

All NCHIMA officers, committee chairs and members, project/task force chairs, delegates, etc. are **VOLUNTEERS**. These individuals volunteer their time, effort, and talents to serve the state association and regions. In order for an organization that is managed by volunteers to be successful, new volunteers are needed each year. The new volunteers provide fresh ideas and new perspectives on issues and projects. A description of each Committee, Chair and member's responsibilities are listed below.

If you would like to **VOLUNTEER** to serve the association and profession on any of the following committees please complete this form and send it to snking@wakemed.org or return it to a member of the Program Committee at the Annual Meeting.

Name: _____ **Credentials:** _____
AHIMA ID#: _____ **Phone Number (work)** _____ **(home)** _____ **(cell)** _____
Address: _____ **City/State/ZIP:** _____
County of Residence: _____ **NCHIMA Region:** _____
E-mail Address: _____
Place of Employment: _____

FINANCE TEAM

Bylaws;

Chairperson: Delegate

Objective: Receive, review and develop proposed amendments to Bylaws and coordinate the updating of the NCHIMA Procedure Manual.

Public Relations:

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.

MEMBER SERVICES TEAM

Coding Roundtable:

Chairperson: Appointed

Objective: Plan and present coding workshops.

Education:

Chairperson: Appointed

Objective: Arrange mid-year educational programs, coordinate student scholarship process, and award continuing education credits for approved programs.

Membership:

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.

Program: Chairperson: Vice President;

Objective: Plan the program, accommodations and activities for an annual meeting of the North Carolina Health Information Management Assoc.

MEMBER SERVICES TEAM (continued)

Publications:

Chairperson: Appointed

Objective: Prepare a state newsletter containing timely articles pertaining to the profession.

Mentor:

Objective: Strive to meet the professional/networking needs of new members.

Regional Liaison:

Chairperson: Regional Liaison

Objective: Maintain communication with the regions.

Strategic Planning:

Chairperson: Delegate

Objective: Establish long and short term goals and objectives for NCHIMA.

Website:

Chairperson: Appointed;

Objective: To monitor and coordinate the functions and maintenance of the NCHIMA Web Site

INDUSTRY TEAM

Awards & Nominating:

Chairperson: Director

Objective: Coordinate recognition awards and prepare an official ballot for election of officers of NCHIMA.

Legal Affairs:

Chairperson: Delegate / Reports to the Member Services Team

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.

Liaison:

Chairperson: Appointed

Objective: To establish and coordinate contacts with key organizations and agencies within the state to promote NCHIMA mission and philosophy.

Please choose one of the following alliance relationships

- Council on Allied Health in North Carolina (CAHNC)
- North Carolina Healthcare & Communications Alliance (NCHICA)
- North Carolina Healthcare Finance Management Association (NCHFMA)
- Association for Healthcare Documentation Improvement (AHDl)
- Association of North Carolina Cancer Registrars (ANCCR)
- North Carolina Health Information Exchange (NCHIE)
- North Carolina Uniform Billing (NCUB)
- Healthcare Information Management Systems Society (HIMSS)
- North Carolina Hospital Association (NCHA)
- Medical Group Managers Association/Charlotte (MGMA)
- Association for Clinical Documentation Improvement Specialists (ACDIS)

Other (Please specify) _____