

APPENDICIES

AHIMA NOMINATION FOR NOMINATING COMMITTEE

Complete and submit to:

STATE LIAISON REPRESENTATIVE
AMERICAN HEALTH INFORMATION MANAGEMENT ASSOCIATION
233 NORTH MICHIGAN AVENUE SUITE 2150
CHICAGO IL 60601-5519

This is to certify that the following member has been selected as the Nominee to the Nominating Committee of the American Health Information Management Association from the North Carolina Health Information Management Association.

NAME _____

ADDRESS _____

PHONE _____

SIGNED _____
NCHIMA PRESIDENT

CHAIRPERSON NCHIMA
NOMINATING COMMITTEE

DATE _____

AHIMA NOMINATION FOR NOMINATING COMMITTEE - 2

*****Pull Most Current Form From AHIMA Website*****

CANDIDATE FOR 200__ - 200__ AHIMA NOMINATING COMMITTEE

NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION

| CANDIDATE NAME, PROFESSIONAL DESIGNATION TITLE COMPANY/FACILITY NAME CITY, STATE | PLACE PICTURE IN THIS AREA |
|---|-------------------------------------|
|---|-------------------------------------|

Introductory statement. List the candidate's qualification in this paragraph. Remember to include the candidate's link to other states as this indicates a familiarity with health information management professional throughout the country, rather than in just your specific geographic location. Mention the most prominent elected positions the candidate has filled at the state or national level. Also, include any previous national or state speaking engagements.

A second paragraph may include any publications the candidate has authored. Additionally, any special awards or achievements should be noted.

A paragraph including the candidates Health Information education and and postgraduate education that was received.

Concluding statement. In this paragraph indicate why your state feels it's candidate is the best choice for the AHIMA Nominating Committee.

General information. Although your state may submit a flier which differs in style from this sample, remember that only one (1) 8 1/2 x 11" page document can be accepted by the AHIMA Office. Entries must be camera-ready in order to be printed and distributed in the delegate packet mailing preceding the National Convention.

AHIMA NOMINATION FOR NOMINATING COMMITTEE - 3

STRATEGIES FOR SUCCESSFUL NOMINATING COMMITTEE MEMBER ELECTION

1. Prior to the October AHIMA National Convention, mail candidate sheet, including picture, to component state associations. Include a cover letter outlining the reasons NCHIMA supports the candidate. Indicate the need for teamwork between the states to elect this nominee.
2. Target those component state associations who do not have a candidate on the ballot for Nominating Committee. (Each year half of the states will have a candidate on the ballot.)
3. At the AHIMA National Convention the NCHIMA Delegates should solicit assistance from the states without a candidate on the ballot. The House of Delegates is the place to begin this networking.
4. Participate in any National Convention activities AHIMA sponsors to introduce the Nominating Committee candidates.

ANNUAL BUSINESS MEETING AGENDA

Welcome to Convention - Vice President, and
Representative from the City where the meeting is being held

Invocation

Business Meeting

Call to Order - President

Approval of previous Annual Business Meeting Minutes

(Stand to be recognized: “Madam/Mr President, *members name*, I move that the minutes of the ___ (ie 48th) Annual Business Meeting be accepted as written.” Second by *members name*.)

Approval of Proposed Budget

(Stand to be recognized: “Madam/Mr President, *members name*, I move that the budget for 199x-199x be accepted as presented.” Second by *members name*.)

Presentation of Bylaws - Delegate in charge of Bylaws

(Presented individually or “in-toto” approval. Stand to be recognized: “Madam/Mr President, *members name*, I move that the bylaws be voted on *individually (or in-toto)*.” Second by *members name*.)

(Stand to be recognized: “Madam/Mr President, *members name*, I move that the bylaws be accepted as presented.” Second by *members name*.)

Review of Annual Committee Reports - President

“Most of the annual reports are in the printed Annual Report. Please take a moment to review them.”

Review of Region/Section Activity - Regional Liaison

Highlight Region/Section Activity

Other Business before the Membership, as necessary.

Member Recognition - President Elect

Corporate partner Representatives

New Members

Other State Officers

Introduction of Candidates - Director

Destruction of Ballots - President

(Stand to be recognized: “Madam/Mr President, *members name*, I move that the ballots of this year’s election be destroyed after results are announced.” Second by *members name*.)

Announcements before break - President

Adjourn

(Stand to be recognized: “Madam/Mr President, *members name*, I move that the meeting be adjourned.” Second by *members name*.)

ANNUAL MEETING BANQUET AGENDA

Recognition/Introduction of Past Presidents - Vice President

Scholarship Presentations - Education Committee Chair
NCHIMA Scholarships - HIT and HIA Programs
Any additional Scholarships

Awards Presentations - Awards Committee Chair
Marybeth Hurst Award
Prism/Volunteer of the Year Award
Special Regional Member Award
Spotlight Awards
Distinguished Member Award
Honorary Member Award
Other Awards

Installation of Officers - Director

Presentation of Presidents Plaque - Director

Outgoing President's Message - Outgoing President

Incoming President's Message - Incoming President

Closing Remarks - Vice President

ANNUAL MEETING FEE WAIVERS

Registration fee may be waived for voting or non-voting Board members attending 4 of 6 Board Meetings per year at the discretion of the current Board, based on Association funds.

Registration fee is waived for students of accredited health information administration, health information technology or AHIMA Independent Study Programs. Students are expected to pay for all meal functions they attend.

Registration fee may be waived at the Board's discretion for special guests, including:

- * Contact person with the North Carolina Hospital Association
- * Presidents of the Component State Associations (CSAs) of Georgia, South Carolina, Tennessee and Virginia (Refer to *AHIMA Journal* for addresses)
- * NCHIMA Attorney

Installation Banquet meal/entertainment function tickets will be provided for one (1) guest of each of the following:

- * President
- * President Elect
- * Distinguished Member Award recipient

ANNUAL MEETING SITE SELECTION
MINIMUM REQUIREMENTS

ROOMS

There should be a minimum of 200 sleeping rooms required if the meeting is in the eastern or western part of state and a minimum of 175 sleeping rooms if the meeting is in the central portion of the state.

There should be at least 2 suites available. (1 for the President/President Elect and 1 for a hospitality suite)

REGISTRATION AREA

A separate area is required for registration.

A secure room close to the registration area is required to store registration materials.

MEETING AREA

Minimum classroom style set up should be for 350.

Minimum of 3 rooms should be available for concurrent sessions .

(these could also be used for Board meetings, Regional officers meetings, Program committee headquarters, etc.)

VENDOR AREA

A minimum of 50 10 x 10 spaces should be available.

A minimum of 60 8 foot tables should be available for the vendor area.

Staff should be available to assist with set up/breakdown.

Security must be provided when the vendor area is not open to members.

The loading dock should be conveniently located to the vendor area, with easy access.

The vendor area should be close to the meeting area.

AV EQUIPMENT

An overhead projector and a cordless microphone must be available.

FOOD/BEVERAGES

There should be at least 1 restaurant in the hotel/convention center that has a mid-priced menu.

The hotel should be willing to set up additional meal areas if restaurants will not accommodate members for breakfast/lunch.

The hotel should be willing to provide a buffet for breakfast/lunch if one not normally available. (This will allow for faster service, especially at lunch.)

There should be several restaurants in walking distance of hotel.

ROOMS

What is the minimum number of sleeping rooms available for the specified dates?

How many suites will be available for the specified dates?

What are the meeting rates for a:

- single
- double
- triple
- quad
- suite

What are the rates for :

- AAA
- AARP
- Corporate
- Government

Will the above rates apply for the weekend before/after the convention if members elect to come in early or stay over?

REGISTRATION AREA

Is there a separate area available for registration?

Is there a secure room close to the registration area to store registration materials?

MEETING AREA

How many square feet of meeting space is available? (excluding vendor space)
Is this space in one room or broken down between several rooms?

How many participants will this space hold if set up in classroom style?

How many rooms are available for concurrent sessions?
Which days will these rooms be available?

Will the main meeting room have to be used for any meal functions?
If yes, how long will be needed for breakdown/set up?

ANNUAL MEETING MINIMUM REQUIREMENTS QUESTIONNAIRE - 3

VENDOR AREA

How many square feet is available for the vendor area?

Is this space in one room or broken down between several rooms?

How many 10 ft x 10 ft spaces can be set up?

How many 8 foot tables are available for the vendor area?

Does the hotel/convention center provide chairs, table cloths and draping for vendor tables?

If yes, is there a charge?

What is the charge, per table?

If no, please specify name and phone number of a local company that can handle this.

Does the hotel/convention center provide a back drop for the vendors?

If yes, is there a charge?

What is the charge, per table?

If no, please specify name and phone number of a local company that can handle this.

Is there a charge for outlets?

If yes, is this a one time charge or a daily charge?

If this a flat rate charge or based according to the number of outlets used?

What is the charge for: 110 outlet

220 outlet?

Is there a charge for extension cords?

If yes, what is the charge?

How many extension cords are available?

Are vendors allowed to ship equipment to the hotel/convention center the week prior to the meeting?

What type of security will be provided for these shipments?

Specify procedures vendor should follow if shipping equipment.

ANNUAL MEETING MINIMUM REQUIREMENTS QUESTIONNAIRE - 4

Will there be hotel/convention center staff to assist with set up/breakdown in the vendor area?

Is there a loading dock with easy access to the designated vendor area?

Are there special instructions that vendors need prior to using the loading dock?

If yes, please specify.

What type of security will be provided for the vendor area at night and any other designated "closed" times?

What is the proximity of the vendor area to the meeting area?

AV EQUIPMENT

Is AV equipment available through the hotel/convention center?

If yes, what specific equipment is available and what is the cost?

Is the cost a daily cost or a one time charge?

If no, please specify name and phone number of a local company that can handle this.

FOOD/BEVERAGES

Can food and beverages be brought in from outside sources or must all be purchased through the hotel/convention center?

If food and beverages can be brought in from outside sources please give name and phone number of some local caterers.

ANNUAL MEETING MINIMUM REQUIREMENTS QUESTIONNAIRE - 5

How many restaurants are available in the hotel/convention center?

For each restaurant please indicate: Their hours of operation,
The number of people each will seat,
The price range of their meals.

Will the hotel/convention center set up additional meal areas if the restaurants will not accommodate the meeting participants for breakfast and/or lunch?

Will the hotel/conventions center provide a buffet for breakfast and/or lunch if one is not normally available?

What restaurants are within walking distance of the hotel/convention center?

Please provide menus that may be used in selections for meal functions.

PARKING

Is there a parking fee for hotel/convention center guest?

If yes, how much is the parking fee?

Are there special parking instructions/parking areas for vans and/or large trucks?

If yes, please specify.

ANNUAL MEETING POST-CONVENTION EXECUTIVE BOARD MEETING

Call to Order - Outgoing President

Welcome/Opening Remarks, Introductions - Outgoing President

Approval of Incoming Committee/Project Chairpersons

Approval by Outgoing Officers

Approval of Committee Members

Approval by Outgoing Officers

Must be active members; may be approved at this meeting or July Board meeting

Completion of Press Releases for New Officers - PR Chair

Completion of list of Executive Board member's mail address, phone and fax numbers - President

Leadership Retreat Invitation - Outgoing President

RSVP by _____

Other Business - Outgoing President

Adjourn - Outgoing President

ANNUAL REPORT FORMAT

Each Regional/Section Officer's, Committee/Project Chair's Annual Report should conform to the following format:

Committee/Project Name

- * Centered
- * Bold
- * Italicized
- * Capitalized

Activities

- * Left Margin
- * Bold
- * Underlined
- * Capitalized

Recommendations

Committee Members

- * Chairperson listed first
- * Members in alphabetical order

EXAMPLE:

***NCHIMA PUBLIC RELATIONS COMMITTEE
200x-200x ANNUAL REPORT***

ACTIVITIES

1. Text
2. Text
3. Text

RECOMMENDATIONS

1. Text
2. Text
3. Text

COMMITTEE MEMBERS

Susie Smith, RHIA, Chairperson
Janet Miller, RHIT
Diane Barnhill, RHIT

ASSOCIATION BUSINESS DATA
(not for public distribution)

Employer Tax ID Number 52-1602942

Bulk Mail Permit

Attorney (Consulting)

Auditor

Stationary /*Envelops* Contact Secretary (Stationary maintained electronically)

Charges for Association Services:

| Service | Members | Non-members |
|---------------------------|---------------------------------|--------------------------|
| Membership mailing labels | cost of labels/printing/postage | \$125 |
| Legal Reference Manual | \$Check for Current Cost | \$Check for Current Cost |

AWARDS AND RECOGNITION

I. DISTINGUISHED MEMBER

A. Objective

To recognize and honor outstanding members of the NCHIMA who exemplify the professional image of the Association and who have made significant contributions to the health information profession.

B. Established in 1984

C. Qualifications

1. Active membership in NCHIMA for five (5) or more years;
2. Display active leadership in regional, state and/or national or international health information associations;
3. Significant contributions to the development of health information professionals; and
4. significant contributions to the health information practice in areas such as administration, information management quality improvement, etc.

D. Form of award: Commemorative Plaque, inscribed as follows:

| |
|---|
| <p>DISTINGUISHED MEMBER AWARD</p> <p>PRESENTED TO</p> <p><i>(MEMBERS FULL NAME)</i></p> <p>NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION</p> <p><i>MONTH, YEAR</i></p> |
|---|

AWARDS AND RECOGNITION – 2

II. MARYBETH HURST AWARD

A. Objective

To recognize and honor members of the NCHIMA who have made a significant contribution to the profession by having a positive effect on others through dependable and consistent performance and whose contributions may be overshadowed because of personal humility and/or modesty.

B. Established in 1995

C. Qualifications

1. Active membership in NCHIMA;
2. Positive effect on others;
3. Significant contributions to the profession;
4. Performance is dependable and consistent; and
5. Contributions may be overshadowed because of personal humility and modesty.

D. Form of award: Commemorative Plaque, inscribed as follows:

| |
|--|
| <p>MARYBETH HURST AWARD</p> <p>PRESENTED TO</p> <p><i>(MEMBERS FULL NAME)</i></p> <p>IN RECOGNITION FOR HER/HIS CONTRIBUTIONS TO THE PROFESSION, BY HAVING A POSITIVE EFFECT ON OTHERS THROUGH DEPENDABLE AND CONSISTENT PERFORMANCE.</p> <p>NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION <i>MONTH, YEAR</i></p> |
|--|

AWARDS AND RECOGNITION – 3

III. PRISM (VOLUNTEER OF THE YEAR) AWARD

A. Objective

To recognize and honor outstanding members of the NCHIMA who exemplify the spirit of volunteerism upon which the Association is dependent.

B. Established in 1995

C. Qualifications

1. Active membership in NCHIMA;
2. Active participation in all levels of the Association; and
3. Willingness to serve in any capacity.

D. Form of award: Commemorative Plaque, inscribed as follows:

| |
|--|
| <p style="text-align:center">PRISM AWARD</p> <p style="text-align:center">PRESENTED TO</p> <p style="text-align:center"><i>(MEMBERS FULL NAME)</i></p> <p style="text-align:center">WHO EXEMPLIFIED THE SPIRIT OF VOLUNTEERISM UPON WHICH THE ASSOCIATION IS BUILT</p> <p style="text-align:center">NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION</p> <p style="text-align:center"><i>MONTH, YEAR</i></p> |
|--|

AWARDS AND RECOGNITION – 4

IV. SPOTLIGHT AWARD

A. Objective

To recognize and honor outstanding members of NCHIMA who advance specific projects or initiatives that promote the interests and leadership position of NCHIMA or the HIM profession.

B. Established in 1997

C. Qualifications

1. Active membership in NCHIMA;
2. Active leadership in a project or initiative to advance NCHIMA's leadership position;
3. Significant contribution to the NCHIMA initiative or development of health information professionals through the specific project or initiative.
4. More than one (1) recipient may be selected during the year.

D. Form of award: Commemorative Plaque, inscribed as follows:



AWARDS AND RECOGNITION - 5

V. SPECIAL REGIONAL MEMBER RECOGNITION AWARD

- A. Objective
To recognize and honor outstanding members of the NCHIMA who exemplify the spirit of volunteerism at the regional/sectional level upon which the Association is dependent.
- B. Established in 1995
- C. Qualifications
 1. Active membership in NCHIMA;
 2. Active participation at the regional/sectional level of the Association; and
 3. Willingness to serve in any capacity.
- D. Form of award: Commemorative Plaque, inscribed as follows:

SPECIAL REGIONAL MEMBER RECOGNITION
AWARD

PRESENTED TO

(MEMBERS FULL NAME)

WHO EXEMPLIFIED THE SPIRIT OF
VOLUNTEERISM
IN THE REGION UPON
WHICH THE ASSOCIATION IS BUILT

NORTH CAROLINA HEALTH INFORMATION
MANAGEMENT ASSOCIATION
MONTH, YEAR

AWARDS AND RECOGNITION - 6

VI. HONORARY MEMBER AWARD

A. Objective

To recognize and honor outstanding professionals who have made significant contributions to the NCHIMA but are not credentialed in the field of Health Information Management. This award is not necessarily given annually.

B. Established in 1988

C. Qualifications

1. A person not credentialed in the Health Information Management field.
2. Has made significant contributions to the North Carolina Health Information Management Association.

D. Form of award: Plaque, inscribed as follows:

| |
|--|
| <p style="text-align:center">NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION</p> <p style="text-align:center">HONORARY MEMBER</p> <p style="text-align:center">PRESENTED TO</p> <p style="text-align:center"><i>(MEMBERS FULL NAME)</i></p> <p style="text-align:center"><i>MONTH, YEAR</i></p> |
|--|

AWARDS AND RECOGNITION - 7

VII. REGION AWARD

- A. Objective
To recognize and honor regions/sections whose membership has the highest level of activity on regional and state levels.
- B. Established in 1995
- C. Qualifications
 - 1. Number of active members eligible to work on committees; and
 - 2. Number of those eligible actually working on local and state committees and holding offices.
- D. Form of Award
\$100.00 to the Region

VIII. REGIONAL ACTIVITY AWARD

- A. Objective
To recognize and honor regions/sections whose membership has the highest percentage of registered members in attendance at meetings.
- B. Established in 1995
- C. Qualifications
 - 1. Number of active members eligible to attend meetings; and
 - 2. Number of those eligible actually attending regional/sectional meetings.
- D. Form of Award
\$100.00 to the Region

AWARDS AND RECOGNITION - 8

IX. NCHIMA SCHOLARSHIP AWARDS

Form of award: \$500 and Plaque, inscribed as follows:

SCHOLARSHIP AWARD
PRESENTED TO
(RECIPIENT'S FULL NAME)
NORTH CAROLINA HEALTH INFORMATION
MANAGEMENT ASSOCIATION
MONTH, YEAR

X. PRESIDENT'S RECOGNITION

Form of award: Commemorative Plaque of the President's choice, inscribed as follows:

PRESENTED TO *(INSERT PRESIDENT'S NAME AND CREDENTIALS)*
IN SINCERE APPRECIATION
FOR YOUR ACHIEVEMENTS AS PRESIDENT
(200X – 200X)
NORTH CAROLINA
HEALTH INFORMATION MANAGEMENT ASSOCIATION

NOMINATIONS PROCEDURES

Once again it is time for members of NCHIMA to participate in the selection of candidates for our officers and elected committee members. Through the use of the “Ballot Game” you may volunteer yourself or submit names of ACTIVE members (see Bylaws for definition) for these offices.

The following is the listing of offices to be filled, along with a brief description of the duties of the office.

| <u>OFFICE</u> | <u>DESCRIPTION</u> |
|--|--|
| President | The President shall become familiar with the Procedures for Component State Associations established by AHIMA and be guided by those procedures in directing the activities of officers and committees. He shall preside at all meetings of the Association and of the Executive Board; appoint, with approval of the Executive Board, standing and special committee chairpersons, except as otherwise provided. He shall receive and review all committee reports. |
| (Leave space for listing of candidates.) | |
| President Elect | Shall serve as an aide to the President, and shall assume duties of the President in his absence or inability to act. The President Elect shall serve as chairperson of the Membership Committee and shall automatically assume delegate status for a two (2) year term. |
| (Leave space for listing of candidates.) | |
| Vice President | Shall serve as an aide to the President and shall assume the duties of the President Elect in his absence or inability to act. The Vice President shall serve as Program Committee Chairperson for the Annual Meeting. |

(Leave space for listing of candidates.)

Using this format, list other offices to be filled. Refer to the Bylaws, included in the Bylaws Section of this Manual, for the description of duties for the offices.

BYLAWS PROPOSED REVISION FORMAT

| Current Bylaw | Proposed Amendment | Rationale |
|--|--|---------------------------------------|
| <p>ARTICLE XIII. SECTIONS SECTION 4: MEMBERSHIP</p> <p>Members of a Section shall be composed of members of the NCHIMA interested in a particular area of specialization in the medical record field. Any Section may have supporting members.</p> <p>A supporting member is any person who does not meet the qualifications for active, student or associate membership in the State Association.</p> | <p>ARTICLE XIII. SECTIONS SECTION 4: MEMBERSHIP</p> <p>Members of a Section shall be composed of members of the NCHIMA interested in a particular area of specialization in the medical record health information management field. Any Section may have supporting members.</p> <p>A supporting member is any person who does not meet the qualifications for active, student or associate membership in the State Association.</p> | <p>Update to current terminology.</p> |

This format should be printed in a “Landscape” setup.

CEU PRIOR APPROVAL PROCEDURE

General

The Chair of the Education Committee or his/her designee will prior approve Continuing Education (CE) programs offered by the North Carolina Health Information Management Association, including Regions/Sections, and assign the appropriate number of CE hours based on the following Guidelines.

Organizations other than those listed above offering programs of interest to health information practitioners should also obtain prior approval from the Chair of the NCHIMA Education Committee.

The following Guidelines address prior approval of educational programs only. Occasionally, other types of CE activities may be eligible for prior approval, such as instructional materials developed by State Associations. Requests for prior approval of activities other than educational programs should be sent to AHIMA.

Designation of Individuals Responsible for Prior Approval of CE Programs

The Chair of the Education Committee may assign the responsibility for prior approval of education programs to a member of the Education Committee.

Determining Program Content Eligible for Continuing Education Credit

Program content eligible for continuing education credit consists of topics relevant to the field of health information practice. Sessions which maintain, update or increase knowledge, skills and attitudes related to the health information practice are appropriate. The provides wide latitude in selecting program content. However, program planners should design programs which address the needs of practicing health information professionals. The overall program objective should always be to increase the competence and improve the performance of individuals currently practicing in the field.

In order to achieve this objective, planners should seek ways to address identified areas of weakness in health information practice. Addressing these needs can result in programs concentrating on specialized or more advanced areas of practice, such as consulting or DRG coordination. Identified needs could lead to programs on non-hospital health information practices. Quite often chairmen will focus on practice areas involving new and evolving technology, principles and practices. However, planners should remember that entry level practice can also be appropriate for continuing education programs because entry level practices change over time. Practitioners may need programs designed to bring them up to today's entry level practice as reflected in the current *Essentials* for HIM and HIT educational programs.

CEU PRIOR APPROVAL PROCEDURE - 2

Regardless of the level of practice targeted in educational programs, the content must be relevant to the health information field to be eligible for CE credit. Only those portions of a seminar or workshop which meet the criteria of relevancy are eligible for credit. Sessions on subjects unrelated to the field, such as travelogues, fashion, personal financial planning and other areas of personal enhancement do not qualify for CE credits.

Ineligible portions of a program include:

- * registration time
- * greetings and welcome
- * breaks
- * meals
- * business meetings
- * tours
- * delegate's reports (from either state or national meetings)
- * state updates

Time allotted to these activities must be excluded from the hours for which CE credit is awarded.

- * exhibits are eligible for a total of one (1) CE hour per meeting or workshop

AHIMA updates do **NOT** qualify for CE credit **UNLESS** presented by an AHIMA Board member, an AHIMA staff member, or a Council member acting as an official representative of AHIMA.

It is suggested that objectives of the program be identified and advertised. The qualifications of speakers will be considered to assure they are appropriate to the topic presented.

Calculating CE Hours

CE hours are based on educational contact hours.

Example: 60 minutes of attendance at an educational program equals one (1) CE clock hour.

Portions of an hour, less than 45 minutes, are not counted.

Example: A one-day program which calculates to 5 1/2 hours when all ineligible portions have been deducted is only equal to 5 CE hours.

Sessions of 45 minutes or more in length may be rounded to the next highest clock hour amount.

Example: A 3 hour and 45 minute program is eligible for 4 CE clock hours.

CEU PRIOR APPROVAL PROCEDURE - 3

CE hours are awarded only for the number of contact hours actually attended.

Example: An individual who attends 3 hours of a 4 hour program is eligible for only 3 CE hours.

CE hours are calculated separately for each day of a program which is several days in duration.

Example: A 2-day program which calculates to 5 1/2 hours on the first day and 6 1/2 hours on the second day is eligible for 11, not 12, CE hours.

Core Educational Content Areas

All RHIA's and RHIT's must earn at least half of their minimum required continuing education hours within the following Core Education Content Areas:

- * Technology,
- * Management Development,
- * Clinical Data Management,
- * Performance Improvement,
- * External Forces, or
- * Clinical Foundations

Advertising Prior Approval Status

After the Education Committee has approved the program content for relevancy and the agenda for correct assignment of hours, the Program should be advertised in one of the following manners

:

“This program meets the American Health Information Management Association’s Guidelines for _____ hours of continuing education credit.”

or

“This program has been granted prior approval by the American Health Information Management Association for _____ continuing education hours. It satisfies the requirements of the _____ core educational content area. Granting prior approval in no way constitutes endorsement by AHIMA of the program content for the program sponsor.”

CEU PRIOR APPROVAL PROCEDURE - 4

Verifying Attendance

Certificates of completion should be provided to program participants for recording and retention purposes. The following items must be included:

- * name of individual
- * title of program attended
- * date(s) of program
- * number of CE clock hours prior approved
- * AHIMA core content area
- * number of hours actually attended
- * signature of program chairperson
- * prior approval number assigned to the program
- * name of sponsoring organization

Attendance rosters, if maintained, need not be forwarded to AHIMA or the NCHIMA Education Committee. They should be retained however,, by the program's sponsor, for a period of at least three (3) years, in the event additional verification is necessary or an individual needs another certificate issued.

Maintaining Records of Prior Approved Activities

The Association will maintain a simple record of prior approval activities. At a minimum, a copy of the responsible person's verification that the program meets AHIMA Guidelines will be retained. Prior approval numbers will be assigned to each educational program. These records are for the NCHIMA; documentation should not be sent to AHIMA.

CEU PRIOR APPROVAL PROCEDURE - 5
PRIOR APPROVAL APPLICATION

Please type or print clearly.

1. Submit the following with this application:
 - a. Copy of program time table and agenda, indicating length of the program, excluding time for lunch, breaks, business meetings, tours, etc.
 - b. Brief curriculum vitae for each speaker.
 - c. Self addressed, stamped envelope

2. Program title _____

3. Sponsoring organization _____

4. Program Chairperson _____

Address _____

Telephone _____

5. Date Starting Date Ending City

6. List Behavior Objectives. These must be indicated for each topic offered. (use back side of this application if additional space is needed.) _____

7. List the methods of teaching _____

8. CE Hours Requested _____

9. Educational Core Content Area (s) _____

I understand that if this program is approved for CE hours I am responsible for:

- a. Making sure the program described above is conducted as proposed.
- b. Assuring that each individual listed to receive CE hours has fulfilled all attendance requirements of the program.

Signature of Program Chair

Date

OFFICE USE ONLY

CE Approval Number _____

Comments

Signature of NCHIMA Education Chair

Date

COMMERCIAL ADVERTISING POLICY

NCHIMA disclaims any endorsement for products or services advertised in its Commercial Advertising Section.

Rates for commercial advertising are per issue and are as follows:

| | |
|-----------|-------|
| Full page | \$100 |
| 1/2 page | \$ 50 |
| 1/4 page | \$ 25 |

Dimensions are as follows:

| | |
|-----------|------------|
| Full page | 7 1/4 x 10 |
| 1/2 page | 7 1/4 x 5 |
| 1/4 page | 3 5/8 x 5 |

For advertising agreements of one (1) year or longer, made in advance, one (1) free advertisement will be given to the advertising agency.

Commercial advertisements must be submitted as:

- * Camera-ready artwork or computer diskette
- * Sized to the above specifications
- * In one piece with elements in position
- * Rendered in black on white stock - Photostats are required for best reproduction.
- * Requiring no additional preparation. *Any ads requiring additional preparation will be charged accordingly.*

All advertisements must include a contact name and address, including zip code, to be accepted.

Advertisements must be received by the editor of *Footprints* by the submission deadline of the issue in which the advertisement is scheduled to appear. Late copy may be held for the following issues, if requested; otherwise, it will be returned to the advertising agency. Deadlines for issues of *Footprints* are the 15th day of each of the following months: July, September, November, January, March and May.

Payment for advertisements must be submitted in full at the time the copy is received.

Rates are subject to change. These rates are valid for the 1998-99 fiscal year.

**NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION
(NCHIMA)**

CORPORATE PARTNER INFORMATION AND APPLICATION

ELIGIBILITY

Any corporation interested in the purposes of NCHIMA is eligible for corporate partnership. Each corporate partner shall designate one individual who receives the rights and privileges of corporate partnership for one year. Subsidiaries, affiliates, and divisional companies are not included under the corporate partnership of the parent corporation but are eligible for corporate partnership in their own right.

ANNUAL DUES

Annual dues for corporate partners are set and approved annually by the executive board. Partnership is for one year (May 2004 to April 2005) - from annual meeting to annual meeting, no pro-ration.

HOW TO APPLY

Complete the enclosed application. The application must be signed by the corporate representative to whom NCHIMA will assign the rights and privileges of a corporate partner.

BENEFITS

1. PUBLICATIONS - All corporate partners are invited to view *Footprints, on the* NCHIMA website – www.nchima.org. *Footprints* is a bi-monthly publication which contains many interesting articles as they relate to current affairs in HIM and the activities of NCHIMA.
2. MAILING LIST - Upon request, NCHIMA mailing list is available to corporate partners.
3. REPRESENTATION - Corporate partners are eligible to serve on committees with voice. Corporate partners shall not be entitled to vote, hold office or serve as a delegate to AHIMA.
4. MAILINGS - Corporate partners receive announcements of educational seminars and other mailings of interest to NCHIMA members.
5. DISCOUNTS - Corporate partners are entitled to NCHIMA member registration fees for workshops and seminars sponsored by NCHIMA. Corporate partners receive NCHIMA member rates on publications. Corporate partners exhibiting at the annual convention are also eligible for corporate partner rates which are set annually by the NCHIMA Executive Board
6. RECOGNITION - Corporate partners are entitled to one "spotlight" write up or a free 1/4 page ad in *Footprints*. A listing of corporate partners is published in every issue of *Footprints*. There is a corporate partner listing on the NCHIMA web site - www.nchima.org. In addition, corporate partners are listed in the NCHIMA annual report, annual meeting program and new member handbook.

NORTH CAROLINA HEALTH INFORMATION MANAGEMENT ASSOCIATION

CORPORATE PARTNER APPLICATION

- Initial Application**
 Renewal Application

| |
|---|
| Period Covered: <u>May 2004 - April 2005</u> |
|---|

***Include information as you would like listed on the NCHIMA website:

Corporation Name: _____

Type of Business: _____

Corporation Representative:

Name: _____

Title: _____

Address: _____

(city) _____ (state) _____ (zip) _____

Phone: _____ FAX: _____ E-MAIL _____

Website (if applicable) _____

In the name of the above corporation, we hereby apply for designation as a corporate partner with the North Carolina Health Information Management Association and upon acceptance agree to uphold the AHIMA Code of Ethics:

Signature of Corporate Representative Date _____

Check payable to NCHIMA must accompany application (2004-2005 fee - \$150.00). Completed application should be mailed to:

Tamara Flynn, RHIA
 NCHIMA Incoming President-Elect/Membership
 PO BOX 59
 Bethel, NC 27812-0059

| OFFICIAL USE ONLY TO BE COMPLETED BY NCHIMA REPRESENTATIVE | |
|--|---------------------------|
| Approved By: _____ Title: _____ Date: _____ | Comments: Check #: |

**American Health Information Management Association
Code of Ethics 2004**

Ethical Principles: The following ethical principles are based on the core values of the American Health Information Management Association and apply to all health information management professionals.

Health information management professionals:

- I. Advocate, uphold and defend the individual's right to privacy and the doctrine of confidentiality in the use and disclosure of information.*
- II. Put service and the health and welfare of persons before self-interest and conduct themselves in the practice of the profession so as to bring honor to themselves, their peers, and to the health information management profession.*
- III. Preserve, protect, and secure personal health information in any form or medium and hold in the highest regard the contents of the records and other information of a confidential nature, taking into account the applicable statutes and regulations.*
- IV. Refuse to participate in or conceal unethical practices or procedures.*
- V. Advance health information management knowledge and practice through continuing education, research, publications, and presentations.*
- VI. Recruit and mentor students, peers and colleagues to develop and strengthen professional workforce.*
- VII. Represent the profession accurately to the public.*
- VIII. Perform honorably health information management association responsibilities, either appointed or elected, and preserve the confidentiality of any privileged information made known in any official capacity.*
- IX. State truthfully and accurately their credentials, professional education, and experiences.*
- X. Facilitate interdisciplinary collaboration in situations supporting health information practice.*
- XI. Respect the inherent dignity and worth of every person.*

EXECUTIVE BOARD STRUCTURE

| <u>OFFICE</u> | <u>ADDITIONAL DUTIES</u> | <u>ELECTED/APPOINTED</u> | <u>VOTING STATUS</u> |
|----------------------------------|--|--|----------------------|
| President | Delegate | Elected annually | Voice and Vote |
| President Elect | Delegate Membership Committee Volunteers | Elected annually | Voice and Vote |
| Vice President | Program Committee | Elected annually | Voice and Vote |
| Treasurer | | Elected in odd numbered years for two (2) year term | Voice and Vote |
| Regional Liaison | | Elected annually | Voice and Vote |
| Secretary | | Elected annually | Voice and Vote |
| Director | Awards Committee Meeting Site Selection Nominating Committee | Past President | Voice and Vote |
| Delegates | Bylaws Committee/ Procedure Manual Legal Affairs Strategic Planning | Elected for two (2) year term. Terms staggered (One (1) elected in odd years, two (2) elected in even years) | Voice and Vote |
| Regional Coordinators | | Elected by members of specific Region/Section | Voice and Vote |
| Alliance Liaison | | Appointed by President | Voice, no Vote |
| Allied Health Liaison | | Appointed by President | Voice, no Vote |
| Coding Task Force Chair | | Appointed by President | Voice, no Vote |
| Education Committee Chair | MidYear/Winter Workshops Scholarships Speakers Bureau | Appointed by President | Voice, no Vote |
| Public Relations Committee Chair | HOSA | Appointed by President | Voice, no Vote |
| Publications Chair | | Appointed by President | Voice, no Vote |
| Accounting Firm | | Hired by vote of Executive Board | No voice, No vote |
| Legal Service | | Hired by vote of Executive Board | No voice, No vote |
| AHIMA Nominating Committee | | Elected in odd years | No voice, No vote |

FORMAT FOR MINUTES

Title (Annual Meeting, Executive Board Meeting)

Date of Meeting

List of members present and office held

List of members absent and office held

Location and time of meeting

Text

1. Record only actions taken, not discussion, unless a concise statement is needed for future reference.
2. Motions Moved and Seconded shall have the decisions reached identified in Capital Letters. ie MOTION CARRIED, MOTION LOST.
3. The name of members considered for and selected as award winners should not be recorded in the minutes.
4. Headings for Executive Board Meetings
 - * Call to Order
 - * Approval of Minutes
 - * Treasurer's Report
 - * Committee Reports
 - * Project Manager Reports
 - * Delegate Reports
 - * Other
 - * Announcements
 - * Adjournment
 - * Date and location of Next meeting
5. Headings for Annual Business Meeting
 - * Title of Business Meeting
 - * Location
 - * Call to Order
 - * Items of Business
 - * Adjournment

Retain approved and corrected minutes plus all reports and handouts for official set of minutes.

GUIDELINES FOR INDUCTION OF OFFICERS

TO THE OFFICERS: You have been elected by your peers to provide leadership to our organization during the coming year. With their votes, the members entrust you with the responsibility of acting as the vanguard of our profession in North Carolina.

PRESIDENT

_____, as President, you are given the responsibility of preserving the traditions of this Association and of forwarding it's mission. May you be an inspiration to us all.

PRESIDENT ELECT

_____, as President Elect, this is your year of training and orientation for the office which you are to hold. You shall serve as an aide to the President, and shall assume duties of the President in his/her absence or inability to act. You shall also serve as Chair of the Membership Committee. You represent our hope for the future of NCHIMA. May you acquire the full insight into the responsibilities, possibilities and opportunities of your approaching task.

VICE PRESIDENT

_____, as Vice President, you have the responsibility to familiarize yourself with the duties of the President Elect and to be available to perform all the duties of that office in the event you are required to do so. You shall also serve as the Program Chair for the Annual Meeting of this Association.

TREASURER

_____, as Treasurer, you serve as Custodian of the Association's finances; collecting and dispersing with care the funds of the Association.

SECRETARY

_____, as Secretary, you have the duty to preserve the records entrusted to your care, endeavoring to accurately record the business of the Association during the coming year.

REGIONAL LIAISON

_____, as Regional Liaison, you have responsibility for communicating the activities of the Board to the Regions and Sections, and therefore to the membership.

GUIDELINES FOR INDUCTION OF OFFICERS - 2

DIRECTOR

_____, as the retiring President, you assume the responsibilities of Director and shall serve as the Chair of the Nominating Committee.

DELEGATES

_____, as Delegates, you will represent the NCHIMA membership at the AHIMA House of Delegates. May your comments and votes be guided by those you represent.

TO ALL OFFICERS

Do you officers accept the duties of your office and promise to fulfill them to the best of your ability?

(Please answer I do)

TO THE MEMBERSHIP

Members, you have heard these officers pledge themselves to their duties. Do you pledge to them your loyalty and active assistance in the fulfillment of their important office?

(Please answer We do)

I now pronounce these the duly installed officers of the North Carolina Health Information Management Association and ask them to assume their duties. May the future of this Association be revealed in a record of the faith and courage of our members, the credit going not to just one individual but to each members who can be proud he has played an important part in our Association.

GUIDELINES FOR REGIONAL TREASURERS

I. OBJECTIVE

- 1.0 To serve as financial officer for the Regions/Sections of the North Carolina Health Information Management Association.

II. GENERAL INFORMATION

- 2.0 Election shall be by ballot/vote of the active membership in good standing by serve as Treasurer for one (1) year.
- 2.1 Resignation from office must be in writing and becomes effective only when accepted by the Region/Section Officers.
- 2.2 In the event of death, incapacity or resignation of the Treasurer, the office will be filled by vote of the Region/Section Officers for the unexpired term.
- 2.3 Shall assume office on July 1 following election to facilitate fiscal year reporting and record keeping.

III. GENERAL RESPONSIBILITIES

- 3.0 Shall be custodian of the funds of the Region/Section.
- 3.1 Shall maintain an account of all dues, receipts and disbursements.
- 3.2 Shall give a full and accurate report of the financial status of the Region/Section at each meeting.
- 3.3 Submit a financial report to the North Carolina Health Information Management Association Treasurer quarterly, utilizing the North Carolina Health Information Management Association Financial Report form. The fiscal year runs July 1 through June 30. Quarters run: 1st - July - September; 2nd - October - December; 3rd - January - March; 4th - April - June.

IV. SPECIFIC RESPONSIBILITIES

- 4.0 Immediately upon assuming office of Treasurer (July 1), open a bank account in the name of the Association. Transfer of account is accomplished by change of signature cards.)

- 4.1 Keep full and accurate account of all receipts and disbursements. For receipts record all cash income with name and date received. For disbursements record all checks written, to whom paid, purpose and date.
- 4.2 Pay all bills approved by the Coordinator. Retain a copy of all bills.
- 4.3 Co-sign all checks with the Coordinator.
- 4.4 Deposit, within ten (10) days of the receipt of dues and any other funds received by the Region/Section.
- 4.5 Send copies of official correspondence to the Coordinator.
- 4.6 Forward all information regarding membership additions, deletions, etc to the Chair of the Membership Committee as soon as possible.
- 4.7 Prepare a quarterly financial report for the Region/Section Board and the North Carolina Health Information Management Treasurer. (Refer to 6.2.1 for the report format.)
- 4.8 Prepare a year-to-date financial report to be submitted to the membership at the last meeting of the fiscal year. (This is usually in May.)
 - 4.8.0 This report should be given to the Secretary of the Region/Section, to be included as part of the minutes.
 - 4.8.1 Format of report:
 - 4.8.1.0 Title
 - 4.8.1.1 Annual Report of Region/Section Treasurer
 - 4.8.1.1.0 Beginning year balance
 - 4.8.1.1.1 Summary of receipts
 - 4.8.1.1.2 Summary of disbursements
 - 4.8.1.1.3 End of year balance
 - 4.8.1.1.4 Detail of receipts
 - 4.8.1.1.5 Detail of disbursements
 - 4.8.1.2 Recommendations
 - 4.8.1.3 Signature and Date
- 4.9 Conclude all financial matters at end of term.

GUIDELINES FOR REGIONAL TREASURERS - 3

- 4.9.0 Attend any Region/Section Board meeting until June 30 along with newly elected Treasurer.
- 4.9.1 Distribute a supply of Reimbursement Forms to Region/Section Executive Board members and Committee chairs at the last meeting of the year.
 - 4.9.1.0 Instruct all officers and chairpersons on how to complete the form.
 - 4.9.1.1 Furnish each officer and Committee Chairperson with a copy and explanation of the account headings used by the Region/Section.
- 4.9.2 Meet with the immediate past Coordinator, the current Coordinator and the newly elected Treasurer for the audit of the books. Turn books over to the incoming Treasurer.
- 4.9.3 Notify bank by June 30 of change in officers and request signature cards for incoming Coordinator and Treasurer to complete. The incoming Treasurer will be responsible for returning the cards to the bank.
- 4.9.4 Deliver to the incoming Treasurer all monies, vouchers, books and papers of the Region/Section by June 30.
 - 4.9.4.0 The formal transfer and receipt of all monies, vouchers, books and papers shall be signed off by the outgoing and incoming Treasurers.
 - 4.9.4.1 Transfer document (sign off sheet) shall be maintained in the Treasurer's book permanently with a copy to the Coordinator each year at the time of transfer.

V. CALENDAR

- 5.0 Maintain a calendar by quarters and submit a financial report to the North Carolina Health Information Management Association Treasurer utilizing the North Carolina Health Information Management Association Quarterly Financial Report Form.

- 5.0.0 First Quarter - July - September Report is due by October 10

GUIDELINES FOR REGIONAL TREASURERS - 4

- 5.0.1 Second Quarter - October - December Report is due by January 10
 - 5.0.2 Third Quarter - January - March Report is due by April 10
 - 5.0.3 Fourth Quarter - April - June Report is due by June 30 in order to close out ledgers for audit.
- 5.1 Fiscal year is July 1 through June 30.
- 5.1.0 Annual report is due no later than thirty (30) days prior to the NCHIMA Annual Meeting.
 - 5.1.1 Amended Annual Report is due no later than June 30.

VI. GENERAL GUIDELINES

6.0 Receipts

- 6.0.0 Post all receipts in the ledger giving date, check number, amount and extension. Account headings used are as follows and may be expanded or deleted when approved by the Region/Section Membership as needed:

- 6.0.0.0 01 Active RHIA
- 6.0.0.1 02 Active RHIT
- 6.0.0.2 03 Active
- 6.0.0.3 04 Associate
- 6.0.0.4 05 Student
- 6.0.0.5 06 Supportive

6.0.1 Workshops

6.0.2 General

- 6.0.3 Deposit all receipts within ten (10) days of receiving.

6.1 Disbursements

- 6.1.0 On receipt of reimbursement requests from membership, checks should be written and sent to the Coordinator for approval and signature as soon as possible. Include an envelope addressed and stamped to the person receiving the reimbursement so the Coordinator can mail checks without delay.

GUIDELINES FOR REGIONAL TREASURERS - 5

6.1.1 All disbursements shall be posted in the ledger giving date, check number, amount and extension. Accounting headings used are as follows and may be expanded or deleted when approved as needed.

6.1.1.0 NCHIMA - Annual Meeting

6.1.1.1 Region/Section Executive Board Travel

6.1.1.2 Region/Section Executive Board Expenses
(Telephone, Postage, Supplies, etc. Note which expense)

6.1.1.3 Workshops

6.1.1.4 Meetings - Programs

6.1.1.5 General

6.2 Monthly Balance

6.2.0 Checkbook, ledger and bank statement should be reconciled monthly.

6.2.0.0 Add all expenses (debits), subtract from income balance (credits) and this will give you the balance of cash on hand.

6.2.1 Quarterly financial report shall be mailed to the Region/Section Officers and the North Carolina Health Information Management Treasurer. (Refer to 5.0.0 through 5.0.3)

6.2.1.0 Beginning balance

6.2.1.1 Receipts (itemized)

6.2.1.2 Disbursements (itemized)

6.2.1.3 Ending balance

6.2.2 Review the monthly bank statement jointly with a designated members of the Region/Section membership.

6.2.3 All records shall be based on the fiscal year of the North Carolina Health Information Management Association. (Refer to 5.1)

NOTE: This in no way reflects the total spectrum of the function of the Region/Section Treasurer, however, depicts the minimum guidelines in fulfilling the basic duties of a Region/Section Financial Officer. Additional duties may be added according to the Region/Section Bylaws.

GUIDELINES FOR EDUCATIONAL PROGRAMS STATE, REGIONAL AND LOCAL (AHIMA)

INTRODUCTION

The following guidelines for educational programs were developed by the continuing education committee to meet the needs of those associations requesting guidance in setting up educational programs which will meet the AHIMA continuing education requirements.

The AHIMA will approve specific educational programs sponsored by state, regional and local associations for continuing education clock hours. It is the prerogative of each organization to develop and conduct its own educational programs as each organization is in a position to determine its needs and resources.

The guidelines which have been developed reflect the experience of those who have conducted similar meetings.

GUIDELINES FOR PLANNING CONTINUING EDUCATION PROGRAMS

1. Members should be urged to attend state, regional or local educational programs in addition to AHIMA institutes and/or the AHIMA Annual Meeting.
2. Educational meetings should be scheduled at times which will not conflict with other state, regional, local or national meetings.
3. Faculty should be chosen from individuals aware of the current trends in the health field and knowledgeable about the field of health information management practices. HIM/HIT faculty are often valuable resource personnel.
4. Caution should be used not to cover too much material at one meeting.
5. Consideration should be given to offering the same program in various locations on different dates.
6. Working with another organization in planning and/or sponsoring a meeting should be explored.
7. Prior approval forms, in duplicate, along with two (2) copies of the preliminary program, and the estimated attendance should be sent by the Program Chairperson to the NCHIMA Education Committee Chairperson, for continuing education credit evaluation and approval. The signed approval form will be returned to the Program Chairperson. One (1) hour education equals one (1) clock hour of continuing education. Two (2) hour workshop sessions equal two (2) clock hours of continuing education.

GUIDELINES FOR STATE, REGIONAL AND LOCAL EDUCATIONAL PROGRAMS (AHIMA)

- 2

8. At the meeting the Program Chair should distribute the Continuing Education Form to each individual attending the meeting. The form should be retained by the participant and used when submitting CE cycle information. These forms should be retained as verification of attendance should the participant be audited by AHIMA.
9. Presidents of Health Information Management Associations in neighboring states may be included on the mailing list to receive notices of programs, etc.
10. If possible, the Program Chairperson should inform the AHIMA Director, Continuing Education Division or outstanding speakers, for future programs.
11. Allow sufficient time to plan and present the meeting - six (6) months in advance is not too much.
12. Delegate Committee duties as follows:
 - a. Arrangements - Site, Coffee, Meals, Hotel Rooms
 - b. Program Planning - Invitation to Speakers
 - c. Publicity - Flyer and News Media
 - d. Registration

PROCEDURES FOR CONDUCTING EDUCATIONAL MEETINGS

1. Set educational objectives for the meeting such as topics to be presented, scope of topics, etc.
2. Select the time and place for the meeting.
 - a. Times to avoid
 1. Legal and religious holidays
 2. Conflicting national, state or local meetings.
 3. School graduation dates, other civic events
 - b. Consider the following when determining the place:
 1. Availability of hotels
 2. Proximity of transportation
 - * Adequate parking facilities
 - * Convenient to airport and other transportation terminals.
3. Determine registrants
 - a. Decide whom to invite
 - b. Estimate attendance

4. Determine meeting length

- a. Provide adequate time to present subject matter
- b. Organize sessions
 - 1. Estimate time needed
 - 2. Determine the time registrants will be willing to stay
 - 3. Plan program content around time factors
- c. Consider two (2) one (1) day meetings held separately which may be preferable to single two (2) day meetings, or vice versa.

5. Plan the Program

- a. Begin with basic principles of each topic.
- b. Plan subjects which compliment principal topic.
- c. Avoid presenting programs that follow too closely or duplicate programs of other groups.
- d. For a list of topics of interest, check “Keep Current With FORE”; current professional journals; survey members for individual needs and suggestions.

6. Program Faculty

- a. Contact appropriate association members for faculty suggestions.
- b. Read journals of the health field (authors who present pertinent ideas).
- c. Study other professional organization programs, if available.
- d. Contact the State and National Associations, health department personnel, hospital associations, other health professionals for suggestions.

7. Teaching Methods

- a. Lectures
- b. Use of visual aids - films, tapes, slides, transparencies
- c. Small conference sessions
- d. Demonstrations

8. Supplying Hand-out Materials

- a. Reprints from various publications
- b. Forms to illustrate presentation

GUIDELINES FOR STATE, REGIONAL AND LOCAL EDUCATIONAL PROGRAMS (AHIMA)

- 4

9. Prepare An Evaluation Form

- a. Design Form
 1. Rate each speaker - excellent, good, fair
 2. Request suggestions for future meetings.
- b. Arrange
 1. To collect forms at end of meeting
 2. Tabulate results for planning future meetings

10. Develop the Budget

- a. Cover all expenses
 1. Committee Meetings
 2. Speakers
 3. Audio-Visual
 4. Meals (if included) and/or refreshments
 5. Printing expenses, badges, etc
 6. Transportation
- b. Base registration fee on lowest expected attendance

11. Publicize the Meeting

- a. Allow time for:
 1. Approval for CE clock hours
 2. Printing
 3. Mailing
 4. Response from attendees
- b. Items to include in notice or flyer:
 1. Date
 2. Time
 3. Place
 4. Cost
 5. Name and Address of individual who will receive registration and fees
 6. Deadline for registration
 7. AHIMA CE clock hours

12. Suggested Subjects (not limited to those below)

- a. Health Information Systems and Techniques
- b. Management - All Phases
- c. Computerization
- d. Trends in Health Care
- e. Legal Aspects of Health Information Management

AHIMA RESOURCES ON CONTINUING EDUCATION

1. FORE Keep Current Series
2. Bibliographies
3. Resource Guides
4. Cassettes
5. "Program in a Box"

MANUAL ON SECTIONS

NORTH CAROLINA
HEALTH INFORMATION
MANAGEMENT ASSOCIATION

MANUAL ON SECTIONS - 2

PREFACE

This manual has been prepared to provide guidance and direction for the Executive Board in approving and administering Sections within the organizational structure of the NCHIMA. Because Sections are an integral part of NCHIMA, it is important for the Executive Board to oversee the activities of these Sections and to provide assistance in their organization and continued operation.

The format of the *Manual on Sections* of the American Health Information Management Association was adapted with permission from AHIMA.

Approved by the NCHIMA Executive Board: April 1989
Revised: May 1998

MANUAL ON SECTIONS - 3

PURPOSE/DEFINITION OF SECTIONS

PURPOSE

The purpose of a Section is to promote the common interests of Association members engaged in or interested in a specialized area of health information and practice. A Section is a means of increasing communications and interaction among persons of similar interests within the framework of the larger parent organization. Specifically, it is expected that a Section will represent and express the views of its members, provide a forum and exchange of information, and will plan and conduct such educational programs as are needed to enhance the knowledge and skills of its members.

DEFINITION OF SCOPE OF SECTIONS

To be consistent with the NCHIMA and AHIMA Bylaws, Sections must be developed with a reasonably broad interest base - an interest base that is statewide in scope. The proliferation of Sections with very narrow scope would be administratively undesirable and fiscally impractical. To avoid overlap, only one (1) Section per area of specialization will be approved by the NCHIMA Executive Board.

AUTHORITY/POWER OF SECTIONS

AUTHORITY OF SECTIONS

While Sections will be allowed considerable autonomy within the NCHIMA structure, they should support the NCHIMA basic philosophy and purposes in matters external to the Association. Although all Sectional activities are reviewable, a Section may function freely within its area of specialized interest so long as it is not in conflict with another structure of NCHIMA or AHIMA or with established policy, procedure or NCHIMA or AHIMA Bylaws.

Sections have the authority to expand in numbers at will as long as budgetary provisions are made and fiscal solvency is maintained. Any merger with another Section requires approval of the NCHIMA Executive Board. Section leadership should contact the NCHIMA President with the details of the intended merger so the NCHIMA Executive Board's review process can be initiated.

MANUAL ON SECTIONS - 4

PUBLIC POSTURE OF SECTIONS

Sections are free to communicate with other organizations in matters that relate to their areas of special interest. In doing so, it must be made clear that the Section speaks and acts only for itself and in no way represents the parent organization unless a prior arrangement has been made with NCHIMA. If a Section speaks with the official backing of NCHIMA, the extent and limitations of the communications must be spelled out and receive prior approval.

A Section member does not have the authority to act as a NCHIMA spokesperson. However, NCHIMA may designate a Section member as the responsible individual in a specialty field and authorize this person to speak for the Association in matters related to that field.

Sections are authorized to make public policy statements within their area of competence if agreement has been reached with the Section. Any such policy statement must include the following:

This statement was approved by the membership of this Section. This statement does not necessarily reflect the views of its parent organization, the North Carolina Health Information Management Association, unless it has been approved and endorsed by NCHIMA.

In the event a Section consistently expresses policy in conflict with NCHIMA official positions, the NCHIMA Executive Board should evaluate such differences of opinion and determine whether or not the continuance of the Sections holding these views is in the best interests of the Association. If not in the best interest of NCHIMA, arrangements should be made to dissolve the Section.

ORGANIZATIONAL STRUCTURE OF SECTIONS

SECTION NAME AND DESIGNATION

Each Section has the authority to select its official name. The chosen name should be concise and descriptive and should be worded to avoid confusion with any other existing Section or organizational component of NCHIMA. Examples of acceptable names: Quality Improvement Section of the North Carolina Health Information Management Association; Behavioral Health Section of the North Carolina Health Information Management Association.

MANUAL ON SECTIONS - 5

OFFICERS

Each Section shall select officers from within its membership using whatever selection process best fits the needs of the Section. This selection process must be described in the Section's Organizational Plan and Bylaws. The chief elected officer of a Section shall be known as Coordinator and shall serve as a member of the Executive Board. The number and titles of other officers may vary Section to Section, but a minimum of three (3) officers must be named. Continuity of leadership should be included in the Organizational Plan. Tenure for the officers should be determined by the Section and described in the Organizational Plan. Duties of the officers may depend on the Section's needs and the size and complexity of the Sectional organization. In general, however, it is the responsibility of the chief office of each Section to ensure that it fulfills its commitments to both the NCHIMA parent organization and to any individuals or groups external to the Section.

PLAN OF ACTION

Sections have the authority and responsibility to develop a Plan of Action. An initial Plan of Action is submitted to the NCHIMA Executive Board when the Formal Petition is being made to establish the Section. Any changes in this initial Plan of Action, as filed with the Petition to Form, must be communicated to the NCHIMA Executive Board for review and approval before they are implemented. (See Suggested Activities for Plans of Action)

MEMBERSHIP

As stated in the NCHIMA Bylaws, membership in Sections is restricted to NCHIMA members from any category of membership and supporting members. A Section may have supporting members if this fits in with the goals and objectives of the Section. A supporting member is defined as an individual who is interested in a particular area of specialization in the health information field but does not meet the qualifications for active, associate or student membership in NCHIMA.

Cancellation or forfeiture of membership in NCHIMA will automatically terminate that individual's Section membership.

SECTION MEETINGS

Each Section must conduct and record minutes of at least one (1) Annual Business meeting.

MANUAL ON SECTIONS - 6

PROCEDURES FOR ESTABLISHING A SECTION

In order to provide for the equitable and orderly establishment of Sections, a formal application process has been established. The application steps are as follows:

THE FORMAL PETITION

Organizers for a new Section will request the “Formal Petition - Application to Form a Section Within NCHIMA” from the President of NCHIMA.

The criteria for assessing petitions are:

- * Purpose of a Section is in harmony with NCHIMA purposes, goals and Bylaws;
- * Strong evidence of potential membership numbers and support on a statewide level;
- * Section represents a clearly definable group of NCHIMA members interested in a particular area of specialization within the profession.

Formal approval will require:

- * A list of at least ten (10) active NCHIMA members’ signatures collected at an NCHIMA Annual Meeting or by mail.
- * A financial plan demonstrating the Section’s ability to be financially self-sufficient.
- * A yearly Plan of Action which reflects the level of activity and which minimally calls for an Annual Meeting.
- * Functional Organizational Plan or Bylaws to include at least the following:
 - * Name and purpose of the Section
 - * Qualifications for membership in the Section
 - * Tenure and duties of officers
 - * Officers by title
 - * Provisions for elections
 - * Provisions for holding meetings and educational sessions
 - * Reporting mechanisms
 - * Any provisions for committees including their formation and dissolution.

MANUAL ON SECTIONS - 7

The Formal Petition will be reviewed by the NCHIMA Executive Board. The petitioners may be requested to clarify or elaborate on portions of the application. If the Executive Board

disapproves the application, their rationale for disapproval should be included as part of the follow up.

Following approval of the Formal Petition, announcement of the approval to form a new Section will be published in *Footprints*.

Once approved, the principal organizer of the forming Section will be asked to sign a Letter of Agreement to appropriately handle the disbursement of Section funds.

REQUIREMENT FOR SECTION CONTINUATION

It is NCHIMA's desire to foster active continuation of Sections; therefore, it is imperative that Sections display sufficient quality and scope of activities, as well as member interest, to qualify for continuation.

The following conditions must be met in order to continue as a NCHIMA Section:

- * Develop activities that will:
 - * Facilitate professional relationships,
 - * Represent and express the view of Section members to NCHIMA,
 - * Enhance the knowledge and skills of Section members.
- * Conduct an Annual Meeting which includes educational components and a business meeting.
- * Maintain at least thirty-five (35) members,
- * Assure that Section membership is made up of NCHIMA members and supporting members as defined by the NCHIMA Bylaws.

An Annual Report must be submitted to the NCHIMA Executive Board at least thirty (30) days prior to the NCHIMA Annual Meeting. This report will be used by the Executive Board as a part of the review mechanism to determine the continued viability of a Section. The report must include at least the following:

- * Summary of Section activities for the last year, including the activities of any Sectional Committees,
- * Status of goals and objectives approved for that year,
- * Income and expense statement for previous year,
- * Minutes of the Annual Meeting,
- * Goals and objectives for the coming year - including Plan of Action,
- * Budget for the coming year, with a recommendation for the dues amount.

MANUAL ON SECTIONS - 8

After review of the above report and the official membership count, the NCHIMA Executive Board will determine the continuation, probationary status or the termination of the Section.

The officers of the Section will be notified of the Board's decision on the continuation. In the event of a probation or termination decision, the Section will be given a one (1) year period in which to appeal the decision, to reorganize or to revitalize the Section.

Sections may be terminated upon their own request/recommendation.

SUGGESTED ACTIVITIES FOR PLANS OF ACTION

Sections have wide autonomy in the development of their programs provided that the minimal requirements described below are met each year.

ANNUAL MEETING

A Section's educational program and business meeting should be a focus for Sectional activities.

COMMITTEE ACTIVITIES

Sections may find it useful to develop a committee structure. If standing committees are advisable, they should be reflected in the Bylaws or Organizational Plan of the Section. Otherwise, the officers of the Section may appoint ad hoc committees.

ADDITIONAL CONTINUING EDUCATION OFFERINGS

Sections may desire to offer continuing education programs or specialized seminars in addition to the Annual Meeting program.

If Sections do become involved in specialized seminars or additional continuing educational programs, the following information should be included, for each proposed program, in their Plan of Action for the next year.

- * Working title of program
- * Objectives and program content
- * Anticipated target audience
- * Tentative date of program
- * Recommended site

MANUAL ON SECTIONS - 9

COMMUNICATION WITHIN A SECTION

Space will be provided in each issue of *Footprints* for reporting of Section activities. Responsibility for preparation of material for this publication will rest solely with each Section. The Section must adhere to established publication deadlines and editorial policies and coordinate preparation of material to be printed with the Chairperson of the NCHIMA Publications Committee.

SECTION NEWSLETTER

If a Section wishes to communicate with its membership through a separate newsletter, it may do so provided it can support the cost of that newsletter. This should be included as part of the Section's Plan of Action.

SPECIAL PROJECTS

A Section of NCHIMA may desire to undertake special projects of interest and benefit to their members. If so, the description of these projects and how they will be handled should be included in the Section's Plan of Action. If a Section wishes to undertake a special project that involves a financial commitment of more than \$100 not previously budgeted, approval of the NCHIMA Executive Board will be required.

FISCAL POLICIES

The Section's fiscal year shall be the same as that of NCHIMA.

FINANCIAL POLICIES

DUES

As stated in the NCHIMA Bylaws, the necessity for dues will be determined by Sectional membership. The amount of such dues shall be determined by estimating the cost of operating a Section based on planned activities.

These dues shall be paid directly to the Treasurer of the Section.

REVENUE/ACCOUNTING

The accounting process as set forth in the NCHIMA Bylaws and the NCHIMA Procedure Manual will be followed.

MANUAL ON SECTIONS - 10

The same rules and regulations for financial management required of the Treasurer of NCHIMA will be required of the Treasurer of each Section.

JOINT RESPONSIBILITIES OF NCHIMA AND SECTIONS

NCHIMA and a Section shall share operational and ethical responsibilities in the start up and continuance of the Section.

NCHIMA RESPONSIBILITIES

Following NCHIMA Executive Board approval of the Petition to Form a Section:

- * Assign an Executive Board member to serve as liaison between the Section Board and the NCHIMA Executive Board. This Executive Board member shall:
 - * Provide guidance and assistance as needed,
 - * Attend Section Board Meetings,
 - * Attend Section Annual Meeting,
 - * Provide a communication link between the Section's activities and NCHIMA Executive Board.
- * Publish notices regarding Section formation in *Footprints*; thereafter, publish notices and information regarding Section activities.
- * Allow to Section's Coordinator to serve as a voting member of the NCHIMA Executive Board,
- * Incorporate the Section's Annual Report into NCHIMA's Annual Report,
- * Provide the Section with the Annual goals and objectives of the NCHIMA Executive Board.

SECTION RESPONSIBILITIES

Following NCHIMA Executive Board approval of the Petition to Form a Section:

- * Plan the Section's Annual Meeting,
- * Submit Bylaws revisions for review and approval by NCHIMA Executive Board,
- * Submit an Annual Report to include items outlined in the "Requirements for Section Continuation" portion of this document.

MANUAL ON SECTIONS - 11

FORMAL PETITION AND APPLICATION
TO FORM A SECTION WITHIN NCHIMA

Instructions:

Please complete all sections of this application. Be as thorough s possible in your responses. Incomplete information will result in delays in the approval process. Use an additional sheet of paper if necessary to provide expanded or additional clarification.

PROPOSED TITLE OF SECTION _____

PRINCIPAL ORGANIZERS: (This will usually be those individuals who have expressed initial interest in forming a Section)

1. Name _____

Address _____

Place Of Employment _____

Business Phone _____

2. Name _____

Address _____

Place Of Employment _____

Business Phone _____

3. Name _____

Address _____

Place Of Employment _____

Business Phone _____

4. Name _____

Address _____

Place Of Employment _____

Business Phone _____

5. Name _____

Address _____

Place Of Employment_____

Business Phone_____

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1. STATEMENT OF PURPOSE OF THE SECTION: _____

2. STATEMENT OF NEED FOR THE SECTION AND ANTICIPATED IMPACT:

3. SOURCE OF POTENTIAL MEMBERSHIP _____

4. TARGET DATE FOR COMPLETION OF PLANNING PROCESS AND FORMAL ORGANIZATION: _____

5. NUMBER OF MEMBERS FOR FIRST YEAR AFTER FORMAL ORGANIZATION

(Attach signatures of at least ten (10) NCHIMA members, collected at a NCHIMA Annual Meeting or by mail. PLEASE NOTE: These are names in addition to the five (5) primary organizers)

6. TOTAL NUMBER OF PROJECTED MEMBERS FIRST YEAR _____, SECOND YEAR _____, FIFTH YEAR _____.

7. PLAN OF ACTION FOR FIRST YEAR: (Attach separate document if necessary)

| OBJECTIVE | PLAN OF ACTION | TARGET DATE |
|-----------|----------------|-------------|
|-----------|----------------|-------------|

8. PLAN FOR FINANCIAL SUPPORT OF SECTION: (Attach separate document if necessary)

9. ORGANIZATIONAL PLAN: (Attach a copy of the Section's Bylaws or other document which describes operation of the Section, to include nomination and election procedures.)

SIGNATURE OF PRINCIPAL ORGANIZER: _____ DATE _____

NCHIMA EXECUTIVE BOARD RECOMMENDS:

APPLICATION APPROVED _____
APPLICATION DISAPPROVED _____

SIGNATURE OF NCHIMA PRESIDENT _____ DATE _____

MEMBERSHIP DEFINITIONS (AHIMA)

| <u>CODE</u> | <u>STATUS</u> | <u>DEFINITION</u> |
|-------------|-------------------|--|
| 10 | Active | Any individual with an AHIMA certification, in good standing (RHIT, RHIA and/or CCS/CCS-P credentialed individual) |
| 11 | Senior | Former active member who has reached the age of 65. |
| 12 | Retired | Former national president who has retired. |
| 13 | Honorary | Individual who has been designated honorary membership by the Association Board of Directors. |
| 20 | Associate | Non-credentialed individual currently employed in the health information management field. |
| 21 | Student | Individual currently enrolled in an AHIMA accredited educational program - may already hold a credential. |
| 22 | Corporate Partner | Organization who lends its support to the goals and objectives of AHIMA through an organizational membership. |
| 60/61 | Nonmember | Credential maintenance only |
| 70/71 | Forfeited | Membership forfeited |

MEMBERSHIP UPDATE PROCEDURE (AHIMA)

PURPOSE:

- To maintain a timely and accurate membership database for NCHIMA,
- To assure an accurate membership database,
- To provide communication to New/Transfer Members,
- To provide notification to assigned Mentors,
- To provide notification to Regional Coordinators.

SUPPLIES:

- Membership Definitions (AHIMA) (Included in the Appendix Section of this Manual.
- Regions of North Carolina (Included in the Appendix Section of this Manual.
- ~~Loss-Gain Memo (Attachment to this Appendix)~~
- State List of Post Offices (usually obtain via the internet or phone book)

- 1.0 Membership update reports are pulled from the AHIMA website by designated NCHIMA representatives for distribution. Mailings lists can also be printed. The membership reports reflects membership changes including address change, name change, status change, transfer in and out, etc. Membership reports are current providing NCHIMA members keep their member profiles updated on the AHIMA website. Contact the Membership Committee Chair for current information on NCHIMA members.

1.0.0 New Member/Transfer In

Members on this list usually include active, student and associate members statuses. Exclude students from the procedure below. (Attachment #2)

1.0.0.0 Assign Region

~~1.0.0.1 Complete Loss/Gain Memo (Attachment #2)~~

~~1.0.0.2 Association Secretary updates database and completes step 5.0.~~

1.1.0 Name/Address Change

A “previous” name will be indicated on the AHIMA printout for reference purposes, if applicable. Check state membership roster to ensure we have the latest address on file. In some instances the address changes received from AHIMA may not be the current address, depending on whether the member has kept their member profile current on the AHIMA website (Attachment #2)

1.1.0.0 Reassign Region if necessary

~~1.1.0.1 Complete Loss/Gain Memo (Attachment #2)~~

~~1.1.0.2 Association Secretary updates database and mails notification of Loss/Gain Memos to Regional Coordinators.~~

MEMBERSHIP UPDATE (AHIMA) - 2

1.2.0 Status Change

These changes occur when members retire from the Association, move from inactive to active status, etc. “To” and “from” statuses need review to determine action. (Attachments #2, #3, #4, #5)

1.2.0.0 Code 21 (student) to 10 (active): Major changes in status will only occur when the national examinations are given and the members pass either the RHIT, RHIA or CCS exam.

1.2.0.0.0 Sent letter of Congratulations (Attachment #3 or #4)

1.2.0.0.1 Assign Region

~~1.2.0.0.2 Complete Loss/Gain Memo (Attachment #2)~~

~~1.2.0.0.3 Association Secretary updates database and completes step 5.0.~~

1.2.0.1 Code 70 - 71 (forfeit to XX)

Code XX to 70 - 71 (forfeit)

This status is assigned by AHIMA when dues have not been paid. This category will need to be carefully watched, since most members will show up on subsequent lists as code XX. Follow procedures on the new assignment of status. May not require action if member has been temporarily moved to this category for nonpayment of dues.

1.2.0.1.0 Code XX to forfeiture: Association Secretary should not delete/identify as forfeit.

1.2.0.2 Code 10 (active) to 60/61 (Credential maintenance only)

Has limited impact on state roster. (Correction only requirement) Please note that **associate members cannot hold office or vote**. These changes should be forwarded to the Regions. (Attachment #2)

1.3.0 Transfer Out - Members who have moved from the state. (Attachment #2)

1.3.0.0 Complete Loss/Gain Memo (Attachment #2)

1.3.0.1 Association Secretary to delete member from database and notify Regional Coordinator.

2.0 Region Assignment

2.0.0 Using the State List of Post Offices, find the city indicated in the member’s address.

MEMBERSHIP UPDATE (AHIMA) - 3

- 2.0.1 The county is indicated in parenthesis beside the city's name
 - 2.0.2 Using the "Regions of NCHIMA" (Refer to Appendix Section of this Manual), locate the county under the appropriate Region. This will be the Regional assignment for the member.
-
- 3.0 Download membership listing monthly from AHIMA website. Retain detailed membership Listing for Membership files.
 - 4.0 Distribute to membership listing monthly to designated board members. ~~Send update list, labels, Gain/Loss Memos, and other information from AHIMA as necessary to the Association's Secretary to update database files.~~
 - 5.0 The Membership Committee Chair ~~Association's Secretary~~ is responsible for distributing a packet of information to Students and New/Transfer Members which includes: (Attachments #1, #6,#7)
 1. New Member Handbook (Refer to Appendix Section of this Manual.)
 2. Self-addressed, stamped postcard (to be returned to the Secretary) (Attachment #7)
 3. * Letter of Welcome from the President Elect (Attachment #1)
 4. Mentor assignment
 5. * Regional assignment

* Students receive only a Letter of Welcome from the President Elect and Regional assignments.

Letter to Members Transferring Into the State

Date

Dear _____

I was recently advised of your transfer to our state and the North Carolina Health Information Management Association. As the Membership Committee Chair and President Elect, I would like to welcome you to our Association. I would also like to take this opportunity to tell you about our Association.

In North Carolina we have over 1000 active member and our State is divided into 7 regions and the Behavioral Health Section. The members of each region and section elect their officers, usually a Coordinator, Coordinator Elect and Treasurer, who arrange and plan continuing education and business sessions. The regions and section do provide many fine programs for continuing education credit and provide a communication link to and from the Executive Board of NCHIMA. I have taken the liberty of assigning you to Region _____.

The North Carolina Health Information Management Association conducts two (2) meetings each year. The Annual meeting is held late April to mid May. It is a 2 ½ day session which runs from Tuesday through Friday. Continuing education credits from 10 - 16 CE hours are available, and the Business Session is usually conducted on Wednesday morning. In late October to early November the Association also sponsors a one (1) day educational workshop with 6 to 8 CE s awarded. Both of these meetings do offer an excellent opportunity to obtain CE credits and meet other health information management professionals. Our state newsletter, *Footprints*, will keep you abreast of these meetings. However, if you do have any questions, please contact our Association Secretary at (919) 870-5932 for assistance.

As with any nonprofit organization, the NCHIMA depends on the membership to keep the Association "afloat". To accomplish this, we rely on members to volunteer their time by assisting in Association activities. Statewide and regionally there are a number of committees, and we are always in need of volunteers. If you would like to serve at the State level, please let me know.

Again, welcome to the North Carolina Health Information Management Association. If you have any questions regarding our Association, please feel free to contact me at (XXX)-XXX-XXXX. (*enter President Elect's phone number*)

Sincerely,

Membership Committee Chair

MEMBERSHIP UPDATE (AHIMA) - 5

Attachment 2

Gain/Loss Memo

MEMORANDUM

TO: (Gaining Region)
(Losing Region)

FROM:

DATE:

Please be advised that the following member has:

Address Change: _____

Name Change: _____

Status Change: From: _____ To: _____

Transferred Out of State

Other Change: _____

Member information: _____

Full Name

_____ RHIT _____ RHIA _____ CCS

AHIMA ID Number: _____

RHIT Congratulatory Letter

Date

Dear _____;

Congratulations! I recently received notification that you passed the accreditation exam. I am sure you are pleased and proud to have reached this major milestone in your career. As President Elect of the North Carolina Health Information Management Association, it is my pleasure to welcome you as a new RHIT into our Association.

I encourage you to now become active in the affairs of the State Association and the American Health Information Management Association. We need the creativity and involvement the new RHIT can bring to our profession. Very soon we will be working on our slate of candidates for state officers, and I will be looking for volunteers to serve on various committees during the next year. If you would like to serve your Association, please let me know very soon.

Again, congratulations. I look forward to your active involvement in our State Association.

Sincerely,

Membership Committee Chair

RHIA Congratulatory Letter

Date

Dear _____;

Congratulations! I recently received notification that you passed the registration exam. I am sure you are pleased and proud to have reached this major milestone in your career. As President Elect of the North Carolina Health Information Management Association, it is my pleasure to offer congratulations to you.

I encourage you to now become active in the affairs of the State Association and the American Health Information Management Association. Both of these organizations offer many continuing education opportunities and a chance for you to meet others working in our field.

We need the creativity and involvement the new RHIA can bring to our profession. Very soon we will be working on our slate of candidates for state officers, and I will be looking for volunteers to serve on various committees during the next year. If you would like to serve your Association, please let me know very soon.

Again, congratulations. I look forward to your active involvement in the North Carolina Health Information Management Association

Sincerely,

Membership Committee Chair

Welcome Letter for Members Changing to an Active Status

Date

Dear _____;

I was recently advised by the American Health Information Management Association of your change of status from a(n) _____ member to an active status. As President Elect of the North Carolina Health Information Management Association, it is my pleasure to welcome you to our Association as an active member.

I encourage you to now become active in the affairs of the State Association and the American Health Information Management Association. Very soon we will be working on our slate of candidates for state officers, and I will be looking for volunteers to serve on various committees during the next year. If you would like to serve your Association, please let me know very soon.

Again, welcome to our Association and the benefits offered to our active members.

Sincerely,

Membership Committee Chair

Welcome Letter to Student Members

Date

Dear _____;

I would like to take this opportunity to welcome you to the North Carolina Health Information Management Association. As a student, your membership in the American Health Information Management Association also entitles you to Student Membership in the North Carolina Health Information Management Association. You can maintain student membership in NCHIMA as long as you student membership in AHIMA continues.

As a student member, you are entitled to attend business and educational meetings of the Association. Registration fees are not required from students for attendance to educational meetings. This is an excellent opportunity for you to become active in the Association.

The NCHIMA conducts two (2) meetings each year. The Annual meeting is held late April to mid May. It is a 2 ½ day session which runs from Tuesday through Friday. In late October to early November the Association also sponsors a one (1) day educational workshop. Both of these meetings offer an excellent opportunity for you to attend exciting educational meetings regarding the latest concerns for health information management professions as well as to meet other health information management professionals.

Again, I welcome you to the Association and I look forward to your involvement as a future health information management professional.

Sincerely,

Membership Committee Chair

Question Deleting since Member Data is Keep Current on the AHIMA Website – Member Profile Updates ~~Postcard for New Members~~

(New members should complete the postcard and return to the Association's Secretary. The Secretary will then notify the assigned Mentor of the information to assure continuity of the Mentor Program.)

Please complete and return this card immediately to the Membership Committee Chair assure our files reflect your correct information.

NAME: _____

PHONE NUMBER (WORK): _____

PHONE NUMBER (HOME): _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

Return to NCHIMA
____ PO Box 99639
____ Raleigh NC 27624-9639

Enclosures for Membership Letters

New Members Packet

- * Welcome Letter
- * New Member Handbook
- * Recruitment Brochure
- * Pre-addressed, stamped postcard

Corporate partner Packet

- * Welcome Letter
- * New Member Handbook
- * Membership List

Membership/Corporate partner Inquiry

- * Inquiry Letter
- * Information and Application, if appropriate

Corporate partner Packet for Annual Meeting

- * Letter of Welcome
- * NCHIMA Annual Report
- * NCHIMA Annual Meeting Program
- * Corporate partners Satisfaction Survey (to be developed)

Corporate partner Solicitation

- * Solicitation Letter
- * Information and Application
- * Self addressed envelope

MEMBERSHIP UPDATE (AHIMA) - 11
MEMBERSHIP INQUIRY RESPONSE – Attachment 9

Date

Dear _____ ;

This letter is in response to your inquiry regarding the North Carolina Health Information Management Association. The Association is composed of over 1000 active members and our state is divided into seven (7) regions and a Behavioral Health Section. The members of each region elect their officers, usually a Coordinator, Coordinator Elect and Treasurer, who arrange and plan continuing education and business sessions. The regions provide a communication link to and from the Executive Board of NCHIMA.

The North Carolina Health Information Management Association conducts two (2) meetings each year. The Annual meeting is held between late April and mid May. It is a 2 ½ day session which lasts from Tuesday through Friday. In late October or early November, the Association also sponsors a one (1) day workshop. Both of these meetings offer continuing education and an opportunity to network with other health information professionals.

The membership of the Association is divided into five (5) classifications: active, associate, student, honorary and corporate. To become an active member of NCHIMA, you must be credentialed and must be an active member of the American Health Information Management Association (AHIMA). An active member in good standing shall be entitled to vote, hold office and serve as a member of the Executive Board, as a committee chairperson, committee member or delegate to AHIMA.

To become an associate member of NCHIMA, you must be an associate member of AHIMA. Associate members shall be eligible to serve as committee members. They shall not be entitled to other voting privileges or to hold office or to serve as delegate to AHIMA. Associate membership fee is \$100. As one of the benefits of your membership in AHIMA, you receive a monthly journal and a bimonthly newsletter from NCHIMA.

To become a corporate partner of NCHIMA, you apply for membership with the State Association. Corporate partners may serve as a committee member with voice, however, a corporate partner shall not be entitled to voting privileges, hold office, or serve as delegate to AHIMA. Corporate partnership fee is \$100. As one of the benefits of corporate partnership you will receive the Association's bimonthly publication *Footprints*. For additional corporate partnership benefits, see the attached information.

If you are interested in associate or active membership for you or your staff, please contact the American Health Information Management Association at (312) 787-2672. To apply for corporate partnership, complete the attached application and remit dues to the indicated address. If I can be of further assistance or provide additional information, please contact me at (XXX) XXX-XXXX. (*enter President Elect's phone number*)

Sincerely,

Membership Committee Chair

MENTOR APPLICATION

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT NCHIMA
plus A FEW GOOD MEN (WOMEN)

Remember feeling like a “greenhorn” when you first joined NCHIMA (or NCMRA as it was)? Ever move from another state and not know the ropes? Ever wish you had had someone to call and ask all those questions? We’ve all been in these shoes at one time or another. NOW is your opportunity to be the person you wish you could have known several years ago. NCHIMA’s Mentor Program is a wonderful opportunity for you to help welcome and support our newest members. “Mr Webster’s” definition of a mentor is “a trusted counselor or guide” and in talking to new members, they are very appreciative of the mentor relationship. However, we need more volunteers to serve in this capacity due to the continuing growth of our organization. If you have an interest in participating as a mentor and have been a NCHIMA member for at least three (3) years, please fax or call me with the information below.

NAME _____

TITLE _____

ADDRESS _____

FACILITY _____

SPECIALTY _____ FACILITY SIZE _____

WORK PHONE _____ HOME PHONE _____

EMAIL ADDRESS _____ FAX _____

NUMBER OF YEARS IN NCHIMA _____

PAST WORK EXPERIENCE _____

OTHER INFORMATION _____

Submit to: (Name of current President Elect) (Phone number for President Elect)

President Elect (Fax number for President Elect)

MIDYEAR MEETING MINIMUM REQUIREMENTS

ROOMS

There should be a minimum of 75 sleeping rooms required if the meeting is in the eastern or western part of state and a minimum of 50 sleeping rooms if the meeting is in the central portion of the state.

REGISTRATION AREA

A separate area is required for registration.

MEETING AREA

Minimum classroom style set up should be for 150.

AV EQUIPMENT

An overhead projector and a cordless microphone must be available.

FOOD/BEVERAGES

There should be at least 1 restaurant in the hotel/convention center that has a mid-priced menu.

The hotel should be willing to set up additional meal areas if restaurants will not accommodate members for breakfast/lunch.

The hotel should be willing to provide a buffet for breakfast/lunch if one not normally available. (This will allow for faster service, especially at lunch.)

MIDYEAR MEETING MINIMUM REQUIREMENTS QUESTIONNAIRE - 2

ROOMS

What is the minimum number of sleeping rooms available for the specified dates?

What are the meeting rates for a: single
 double
 triple
 quad

What are the rates for : AAA
 AARP
 Corporate
 Government

Will the above rates apply for the weekend before/after the meeting if members elect to come in early or stay over?

REGISTRATION AREA

Is there a separate area available for registration?

MEETING AREA

How many square feet of meeting space is available? (excluding vendor space)
Is this space in one room or broken down between several rooms?

How many participants will this space hold if set up in classroom style?

Will the main meeting room have to be used for any meal functions?
If yes, how long will be needed for breakdown/set up?

MIDYEAR MEETING MINIMUM REQUIREMENTS QUESTIONNAIRE - 3

AV EQUIPMENT

Is AV equipment available through the hotel/convention center?

If yes, what specific equipment is available and what is the cost?

Is the cost a daily cost or a one time charge?

If no, please specify name and phone number of a local company that can handle this.

FOOD/BEVERAGES

Can food and beverages be brought in from outside sources or must all be purchased through the hotel/convention center?

If food and beverages can be brought in from outside sources please give name and phone number of some local caterers.

MIDYEAR MEETING MINIMUM REQUIREMENTS QUESTIONNAIRE - 5

How many restaurants are available in the hotel/convention center?

For each restaurant please indicate: Their hours of operation,
The number of people each will seat,
The price range of their meals.

Will the hotel/convention center set up additional meal areas if the restaurants will not accommodate the meeting participants for breakfast and/or lunch?

Will the hotel/conventions center provide a buffet for breakfast and/or lunch if one is not normally available?

PARKING

Is there a parking fee for hotel/convention center guest?
If yes, how much is the parking fee?

Are there special parking instructions/parking areas for vans and/or large trucks?
If yes, please specify.

***NORTH CAROLINA HEALTH
INFORMATION MANAGEMENT ASSOCIATION***

NEW MEMBER HANDBOOK

The purpose of this Association shall be to promote the quality, access, and security of health information in all healthcare settings for the benefit of the members, healthcare consumers, providers and other users of clinical data.

Originated: 08/94

Revised : 04/02

New Member Handbook - 2

NCHIMA 2004- 2005 EXECUTIVE BOARD

President

Cassina Hunt, RHIA
139 Juniper Creek Boulevard
Pinehurst, NC 28374
(910) 215-2440 (Work)
(910) 215-2398 (Fax)
chunt@firsthealth.org

President-elect (Membership Committee)

Tamara Flynn, RHIA
PO Box 59
Bethel, NC 27812-0059
(252) 329-8302 (Work)
(252) 825-0310 (Fax)
tflynn@meditextinc.com

Director (Awards/Nominating Committee)

Sandy Allender, RHIA, CCS
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sandy.allender@mosescove.com

Vice President (Program Committee)

Carol Fowler, RHIA
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(336) 249-8186 ext. 310 (Work)
(336) 249-9060 (Fax)
hkwatson@davidsonccc.edu

Regional Liaison

Amy Crisson, RHIA
3416 Leaning Pine Drive
Lincolnton, NC 28092
(704) 945-7625 (Work)
(704) 945-7655 (Fax)
Amy.crisson@millerclinic.com

NCHICA Liaison

Clarice Smith, RHIA
16 Biltmore Avenue
Suite 300, Pack Plaza
Asheville, NC 28801
(828) 213-1634 (Work)
clarice.smith@msj.org

Allied Health Liaison

Audrey Godwin, RHIA
507 S. Layton Ave
Dunn, NC 28334-5737
(910) 892-1000 (Work)
(910) 891-6014 (Fax)
agodwin@bjrh.org

Alliance Liaison/NC Uniform Billing

Deanie Auton, MHA, RHIA, CCS
PO Box 1763
Lincolnton, NC 28093
(336) 538-7698 (Work)
(336) 538-7428 (Fax)
dauton@armc.com

Education

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Charlotte, NC 28173-7876
(704) 355-3487 (Work)
(704) 355-3794 (Fax)
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Publications

Colleen McComas, RHIT
987 Pepperwood Drive
Fayetteville, NC 28311
(910) 609-6046
cmccomas@capefearvalley.com

Coding Task Force

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117 E. Kings Hwy
Eden, NC 27288
(336) 623-9711 ext 2706 (Work)
(336) 623-6902 (Fax)
jrivenbark@morehead.org

Webmaster

Margo Z. Morganti, RHIT, CCS-P
1961 19th Ave Dr NE
Hickory, NC 28601
(828) 464-2210 (Work)
(828) 464-1544 (Fax)
(828) 345-1261 (Home/Fax #)
mmorganti@catawbavalleymc.org

Public Relations

Joni Whaley, RHIT
Fellowship Hall
P.O. Box 13890
Greensboro, NC 27415
(336) 621-3381 (Work)
(336) 621-7513 (Fax)
joniw@fellowshiphall.com

Delegate - Legal

Susan Parker, MEd, RHIA
214 Greenwich Lane
Wilmington, NC 28409
(910) 392-0047 (Work)
seagatejobs@bellsouth.net

Delegate – Strategic Plan

Jean Foster, RHIA
202 Castle Way
Winterville, NC 28590-9471
(252) 847-4249 (Work)
(252) 847-8169 (Fax)
jfoster@pcmh.com

Delegate – Bylaws

Susan McDermott, RHIA
216 Sardis Road North
Charlotte, NC 28270
(704) 366-6319 (Home)
susan.mcdermott@cpcc.cc.nc.us

Region Coordinators

Charlotte Region

Sharon Easterling, RHIA
CMC Coding Operations Manager
P.O. Box 32861
Charlotte, NC 28232
(704) 355-3670 (Work)
(704) 355-5007 (Fax)
sharon.easterling@carolinashealthcare.org

Western Foothills Region

Linda Vance, RHIA
P. O. Box 677
Lincolnton, NC 28093
(704) 732-5528 (Work)
(704) 732-5499 (Fax)
lvance@lincolnmedical.org

Western Mountain Region

Judy Cobb, RHIA
P.O. Box 1896
Fletcher, NC 28732
(828) 684-2234 ext 308 (Work)
(828) 681-5428 (Fax)
judycobb2@juno.com

Coastal Carolina Region
Kim Bell, RHIA
Edgecombe Community College
2009 W. Wilson Street
Tarboro, NC 27886
(252) 823-5166 ext. 186 (Work)
(252) 823-6187 (Fax)
bellk@edgecombe.edu

Southeastern Region
Susan Bonville, RHIA, CPHQ
P O Box 3000
Pinehurst, NC 28374
(910) 215-5393 (Work)
(910) 215-5220 (Fax)
sbonville@firsthealth.org

Piedmont Region
****Interim Coordinator****
Pat Russell, RHIA
3504 Windswept Ct.
Summerfield, NC 27358
(336) 832-6519 (Work)
(336) 832-4183 (Fax)

pat.russell@mosescone.com

Triangle Region
Laura Pait, RHIA, CCS
(919) 662-7861 (Home)
(919) 934-9266 (Fax)

Section Coordinators

Behavioral Health
Marjorie Parker, RHIT
Records Manager
Charlotte Area Transit
(704) 432-2588
(704) 432-2592 (Fax)
mmparker@ci.charlotte.nc.us

Long Term Care Region
Shan Miller, RHIA
124 Deer Haven Lane
Lexington, NC 27292-5459
(336) 224-5473 (Work)
shanmiller@lexcominc.net

MEMBERSHIP CATEGORIES

NCHIMA Bylaws define membership categories and privileges of each classification. A brief description of each category follows:

Active: An active member in good standing shall be entitled to vote, hold office, and serve as a member of the Executive Board as a committee chairman, committee member, or delegate to the AHIMA.

Associate: An associate member shall be eligible to serve as a committee member. They shall not be entitled to other voting privileges or to hold office or to serve as a delegate.

Student: A student member shall have all rights and privileges of the active membership, including that of serving on committees and subcommittees in designated student positions with voice, but with no vote. The student may attend only business and education meetings of this association without payment of registration fees, but shall not be entitled to vote, to hold office, or serve as a member of the Executive Board, Committee Chairman, or delegate to the AHIMA.

Honorary: Recommendations to this class are made by the Executive Board to honor persons who have made a significant contribution to health information science or rendered distinguished service in the health information profession or its related fields. Honorary members are neither eligible to rights and privileges of other classes of membership nor have rights, titles, or interests in any class of membership of the Association.

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Corporate Partner: The Corporation shall designate one representative who shall have rights and privileges of membership, including that of serving as a committee member with voice; however a corporate representative shall not be entitled to other voting privileges, hold office or serve as a delegate.

BYLAWS

A copy of the Bylaws can be obtained from the Bylaws Committee Chairperson.

EXECUTIVE BOARD

The NCHIMA Executive Board consists of the following offices:

- * President
- * President Elect
- * Vice President
- * Treasurer

- * Secretary
- * Regional Liaison
- * Director
- * Delegates
- * Region/Section Coordinators

Each office is held for a one year term except for the Treasurer who serves a consecutive two year term. The Director is the retiring President of the Association. Delegates are elected to serve two year terms. Committee Chairpersons serve as ex-officio members.

At the discretion of the current President, the Executive Board meets immediately preceding and immediately following the annual meeting and on call by the President as deemed necessary during the year (generally bi-monthly).

The Executive Board carries on the business of the Association between meetings of the Association and reports through the President at the annual meeting. Authority and responsibilities include the selection of the time and place for the annual meeting, provision for audit of the Treasurer's accounts, approval of a depository for the association funds, approval of committee appointments, filling of vacancies in office, approval of special committees, and submission of a nominee for the AHIMA Board of Directors every 2 years.

COMMITTEES

1. Bylaws Committee
Chairperson: Delegate
Objective: Receive, review and develop proposed amendments to Bylaws and coordinate the updating of the NCHIMA Procedure Manual.
2. Membership Committee
Chairperson: President Elect
Objective: Strive to obtain new members to the Association, ensure that membership changes are posted to the state files, and maintain contact with all members regarding association concerns.
3. Nominating Committee
Chairperson: Director
Objective: Prepare an official ballot for election of officers of the Association.
4. Program Committee
Chairperson: Vice President
Objective: Plan the program, accommodations and activities for an annual meeting of the North Carolina Health Information Management Assoc.
5. Publication Committee
Chairperson: Appointed
Objective: Prepare a state newsletter containing timely articles pertaining to the profession.
6. Education Committee
Chairperson: Appointed
Objective: Arrange mid-year educational programs, coordinate student scholarship process, and award continuing education credits for approved programs.
7. Legal Affairs Committee
Chairperson: Delegate
Objective: Monitor pending or proposed state and national legislation relative to the health information management profession and provide communication with the Association regarding such legislation; publish the NCHIMA Legal Reference Manual.
8. Public Relations Committee
Chairperson: Appointed
Objective: Promote the activities of the Association to make the general public aware of the health information management profession and its contribution to the quality of the health information services for the welfare of the public.

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9. Regional Liaison Committee
Chairperson: Regional Liaison
Objective: Maintain communication with the component regional associations.
10. Awards Ad Hoc Committee
Chairperson: Director
Objective: Coordinate recognition awards.
11. Coding Task Force
Chairperson: Appointed
Objective: Plan and present coding workshops.
12. Strategic Planning
Chairperson: Delegate
Objective: Establish long and short term goals and objectives for NCHIMA.

PROJECTS

1. Alliance Liaison
Chairperson: Appointed
Objective: To establish and coordinate contacts with key organizations and agencies within the state to promote NCHIMA mission and philosophy. Coordinates Uniform Billing Committee activities.
2. Allied Health Liaison
Chairperson: Appointed
Objective: To work with other allied health professionals representing HIM, providing information and issues relating to the education, recruitment, and retention of HIM professionals.
3. Webmaster
Chairperson: Appointed
Objective: To monitor and coordinate the functions and maintenance of the NCHIMA Web Site

NCHIMA WEBSITE

The NCHIMA website (www.nchima.org) is an invaluable reference to all members and provides current information to the material found in this Handbook. Bookmark this web address for updates on current NCHIMA activities. AHIMA's Communities of Practice also has a community for North Carolina; be sure to add this community to your list of CoPs.

PUBLICATIONS

The official publication of NCHIMA is *Footprints*. This publication is posted to the NCHIMA website bi-monthly (www.nchima.org). It contains the President's message, legal updates, business meeting minutes, regional news, calendar of events, new Association policies, as well as articles and correspondence of interest.

A roster of Executive Board members and committee chairpersons is also included.

JOB-BANK

Job positions may be posted on the NCHIMA website (www.nchima.org). For information regarding the Job Bank, please contact the NCHIMA Webmaster.

LEGAL REFERENCE MANUAL

NCHIMA's Legal Reference Manual, published in 1993 and revised in 2004, is available for purchase through the chairperson of the Public Relations Committee.

STRATEGIC PLAN

NCHIMA has developed a Strategic Plan, a copy of which may be obtained from the Delegate in charge of Strategic Planning.

CONTINUING EDUCATION

Annual Meeting: NCHIMA has an Annual Meeting in April or May of each year at a location determined by the Executive Board. A business meeting and educational sessions with 12-16 continuing education credits are conducted with reasonable fees.

Mid-Year Workshop: NCHIMA presents an educational Mid-Year Workshop which is generally conducted in November of each year at a site determined by the Executive Board.

Winter Workshop: NCHIMA may sponsor an educational Workshop (January-March) on a specific topic to provide additional continuing education credits during the year.

Regional/Section Meetings: Each region/section conducts educational seminars and business meetings as determined by its individual bylaws. Contact the Regional/Section Coordinator for more information.

NCHIMA MEETING SCHEDULE

| <u>MEETING</u> | <u>DATE</u> | <u>LOCATION</u> |
|---------------------------|---------------------|-----------------|
| Behavioral Health Section | October 6 – 8, 2004 | Greensboro, NC |
| Mid-Year Workshop | November 5, 2004 | Durham, NC |
| Annual Meeting | May 3-6, 2005 | Asheville, NC |

AWARDS

Each year NCHIMA accepts nominations from members to recognize others for making contributions to the association. Nominations of deserving members are accepted by the Chairperson of the Awards Committee.

Distinguished Member Award:

Established in 1984 by the NCHIMA Executive Board to recognize and honor outstanding members of the association who exemplify the professional image of the association and who have made significant contributions to the health information management profession. Forms for nominations are printed in *FOOTPRINTS* for use by the general membership. Nominees for this award evaluated by the Executive Board in the following areas:

- Active membership in NCHIMA for five years or more.
- Active leadership in regional, state and or national or international health information management associations.
- Significant contribution to the development of health information management professionals.
- Significant contribution to medical record practice in areas such as administration, information management, quality assurance, etc.

Marybeth Hurst Award

Established in 1994 to recognize members of NCHIMA who have made a significant contribution to the profession by having a positive effect on others through dependable and consistent performance and whose contributions may be overshadowed because of personal humility and/or modesty.

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PRISM (Volunteer of the Year) Award

Established in 1994 to recognize and honor outstanding members of NCHIMA who exemplify the spirit of volunteerism upon which the association is dependent.

Special Regional Member Recognition Award:

Established in 1994 to recognize and honor outstanding members of NCHIMA who exemplify the spirit of volunteerism at the regional level upon which the association is dependent.

Regional Activity Award:

Established in 1994 to recognize and honor regions whose membership has the highest level of activity on regional and state level. \$100. will be awarded to the region.

Regional Meeting Award:

Established in 1994 to recognize and honor the region with the highest percentage of registered members in attendance at meetings.

Spotlight Award:

Established in 1997 to recognize any member that has made a significant contribution to the Association for which the Board deems the necessity to recognize prior to the Annual Meeting.

SCHOLARSHIPS

NCHIMA, along with several Corporations, offer student scholarships on an annual basis. They are awarded to students enrolled full-time in one of the accredited Health Information Technology or Health Information Administration Programs in North Carolina.

Additional information on these scholarships may be obtained from the chairperson of the Education Committee.

ACCREDITED HEALTH INFORMATION MANAGEMENT PROGRAMS

| <u>Health Information Administration Programs</u> | |
|---|--|
| East Carolina University Dept. of Health Info. Mgmt. School of Allied Health Sciences Greenville, NC 27858 (919) 328-4426 Director: Elizabeth Layman, RHIA | Western Carolina University School of Nursing & Health Sciences 139 Moore Hall Cullowhee, NC 28723 (828) 277-7112 Director: Walter Floreani, RHIA |
| <u>Health Information Technology Programs</u> | |
| Catawba Valley CC Route 3, Box 283 Hickory, NC 28602 (828) 327-7000 Director: Debra Cook, MAED, RHIA | Pitt Community College PO Drawer 7007 Greenville, NC 27834 (919) 355-4200 Director: Kay Gooding, RHIA |
| Central Piedmont Community College PO Box 35009 Charlotte, NC 28235 (704) 342-6452 Director: Marty Long, MPH, RHIA, CPHQ | SE Regional Allied Health Consort P.O. Box 30 Supply, NC 28460 Director: Kathleen Howard, RHIA |
| Davidson County Community College PO Box 1287 Lexington, NC 27293 (704) 249-8186 Director: Heather Kyles-Watson, RHIA | Southwestern Community College 447 College Drive Sylva, NC 28779 Director: June Shuler, RHIA |
| Edgecombe Community College 225 Tarboro Street Rocky Mount, NC 27801 (252) 446-0436 Director: Kim Bell, RHIA | South Piedmont Community College Health Information Technology Program P.O.Box 126 Polkton, NC 28135 Director: Cheryl Kester-Hoffman, RHIA |

HOW TO

Volunteer to Serve - Members are encouraged to serve on regional and state levels. Interested members should complete the “Volunteer” form which is included in this handbook and mail it to the President Elect.

Nominate Officers - The Ballot Game is published in *Footprints* annually with nominations being sent to the Chairman of the Nominating Committee. Members are encouraged to nominate themselves and others for any offices for which they are qualified.

Submit notices and articles for publication in *Footprints* - Items should be directed to the Chairman of the Publications Committee. Each issue of *Footprints* includes the deadline for submission for following issues.

Submit topics for Annual Meeting and Educational Workshops - Suggestions for topics of interest and/or speakers for the Annual Meeting should be forwarded to the chairman of the Program

Committee with topics for the Mid-Year Workshop submitted to the chairman of the Education Committee. Additionally, evaluation forms are available at the close of education sessions can be used to indicate future topics.

Change of Address – All address changes should be made by logging into the AHIMA website. Members should keep their member profiles updated since all NCHIMA member lists are pulled directly from the AHMIA member profile database.

FREQUENT CONTACTS:

| | |
|---------------------------|--|
| AHIMA | www.ahima.org |
| NCHIMA | www.nchima.org |
| MRNC | (919) 851-2955 (800) 682-2650 |
| NCHA | (919) 677-2400 |
| AHA | (312) 280-6664 |
| NC Medical Database Comm. | (919) 733-7141 |
| JCAHO | (708) 916-5600 |
| Central Cancer Registry | (919) 733-4728 |
| NC Vital Records Section | (919) 733-3526 |

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NCHIMA CORPORATE PARTNERS – 2004 - 2005

| | | |
|---|--|--|
| <p>ALTERNATIVE IMAGE SERVICES, INC Clem Letendre, CEO 3191 Timberlyne Drive Mebane, NC 27302 336-578-5818 336-578-7518 Fax Document Mgmt & Conversion Services ais@triad.rr.com</p> | <p>APPLIED MEDICAL SYSTEMS/FAST CHART INC Janet (Jan) Noble, VP Marketing P.O. Box 15133 3414 N Duke St #400 Durham, NC 27704-5474 919-477-5152 775-429-6323 Fax Medical Transcription, Coding, Auditing, AR, Practice Mgmt & Consulting jnoble@fastchart.com www.fastchart.com</p> | <p>ARRENDALE/A+ NETWORK, LLC Nancy Fritz, Marketing Manager 20484 G Chartwell Center Drive Cornelius, NC 28031 800-344-1323 704-895-8025 ext. 5244 704-895-8725 Fax Software for dictation, Transcription, Document Management nancyf@aaita.com www.aaita.com</p> |
| <p>BOWMAN ENTERPRISES Worth Bowman, President P.O. Box 427 402 West Martin St. Benson, NC 27504 919-894-3662 919-894-7761 Fax Microfilming/Imaging www.bowmanent.com sales@bowmanent.com</p> | <p>COASTAL SYSTEMS, INC Joseph J. Duffy III, President 150 Providence Road, Suite 202 Chapel Hill, NC 27514 919-493-8808 919-493-6518 Fax Dictation, Transcription Service Provider cduffy@coastalsystems.net</p> | <p>CODE ADVANTAGE, INC Heather Terry, RHIT, CCS, President 7168 Pharr Mill Road Harrisburg, NC 28075 704-454-5029 704-454-5029 Coding Services tricodeht@aol.com</p> |
| <p>DIXON HUGHES, PLLC Cornelia McClure, RHIA, CCS Manager, HIM Consulting 2505 Meridian Parkway, Suite 200 Durham, NC 27713 919-433-1408 919-484-0629 Fax Healthcare Consulting cmclure@hixon-hughes.com www.dixon-hughes.com</p> | <p>EMI IMAGING Kimberly W. Spencer, VP Sales and Marketing 636 Commerce Street Stuart, VA 24171 276-694-4660/ 800-242-8011 276-694-0119 Fax Imaging & Release of Information kim@emiimaging.com www.emiimaging.com</p> | <p>ESCRPTION Tom Doyle, Sr Sales Executive 175 Highland Avenue Needham, MA 02494 781-455-8900 x229 781-455-1116 Fax Speech Recognition/Transcription tdoyle@escription.com www.escription.com</p> |
| <p>HP3, INC Mike Thomas, VP Business Development One Bethlehem Plaza, Suite 201 Bethlehem, PA 18018 610-332-2290 610-332-2993 Fax www.hp3.com</p> | <p>IQMAX, INC Alan Hansen, VP, Marketing 6101 Carnegie Blvd Suite 450 Charlotte, NC 28209 704-377-2202 770-236-0505 704-358-8254 Fax ahansen@iqmax.com www.iqmax.com</p> | <p>IRON MOUNTAIN LeAnn Vergara, Sales Representative 2213 Distribution Ctr Dr Ste A Charlotte, NC 28269 704-921-1500 ext. 2007 704-509-1126 Fax Records Management lvergara@ironmountain.com www.ironmountain.com</p> |
| <p>LANIER HEALTHCARE, A MEDQUIST COMPANY McRay Simmons Healthcare Sales Director 5201 Red Wing Court Fuquay Varina, NC 27526 919-557-5923 954-337-2809 Fax Electronic Document Mgmt Solutions msimmons@lanierhealthcare.com www.medquist.com</p> | <p>MEDICAL ADMIN SOLUTIONS, LTD (MAS Consulting) Mary Gregory, President 10925 David Taylor Dr. Suite 100 Charlotte, NC 28262 704-944-5509 Medical Coding and Reimbursement mas-coding.com</p> | <p>MEDICAL REVIEW OF NC, INC. 100 Regency Forest Dr., Suite 200 Cary NC 27511-8598 Jennifer Tortora, RHIA Quality Improvement Organization 919-380-9860 X 2134 919-380-7637 Fax jtortora@mrrnc.org mrrnc.org</p> |

MEDITEXT, INC.
PO Box 8502
Greenville NC 27835
Tamara T. Flynn, RHIA
Medical Transcription
252-329-8302
252-329-8301 Fax
tflynn@meditextinc.com
meditextinc.com

MEDSCRIBE INFORMATION
SYSTEMS
John A. Langley, CPA, President
3325 Hendricks Ave, Suite A
Jacksonville, FL 32217
904-398-0068/ x114
904-398-8401 Fax
john@med-scribe.com
www.med-scribe.com

METROLINA COMPREHENSIVE
HEALTH CTR, INC
Elizabeth Avent, Med Rcds Supervisor
PO Box 668093
Charlotte, NC 28269
704-527-9555
704-527-8822 Fax
eavent@metrolina.org
metrolina.org

ORACLE TRANSCRIPTION, INC.
John DiSalvatore, President
4007-B Norbeck Road
Rockville, MD 20853
301-929-9100
301-929-3008
sales@oracleti.com
www.oracleti.com/nc.htm

PROFESSIONAL DOCUMENT
MANAGEMENT INC.
Robert Lamar, President
201 E. Center St.
Mebane, NC 27302
919-304-4300
Document Storage and Certified
Shredding
www.pdmgmt.com

PROSOURCE PACKAGING, INC
Clara Arias-Baumgarten, RHIA, MA
CEO
6450 Louetta Road, Suite 160
Spring, TX 77379
281-401-8008
281-370-4478 Fax
Paper Shredding & Related HIM
Services and Products
clara@machine-solution.com
www.machine-solution.com

SKILLED PERSONNEL SERVICES
Jason Kiser, Account Executive
4108 Park Rd., Suite 305
Charlotte, NC 28209
704-527-9555
704-527-8822 Fax
Medical Transcription
jason.kiser@spstranscription.com

SOURCE CORP - LEXICODE CORP
Chakisse A. Newton
Director, Client Development
PO Box 190
Ballentine, SC 29002
800-448-CODE (2633)
803-749-9788 Fax
HIM Coding Consulting Services
info@lexicode.com
www.lexicode.com

UNITED TRANSCRIPTION, INC.
Adam Huth, President
11709 Fruehauf Drive, Suite 126
Charlotte, NC 28273
1-800-366-6816 & 704-688-3708
704-523-0541 Fax
Medical Transcription
adamh@unitedtr.com
www.unitedtr.com

UNIVERSATA
Alan Jones, Account Executive
12800 Middlebrook Rd, Suite 102
Germantown, MD 20874
919-623-4423
866-221-7492 Fax
HIPAA Compliant Electronic Copy
Service
alan.jones@universata.com
www.universata.com

VIRTUAL IMAGE TECHNOLOGY,
INC
Suzanne King, Account Executive
11632 Harrisburg Road
Fort Mill, SC 29715
803-547-8627
803-547-8690 Fax
sking@vimagetech.com
www.vimagetech.com

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Volunteer Form

ORIENTATION PACKET FOR REGIONAL/SECTION COORDINATORS

An orientation packet shall be distributed to each Regional/Section Coordinator during the Leadership Retreat. In their absence the packet should be given to the officer representing the Region/Section at the retreat. If there are no representatives, at the Leadership Retreat, for a Region/Section, then the packet should be mailed to the Regional/Section Coordinator by July 1.

Each packet should contain the following information:

- Information on how to obtain specific supplies, such as Association stationary and envelopes, mailing labels, etc.

- Information regarding reimbursable expenses and how to obtain the reimbursement.

- A sample letter to send to all members at the beginning of the year.
(Postage for this initial letter will be paid by NCHIMA.)

 - The sample letter should contain:

 - Region's/Section's goals for the year,

 - Officers names and phone numbers,

 - Meeting dates for the year, if known,

 - A letter to be forward to the member's supervisor.

 - This should be a letter which encourages attendance at meetings and stresses the importance of involvement at the Regional/Section level.

- Encourage setting meeting dates, for the entire year, at the beginning of the year. Specific topics need not be decided at this time.

- Guidelines for sending meeting notices.

 - Normally 4 weeks in advance.

 - Should include meeting objectives.

 - If the notice is for the meeting where elections are to be held, include information regarding the responsibilities of each office.

- Encourage joint meetings between Regions.

- Information regarding how to plan a meeting.

ORIENTATION PACKET FOR REGIONAL/SECTION COORDINATORS - 2

Suggest that in the event that the Delegate assigned to the Region/Section is unable to attend a meeting then the Coordinator should utilize *Directions* to give a Board report at the meeting.

Suggest that minutes, from the NCHIMA Executive Board meetings, be available at Regional/Section meetings for members.

Suggest that the Region/Section consider establishing an award to recognize a member, other than an officer, who has made a significant contribution to Regional/Section activities during the year.

NCHIMA EXECUTIVE BOARD RETREAT

REGION/SECTION COORDINATORS ORIENTATION

ORIENTATION PACKET FOR REGIONAL/SECTION COORDINATORS - 4

SUPPLIES



Log on to www.nchima.org for current contact information

Contact the NCHIMA Secretary for:

NCHIMA letterhead and/or envelopes (letterhead is now on-line)

Mailing labels for Region (provided electronically).

Contact President Elect for:

Current Volunteer List

Current Membership List (if authorized to receive)

REIMBURSEMENT



For Executive Board Meetings NCHIMA will pay for:

Round-trip mileage – at current federal government rate (approved annually by board)

To help with expenses we encourage Board members to carpool to meetings when possible.

Hotel room for one night if you have to travel more than 150 miles one way and/or the meeting is scheduled at a time that does not allow one day travel. To help with expenses we encourage you to share a room with another Board member when possible.

Meals while Board Meeting/Retreat is in session. (ie lunch is provided for an all day meeting)

Complete the Expense Reimbursement form (attached) and submit to Treasurer. This form can be given to her at the Board meeting or mailed to her later.

Treasurer:

Log on to www.nchima.org for current contact information

For Region/Section expenses NCHIMA normally will pay only for the postage for the first mailing each year. Request for additional reimbursement must be submitted through the Regional Liaison and be approved by the Executive Board.

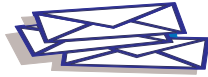
Complete the Expense Reimbursement form (attachment 1) and submit to the Regional Liaison.

Regional Liaison

Log on to www.nchima.org for current contact information

ORIENTATION PACKET FOR REGIONAL/SECTION COORDINATORS - 6

FIRST MAILING



Mail to all members of your Region/Section.

Postage will be reimbursed by NCHIMA. (See Reimbursement Section)

Recommend that you include:

Region/Section Fact Sheet (See attachments 2 and 3 for samples)

Include information regarding:

Current officers

Dues structure

Frequency of meetings (ie quarterly, monthly)

Normal locations of meetings

Other general information regarding the
Region/Section

Counties that are in your Region

Projected dates for upcoming meetings.

Recommend that the officers try to plan out the yearly schedule at the beginning of the year so dates can be sent to members with the first mailing, with the understanding that some dates may change. (Then try NOT to change them.) This does not have to include meeting topics or confirmed location.

Membership application – if appropriate. (attachment 4)

Letter to member (attachment 5)

Letter to member's supervisor, department head or facility administrator. (attachment 6)



MEETING NOTICES

Recommend sending 3–4 weeks in advance of the meeting.

Include meeting objectives.

Consider sending to disciplines other than HIM that may be interested in the topic.

Remind members of Education Core Content Areas and their need to have a specific number of CE hours in each area.

RHIAs must earn at least 15 of the required 30 hours in Educational Core Content Areas.

RHITs must earn at least 10 of the required 20 hours in Educational Core Content Areas.

Education Core Content Areas:

Technology

Management Development

Clinical Data Management

Performance Improvement

External Forces

Clinical Foundations



GENERAL INFORMATION

Consider having concurrent sessions. This may help increase attendance at your meets as well as meet the needs of more members. Don't forget to contact the NCHIMA Education Committee Chairman for approval of CE hours.

Education Committee Chairman:

Log on to www.nchima.org for current contact information

Near election time provide general membership more specific information regarding officer's responsibilities.

Invite assigned NCHIMA Delegate to all Region/Section meetings.

Consider having copies of *Directions* or NCHIMA Board meeting minutes available at meetings for members.

Call on members from the Volunteer List to assist with various activities.

Consider having NCHIMA President or other Board members speak at meetings.

Consider doing a membership survey to determine when best time is to have meetings. (i.e. maybe suggest evening and/or Saturday meetings)

Consider having a joint meeting with a neighboring Region.

Consider establishing an award for Region/Section members. (ie have officers submit name of member(s), other than an officer, that has helped them out during the year with Region/Section activities. Award does not have to be expensive – could be a certificate, free registration to a meeting, etc.

Network with other Region/Section officers. Network. Network. Network. Share ideas, problems and successes.

NCHIMA BOARD MEETING RESPONSIBILITIES:

- As an elected officer of the NCHIMA Board, you have voice and vote at Executive Board Meetings. You are expected to attend Board meetings.
- Review the procedure manual for your calendar, outlining expectations for Board meetings.
- Prepare a Report of activities for each Board meeting.
- Review Regional/Section Bylaws and understand the process for Bylaws changes and approvals.
- Invite your assigned Delegate to attend your Regional/Section meetings. They are responsible for obtaining feedback from the grassroots members on issues of importance coming before the AHIMA House of Delegates.

(SAMPLE LETTER TO MEMBER)

Dear (mail merge member's name or) Member;

In today's environment of restructuring and downsizing, making an investment in one's career is not a luxury, it has become a necessity.

The (Region name) Region of the North Carolina Health Information Management Association recognizes that as a health information management practitioner you are a skilled specialists that requires an ever increasing level of expertise. Our Region offers inservice opportunities to assist you in keeping your expertise updated. In addition to providing networking opportunities we try to assist you in keeping current with the latest industry practices and technology, as well as legal issues and updates.

We would like to encourage you to attend our meetings during the upcoming year. We truly believe the knowledge and opportunities obtained from your participation will not only provide a lasting benefit to you professionally but to your agency as well.

Sincerely

(Your Name)

(Region Name) Coordinator

(SAMPLE LETTER TO MEMBER'S SUPERVISOR, DEPARTMENT HEAD, FACILITY ADMINISTRATOR, ETC)

Dear (Administrator, Supervisor);

In today's environment of restructuring and downsizing, making an investment in one's career is not a luxury, it has become a necessity.

The (Region name) Region of the North Carolina Health Information Management Association recognizes that health information management practitioners are skilled specialists that require a ever increasing level of expertise. Our Region offers inservice opportunities to assist these practitioners in keeping their expertise updated. In addition to providing networking opportunities we try to assist our members in keeping current with the latest industry practices and technology, as well as legal issues and updates.

We would like to encourage you to support your staff by allowing them to attend our meetings during the upcoming year. We truly believe the knowledge and opportunities obtained from their participation will not only provide a lasting benefit to them professionally but to your agency as well.

Sincerely

(Your Name)

(Region Name) Coordinator

OUTLINE FOR NCHIMA PROJECTS

PROJECT: A project shall be established when an issue arises which needs to be addressed yet is not specifically outlined in the responsibilities of any standing committee or officer.

OBJECT: A specific objective shall be established by the NCHIMA Executive Board defining the scope of the project and charging the project team with certain responsibilities.

PROJECT MANAGER: The project manager shall be appointed by the NCHIMA President after consultation with the Executive Board. The project manager shall serve during the entire duration of the project to provide continuity.

MEMBER SELECTION: The project manager shall select proposed team members and submit the names to the Executive Board for approval and verification of active membership in NCHIMA.

MEETINGS: The project team shall meet on an as needed basis but not less than bimonthly to accomplish the goals of the team in an expeditious manner.

REPORTING: The project manager shall submit a report to the Executive Board outlining its activities, findings and recommendations at each Executive Board meeting.

BUDGET RESPONSIBILITY: The team, under the leadership of the project manager, shall determine any fiscal needs of the team and submit budget requests/adjustments felt necessary to accomplish the team's goals. All funds spent shall be approved by the Executive Board.

ANTICIPATED DURATION: A project team will be asked to complete its goals within a specific time period. The Executive Board shall evaluate the activities and accomplishments of the project team to determine the value of converting it to a standing committee of NCHIMA.

PERSONAL DATA SHEET
(CANDIDATE INFORMATION FOR *FOOTPRINTS*)

Name of Candidate: _____

I have agreed to serve on the _____ ballot of the North Carolina Health Information Management Association in the office of _____.

I understand the information provided below will be used to publish Candidate information in our State Newsletter.

Day Phone #

Signature of Candidate

*

Current Position (title, facility): _____

Education (degree, college, city & state): _____

NCHIMA State and Regional Activities:

Current: _____

Past: _____

Other States: _____

Achievements/Awards: _____

Other Professional Affiliations: _____

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA)

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Party Responsible for Annual Review: State Liaison

Date of Adoption:

Date of Last Review:

Date of Last Revision: April 1993

Distribution: CSA Presidents, State Liaison, AHIMA Board of Directors,
Executive Director, Procedure Manual Holders

FUTURE REVISION SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 2

I. OBJECTIVES

- 1.0 To provide the component state association leadership with functional guidelines to aid in the administration of the component state association.
- 1.1 To assure uniformity of practice between all state associations.
- 1.2 To promote a strong working relationship between the component state association and AHIMA based on a mutual understanding of the responsibilities of each.

II. GENERAL POLICIES

- 2.0 A component state association shall be organized in every state. The organizations in the Commonwealth of Puerto Rico and in the District of Columbia and in the territorial possessions of the United States shall be considered as component state associations. No member shall belong concurrently to more than one state association, and there shall be only one component state association in any state or territory. (Bylaws: Article XII, Section 1)
- 2.1 The AHIMA Logo is the property of the association and, as such, it shall not be used by any individual, local or regional group without the express written permission of the Association. Component state associations may incorporate the design of the AHIMA Logo into the component state logo.
- 2.2 The Board of Directors of AHIMA supports the active involvement of the state health information management (HIM) associations as the most appropriate and knowledgeable bodies to support or oppose state legislation that may have an impact on the HIM profession. The AHIMA staff is always available to provide special expertise should this be necessary in specific instances or in a state with a small membership.

III. ACTIVITIES OF COMPONENT STATE ASSOCIATIONS

- 3.0 Provide a formal organization through state bylaws, and update such bylaws as necessary to meet the needs of the state members.
- 3.1 Maintain a current list of state membership.
- 3.2 Conduct meetings to carry out the business of the state association, and maintain minutes of such meetings.
- 3.3 Conduct state business through duly nominated and elected officers and duly appointed subgroups.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 3

- 3.4 Promote the purpose and interests of AHIMA and the state association.
- 3.5 Maintain liaison between the component state association officers, Board, councils, subcouncils, committees, strategies, sections and the staff of AHIMA.

- 3.6 Review and comment on AHIMA issues and activities.
- 3.7 Elect delegates to the AHIMA House of Delegates in accordance with the provisions of the AHIMA Bylaws and file such list of eligible delegates with AHIMA.
- 3.8 Propose changes to the AHIMA Bylaws when necessary to meet the needs of the membership.
- 3.9 Submit name of state member for the AHIMA Nominating Committee every other year for the House of Delegates' consideration.
- 3.10 Submit names to the AHIMA Nominating Committee for their consideration of candidates for the ballot of national officers.
- 3.11 Submit names to the AHIMA President Elect for consideration of members of AHIMA councils, committees, strategies and sections.
- 3.12 Respond to request from AHIMA officers and staff.
- 3.13 Provide support to the Foundation of Record Education (FORE).
- 3.14 Encourage membership in AHIMA and the component state association to eligible non-members.
- 3.15 Conduct educational sessions for state HIM practitioners.
- 3.16 Aid state HIM practitioners to meet the required continuing education credits for maintenance of credentials.
- 3.17 Actively support and influence state and national legislation/regulations directly or indirectly relating to health information, HIM practice or patient rights.
- 3.18 Conduct public relations programs.
- 3.19 Provide appropriate mechanisms for communication with state members.
- 3.20 Promote broader communications and increased membership participation through an active advocacy program.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 4

- 3.21 Receive and disburse state association money, and maintain an accurate accounting of state finances.
- 3.22 Promote ethical conduct of members.
- 3.23 Support and provide appropriate consultation to approved and emerging HIM and HIT educational programs within the state.
- 3.24 Assist the AHIMA Office staff in surveying active members to be sure they all receive a ballot at the time of election.

NOTE: Hereinafter, the abbreviations “CSA” means component state association.

IV. CSA MEMBERSHIP

- 4.0 With the exception of corporate partnership, state membership is automatic with AHIMA membership and is the only manner in which membership can be achieved.
- 4.1 The following AHIMA membership policies automatically affect state membership.
 - 4.1.0 The membership of a state association shall be composed of three (3) classes for AHIMA members: active, associate, and student. (Bylaws: Article XII, Section 3)
 - 4.1.1 States may confer honorary membership in the state association, provided the same qualifications and limitations as govern honorary membership in AHIMA shall apply. (Article XII, Section 3)
 - 4.1.2 States may maintain corporate partnership in the state, provided the same qualifications and limitations as govern corporate partnership in AHIMA shall apply. (Article XII, Section 3)
 - 4.1.3 A member who works and lives in the same state is a member of that state association. A member living in one state but employed or formally enrolled as a student in a program for HIM personnel in another state shall select one of the two state associations for membership. This shall be indicated at the time of payment of annual dues. (Bylaws: Article XII, Section 1.A)

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 5

- 4.1.3.0 A member living or employed within the metropolitan area of the District of Columbia, as defined by the US Census Bureau, shall indicate at the time of payment of annual dues to which association the

member wishes to belong to: Maryland, Virginia, or the District of Columbia. (Bylaws: Article XII, Section 1.B)

- 4.1.4 A member, upon relocation of residence, school program or change of Employment, who elects to transfer membership to another state, shall notify the Membership Division who shall notify the President for the appropriate state associations.
- 4.1.5 Resignation, forfeiture, expulsion and reinstatement of membership of State associations shall be automatic upon notification from the Membership Division of AHIMA.
- 4.1.6 The classification of state membership is as follows: Refer to AHIMA Bylaws, Article III, Sections 2,3,5, and 6 for description of rights of each classification of membership.
 - 4.1.6.0 Active: Registered Record Administrators and Accredited Record Technicians. (Non-registered members who were active members in good standing on October 12, 1952, are eligible to retain their active membership without registration.)
 - 4.1.6.1 Associate: Any person interested in the purposes of the Association who does not meet the qualifications for active membership is eligible for associate membership.
 - 4.1.6.2 Student: Any student formally enrolled in a program for health information management administrators or technicians is eligible for student membership.
 - 4.1.6.3 Corporate: Any corporation interested in the program of AHIMA is eligible for corporate partnership.
 - 4.1.6.4 A member may belong to only one state association at a time.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 6

4.1.6.5 Refer to AHIMA Bylaws, Article III, Sections 8 through 12, for complete description of application, expulsion, forfeiture, resignation and reinstatement policies.

4.2 These following procedures relate to CSA membership:

4.2.0 Determination of state membership:

4.2.0.0 Once a year (March or April) the AHIMA Office officially notifies the CSA of its current membership by sending an alphabetical list to the treasurer or designee of the State Association.

4.2.0.1 Each month the AHIMA Office sends the CSA a "State Update" report and "New State Membership" report if there have been any changes or new members in their state.

4.2.0.1.0. The "State Update" report indicates members who have transferred out, changed name and/or address, changed membership classification and members who dropped their membership.

4.2.0.1.1 The "New State Membership" report indicates new members, reinstated members, and members who have transferred into the state. Labels for all new members are also sent to assist the state in sending welcome letters.

4.2.1 Application for membership:

4.2.1.0 Application forms for AHIMA membership are supplied by the Membership Division of the AHIMA Office.

4.2.1.1 Applicant completes the application, sends the application and check made out to AHIMA for the total amount of dues and any assessments to the AHIMA Office.

4.2.1.2 The AHIMA Office determines membership status, initiates permanent membership file and sends message of welcome to the member from Executive Director, enclosing AHIMA Bylaws and membership card.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 7

4.2.1.3 The AHIMA Office officially notifies the state association of all new members every month with the "New State Membership" report.

4.2.1.4 State treasurer forwards monthly "New State Membership" report to state president or designated individual, who, upon receipt, sends to all

new members a letter of welcome, enclosing the state bylaws. "New State Membership" report is then forwarded to the state secretary or designated individual who updates "State Membership" listing and returns to state treasurer for permanent file.

4.2.2 Transfer or change in state membership or in membership status.

4.2.2.0 Upon notification of a member's relocation of residence, school program, or change of employment, membership is transferred to the appropriate state association. This applies to both employed and non-employed members.

4.2.2.1 Member notifies the AHIMA Office of name or address change. Change automatically appear on appropriate state's monthly "State Update" report.

4.2.2.2 When a student or associate member passes the registration or accreditation exam, active status is assigned and appropriate dues assessed.

4.2.2.3 Active status of members whose credentials are revoked due to non-compliance with the continuing education requirements as provided in Standards for Maintenance of Certification is automatically changed to associate status.

4.2.2.4 Individuals who hold active membership and who are 65 years or older at the time of dues renewal pay a reduced rate as established by the AHIMA Board of Directors.

4.2.2.5 Cessation of membership may be by:

- a. Resignation in writing to the Membership Division if member is in good standing.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 8

- b. Forfeiture for non-payment of dues and/or assessments to AHIMA.
- c. Expulsion by AHIMA for cause.

4.2.3 Reinstatement of membership:

4.2.3.0 A former member whose resignation has been accepted by AHIMA shall be reinstated upon application and payment of the current year's dues and/or assessments.

4.2.3.1 A former member whose membership has been forfeited for nonpayment of dues and/or assessments shall be reinstated upon application and payment of the current year's dues and/or assessments and reinstatement fee as determined by the AHIMA Board of Directors.

4.2.4 The state officers should follow the procedures as outlined in 4.2.2 (application for transfers and reinstated members). A letter of welcome should be sent to reinstated members and those members transferring into the state.

V. FINANCES

5.0 Policies

5.0.0 Refer to the AHIMA Bylaws, Article XIII, for policies on finances and dues.

5.0.1 No credentialed (RHIA/RHIT) member will be considered a member in good standing until both dues payment and the maintenance of certification fees are paid for the current year.

5.1 Guidelines

5.1.0 Dues shall be payable on January 1 and should be paid shortly before or shortly thereafter, since members with unpaid dues are not eligible for nomination and appointments, many of which are made early in the year. Membership is forfeited if dues and/or assessments are not received in the AHIMA Office by January 31.

5.1.1 The state portion of one-fifth is sent 7 times a year to the state treasurer by the AHIMA Office together with a copy of "Dues Received and State Rebate" report. A state receiving a

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 9

transferred member receives no dues if the member has already paid dues because the state portion of dues has been paid to the state from which the member transferred.

5.1.2 A state association may make provisions in its own Bylaws to augment its portion of the dues by levying an assessment to be collected by the state treasurer.

VI. CSA ORGANIZATION AND BYLAWS

6.0 Policies:

- 6.0.0 Each CSA must have bylaws that conform to all provision as outlined in Article XII of the AHIMA Bylaws.
- 6.0.1 A CSA which fails to incorporate into its bylaws provisions made mandatory by the House of Delegates of AHIMA and fails to have a signed, approved copy of said Bylaws filed in the AHIMA Office by June 30 of the second year following adoption of the mandatory provision, shall not be permitted to seat delegates in the House of Delegates. (H.D. October 1962)
- 6.0.2 The State Liaison shall notify the state associations of the approval of their bylaws and shall place a copy of the approved bylaws on file in the AHIMA Office.
- 6.0.3 CSA Officers shall be such officers as are necessary to conduct the business of the Association and shall be active members. (AHIMA membership status should be verified prior to nomination for a state office.) (Bylaws: Article XII, Section 3)
- 6.0.4 CSAs may have councils or committees, or a combination of both. Chairpersons and members may be active or associate members in the state association. (Bylaws: Article XII, Section 4)
- 6.0.5 The CSA voting body consists of active members in good standing of the state association. (Bylaws: Article XII, Section 5)
- 6.0.6 Proposed CSA bylaws amendments must be submitted to the CSA membership for adoption at a regularly called meeting of the association **after approval** is received from the AHIMA State Liaison.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 10

6.1 Guidelines:

- 6.1.0 The officers of the CSA should be elected by active members in good standing of the state association.
- 6.1.1 The period of office for officers is determined by state bylaws.
- 6.1.2 An annual meeting of the CSA is required to conduct association business and is usually combined with an education program. Other meetings for business and/or educational purposes should be held as often as practical to maintain interest by the membership and further the CSA's programs and activities.
- 6.1.3 If the CSA has an executive board, the state bylaws should specify its composition, powers, and duties.

- 6.1.4 A House of Delegates within a CSA may be appropriate in large state associations, and its composition should be provided for in the state association bylaws.
- 6.1.5 Refer to the separate section of the AHIMA Procedure Manual for policies and procedures for delegates to the AHIMA House of Delegates, titled, "Component State Delegations to the House of Delegates." CSA bylaws should specifically address provisions for CSA delegations. (Addendum A)
- 6.1.6 Most CSAs have a bylaws committee to prepare state bylaws and amendments so they will be consistent with the AHIMA bylaws. The committee presents state bylaw amendments to the CSA membership with recommendations for action and rationale.
- 6.1.7 Although changes in the bylaws for the CSAs are the responsibility of the state's bylaws committee, it is also the responsibility of each state president to assure these duties are fulfilled.
- 6.1.8 Bylaw revisions should be initiated early in the association year. Proposed amendments must be reviewed and approved by AHIMA's State Liaison. Adequate time is needed in the event additional changes and correspondence is required. Therefore, the proposed amendments should be submitted at least 60 days prior to the date on which they are to be mailed to the CSA membership.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 11

6.2 Procedures for CSA Bylaws Committee Chairpersons:

- 6.2.0 The committee chairperson should receive the following at the beginning of the CSA association year:
 - 6.2.0.0 From predecessor: Correspondence file for year just completed and any specific state procedures relating to bylaws and the functioning of the committee.
 - 6.2.0.1 AHIMA Bylaws are provided by the State Liaison or the Membership Division upon request.
 - 6.2.0.2 From the CSA president: Sufficient number of the most recent copies of the state bylaws and procedures for the state's committee members.
- 6.2.1 The bylaws committee chairperson and members should become familiar with and study the following:
 - * AHIMA Bylaws;
 - * CSA Bylaws;

- * AHIMA and CSA Standing Rules;
- * Procedures relating to state bylaws and their amendments;
- * *Robert's Rules of Order* (latest edition)

6.2.1.0 At the completion of the CSA association year, the bylaws committee chairperson should destroy the predecessor's correspondence file (except for any items of permanent interest and those items justifying previous actions). The chairperson should send to the successor the correspondence file for the year just completed and any procedures brought up-to-date.

6.2.2 CSA bylaw amendments may be necessary as a result of amendments to the AHIMA Bylaws, or may be required or suggested by the CSA executive board, suggested by the CSA bylaws committee itself or others as provided in the CSA bylaws. The committee should review all proposed amendments to ascertain whether:

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 12

- 6.2.2.0 The proposed amendment should be submitted to the CSA membership for voting. The committee may:
- a. Accept the exact wording of the amendment.
 - b. Suggest technical wording change to originator.
 - c. Make minor editorial changes
 - d. Submit an amendment to a proposed amendment.
 - e. Submit an alternate amendment.
 - f. Submit amendment with a back-up statement indicating non-support because a standing rule or written procedure will suffice, more experience is needed with existing bylaws, or other reason as identified by committee.
- 6.2.3 When considering a proposed amendment to the CSA bylaws, the entire bylaws should be reviewed, since frequently an amendment in one area of the bylaws requires a change in one or more additional areas of the bylaws so they will conform to each other.
- 6.2.4 Prepare proposed CSA bylaws amendments in proper format. Refer to the sample form (Addendum B).
- 6.2.5 Send two copies of the proposed CSA bylaw amendments in proper format, and the date of the state annual meeting at which the amendments will be voted on, to the AHIMA State Liaison in the AHIMA Office. Proposed amendments should be submitted to the AHIMA Office at least sixty (60) days prior to the date on which they are to be mailed to the CSA membership.
- 6.2.6 The State Liaison will return one copy of the draft of the proposed amendment to the bylaws committee chairperson stamped "Approved for submission to membership" with comments and suggestions, and retain the other copy in the AHIMA Office for reference.
- 6.2.7 Present the bylaw amendments and recommendations to the CSA membership at a regularly called meeting of the membership, following the provisions in the state bylaws and the state procedure manual.
- 6.2.8 When adopted by the state membership, send two copies of the CSA bylaws which incorporate the changes to the AHIMA State Liaison for final signature of approval. One official approved copy will be returned to the CSA Bylaws Chairperson for the state's official files. One copy will be retained in the AHIMA Office.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 13

- 6.2.9 Any questions concerning state bylaws should be directed to the State Liaison, who is employed to assist state associations.

VII. NOMINATIONS FOR THE AHIMA NOMINATING COMMITTEE

7.0 Policies:

7.0.0 In alternate years, one-half of the component state associations may submit one nomination for the Nominating Committee of AHIMA. The CSAs, in alphabetical sequence, shall be eligible to submit nominations as follows (Bylaws Article X, Section 2.2):

7.0.0.0 The first half of the alphabet (states Alabama through Missouri) in even-numbered years.

7.0.0.1 The second half of the alphabet (states Montana through Wyoming) in odd-numbered years.

7.1 Procedures:

7.1.0 Each state should develop its own method of submitting nominees for the AHIMA Nominating Committee and this should be specified in the state's procedure manual. The selection of one name to be submitted by the designated states for nomination to the AHIMA Nominating Committee may be accomplished:

7.1.0.0 Through the state executive board after solicitation of suggested nominees from the state membership, or

7.1.0.1 Through election at an official state meeting, or

7.1.0.2 Through election by ballot vote of the active membership.

7.1.1 All nominations from eligible state associations, must be submitted on the enclosed form (Addendum C) at least ninety days prior to the National Convention. This form must be accompanied by a promotional flier which will be limited to one 8 1/2" x 11" sheet of paper. This flier must include the candidate's qualifications for nominating committee membership as well as a black and white glossy picture of the candidate. A sample flier is enclosed (Addendum C1). Both the form and flier are to be returned to the State Liaison.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 14

- 7.1.2 These names, together with the summary of qualifications, are mailed to AHIMA delegates no less than five nor more than forty days prior to the AHIMA National Convention.

VIII. SUBMISSION OF AMENDMENTS TO THE AHIMA BYLAWS

8.0 Policies:

- 8.0.0 Proposed amendments to AHIMA Bylaws must be submitted to the AHIMA Office in accordance with the following Bylaws requirements. A supporting statement shall accompany any proposed amendment to the AHIMA Bylaws.
- 8.0.1 A proposal for the amendment or repeal of Bylaws or adoption of new bylaws to be submitted to the House of Delegates shall be initiated by (a) the Board of Directors, (b) by a component state association, or (c) any active member. (Bylaws: Article XVI, Section 2)
- 8.0.2 Proposals to be submitted by the Board of Directors or a state association shall be in the prescribed form and each such proposal shall be filed with the Executive Director at least 6 months prior to the National Convention at which the proposal is to be submitted to the House of Delegates. (Bylaws: Article XVI, Section 3) (Addendum D)

IX. ADVOCACY MODEL

- 9.0 Definition of Advocacy: Representing the cause of another; recommending publicly.
- 9.1 Mission Statement: To promote broader communications and membership participation to the issues, concerns and goals of the American Health Information Management Association.
- 9.2 Goals: To raise the consciousness of individual members regarding the organization, process and content of association activity.

To develop more informed and truly representative state delegations to the AHIMA House of Delegates

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 15

To provide a structure that will ensure grassroots input, stimulate participation, and encourage communications from individual members regarding AHIMA issues, concerns and goals.

To increase sensitivity of AHIMA's Board, Staff, Councils, Committees and Strategies to the concerns of the individual members and component state associations.

9.3 Duties and Responsibilities of the Advocates:

9.3.0 Become familiar with information resources.

9.3.0.0 *Journal*

9.3.0.1 Position Papers/resolutions

9.3.0.2 Leadership Conference

9.3.0.3 State members participating in AHIMA activities.

9.3.1 Become familiar with issues, concerns, and goals of AHIMA.

9.3.2 Identify an on-going medium of communicating with individual members.

9.3.2.0 Attend and participate in local, state and regional meetings.

9.3.2.1 Maintain liaison with state officers and committees.

9.3.2.2 Promote informal discussion groups throughout the state.

9.3.3 Document results of advocacy process.

9.3.3.0 Summarize issues and concerns expressed by the members.

9.3.3.1 Share summaries with the state board of directors, members and other advocates.

9.3.3.2 Prepare appropriate articles for state newsletters, special mailings.

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9.3.3.3 Identify mechanisms for reporting this information to AHIMA.

- 9.3.4 Serve as a resource to individuals and groups related to the Association structure, activities, issues and concerns.
- 9.4 Duties and Responsibilities of component state associations:
 - 9.4.0 Component state associations can best support the advocacy model by adopting a pro-advocacy position statement.
 - 9.4.1 State Association will identify/coordinate the functions, responsibilities and duties of designated advocates.
- 9.5 Duties and Responsibilities of AHIMA Board, Staff, Councils, Committees and Strategies:
 - 9.5.0 Identify those specific issues and concerns to be channeled through the advocacy process for information sharing, feedback, etc.
 - 9.5.1 Develop mechanisms designed to keep the advocates well-informed of the appropriate issues.
 - 9.5.2 Coordinate timely feedback to advocates and component state associations.
- 9.6 Model Identifying Delegates as Advocates
 - 9.6.0 Rationale:

For the success of an advocacy process, it is first essential to identify those individuals who will serve as advocates. While state associations have the option of making this identification, it is suggested that delegates might be the logical choice for this role for the following reasons:

 - 9.6.0.1 The delegates are the elected representative of the component state associations to the policy-making body of AHIMA.
 - 9.6.0.2 The delegate structure is the only structure which reaches the total membership through a rational formula of allocation by number of members represented.

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- 9.6.0.3 The delegate structure is already in existence, no major organizational changes are required to implement the advocacy process.
- 9.6.0.4 The delegates' two year term of office provides the means for continuity of discussion of significant issues.
- 9.6.0.5 Delegate structure promotes the effectiveness of the component state associations' representation in the AHIMA House of Delegates.

9.6.0.6 Increased utilization of the delegates can provide a valuable resource to the state officers and members.

9.6.1 Description of Process:

The details concerning how the delegates/advocates will function will be developed by each component state association and may vary considerably from state to state. However, the following examples serve to illustrate the types of activities in which the delegates/advocates may participate.

9.6.1.0 The delegate/advocate reads and analyzes *Online, Journal*, other AHIMA communications and remains knowledgeable on Association structure, activities and issues. (The delegate may keep a delegate's notebook to compile by subject applicable documents and communiqués.)

9.6.1.1 The delegate/advocate attends meetings within the state in order to obtain member input on issues and to serve as a resource to the members, answering questions and providing information.

9.6.1.2 The delegate/advocate records and summarizes members' comments, opinions, and concerns and forwards the information to AHIMA's State Liaison.

9.6.1.3 The delegate/advocate writes articles for the state newsletter relating to the advocacy process in order to keep members informed and to stimulate membership surveys.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 18

- 9.6.1.4 The delegate/advocate assists the AHIMA Board, staff and/or Councils, Committees and Strategies in conducting membership surveys.
- 9.6.1.5 The delegate/advocate provides assistance upon request to members in such areas as drafting proposed amendments to bylaws, identifying appropriate information sources, etc.
- 9.6.1.6 The delegate/advocate maintains close liaison with state committee chairpersons, especially chairpersons of the public relations committee and publications committee, so that items appropriate for dissemination and the mechanisms to be used can be identified.
- 9.6.1.7 The delegate/advocate attends state board of directors meetings (either routinely or by invitation) to serve as a resource to the board and to receive input and direction from the Board.
- 9.6.1.8 The delegate/advocate attends the AHIMA House of Delegates as a truly informed representative of the component state association.

9.7 Ready to Pilot? Guidelines for Implementation of the Advocacy model.

- 9.7.0 Establish mechanism for regular reporting by the delegates/advocates to your state Board of directors.

Do your state bylaws contain an existing mechanism for the delegates to report to the state Board of Directors? In some states, the president and the president-elect are themselves delegates, which of course, provides some degree of automatic access to the Board; other states have other systems. If your state does not have a good mechanism for this interaction, developing one should be your first step. Some options are as follows:

- * Ask delegates to attend board meeting. (ex-officio)
- * Appoint a "chief delegate" who attends Board meetings and reports.
- * Schedule one or more special delegate meeting(s) with the Board
- * Have on delegate attend each Board meeting, on a rotation basis.
- * Have regular conference calls.
- Ask delegates to submit a regular written report.

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NOTE: Don't forget to plan for a method of instruction new delegates each year.

9.8 How Does Delegate Identify the Issues?

Since the Advocacy Model endorses the role of delegates as year-round information channels among local, state and national associations, it is obviously essential to have an ongoing means of identifying those issues requiring discussion and resolution. This information flow is NOT JUST ONE WAY. Issues may be identified:

- * at the local level and communicated to AHIMA/state level
- * at the state level and communicated to AHIMA/local level
- * at the national level and communicated to state/local/level

The delegate may choose a number of options/alternatives:

- * Ask the state Board of directors for minutes or reports.
- * Read the *Journal*; it has been observed that, though a great number of topics of interest are presented, the *Journal* has not received optimum use in the past. Be sensitive to all topics mentioned, and refer especially to the President's Message and Executive Director's Report. The Councils may periodically issue reports or questionnaires.
- * Talk with other members (inter- and intra-state); talk with other delegates, local associations, and committee members. Delegates may ask to attend local or regional meetings and present issues for discussion.
- * Read your state newsletter.
- * Attend regional and education program.
- * Keep a journal of issues to reveal trends. (This is an extremely useful way to keep information organized and is highly recommended.)
- * Review the delegates' packet.
- * Review current Bylaws.

COMMENT: Some issues are only fully identified through considerable discussion. The delegate may notice a pertinent topic in an AHIMA publication, for example, and carry this topic to local association meetings for discussion, which in turn can identify new aspects of the issue of communication back to AHIMA and/or the state Board of Directors. Issues grow out of perception and analysis of needs, and are not always neatly defined at first. The advocacy process should help with this definition.

9.9 Communication with AHIMA

Develop a mechanism to best communicate concerning new issues with AHIMA.

- * Consolidate information, to avoid several delegates communicating the same message.
- * Decide who should have primary responsibility for communications, state Board of Directors, a "chief delegate," or some other designated individual/group.
- * Establish a system which will ensure that communications are timely.

COMMENT: Your communication may be referred to a variety of groups, depending on the nature of the topic. It may be appropriate for the Board of directors, for the AHIMA Office, for specific staff members, or for one of the Councils, Committees and Strategies. The "turn-around" time will vary, depending on the necessary schedule considerations of the group to which it is referred.

Also, don't forget that YOU can communicate to AHIMA as a member at any time. It is simply more efficient for the delegates to consolidate as much information as is feasible.

9.10 Financial Implications.

- * Determine financial support for delegates. Will they be paid to attend meetings? Will the budget need to be amended?
- * Select a communication mechanism that limits travel, if budget is a major problem. Use Telnet if available, conference calls, etc.
- * Determine whether your state newsletter could be more efficiently used to communicate issues, discussion, resolutions. Also, a description of the advocacy process, together with the delegates' addresses and telephone numbers can be distributed to all members through the state newsletter.

X. CSA PRESIDENT

10.0 General Duties:

10.0.0 Administer state association effectively.

10.0.0.0 Be familiar with AHIMA and state bylaws and procedures.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 21

- 10.0.0.1 Be informed on accreditation and registration requirements and examination dates.
- 10.0.0.2 Enlist wide participation in AHIMA and state association activities.
- 10.0.0.3 Require satisfactory work by state officers and committees/councils.
- 10.0.1 Promote AHIMA and state association.
 - 10.0.1.0 Encourage health information personnel in all medical facilities in the state to become members.
 - 10.0.1.1 Encourage good publicity and cooperation in local health projects.
- 10.0.2 Maintain good liaison with AHIMA.
 - 10.0.2.0 Keep membership informed of AHIMA affairs.
 - 10.0.2.1 Keep AHIMA Office and President informed of major state activities regarding annual meetings, institutes, recruitment, publications, and public relations.
- 10.1 Procedures:
 - 10.1.0 Receive from Predecessor:
 - * Correspondence file for year just completed.
 - * The state association's written procedures.
 - * Remaining supply of state bylaws, and any forms in use within the state.
 - 10.1.1 Receive from the AHIMA Office:
 - * AHIMA Bylaws (1 copy).
 - * Procedures for CSA officers.
 - * At the close of business on December 31, a notice of the number of delegates to which each state is entitled.
 - * Credentials forms.
 - * Guidelines for the President-elect in Making Council/Subcouncil and Committee Appointment.
 - * Memo at the time AHIMA Ballots are mailed. (At least 60 days prior to National Convention.)

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 22

- 10.1.2 Maintain membership in good order, following the procedures outlined in Section 2.

- 10.1.2.0 Give an AHIMA application form to anyone wishing to join the Association and instruct them to complete the form and mail to the AHIMA Office with a check for dues and maintenance of certification fees (if applicable).
- 10.1.2.1 Instruct those individuals wishing to resign from membership (prior to January 31) or be reinstated to membership, to write directly to the AHIMA office.
- 10.1.2.2 Explain the advantage of resignation for membership over forfeiture of membership.
- 10.1.2.3 Encourage those wishing to drop membership to remain as members, outlining the advantages of national and state membership and the role of each individual member in the national and state associations.
- 10.1.2.4 See that new members of the state association receive a letter of welcome, a copy of the state bylaws, and any appropriate material regarding current projects and meetings.
- 10.1.2.5 If appropriate, according to CSA procedures, forward the monthly report, "State Update" which includes all additions, changes, and deletions, to the CSA secretary or designated individual to notify the editor of the CSA publication of the membership additions, changes and deletions.

10.1.3 Maintain close liaison with AHIMA

- 10.1.3.0 Review the abstract of the latest AHIMA House of Delegates in the December issue of the *Journal of AHIMA*.
- 10.1.3.1 See that all correspondence with the AHIMA Office and officers is answered promptly.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 23

- 10.1.3.2 Send the names, preferred mailing addresses, ID number, and telephone numbers (office and home) of the CSA officers upon their elections and project/committee chairpersons upon their appointment to the AHIMA State Liaison in the AHIMA Office (Addendum E).
- 10.1.3.3 See that the editor of the CSA periodical(s), or secretary, routinely sends 12 copies of the publication to the Board Secretary of AHIMA. These copies will be distributed to the AHIMA Board of

Directors, Executive Director, FORE Resource Center and the State Liaison.

- 10.1.3.4 See that the CSA program chairperson (or secretary) sends copies of programs of CSA meetings/education programs to AHIMA's State Liaison and the current AHIMA President.
- 10.1.3.5 Prior to the AHIMA House of Delegate - see that the delegates' credentials forms are completed, signed by the CSA president and secretary, and returned to the AHIMA Office.
- 10.1.3.6 Attend and encourage CSA officers to attend the "State Information Exchange" if held in conjunction with AHIMA's National Convention.
- 10.1.3.7 Attend the annual Leadership Conference held each November in Chicago. If the state president is an AHIMA Board of Directors member, the state is permitted to send a second representative to this seminar. The state may send its President-elect rather than the President if it so chooses.
- 10.1.3.8 Send in names and state members to the AHIMA President-elect as recommended candidates for AHIMA councils, subcouncils, committees, and strategies. Refer to the "Guidelines for the President-elect in Making Council/Subcouncil, Committee and Strategies Appointments"

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 24

- 10.1.3.9 AHIMA officer, Directors, or AHIMA Office personnel are pleased to be invited as a speaker to CSA state meetings to present a report on AHIMA's activities. The CSA is responsible for the speaker's expenses.
 - a. A letter of invitation should be sent well in advance of the meeting to the appropriate person. Letters may be sent in c/o the AHIMA Office or to the speaker's address.
 - b. The letter should include the following information: length of presentation, date, time, location of meeting, hotel facilities, special events, procedure for reimbursement and contact person.
- 10.1.3.10 At the end of the term, send a letter of reference to the State Liaison regarding any exceptional CSA Board members or volunteer(s). This letter will be placed in the individual's file for future reference by the Nominating Committee or President-elect when determining

appointments and ballot nominations. It is only necessary to write such a letter on behalf of individuals you feel are exceptional in performance of their volunteer activities and might have something further to offer to AHIMA (Champion file).

10.1.4 Conduct the affairs of the CSA according to the provisions of the CSA bylaws and written procedures.

10.1.4.0 Preside at all meetings of the state association and CSA executive board.

10.1.4.1 Summarize any business transacted by mail and have it ratified by the CSA executive board.

10.1.4.2 Follow CSA bylaws regarding appointment/selection of the chairpersons and members of committees/councils and for appointing a parliamentarian.

10.1.4.3 Render an annual report at the CSA annual meeting.

10.1.5 At the end of the term of office:

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 25

10.1.5.0 Instruct the CSA president-elect/vice president to send all issues of *ONLINE* to his successor.

10.1.5.1 Instruct the CSA public relations chairperson to send his copy of the Public Relations Kit to his successor.

10.1.5.2 Destroy outdated procedures.

10.1.5.3 Destroy predecessors' correspondence file, except for any items of lasting interest.

10.1.5.4 Send to successor correspondence file of the year just completed, any specific procedures brought up to date, and any supplies remaining.

XI. CSA SECRETARY

11.0 General Duties

11.0.0 Keep official records of the CSA, including the official signed copy of the state bylaws and articles of incorporation, if applicable.

11.0.1 Maintain membership roster if this is in accordance with state procedures.

11.0.2 Conduct official correspondence as directed by bylaws and president.

Procedure: Office secretary is frequently divided into that of recording secretary and corresponding secretary.

11.1 Procedures of Recording Secretary:

11.1.0 Receive from Predecessor:

- * CSA minutes and records since its formation if not kept by archivist.
- * Correspondence file for year completed.
- * Any specific state procedures.
- * Remaining supplies of any forms used by secretary.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 26

11.1.1 Receive from the AHIMA Office:

- * AHIMA Bylaws.
- * Procedures for component state association officers.

11.1.2 Receive from state president:

- * CSA bylaws and procedures.

11.1.3 Take minutes of state executive board and state association meetings - record only action taken, not discussion, unless concise statement is needed for future reference.

11.1.3.0 Include summary of board business transacted by mail, prepared by president, in minutes of board meeting at which it is ratified.

11.1.3.1 Record full names of members present at meetings.

11.1.4 Complete business: Destroy predecessor's correspondence file (except for those items of lasting interest).

11.1.5 Send to Successor:

- * CSA minutes and records to date.
- * Correspondence file for year just completed.
- * Any specific state procedures brought up-to-date.
- * Remaining supply of any forms used by secretary.

11.2 Procedures of Corresponding Secretary:

11.2.0 Receive from predecessor:

- * Membership roster.
- * Correspondence file for year just completed.
- * Any specific state procedures.
- * Remaining supply forms and stationery used by any secretary

11.2.1 Receive from state president:

11.2.1.0 State association bylaws and procedures.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 27

11.2.1.1 Once each month, receive from state president or designated individual according to state procedures the "State Membership" report. If this is secretary's responsibility according to state procedures, use report to update "State Membership" listing and return the "State Update" report to state treasurer.

11.2.2 As soon as available, send to the AHIMA State Liaison:

11.2.2.0 Names, preferred mailing addresses, office, home, and fax telephone numbers, and AHIMA ID number of state officers and chairpersons of all committees/councils in the current term of office. Information should be submitted on state officers form. (Addendum E)

11.2.2.1 Any changes in state officers that occur during year.

11.2.2.2 Date and place of annual meeting.

11.2.2.3 Report of annual meeting.

11.2.2.4 Copy of state periodical routinely (unless submitted by editor).

11.2.2.5 Items of unusual interest: Routine information about institutes and meetings should be submitted, although it is not always possible to publish information about all of them in the *Journal of AHIMA* because of space limitations. (If items are to appear in a particular issue of the *Journal*, they must reach AHIMA Office six weeks preceding publication date.)

11.2.3 Send to AHIMA President:

11.2.3.0 Annual meeting program (unless submitted by program chairperson).

- 11.2.3.1 Items of unusual interest.
- 11.2.3.2 Any other notices specified in bylaws or by president.
- 11.2.4 Send to AHIMA Board of Directors copy of state publication routinely (unless submitted by editor).

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 28

- 11.2.5 Send to state members, as indicated:
 - 11.2.5.0 Notice of executive board meetings.
 - 11.2.5.1 Notice of all state meetings.
 - 11.2.5.2 Any other notices specified in bylaws or by president.
- 11.2.6 Maintain official membership record, if this is your responsibility according to state procedures. This record should be a roster with name, home and/or professional addresses and status (membership and credential) of all CSA members.
- 11.2.7 Complete business: Destroy predecessor's correspondence file (except for those items of lasting interest), and destroy outdated bylaws and procedures.
- 11.2.8 Send to Successor:
 - 11.2.8.0 Current membership roster.
 - 11.2.8.1 Correspondence file for year just completed.
 - 11.2.8.2 Any specific state procedures brought up-to-date.
 - 11.2.8.3 Remaining supply of any forms used by secretary.

XII. CSA TREASURER

12.0 General Duties

- 12.0.0 Receive and disburse all state association money and keep record of same.
- 12.0.1 Collect any assessment levied by CSA.
- 12.0.2 Provide an independent review of financial record on an annual or more frequent basis as specified by the Board. The Board may require an independent audit of the financial records at their discretion.

12.0.3 Ensure that income tax statements are filed on an annual basis.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 29

12.1 Procedures:

12.1.0 Receive from Predecessor:

- * Roster of members showing status of dues.
- * Financial reports to date.
- * Auditor's reports to date.
- * Check for balance on hand.
- * Correspondence file for year just completed.
- * Any specific state procedures.
- * Remaining supply of any forms used by treasurer.

12.1.1 Receive from CSA President:

- * AHIMA Bylaws.
- * Procedures for component state association officers.
- * Seven times a year - State portion dues with "Dues Received & State Rebate" report.
- * Once each year - "State Membership" report.
- * This listing should be permanently retained and updated at least once a month.
- * Once each month - "State Update" report and "New State Membership" report.
- * Update the "New State Membership" report by writing into it the data contained in the monthly "State Update" report.

12.1.2 Receive CSA bylaws and written procedures from the state president or from designated individual according to state procedures.

12.1.3 Maintain bank accounts

12.1.3.0 Officers should secure bond for treasurer.

12.1.3.1 Open accounts in name of state association (checking and savings) or arrange for transfer via signature cards which allows new officers the authority to conduct business.

12.1.3.2 Keep accurate and complete record of receipts and disbursements.

12.1.3.3 Balance accounts monthly and at end of term.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 30

- 12.1.3.4 With Board approval, retain accountant to conduct an audit of the books prior to transfer to the new treasurer.
- 12.1.4 Receive state portion of dues (one-fifth of all dues payments) from AHIMA.
 - 12.1.4.0 Annual dues shall be payable on January 1.
 - 12.1.4.1 Members joining for the first time after July 1 pay one half dues.
 - 12.1.4.2 Members reinstating after having resigned pay full dues for current year.
 - 12.1.4.3 Members reinstating after having forfeited pay full dues for the current year plus the reinstatement fee.
 - 12.1.4.4 Members transferring to active or associate membership after July 1 pay one-half the appropriate fee for the remainder of that year.
 - 12.1.4.5 Member transferring to active or associate membership after July 1 are granted this membership without additional fee for the remainder of that year.
 - 12.1.4.6 No state portion of dues is paid to states receiving a transferred member if member has already paid dues because state portion of dues has been paid to state from which member transferred.
- 12.1.5 Complete tax returns in accord with CSA policy. Keep a copy with the treasurer's files.
- 12.1.6 Collect any assessment levied by CSAs.
- 12.1.7 Note payment of dues on membership roster.
- 12.1.8 Pay bills and deposit money received.
- 12.1.9 Assist in preparation of state budget.
- 12.1.10 Deposit promptly all AHIMA checks, as AHIMA bank will not honor "stale date" checks.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 31

- 12.1.11 Render annual report to state annual meeting.
- 12.1.12 Complete business: Destroy predecessor's correspondence file (except items of lasting interest) and destroy outdated bylaws and procedures.

12.1.13 Send to Successor:

- * Official books
- * Roster of membership showing status of dues.
- * Financial reports to date.
- * Auditor's reports to date.
- * Check for balance on hand if new account is being established (make sure all outstanding checks have cleared).
- * Correspondence file for year completed.
- * Any specific state procedures brought up-to-date.
- * Remaining supply of any forms used by treasurer.

ADDENDUM A

COMPONENT STATE DELEGATIONS
TO HOUSE OF DELEGATES

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| IV. Preparation of Delegates | 35 |

Party Responsible for Annual Review: State Liaison

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Presidents, Delegates to the House of Delegates, State
Liaison, Credentials Committee, Procedure Manual
Holders

FUTURE REVISIONS SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS

I. OBJECTIVES

- 1.0 To centralize the available policies and procedures as they affect Delegate service to the House of Delegates.
- 1.1 To provide assistance to component state association presidents in preparing delegates who represent their states.

II. ELECTION OF DELEGATES

2.0 Policies

- 2.0.0 General. The number of delegates a state association is entitled to seat in the AHIMA House of Delegates is based on the active membership in the state association on record in the AHIMA Office at the close of business on December 31 of the immediate prior year. (Bylaws: Article V, Section 7.A)
- 2.0.1 Apportionment. Each component state association is entitled to 1 delegate for any portion of 100 active members and shall be entitled to 1 additional delegate for each additional 100 active members or major portion thereof. No state shall be entitled to more than 5 delegates. (Bylaws: Article V, Section 7.A)
- 2.0.2 Eligibility. Delegates must be active members of AHIMA. Component state association delegates must be active members of the state association they will represent. (Paraphrased from the Bylaws: Article V, Section 7 and Article XII, Section 5)
- 2.0.3 Members of the Board of Directors shall not serve as delegates from component state associations.
- 2.0.4 Terms of Office. In states with two or more delegates, the term of delegates shall be two years. Terms of two or more delegates shall be staggered to maintain continuity in the House of Delegates and in component state delegations. In states with only one delegate, the term of office may be one or two years as determined by the CSA. (Bylaws: Article V, Section 7.B)

2.1 Procedures:

- 2.1.0 The state president or designee should obtain the latest state membership count from the AHIMA Office prior to the nominating committee solicitation of candidates for the state

ballot. It is wise to estimate the size of the state membership by December 31 of the appropriate year based on the growth pattern for the state.

IT IS VITALLY IMPORTANT TO ELECT A SUFFICIENT NUMBER OF DELEGATES AND ALTERNATIVES TO ALLOW FOR INCREASES IN STATE MEMBERSHIP AND TO PROVIDE FOR THOSE OCCASIONS WHEN A DELEGATE IS UNABLE TO SERVE, THUS NECESSITATING THE USE OF AN ALTERNATE DELEGATE.

- 2.1.1 State bylaws should address the manner of filling vacancies that occur in the state's duly elected delegation. It is strongly recommended that election of all delegates, including alternates, be by the state's general membership and that appointment of a person to serve as a delegate by an elected body, such as the state's executive board, be resorted to only as a last measure.
- 2.1.2 Delegates must be active members of AHIMA, both at the time of election and at the time of service. The state president has the responsibility to ensure the delegates' initial and ongoing eligibility.

Although AHIMA has no stated policy about delegate qualifications, each component state association is expected to set qualifications for their delegates and to communicate these to the state nominating committee for use in selecting candidates for delegate positions. Suggested qualifications might include: service to the national, state or local association; a minimum number of years as a practitioner; and attendance at previous House of Delegates sessions. Basic knowledge or exposure to parliamentary procedure is considered highly desirable for delegate candidates.

III. DELEGATE CERTIFICATION

3.0 Policies:

- 3.0.0 Certification: Delegates' names, preferred mailing addresses and credentials status MUST be filed in the AHIMA Office by the stipulated filing date each year. The names of all duly elected alternates are to be included on this official list.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 35

- 3.0.1 Delegation Composition. Members of the Board of Directors and delegations meeting the provisions of the Bylaws shall be seated in the House of Delegates.
- 3.1 Procedures:
 - 3.1.0 The state president should review with the state bylaws committee chairperson early in the term of office the status of the state bylaws with regard to changes mandated by the AHIMA House of Delegates. Arrangements should then be made to amend the state bylaws so that conformity with AHIMA is achieved.

- 3.1.1 The state president should contact all second year delegates and all newly elected delegates by February 1 of each year to determine their intent and ability to serve in the House of Delegates that year.

The state president or designee should confirm with the state treasurer the status of all delegates prior to February 1 of each year.

IT IS IMPORTANT TO NOTE THAT PERSONS WHO MAY BE ELECTED DURING THE STATE'S ELECTION PROCESS AND SUBSEQUENTLY MOVE OUT OF STATE ARE NO LONGER ELIGIBLE TO SERVE AS DELEGATES FROM THAT STATE. (THIS DOES NOT APPLY TO INDIVIDUALS WHO MEET THE REQUIREMENTS FOR STATE MEMBERSHIP AS OUTLINED IN THE AHIMA BYLAWS ARTICLE XII, SECTION 1.A) THE STATE PRESIDENT IS OBLIGATED TO INFORM DELEGATES IN THESE INSTANCES OF THEIR LOSS OF DELEGATE STATUS.

- 3.1.2 The state president should arrange to fill any vacancies in state delegation by contacting and obtaining a commitment from the first eligible alternate delegate continuing in the same fashion until the delegation is at full strength.

IV. PREPARATION OF DELEGATES

4.0 Guidelines:

- 4.0.0 General. Component state associations are encouraged to develop guidelines to aid delegates in the performance of their duties.

PROCEDURES FOR COMPONENT STATE ASSOCIATIONS OFFICERS (AHIMA) - 36

- 4.0.1 Information Exchanges. Component state associations are expected to circulate materials or association issues and activities during the year as the information becomes available. State association should, to the greatest extent possible, provide opportunities for information exchange between the delegates and their constituency prior to the meeting of the House of Delegates.
- 4.0.2 Reporting. It is expected that the delegates will report back to their constituency the salient happenings in the House of Delegates.

4.1 Procedures:

- 4.1.0 Some states have found it useful to develop procedure manuals for their delegates. These manuals are provided to the delegates upon their election and are designed to clarify for the delegate his responsibilities and the component state association's responsibilities to the delegate. Such matters as delegate reimbursement can be contained in this manual.

- 4.1.1 State presidents are encouraged to share copies of documents coming from AHIMA, such as *ONLINE*, with the delegates throughout the year.
- 4.1.2 The convening of state delegates after receipt of the Delegate Packets is recommended since it can offer the opportunity to discuss and clarify issues and determine strategy where appropriate.
- 4.1.3 Delegates must be informed of the state association's thoughts on current issues. This can be accomplished in various ways: e.g., membership polls, special state membership meetings, etc. The delegates should vote the consensus of thought of the majority of state members but should be free to alter their vote if discussion in the House of Delegates brings new or different information.
- 4.1.4 Each state will wish to establish its own requirements for reporting of the activities of the House of Delegates to the state members. Although a formal reporting of the business of the House of Delegates appears in the December issue of the *Journal of the American Health Information Management Association*, a detailed reporting to include how the state voted on the major issues is suggested.

ADDENDUM C

SAMPLE FORM

NOMINATION FOR AHIMA NOMINATING COMMITTEE

Complete and submit to: State Liaison
American Health Information Management Association
233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-5519

This is to certify that the following member has been selected as the Nominee to the Nominating Committee of the American Health Information Management Association from the

(Name of Association)

NAME: _____

ADDRESS: _____

PHONE: _____

SIGNED: _____
(President)

_____ (Secretary)

Date

Date

ADDENDUM C1

CANDIDATE FOR 199() - 199() AHIMA NOMINATING COMMITTEE

STATE ASSOCIATION NAME

CANDIDATE NAME, PROFESSIONAL DESIGNATION
TITLE
COMPANY/FACILITY NAME
CITY STATE

PLACE

PICTURE

IN THIS

AREA

2" X 2 "

Introductory statement. List the candidate's qualifications in this paragraph. Remember to include the candidate's link to other states as this indicates a familiarity with health information management professionals throughout the country, rather than just your specific geographic location. Mention the most prominent elected positions the candidate has filled at the state or national level. Also include any previous national or state speaking engagements.

A second paragraph may include any publications the candidate has authored. Additionally, any special awards or achievements should be noted.

A paragraph including the candidate's professional experience over the past few years is quite pertinent.

Indicate where the candidate's Health Information Management education and any postgraduate education was received.

Concluding statement. In this paragraph indicate why your state feels its candidate is the best choice for the AHIMA Nominating Committee.

General Information: Although your state may submit a flier which differs in style from this sample, remember only one 8 1/2 x 11" page document can be accepted by the AHIMA Office. Entries must be camera-ready in order to be printed and distributed in the delegate packets which will be mailed out before the National Convention.

ADDENDUM D

PROPOSED AMENDMENT
To the
American Health Information Management Association
BYLAWS

The following proposed amendment is submitted in accordance with Article _____ of the Bylaws for action in the House of Delegates in _____, on _____, (date) (city).

| Present Bylaw for Which Amendment is Proposed | Proposed Amendment | Explanation |
|---|--------------------|-------------|
| Article _____ | Article _____ | |
| Section _____ | Section _____ | |

The proposed amendment was approved by an affirmative vote of the majority of members of the _____ (name of Association)

present at a duly convened meeting of members held on _____ (date)

A quorum was present.

Signed _____ date _____
Chairperson of State Bylaws Committee

Signed _____ date _____
President

ADDENDUM E

STATE OFFICER CHANGES

| State: | Date: | State Annual Mtg: |
|--|--------------|---|
| President: Address: Phone: Work () Home () Fax () ID Number: | | President-elect Address: Phone: Work () Home () Fax () ID Number: |
| Secretary: Address: Phone: Work () Home () Fax () ID Number: | | Treasurer: Address: Phone: Work () Home () Fax () ID Number: |
| Director: Address: Phone: Work () Home () Fax () ID Number: | | Director: Address: Phone: Work () Home () Fax () ID Number |
| Director: Address: Phone: Work () Home () | | NCHIMA Secretary Address: Phone: Work () Home () |

| | |
|-------------------|-------------------|
| Fax () | Fax () |
| ID Number: | ID Number: |

ADDENDUM E

STATE OFFICER CHANGES

| State: | Date: | State Annual Mtg: |
|---|--------------|---|
| Committee Chairman: Address: Phone: Work () Home () Fax () ID Number: | | Committee Chairman: Address: Phone: Work () Home () Fax () ID Number: |
| Committee Chairman: Address: Phone: Work () Home () Fax () ID Number: | | Committee Chairman: Address: Phone: Work () Home () Fax () ID Number: |
| Committee Chairman: Address: Phone: Work () Home () Fax () ID Number: | | Committee Chairman: Address: Phone: Work () Home () Fax () ID Number |
| Other: Address: Phone: Work () Home () Fax () | | Other: Address: Phone: Work () Home () Fax () |

| | |
|-------------------|-------------------|
| ID Number: | ID Number: |
|-------------------|-------------------|

ADDENDUM F

INFORMATION SHEET: OBTAINING LISTS OF STUDENTS IN THE INDEPENDENT
STUDY PROGRAM IN HEALTH INFORMATION TECHNOLOGY

All requests for lists of students in the Independent Study Program in Health Information Technology should be addressed to:

Director
Independent Study Division
American Health Information Management Association
233 N. Michigan Avenue, Suite 2150
Chicago, IL 60601-0519

Requests for lists should be made at least one month prior to the anticipated mailing date.

LISTS OF STUDENTS IN THE INDEPENDENT STUDY PROGRAM IN HEALTH
INFORMATION TECHNOLOGY

1. Lists are available only to state presidents and may only be used for:
 - a. Membership recruitment to the association
 - b. Invitations to state sponsored education programs
 - c. Scholarships

2. In requesting the list of students in the Independent Study Program in Health Information Technology, please specify:
 - a. State or states for which you wish the list.
 - b. Type of listing: Students currently enrolled in the Program, graduates of the Program during the past two calendar years, or both.
 - c. Reason for requesting the list.

PROCEDURES FOR TELLERS

1. Prior to meeting, the Chairperson for the Nominating Committee should list all names of candidates, exactly as they appear on the ballot, down the left hand column of the attached Tally Sheet. Make 10 copies.
2. Prior to meeting, the Chairperson for the Nominating Committee should list all names of candidates, exactly as they appear on the ballot, down the left hand column of the attached Summary Tally Sheet.
3. Upon receiving the ballot box, the Chief Teller counts ballots into stacks of twenties. (20)
4. Assign tellers to work in pairs.
5. Give each teller a tally sheet.
6. Give each pair of tellers a set of twenty (20) ballots.
7. Have the pairs of tellers spread out in the room to avoid confusion.
8. One (1) teller will read off from the ballot the person's name which has been marked. Both tellers will enter a mark (1) on the tally sheet beside the appropriate name. Mark by five's (5) in the following manner: ~~HHH~~ After calling out all the votes on each ballot, make a check in the upper right hand corner signifying the ballot has been counted.
9. After completing the set of twenty (20) ballots, the teller-pair will compare the total votes on their tally sheet for each name. If their totals do not agree the set of twenty (20) ballots must be re-counted.
10. When both person's tally sheets agrees the set of twenty (20) ballots is returned to the Chief Teller who makes sure that a check mark is in the upper right hand corner of each ballot. The set of twenty (20) is then paper clipped and marked as counted.
11. The Chief Teller will then give the teller-pair another set of twenty (20) ballots
12. Steps 6-11 are repeated until all ballots have been counted.
13. Each teller-pair will then total the number of votes for each candidate. Both Tally Sheets for each teller-pair must balance on the number of total votes for each candidate.
14. Chief Teller then will call out each name on the Summary Tally Sheet, and each teller-pair will report the total number of votes for that candidate.
15. Chief Teller will then total all votes for each candidate. After this has been rechecked, the Chief Teller will prepare the list of elected persons. Delegates must be listed in order.

PROCEDURES FOR TELLERS - 2

TALLY SHEET

| | NAME | 1 ST 20 TOTAL | 2 ND 20 TOTAL | 3 RD 20 TOTAL | 4 TH 20 TOTAL | 5 TH 20 TOTAL | GRAND TOTAL |
|----|------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------|
| 01 | | | | | | | |
| 02 | | | | | | | |
| 03 | | | | | | | |
| 04 | | | | | | | |
| 05 | | | | | | | |
| 06 | | | | | | | |
| 07 | | | | | | | |
| 08 | | | | | | | |
| 09 | | | | | | | |
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| 11 | | | | | | | |
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| 20 | | | | | | | |
| 21 | | | | | | | |
| 22 | | | | | | | |
| 23 | | | | | | | |
| 24 | | | | | | | |
| 25 | | | | | | | |

PROCEDURES FOR TELLERS - 3

TALLY SHEET (continued)

| | NAME | 1 ST 20 TOTAL | 2 ND 20 TOTAL | 3 RD 20 TOTAL | 4 TH 20 TOTAL | 5 TH 20 TOTAL | GRAND TOTAL |
|----|------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|----------------|
| 26 | | | | | | | |
| 27 | | | | | | | |
| 28 | | | | | | | |
| 29 | | | | | | | |
| 30 | | | | | | | |
| 31 | | | | | | | |
| 32 | | | | | | | |
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| 48 | | | | | | | |
| 49 | | | | | | | |
| 50 | | | | | | | |

PROGRAM IN A BOX CHECK OUT POLICY

POLICY

The North Carolina Health Information Management Association provides the AHIMA “Program in a Box” series for Regions/Sections to check out for meeting use and continued education credits. These programs provide everything needed for a comprehensive professional presentation, including up to date information, handouts, and overheads prepared in Power Point (along with a diskette for each customization). These materials may be checked out from the NCHIMA Education Committee Chairperson.

PURPOSE

AHIMA’s “Program in a Box” series has been purchased by the NCHIMA and will be maintained by the Education Committee in an effort to provide additional information and/or support to its members.

TITLES

- * Emerging opportunities for coding professionals: Building skills for the future
- * Fraud and Abuse
- * Information Security: Protecting paper and computer based health information

PROCEDURE

1. Regions/Sections may check out a “Program in a Box” by completing a Requisition form and returning to the Education Committee Chairperson. (Form includes: Date of meeting, Date needed, Region/Section name, Officer or Requester’s name, choice of Program(s), phone number and address.) Requests should be made well in advance to assure availability and allow for mailings. (Suggested time frame is six (6) weeks.)
2. Confirmation letter (or phone call) will be sent to the Region/Section, by the Education Committee Chairperson, to acknowledge availability of program. Regions informed of shipping/handling charge.
3. Region/Section will send a check or money order to cover shipping and handling.
4. Upon receipt of the check, the program(s) will be mailed according to date requested. TV, VCR, overhead projector and other equipment needed are not included and are the responsibility of the individual requesting the program(s).

5. Program(s) should be returned to the Education Committee Chairperson, by mail, the next business day following the meeting. VCR tapes should be rewound and all handouts/overheads returned in the same order as received.
6. Since there will be no security deposit required, the maintenance of the "Program in a Box" will be the responsibility of the person making the request. The penalty for lost, damaged or non-returned property will be the cost of a replacement set for the NCHIMA.

REQUISITION FORM FOR "PROGRAM IN A BOX"

Region/Section Name _____

Region/Section Officer _____

Program Requested _____

Date of meeting _____ Date needed _____

Phone number _____

Address _____

Date request mailed _____ Date returned _____



Signature of PR Chairperson _____ Date _____

RECORD RETENTION AND ARCHIVES

POLICY

Records of the North Carolina Health Information Management Association shall be maintained for the period of time and in the locations specified in this retention schedule. For the purpose of this policy, records shall be minutes, correspondence and other materials in written form necessary to conduct the business of this Association. The Association Secretary is designated as the site of the North Carolina Health Information Management Association archives. In the event of the closure or change in the contract, the Executive Board of the North Carolina Health Information Management Association shall be responsible for obtaining all records and selecting another archive site.

PROCEDURES

1. Each officer of the Executive Board of the North Carolina Health Information Management Association will be responsible for the proper maintenance and the timely destruction of records generated in the performance of their duties and responsibilities during their term of office.
2. The Secretary of the North Carolina Health Information Management Association will serve as the Custodian and Retention Officer for all records generated by the Association. It is the responsibility of all officers of the Association to be familiar with the guidelines in this policy and to maintain Association records accordingly. The Secretary will have overall responsibility for those records filed in the Secretary and annually shall schedule, with the President and President Elect a time for the destruction of all records which are no longer necessary in accordance with the retention period. The Association's Secretary will receive, from all officers, those records that need to be filed in the Central Office and will ensure that these records are properly stored.
3. Newly elected officers of the North Carolina Health Information Management Association must become familiar with those records generated by the outgoing officer and these guidelines.
4. Outgoing officers are responsible for notifying the Secretary of the records that will be filed in their and make proper arrangements for the transfer of those records prior to the expiration of their term in office.

RECORD RETENTION AND ARCHIVES - 2
RETENTION SCHEDULE

| <u>RECORD TYPE</u> | <u>RETENTION PERIOD</u> | <u>LOCATION</u> |
|--|------------------------------|--|
| Certification of Incorporation (Original) | Permanently | Secretary |
| Tax Exemption Certificates (Original and Changes) | Permanently | Secretary |
| Contracts, Letters of Agreement, Affiliation | Permanently | Secretary |
| Records, Original Minutes, with all attachments, of the Annual Business & Executive Board Meetings* | Permanently | See Note 1 |
| Financial Records (Revenue/expenses, bank statements, deposit slips, tax return, quarterly tax returns, vouchers, etc) | Current plus three (3) years | Treasurer to retain Current year (See Note 2), Central Office to retain additional three (3) years |
| Annual Audit Reports | Seven (7) years | Secretary |
| Records of Standing Committees (Originals)** | Current year | See Note 3 |
| Records of Special Projects | Current year | See Note 4 |
| Bylaws, Procedure Manual (Original and updates or revisions) | Permanently | Secretary/Bylaws Chair |
| Newsletters and Meeting Programs*** | Permanently | Secretary |
| Continuing Education Credit Hours approvals | Four (4) years | See Note 5 |

* Includes correspondence, minutes, etc.

** The original Bylaws and all changes and the original Procedure Manual should be maintained on a permanent basis by the Association's Secretary.

*** One (1) copy of each issue of *Footprints*, a copy of the Annual Meeting Program and the Mid-Year Workshop agenda should be maintained by the Association's Secretary

RETENTION SCHEDULE

NOTES

1. The North Carolina Health Information Management Association's Secretary shall maintain a "record copy" of all minutes of all meetings conducted by the Executive Board, including the Business Meeting conducted during the Annual Meeting. These original minutes will include a copy of all reports of the standing committees and all other materials entered into the minutes of the meeting.
2. Records generated by the Treasurer will be maintained on a fiscal year basis, however, the Treasurer will retain records for the duration of their term of office. The incoming and outgoing Treasurers will review all records during the period of May through June and determine whether one (1) year or both years' files will be forwarded to the Association's Secretary.
3. Correspondence, letters, etc, generated by a standing committee will be retained by the Office generating such material on a yearly basis. These files are considered routine transitory material and should be destroyed after one (1) year, with the approval of the President. The original copy of all meeting minutes of the standing committee will be provided to the Secretary during the Executive Board Meetings and will become an attachment to the Executive Board Minutes. A copy of the minutes may be retained by the standing committee for a period not to exceed one (1) year.
4. Records generated by a special project, Ad Hoc Committee, will become a permanent part of the minutes of the Executive Board Meeting. Other data, correspondence, etc, may be retained in the Association's Secretary for a period to be determined by the Executive Board.
5. The Chair of the Education Committee will retain all approvals of requests for Continuing Education Credit on an annual basis. These reports must be retained by the incoming Education Committee Chair for one (1) year and then filed in the Association's Secretary for three (3) additional years.

REGIONS OF NCHIMA

| <u>Western Mountain</u> | <u>Western Foothills</u> | <u>Piedmont</u> | <u>Charlotte</u> |
|-------------------------|--------------------------|-----------------|------------------|
| Avery | Alexander | Alamance | Anson |
| Buncombe | Alleghany | Caswell | Cabarrus |
| Cherokee | Ashe | Chatham | Iredell |
| Clay | Burke | Davidson | Mecklenburg |
| Graham | Caldwell | Davie | Montgomery |
| Haywood | Catawba | Forsyth | Richmond |
| Henderson | Cleveland | Guilford | Stanley |
| Jackson | Gaston | | Randolph |
| Macon | Lincoln | Rockingham | Union |
| Madison | McDowell | Rowan | |
| Mitchell | Polk | Stokes | |
| Swain | Rutherford | Surrey | |
| Transylvania | Watauga | Yadkin | |
| Yancey | Wilkes | | |

| <u>Triangle</u> | <u>Southeastern</u> | <u>Coastal Carolina</u> |
|-----------------|---------------------|-------------------------|
| Durham | Bladen | Bertie |
| Franklin | Brunswick | Beaufort |
| Granville | Columbus | Camden |
| Harnett | Cumberland | Carteret |
| Johnston | Duplin | Chowan |
| Lee | Hoke | Craven |
| Orange | Moore | Currituck |
| Person | New Hanover | Dare |
| Vance | Pender | Edgecombe |
| Wake | Robeson | Gates |
| Warren | Sampson | Greene |
| | Scotland | Halifax |
| | | Hertford |
| | | Hyde |
| | | Jones |
| | | Lenoir |
| | | Martin |
| | | Nash |
| | | Horthampton |
| | | Onslow |
| | | Pamlico |
| | | Pasquotank |
| | | Perquimans |
| | | Pitt |
| | | Tyrell |
| | | Washington |
| | | Wayne |
| | | Wilson |

REIMBURSABLE EXPENDITURES

Reimbursement for expenses from the following categories may be requested and are commonly approved by the Board. Association finances will dictate approvals.

1. Committee travel - round-trip (reimbursed at current federal government rates) This includes Executive Board meetings held in conjunction with the Mid-Year and Annual meetings.
2. Postage
3. Telephone calls
4. Copies
5. Faxing
6. Lodging, if committee/board travel is greater than 150 miles in one (1) direction and/or the meeting is scheduled at a time that does not allow one (1) days travel. This includes a one (1) night stay for Executive Board meetings held in conjunction with the Mid-Year and Annual meetings.
7. Meals for Executive Board meetings while in session (ie lunch, if all day meeting) Meals when staying over night for Executive Board meetings are not reimbursable. Meals during Committee meetings are not reimbursable.
8. Delegate expenses to AHIMA Annual Meeting to include:
 - * Up to one-half (1/2) of the double occupancy rate at the host hotel for up to five (5) nights.
 - * Air fare to Annual Meeting, or mileage at current federal government rate per mile, not to exceed the air fare rate.
 - * Per diem of \$25.00 for up to five (5) nights.
9. Expenditures related to the Newsletter, AHIMA National Convention, Workshops, Legal Reference Manual, Student Loan Fund and Public Relations which have a line expenditure budget should still be prior approved by the Executive Board with the exception of items listed in Numbers 1 - 6.
10. Other items can be approved for reimbursement by the Executive Board.

North Carolina Health Information Management Association

REIMBURSEMENT FORM

Date _____ Amount _____

Make check payable to: _____

Expense to: _____ Executive Board _____ Committee*

Date of meeting/event: _____ * All committee expenses must be approved by the Chairman/

Expense Area:

- ___ AHIMA Delegate ___ Auditor ___ PR Items ___ Qrt Sales Tax
- ___ NCHIMA Annual Mtg ___ Footprints ___ FORE ___ Legal Ref Man
- ___ Midyear Workshop ___ Regional Newsletter ___ Legal Fees ___
- Scholarships
- ___ Team Talks ___ Assoc Secretary ___ Awards/Plaques ___ Board Retreat
- ___ Leadership Conf ___ Other _____

(If expenses include more than one (1) category, please break out expenses for each.)

Mileage: From _____ to _____
total miles _____ x \$.31 per mile = \$ _____

- Postage _____
- Telephone _____
- Printing/Copies (Specify _____) _____
- Lodging _____ nights @ \$ _____ per night = _____
- Meals/tips _____
- Registration _____
- Other (Specify _____) _____

Requested by _____ Date _____

Committee Chair Approval _____ Date _____

Treasurer _____ Check # _____

President _____ Date _____

Note: Attach all receipts and submit to NCHIMA Treasurer.

SCHOLARSHIP PROGRAM

Refer to the attachments for the following information:

- * Notice to be printed in the October issue of *Footprints*. Attachment 1
- * Form letter for HIM and HIT Students. Attachment 2
Letters should be sent to the Program rather than to the individual students.
- * Notice to be printed in the December issue of *Footprints*. Attachment 3
- * Scholarship packet - Application - general information Attachment 4
- Application - form Attachment 5
- Reference Letter Attachment 6
- * Scholarship application scoring method Attachment 7
- * Scholarship application scoring form Attachment 8
- * Scholarship tally sheet Attachment 9

Notice to be printed in the October issue of *Footprints*

NCHIMA offers students scholarships on an annual basis. If you are a student enrolled full time in one of the accredited Health Information Management Programs or Health Information Technology Programs in North Carolina, or in the AHIMA Independent Study Program, you may be eligible for one of these scholarships. Further details will appear in the December issue of *Footprints*. If you are interested and would like additional information in the meantime, contact _____
_____.

Chairperson
Education Committee

SCHOLARSHIP PROGRAM - 3 ATTACHMENT 2
Form letter for HIM and HIT Students

(should be on NCHIMA letterhead)

Dear

The North Carolina Health Information Management Association invites you to apply for a student scholarship. Two (2) scholarships, in the amount of \$500 each, are made available by NCHIMA, one (1) for a student in a Health Information Management Program and one (1) for a student in a Health Information Technology Program. Lanier Voice Products has also made available two (2) scholarships, in the amount of \$500 each, that may be awarded to students selected by the Education Committee. Once again one (1) scholarship may be awarded to a student in a HIM program and the other to a student in a HIT program.

In order to be eligible for any scholarship the following criteria must be met:

1. You must be a full time student in good standing in an accredited Health Information Management or Health Information Technology Program in North Carolina.
2. You must have a minimum GPA of 3.0 in college work completed. Official transcript required.
3. Recommendation from your Program Director and two (2) additional letters of recommendations.

Suggested references: Current employer
 Clinical instructor
 Former employer
 Other instructors
 No relatives or friends

4. Typed resume.
5. Completion of the NCHIMA Scholarship Application.

The NCHIMA is pleased to join with Lanier Voice Products in making scholarships available to sincere and deserving students affiliated with our profession.

We look forward to hearing from you and every best wish for your career.

Sincerely,

Chairperson, Education Committee

Enclosure: Application packet

Notice to be printed in the December issue of *Footprints*

The Education Committee of the North Carolina Health Information Management Association is pleased to announce that they will be receiving applications for the NCHIMA and Lanier Voice Products scholarships. The scholarships, in the amount of \$500 each, will be awarded to two (2) HIM students and two (2) HIT students. Awards will be announced at the NCHIMA Annual Meeting.

In order to be eligible for any scholarship the following criteria must be met:

1. You must be a full time student in good standing in an accredited Health Information Management or Health Information Technology Program in North Carolina or enrolled and in good standing in AHIMA's Independent Study Program and be a member of NCHIMA.
2. You must have a minimum GPA of 3.0 in college work completed. Official transcript required.
3. Obtain recommendation from your Health Information Management Program Director (HIM students) or Health Information Technology Program Director (HIT students) or current employer (ISP students) along with two (2) additional letters of recommendations.
4. Submit a typed resume.
5. Completion of the NCHIMA Scholarship Application.

We encourage all that are eligible to apply and take advantage of this opportunity and honor. If you would like additional information please feel free to contact me.

Chairperson
Education Committee

SCHOLARSHIP APPLICATION

GENERAL INFORMATION

The North Carolina Health Information Management Association scholarship shall be awarded annually to a full time student, who is in the first year of the HIT/HIM program, enrolled in good standing in an accredited Health Information Management Program or a full time student enrolled in good standing in an accredited Health Information Technology Program or enrolled in good standing in the AHIMA Independent Study Program and a resident of North Carolina. Students must have a minimum GPA of 3.0. An official transcript is required.

The student must have a letter of recommendation from the Health Information Management Program Director (for HIM students), or from the Health Information Technology Program Director (for HIT students), or recommendation from the current employer (for Independent Study students), whichever is applicable.

INSTRUCTIONS TO APPLICANT

This application must be postmarked on or before February 28 in order for the Education Committee of NCHIMA to evaluate it and notify the Recipient. Notification will be made no later than May 1.

The applicant should send the application form to the address below.

The applicant should request that the following be sent to the same address:

1. Official transcript indicating overall GPA
2. Recommendation from Program Director or current employer
3. Two additional letters of recommendation. Recommendations from relatives or friends are not acceptable.

Signature,
Chairperson
Education Committee

Address of
Where to
Mail Information

SCHOLARSHIP APPLICATION

NAME _____

HIT STUDENT _____ HIM STUDENT _____ AHIMA ISP STUDENT _____

ADDRESS (HOME) _____

_____PHONE # (HOME)_____

ADDRESS (SCHOOL) _____

_____PHONE # (SCHOOL)_____

NCHIMA STUDENT MEMBER ___YES ___NO

NORTH CAROLINA RESIDENT ___YES ___NO

NAME OF PROGRAM DIRECTOR OR ISP INSTRUCTOR _____

ADDRESS _____

_____PHONE # (SCHOOL)_____

NAME OF HOMETOWN NEWSPAPER _____

ADDRESS _____

COLLEGE OR COMMUNITY AWARDS RECEIVED _____

RECENT PARTICIPATION IN COMMUNITY AND/OR SCHOOL ACTIVITIES _____

ALSO INCLUDE:

1. A statement of not more than two (2) pages stating your ambitions and reasons for choosing a career in health information.
2. A statement of one (1) page setting forth accomplishments that you think help you qualify for this scholarship.

DATE _____ SIGNATURE _____

Please return application to:

NAME
CHAIRPERSON, EDUCATION COMMITTEE
ADDRESS

SCHOLARSHIP APPLICATION SCORING METHOD

1. All committee members shall review each scholarship application and rate them using the following method.
2. Each applicant can score a maximum of 100 points but must score at least 60 points to be considered for a scholarship.
3. The application will be divided into three (3) sections.:

| | |
|-------------|---|
| Section I | GPA |
| Section II | Letters of Recommendation |
| Section III | Awards/Activities, Written Statement and Resume |

- a. Section I - 20 points maximum

Students must have a minimum GPA of 3.0.

10 points will be given automatically for a 3.0 with an additional point for each tenth.

| | | | |
|-----|--------|-----|--------|
| 3.0 | 10 pts | 3.6 | 16 pts |
| 3.1 | 11 pts | 3.7 | 17 pts |
| 3.2 | 12 pts | 3.8 | 18 pts |
| 3.3 | 13 pts | 3.9 | 19 pts |
| 3.4 | 14 pts | 4.0 | 20 pts |
| 3.5 | 15 pts | | |

- b. Section II - 15 points maximum

Three (3) letters of recommendation are required and each letter can score a maximum of 5 points.

- c. Section III - 65 points maximum

The written statement that is required, along with any community or college awards or activities and a typed resume will be evaluated and can score a maximum of 65 points.

4. After all committee members have reviewed the application and given a score for each section, the individual committee member's scores for Sections II and III will be averaged and all three (3) Sections will be totaled for that applicant's final score.
5. Scholarships will be awarded to the applicants with the highest scores. All scholarship recipients must have at least a score of 60 points.

SCHOLARSHIP APPLICATION SCORING FORM

APPLICANT NAME _____

SECTION I 20 POINTS MAXIMUM

GPA _____

SCORE _____

SECTION II 15 POINT MAXIMUM

RECOMMENDATION LETTER #1 _____

RECOMMENDATION LETTER #2 _____

RECOMMENDATION LETTER #3 _____

SCORE _____

SECTION III 65 POINTS MAXIMUM

SCORE _____

COMMENTS:

SPECIAL INVITATION TO THE NCHIMA ANNUAL MEETING

Forward invitations and registration information for the Annual Meeting to the following:

- * Contact person with the North Carolina Hospital Association
- * Presidents of the Component State Associations (CSAs) of Georgia, South Carolina, Tennessee and Virginia (Refer to *AHIMA Journal* for addresses)
- * NCHIMA Attorney

Registration fees are waived for these guests.

All letters should be prepared by the Program Committee and signed by the President.

VOLUNTEER APPLICATION

NCHIMA is an organization managed by volunteers. All officers, committee chairs, committee members and project managers, delegates, etc volunteer their time and talents to serve the Association. To successfully manage a volunteer organization, new volunteers are needed each year. The new volunteers provide fresh ideas and new perspectives on issues and projects.

You can volunteer by completing the information below or by contacting a member of the Executive Board. Your name will be forwarded to the officers, chairpersons, projects managers and volunteer task team.

If you have any questions or suggestions about the volunteer process contact the Chairperson of the Membership Committee.

NAME _____ RHIA _____ RHIT _____

ADDRESS _____ AHIMA ID # _____

CITY/STATE/ZIP _____

NCHIMA REGION _____ COUNTY _____

PHONE NUMBER WORK () _____ HOME () _____

PLACE OF EMPLOYMENT _____

I WOULD LIKE TO VOLUNTEER TO SERVE ON THE FOLLOWING COMMITTEE/TASK FORCE:

ANYWHERE NEEDED _____ ALLIANCE _____ AWARDS _____

BYLAWS _____ CODING _____ EDUCATION _____

HOSA _____ LEGAL _____ MEMBERSHIP _____

PROGRAM _____ PUBLICATION _____

PUBLIC RELATIONS _____ STRATEGIC PLAN _____

I WOULD LIKE TO VOLUNTEER TO ASSIST IN OTHER AREAS:

CAREER DAY _____ REGION ACTIVITIES _____

MAILINGS _____ TYPING _____ SPEAKER _____

OTHER (please specify) _____

I AM WILLING TO COMMIT APPROXIMATELY _____ HOURS PER MONTH TO NCHIMA ACTIVITIES.

VOLUNTEER LIST FORMAT

Use excel format or similar word format to list persons completing the volunteer form. Present to the board to us for setting up committee members.