

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. The Association is organized to provide member services, such as continuing education and communication. We also work to educate the public about the nature of our profession, and to advise the public on important issues such as health information and privacy

Originated: 08/94
Revised : 04/02
Revised: 02/06

NCHIMA EXECUTIVE BOARD – Please see the Association website at <http://nchima.org/board.cfm> for a list of current executive board members.

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

COMPONENT REGIONS/ SECTIONS - There are seven Regions/Sections with boundaries approved by the Executive Board. Their purpose is to promote the art and science of health information practice and to improve the quality of services for the welfare of the public. Each section elects a Coordinator annually and formulates Bylaws and establishes officer positions. Please see the Association website <http://nchima.org/about.cfm> for a list of current regions/sections and their coordinators.

MEMBERSHIP CATEGORIES - NCHIMA Bylaws define membership categories and privileges of each classification (<http://nchima.org/pdf/Bylaws.pdf>). A brief description of each category follows:

Active: Any individual with an AHIMA certification in good standing is eligible for active membership. Active members in good standing shall be entitled to membership privileges including the right to vote as specified below, to hold office and to serve as delegates to AHIMA.

Associate: Any individual interested in the purposes of AHIMA who does not meet the qualifications for active membership is eligible for associate membership. Associate members shall be entitled to membership privileges including serving on committees and subcommittees with voice and vote. They shall not be entitled to other voting privileges, to hold office, or to serve as delegates to AHIMA.

Student: Any student formally enrolled in a program for health information administrators or technicians is eligible for student membership. A student may retain this class of membership until the first qualifying examination for which he or she is eligible, after which time he or she shall be transferred to active or associate membership based on the results of the examination. Student members shall have membership privileges including serving on committees and subcommittees in designated student positions with voice but no vote. They shall not be entitled to other voting privileges, to hold office, or to serve as delegates.

Honorary: Any person who made a significant contribution to health information management science or rendered distinguished service in the health information management profession's related fields may be awarded membership in the corporation. Honorary members shall also be eligible for a national appointment by AHIMA. Honorary members who were once active members shall retain their active membership rights.

BYLAWS - A copy of the Bylaws is available on the Association website – <http://nchima.org/pdf/Bylaws.pdf> .

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.
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.

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 website.

4. Special Projects

Chairperson: Appointed

Objective: Determined on an annual basis as a result of strategic planning initiatives.

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 15-18 continuing education credits are conducted with reasonable fees.

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 – Schedules for meetings sponsored by NCHIMA, its Sections and Regions are available on the Association website at www.nchima.org.

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, performance improvement, 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.

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 Administration and Technology Programs in North Carolina

There are two accredited HIA (4-year) programs and eight accredited HIT (2-year) programs in North Carolina.

To view this list with contact information and locations, please go to the NCHIMA website at <http://nchima.org/schools.cfm>

HOW TO

Volunteer to Serve - Members are encouraged to serve on regional and state levels. Interested members should complete the "Volunteer" located on the website at <http://nchima.org/pdf/Appendix.pdf>. Volunteer forms are also available at the annual meeting.

Nominate Officers - The Ballot 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 - Notification of change of address should be made to AHIMA Membership Division who will forward notification to NCHIMA. Notice should be given at least 60 days prior to change to avoid interruption of communication.

AHIMA
Membership Division, Suite 2150
233 North Michigan Avenue
Chicago, IL 60601- 5800
Phone #: 312 233-1100
Fax #: 312 233-1090

FREQUENT CONTACTS:

AHIMA	www.ahima.org
NCHIMA	www.nchima.org
Carolinas Center for Medical Excellence	(919) 380-9860 (800) 682-2650
NC Hospital Association	(919) 677-2400
AHA	(312) 280-6664
JCAHO	(708) 916-5600
Central Cancer Registry	(919) 715-4555
NC Vital Records Section	(919) 733-3526

CORPORATE PARTNERS – A list of Corporate Partners is available on the Association website – www.nchima.org

