with compact fluorescent light (CFL) bulbs. While CFLs are more expensive, they last as much as 10 times longer than an incandescent bulb. Over the long run, your office supply budget will thank you.

10. Turn off the lights in unused offices and when going home at night. Unplug unused appliances.

11. Consider teleconferencing meetings and depositions.

12. Start a wellness program.

13. Encourage carpooling.

14. Consider telecommuting.

15. Look into furniture/cubicles that have been Greenguard Certified (www.greenguard.org). The materials in such products have been tested for toxic emissions which can contribute to indoor air pollution, among other not-so-lovely things. Only those products that are under the allowable limits of toxins as defined by the U.S. Green Building Council are certified as Greenguard products.



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Education

TEST YOUR KNOWLEDGE IN PREPARATION FOR CLM “CERTIFIED LEGAL MANAGER” EXAM

1. What is a green-circled employee?
2. What is net book value?
3. What is a Schedule K?

See answers to Test Your Knowledge quiz below.

HIPAA AND HITECH ACRONYMS

ARRA - American Recovery and Reinvestment Act of 2009

BA - business associate

CE - covered entity

CMP - civil monetary penalties

CMS - Centers for Medicare and Medicaid Services

EHR - electronic health records

EP - eligible physician or professional or hospital

HIPAA - Health Insurance Portability and Accountability Act of 1996

HIT - health information technology

HITECH - Health Information Technology for Economic and Clinical Health Act

PHI - protected health information

ANSWERS TO TEST YOUR KNOWLEDGE:

1. A green-circled employee is an incumbent who is paid below the range set for the job.
2. Net book value is the difference between the gross book value and accumulated depreciation amounts.
3. A Schedule K reflects a partner’s share of income, credits, deductions, etc., that are required to be recorded directly to each partner.

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Mark Your 2010 Calendar

Important Dates

REGIONAL CONFERENCE
October 1 - 2, 2010
Four Seasons Resort & Club
Dallas at Las Colinas

ANNUAL CONFERENCE
May 18 - 21, 2011
Orlando, Florida



ALA - 2010 WEBINAR SCHEDULE

May 19, 2010	<u>The Social Networking Revolution</u> Speaker: Ross Fishman
June 16, 2010	<u>The Keys to Develop and Implement the Firm's Dreaded Strategic Plan</u> Speaker: John Remsen
July 21, 2010	<u>Legal Risks to Assessing Candidates by Social Network Sites</u> Speaker: Shelly Freeman, J.D., HROI
August 18, 2010	<u>Law Firm Profitability Enhancement</u> Speaker: Richard Turnbow
September 15, 2010	<u>Electronic Records Management: How to Manage Your ESI in the 21st Century</u>

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DEPOSITIONS TO TRIAL NOTEBOOKS...AND THEY GET IT
RIGHT EVERY TIME..." RAMONA BOYCE, PARALEGAL**



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... The PROCESS is **OVERWHELMING**...

... **Tip The Scales** IN YOUR FAVOR.

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