

2020 AHIMA Volunteer Group Charges

Appointed positions are labeled with an asterisk (). Elected positions are labeled with a pound sign (#). The length of service or “term” varies for each position.*

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Advocacy and Policy Council*

Purpose: The purpose of the Advocacy and Policy Council is to provide guidance and leadership in the advocacy and public policy domain. Specific discussion areas may include:

- Provide subject matter expertise as needed on federal legislation, regulatory comments and public policy positions that align with AHIMA’s mission and vision.
- Assisting CSAs with implementing state or federal grassroots advocacy initiatives that align with AHIMA’s mission and vision.
- Developing educational tools, resources, and best practices to expand and strengthen AHIMA’s advocacy footprint at the state and federal level.
- Engaging with State Advocacy Leaders to enhance communication and collaboration across CSAs on advocacy-related initiatives.

Deliverables

- Develop additional advocacy resources as needed for specific state and federal issues for CSAs, delegates, and leaders.
- Provide support by creating a common area for CSAs to access advocacy toolkits, letter templates, etc.
- Provide recommendations for better communication between AHIMA, CSAs and state leaders.

Member Composition/Terms, Roles and Responsibilities

- The council is composed of 10-15 members serve a staggered two-year term.
- AHIMA’s Policy and Government Affairs team provides staff support to the Council.
- The Council meets on an ad hoc basis by teleconference and completes work using technology platforms provided by AHIMA, which may include Engage, video conference, and e-mail.
- The Council Chair(s) assists AHIMA’s Policy and Government Affairs team to assure deliverables are being accomplished.
- Council members will be responsible for prompt response to requests for input from AHIMA staff.

AHIMA Grace Award Committee*

Purpose: AHIMA, a recognized advocate for quality health information, will honor industry leaders through the *AHIMA Grace Award*. The *Grace Award*, named in honor of AHIMA’s founder, will acknowledge healthcare organizations that distinguish themselves as effectively and innovatively using health information to support the delivery of quality health care.

Deliverables

- Review applications for the Grace Award and select the recipient.
- Increase the number of nominations from previous year.
- Provide the recipient with recognition through electronic and print media, at the AHIMA Health Data and Information Conference, and inclusion on ahima.org.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of 10 members who serve a staggered three-year term.
- A staff liaison provides staff support to the Committee.
- The committee meets as needed by teleconference.
- The committee completes work through Engage and Webinars.
- The Chair works with the staff liaison to develop the agendas and to assure deliverables are being accomplished.

AHIMA Triumph Awards Committee*

Purpose: To honor and recognize the excellence, dedication and service of those professionals or groups whose steadfast efforts have enriched the HIM profession by selecting and acknowledging these individuals or groups for these awards. Maintain award categories that are meaningful and fitting for the profession, the industry, and the membership.

Deliverables

- Provide consistency in obtaining the number of qualified submitted nominations from the previous year.
- Grant one AHIMA Triumph Award in every award category – with the exception of the Student Award category – may grant up to 2 awards.
- Provide recipients with recognition through electronic and print media, the awards ceremony, and inclusion on ahima.org.
- Encourage CSAs to apply for group nominations (specifically in the categories of Advocacy and Consumer Outreach, Innovation, Leadership and Mentor).

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of 9 members who serve a staggered two-year term.
- A staff liaison provides staff support to the Committee.
- Approximately 4-6 conference calls per year occur to discuss nominations, perform the application review, foster marketing efforts, and the support the awards ceremony.
- The committee completes work through Engage, conference calls and email.
- The Chair works with the staff liaison to develop the meeting agendas and summaries, and to assure deliverables are being accomplished.
- Chair or designee is invited to present the AHIMA Triumph Awards at AHIMA's Health Data and Information Conference.

Fellowship Committee*

Purpose: Recognize significant and sustained contribution to advance the profession through meritorious service, excellence in professional practice, and through innovation and knowledge sharing. Secure the application and scoring for candidacy and Fellow status. Grow the program.

Deliverables

- Review and score the Fellow applications and award Fellowship status.
- Develop opportunities where Fellows can share their expertise.
- Increase visibility of the Fellows and Fellowship program.
- Oversee the Fellowship application process.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of six members who hold the FAHIMA designation who serve a staggered two-year term.
- A staff liaison provides staff support to the Committee.
- The committee meets quarterly by teleconference for application review and as needed for other business.
- The committee completes work through Engage.
- The Chair works with the staff liaison to develop the agendas and summaries and to assure deliverables are being accomplished.

Nominating Committee*

Purpose: To elect effective leadership for AHIMA's Board of Directors, CCHIIM, CEE, the House of Delegates, and the Nominating Committee. This is accomplished by soliciting for, reviewing, interviewing, and selecting qualified candidates. Enhance AHIMA's leadership development and member engagement initiatives by improving the process for identifying

volunteers to fulfill leadership positions and fostering diversity and inclusion. Suggest improvements for the voter experience and increasing voting rate.

Deliverables

- Develop a ballot of candidates for the AHIMA Board of Directors, Commission on Certification for Health Informatics and Information Management (CCHIIM), Council for Excellence in Education (CEE), House of Delegates Speaker-elect, and Nominating Committee.
- Promote membership knowledge of the candidates and the election through different forms of communications.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of nine members who serve a staggered two-year term. *(Three members are elected by the House of Delegates and one member is appointed by the AHIMA Board of Directors each year, identified as the most recent Past President/Chair.)*
- Staff liaisons provide staff support to the Committee.
- The committee meets by teleconference (approximately 10 calls per year, and one face-to-face meeting for two days) to develop the ballots.
- The committee reviews candidate applications and online profiles, performs a telephone interview, and develops the ballots.
- The committee completes work through the Volunteer Center, Engage, and voting software.
- The committee solicits candidates through CSAs, volunteer groups, and network of colleagues.
- The Chair works with the staff liaison to develop the agendas and minutes and to assure deliverables are being accomplished.

Professional Ethics Committee (PEC)*

Purpose: Improve members' and certificants' professional position by developing content for education. Protect and maintain high level of ethics for the profession by use of the ethics violation review process. Preserve the relevance and applicability of the Code of Ethics by continued review and revision based on the changing environment. Define member eligibility and accountability.

Deliverables

- Establish and oversee the application of standards and resources, including:
 - AHIMA Code of Ethics
 - Standards of Ethical Coding
 - Standards for Clinical Documentation Integrity Professionals
 - Ethics Self-Assessment
 - Case Studies
- Develop other policies and resources as the need is identified.
- Seek opportunities to inform and publicize the work of the group to members and invite member input into committee work.
- Seek opportunities to address and provide necessary tools and resources that members and certificants can use to better understand how to handle difficult and ethical situations.
- Continually review and update guidelines and other resources relevant to members and certificants, and post updates to the PEC Engage Community.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of five to seven members who serve a staggered three-year term.
- A staff liaison provides staff support to the Committee.
- The Committee meets by teleconference on an as needed basis.
- The Committee completes work virtually and by teleconference.
- The Chair works with the staff liaison to develop the agendas and summaries and to assure deliverables are being accomplished.

2020 Practice Councils

CDI, Quality, and Revenue Management Practice Council*

Purpose: Monitor and provide AHIMA with expertise related to clinical documentation integrity (CDI), revenue cycle management and reimbursement, and compliance to support AHIMA’s mission to empower people to impact health. This Practice Council will assist AHIMA in developing educational resources to prepare HIM professionals to improve patient outcomes and reduce provider burden, as well as to serve as an external group of subject matter experts.

Subject Matter Expertise: Coding, Revenue Cycle, reimbursement models, clinical documentation integrity process and workflow, compliance, fraud surveillance

Deliverables

- Identify opportunities, obstacles, and learning needs for HIM professionals to build and lead successful revenue management programs, including CDI, to facilitate the accurate representation of a patient’s clinical status that translates into coded data.
- Provide recommendations on best practice for coded data to be translated into quality reporting, physician report cards, reimbursement, public health data, and disease tracking and trending.
- Identify resources needed for HIM professionals to excel in CDI. Specifically, in documentation requirements, code assignment, coding guidelines, and quality reporting.
- Champion the change from clinical documentation “information” to “integrity”.
- Provide subject matter expertise and insight as needed on federal legislation, regulatory comments and public policy positions that impact health information professionals.

Clinical Terminology & Classification Practice Council*

Purpose: Monitor and provide AHIMA with expertise related to advocacy, industry needs and best practices to support AHIMA’s mission to empower people to impact health in the following areas:

- Clinical coding and management and use of coded data
- Future health information management roles and functions relating to clinical terminologies and classification systems
- Current and future strategies necessary to address expanded clinical terminology and classification use
- Development of educational resources to prepare HIM professionals for current and future roles in the use and management of coded data and terminology asset management.

Subject Matter Expertise: Coding, Classification Systems, Reimbursement, Health Record Content and Documentation, Data Governance, Data Management, Secondary Data Sources, Auditing, Compliance

Deliverables

- Monitor the developments and industry changes related to clinical terminologies and classifications important to healthcare industry and make recommendations on future market needs and trends in the areas of clinical coding practice and the management and use of coded data and clinical terminologies.
- Identify opportunities in the implementation, use and management of SNOMED CT, LOINC and other clinical terminologies, and recommend the training needed for advancement of HIM professionals in these roles.
- Provide recommendations on training in the ICD-10-CM, ICD-10-PCS, CPT, HCPCS and other classification/coding systems across multiple settings.
- Monitor changes to reimbursement methodologies, payment systems, auditing and compliance.
- Identify resources needed to expand knowledge and skill sets of clinical coding professionals to prepare them for changing job roles/responsibilities.
- Identify job opportunities for clinical coding professionals, terminology specialists, and asset managers.

Data Use, Governance, and EHR Structure Practice Council*

Purpose: Monitor and provide AHIMA with expertise related to documentation and electronic health record (EHR) integrity issues such as copy and paste, retention/destruction, problem lists, etc. This Practice Council will assist AHIMA in developing educational resources to prepare HIM professionals, as well as the greater healthcare industry, for current and future roles in EHR and documentation integrity, as well as to serve as an external group of subject matter experts.

Subject Matter Expertise: health record documentation requirements, EHR integrity and workflow processes

Deliverables

- Monitor the developments and identify opportunities, obstacles, and learning needs related to EHR integrity.
- Monitor the impact of EHR integrity on documentation rules and regulations, and accreditation standards affect best practices.
- Provide subject matter expertise and insight as needed on federal legislation, regulatory comments and public policy positions that impact HIM professionals and support AHIMA mission and vision.

Health Information Technologies and Innovation Practice Council*

Purpose: Monitor and provide AHIMA with expertise related to emerging health information technologies including but not limited to artificial intelligence and machine learning (AI/ML), interoperability, mobile health and telehealth to support AHIMA's mission to empower people to impact health. This council will also advise and provide AHIMA with expertise relative to the use of technology for consumer access including patient portals and wearables, to support AHIMA's mission to empower people to impact health.

Subject Matter Expertise: health information technologies, telehealth, mHealth, AI/ML, patient access, patient generated health data, Social Determinants of Health (SDOH)

Deliverables

- Monitor the developments and industry changes related to mHealth and telehealth, and identify opportunities, obstacles, and learning needs for health information professionals to excel in emerging technologies and patient-centered care.
- Analyze the security and privacy implications of mobile health technologies.
- Monitor the impact of artificial intelligence (AI) and electronic tools on data integrity and current HIM roles.
- Address HIM functions, practices and roles and how they can facilitate and optimize and support use of health information by consumers.
- Advance HIM professional practice relevant to supporting consumer access and use of health information.
- Provide subject matter expertise and insight as needed on federal legislation, regulatory comments and public policy positions that impact HIM professionals and support AHIMA mission and vision.

Leadership and Professional Development Practice Council*

Purpose: Monitor and provide AHIMA with expertise that will strengthen the growing the influence and competitiveness of health information skillsets to support AHIMA's mission to empower people to impact health. This Practice Council will assist AHIMA in developing educational resources to prepare HIM professionals to assume leadership roles within their own organization and health care industry at large.

Subject Matter Expertise: Change management, work design and process improvement, strategic and organizational management, training and development, financial management, project management, vendor/contract management, enterprise information management

Deliverables

- Monitor the developments and industry changes related to health information management roles, and identify opportunities to strengthen influencing, leadership and other professional development skills of health information professionals.

Long Term Post-Acute Care (LTPAC) Practice Council*

Purpose: With the move to value-based care delivery and patient driven payment models, coordination of care has assumed a central focus. Success in this new environment requires taking a fresh look at how health information and data is optimized and leveraged to best support these changes in the health care system. This practice council will identify new needs and examine the relationships and impact on HIM relative to emerging structures, processes and informational needs including but not limited to care coordination associated with accountable care, quality measurement, telehealth, and chronic care management. It will monitor these issues and provide AHIMA with expertise in order to support member educational needs, advocacy, policy, and best practices to support AHIMA’s mission to empower people to impact health.

Subject Matter Expertise: Skilled nursing facility/nursing facility, in-patient rehab, home health, hospice, health information workflow processes.

Deliverables

- Identify opportunities, obstacles, and learning needs for HIM professionals involved in coordination of care.
- Develop and promote ICD-10-CM training for LTPAC settings.
- In collaboration with other practice councils, assess patient informational needs in LTPAC settings to provide additional resources for coding, clinical documentation integrity (CDI) and privacy & security skills.
- Identify new and existing health data and information needs necessary to support coordination of care.
- Examine data and information integrity across the continuum of care to support interoperability.
- Advocate for the role and value HIM plays in LTPAC.
- Provide subject matter expertise and insight as needed on federal legislation, regulatory comments and public policy positions that impact HIM professionals.
- Support of the Long-Term Post-Acute Care Engage Community.

Privacy & Security Practice Council*

Purpose: Serve as AHIMA’s primary liaison and link to the industry’s challenges, trends and best practices on real life operations as they relate to access, disclosure, archival, privacy and security of protected health information (PHI) to support AHIMA’s mission to empower people to impact health. This Practice Council will assist AHIMA in developing educational resources to prepare HIM professionals in all areas of information protection.

Subject Matter Expertise: Privacy, confidentiality, security, cybersecurity, health law, release of information

Deliverables

- Provide ongoing evaluation and identification of the knowledge and skill set needed by HIM professionals in the areas of privacy and security of protected health information (PHI) to lead the industry in these practices.
- Provide subject matter expertise and insight as needed on federal legislation, regulatory comments and public policy positions that impact HIM professionals.
- Provide ongoing current landscape and environmental scan of the healthcare industry as it relates to the privacy, confidentiality, integrity, health information integrity oversight, privacy and security of PHI when sharing and exchanged, identity management, and provider authentication.

Program Committees

Conference Program Committee*

Purpose: AHIMA is currently moving toward a more market driven vision that continues to serve the Health Information community and larger healthcare ecosystem. Our goal is to offer superior professional development offerings and increase audience engagement that align with the AHIMA Strategic Plan.

Deliverables

- Provide input on potential strategic educational sessions for the conference based on directives received by AHIMA’s CEO and AHIMA Board of Directors President/Chair and best practices across healthcare settings.
- Provide input on best practice, interactive session ideas that address the future needs of HIM professionals.
- Provide introduction and contacts for potential industry sponsors.
- Assist AHIMA in identifying and recruiting healthcare executives, innovators, and key HIM professionals/stakeholders to the conference whose alignment is consistent with the current AHIMA strategy.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of 3 chairs (Current, Vice (Incoming) and Past). The vice chair is appointed by the AHIMA President/Chair-elect to serve in the upcoming year and then will move directly into the Chair role.
- Volunteers are appointed by the AHIMA President to serve a staggered three-year term on the Committee. There are approximately 12 members and may reside in the host city or state.
- Attend program committee conference call (or view recorded meeting by deadline for those who cannot join in real-time).
- Participation in the abstract grading/selection process as well as duties related to the speaker management process.
- Serve as “Program Committee Liaison.” (defined in the Program Committee Policy and Procedure)
- The HIM Subject Matter Expert and Meeting and Content Planner serve as staff liaisons providing support and coordinating efforts of AHIMA staff to support committee efforts.
- Participate in on-site conference assistance.

Conference Subcommittee: Clinical Coding Program Track*

Purpose: Advise and assist in the development of content for the Clinical Coding-related educational tracks for AHIMA’s Annual Conference. Work to identify topics and speakers and to provide guidance and leadership in the development/presentation process. Work to identify potential sponsors of the educational program, where appropriate.

Description: The program committee is comprised of subject matter experts with a defined interest in coding, have a minimum of 5 years of experience in the field, and CCA, CCS, CCS-P preferred. The committee is formed to help develop the content for the program track.

Deliverables

- Design and plan educational sessions by:
 - Assistance with main plenary sessions (if applicable)
 - Assistance with education breakout rooms
 - Work with group to identify program subjects, speakers and key topics
 - Work to have diversity of presenters – non-traditional roles, non-credentialed, corporate/industry, etc.
- Identify and provide contacts for potential industry sponsors

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of two (2) co-chairs (first year and second year who is the lead) plus up to 6 members who serve a staggered two-year term.

- The HIM Subject Matter Expert and Meeting and Content Planner serve as staff liaisons providing support and coordinating efforts of AHIMA staff to support committee efforts.
- Attend committee conference calls (Debrief Past Year/Kick-off, Abstract Review call, Speaker Management call) and others, as needed.
- Participation in the abstract grading/selection process as well as duties related to the speaker management process.
- Participate in on-site conference assistance.

Conference Subcommittee: Clinical Documentation Integrity (CDI) Summit Track*

Purpose: Guide and support the development of the content for the educational tracks for the CDI Summit. Work to identify topics and speakers and to provide guidance and leadership in the development/presentation process. Work to provide a top educational experience for AHIMA attendees while remaining within confines of the AHIMA budget. Recommend policy and procedure development for content of future CDI Summits.

Description: The program committee is comprised of subject matter experts with a defined interest in clinical document integrity, have a minimum of 5 years of experience in the field, and CDIP preferred. The committee is formed to develop the content for the summit.

Deliverables

- Develop the educational sessions by:
 - Assistance with main plenary sessions (if applicable)
 - Assistance with education breakout rooms
 - Work with group to identify program subjects, speakers and key topics
- Attend AHIMA Program Committee planning conference calls.
- Participate in the proposed presentation grading.
- Support AHIMA efforts to build programs with emphasis on best practices across healthcare settings, with an audience of industry professionals who will benefit from this educational content.
- Assist, when possible, in promoting awareness of the program and the program contributions to the HIM industry.
- May volunteer to fulfill onsite program support assignments.
- Look toward diversity of presenters – non-traditional roles, non-credentialed, etc.
- Explore ways to increase the number of responses to the call for papers/presentations for the upcoming year.
- Develop white paper content on session topics in conjunction with Content Advisor – HIM SME (if applicable).

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of two (2) co-chairs plus 6 members who serve a staggered two-year term.
- The Subject Matter Expert and Meeting and Content Planner serve as staff liaisons providing support and coordinating efforts of AHIMA staff to support committee efforts.
- A content advisor will work in conjunction with the meeting planner.
- The committee meets via conference calls (Debrief Past Year/Kick-off, Abstract Review call, Speaker Management call) and others, as needed.
- The committee completes work through Confex and via teleconference and Webinars.
- The co-chairs work with the staff liaison to develop the agendas and to assure deliverables are being accomplished.
- Participate in on-site conference assistance.

Conference Subcommittee: Privacy and Security Program Track*

Purpose: Develop the content for the educational content for Privacy and Security program track of the Annual Conference. Work to identify topics and speakers and to provide guidance and leadership in the development/presentation process. Work to provide a top educational experience for AHIMA attendees while achieving the financial contribution margin set by AHIMA.

Description: The committee is comprised of subject matter experts with defined expertise in privacy and security, have 5 years of experience in this arena and CHPS preferred. The committee is formed to plan the educational content for the track.

Deliverables

- Design the educational sessions by:
 - Assistance with main plenary sessions (if applicable)
 - Assistance with education breakout rooms
 - Work with group to identify program subjects, speakers and key topics
 - Work to attract a diversity of presenters – non-traditional roles, non-credentialed, etc.
- Identify and provide introductions to potential sponsors.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of two (2) co-chairs plus 6 members who serve a staggered two-year term.
- The Subject Matter Expert and Meeting and Content Planner serve as staff liaisons providing support and coordinating efforts of AHIMA staff to support committee efforts.
- Attend committee planning conference calls and conduct its work through engage and other electronic vehicles.
- Participation in the abstract grading/selection process as well as duties related to the speaker management process.
- Ability to attend at least 1 privacy and security educational session.
- Participate in on-site conference assistance.
- The co-chairs work with the staff liaisons to develop the agendas and to assure deliverables are being accomplished.

Council for Excellence in Education (CEE)

Volunteer Groups

Council for Excellence in Education (CEE)

Purpose: Improve and adapt the education strategy for health information and related professions, focused on future opportunities and challenges. Responsible for fostering support and adoption of new initiatives and improvements to curriculum, credentials, academic programs and resources. Focus on the changing needs of the students and working professionals and consider innovative ways of providing world class education in HIM.

Deliverables:

- Identify and recommend the path to increase advanced degrees for academic faculty and health information professionals.
- Bring together both workforce (employers and professionals) and academia stakeholders, determine needs and develop an action plan that aligns with AHIMA’s workforce development initiatives.

Member Composition/Terms, Roles and Responsibilities

- Twelve council members with equal representation of practitioners and academic faculty
- Council members should represent the diversity of the profession:
 - Practitioners from a variety of work settings: hospital, outpatient, HIT vendor, insurance, long-term care, etc.
 - Variety of academic backgrounds (associate, bachelors, masters, PhD).
 - Variety of Academia representation from associate, bachelors and/or master’s programs.
- Members are elected or appointed for a three-year term.
- Meets via conference call, as needed.
- One annual in-person meeting.

CEE Academic Framework Workgroup#

Purpose: Establish for the profession and the workforce the entry-level academic preparation requirement.

Deliverable:

- Recommend the entry-level academic preparation requirement, and the resulting framework which best supports the profession and workforce

Member Composition/Terms, Roles and Responsibilities

- Minimum of 12 members with equal distribution of workforce experience and range of job roles, equal distribution of academic preparedness across all educational levels
- Members are appointed for two-year terms; number of members may vary from year to year
- Workgroup meets via conference call as needed
- May liaise to thought leadership groups or practice councils upon request
- Advocate and communicate AHIMA’s academic strategy; may be called upon to present, publish, or otherwise support dissemination of AHIMA academic policy/framework

CEE Assembly on Education Workgroup#

Purpose: Plans and designs educational programming for the Assembly on Education Symposium.

Deliverables:

- Design the educational sessions by:

- Assistance with main plenary sessions (if applicable)
- Assistance with education sessions; identify program subjects, speakers and key topics
- Work to attract a diversity of presenters
- Identify and provide introductions to potential AOE sponsors
- Participate in the abstract grading and selection process as well as duties related to the speaker management process
- Administer an award for teaching excellence

Member Composition/Terms, Roles and Responsibilities

- Members are appointed for a one-year term; number of members may vary from year to year
- Workgroup meets via conference call as needed
- Ability to attend the AOE conference each year and serve as a track liaison

CEE Graduate Resource Alliance Workgroup[#]

Purpose: Focuses on the academic needs of graduate level programming.

Deliverables:

- Support the development of new HIM/HI graduate degree programs
- Champion matriculation of undergraduate students to graduate programs
- Recommend strategies to increase interest in graduate level attainment in HIM

Member Composition/Terms, Roles and Responsibilities

- Members are appointed for two-year terms; number of members may vary from year to year
- Workgroup meets via conference call as needed

CEE Student Advisory Workgroup[#]

Purpose: Serves as a focus group with AHIMA’s leaders, members and staff, and help to staff various roles at the AHIMA Annual Conference.

Deliverables:

- Plan, organize and staff the Student Academy event at the AHIMA Annual Conference
- Serve as volunteers during the AHIMA Annual Conference
- Advocate for the HIM profession during the Advocacy / Hill Day in Washington DC
- Serves as an ad hoc industry focus group for AHIMA, providing student and early career stakeholder input

Member Composition/Terms, Roles and Responsibilities

- Members are appointed for a one-year term (July 1-June 30); it is desired that all three academic levels are represented; members must be AHIMA student members; number of members may vary from year to year
- Meets via conference call as needed
- Meets in person at the AHIMA Annual Conference

CEE: Professional Certificate Approval Program (PCAP) Review Team[#]

Purpose: The PCAP Review Team is composed of the individuals that review the program self-study documentation and make recommendations to the PCAP Council regarding program approval. The PCAP Council is composed of AHIMA members holding a qualifying credential who have previously served as PCAP Reviewer. Reviewers evaluate coding program application materials that identify the nature and type of curriculum offered to students.

Deliverables:

- Review program applications
- Provide input on self-study documentation requirements
- Make approval recommendations to the PCAP Council

Member Composition/Terms, Roles and Responsibilities

- Reviewers must be active members of AHIMA and have advanced coding skills (credentialed as an RHIT, RHIA or hold the CCS or CCS-P certification)
- Reviewers must have experience with teaching coding to others – either in an educational setting or as a corporate or hospital trainer
- Reviewers are appointed for a two-year term, with multiple consecutive appointments allowable
- The number of reviewers may vary from year to year dependent on need based on number of program applications
- Reviewers meet virtually as necessitated by the number of program applications, the goal is to ensure that no reviewer is required to review more than two programs a year

CEE: Professional Development Workgroup[#]

Purpose: Informs AHIMA’s workforce development strategy.

Deliverables:

- Informal environmental scanning of emerging trends with potential impact to the workforce
- Pressure testing staff recommendations for addressing the soft and hard skills gaps and as necessary stepping in to help develop resources in a rapid-fire approach
- Provide recommendations of CEU eligible professional development content to AHIMA for consideration

Member Composition/Terms, Roles and Responsibilities

- Minimum of 12 members with equal distribution of workforce experience and range of job roles (traditional and emerging), equal distribution of academic preparedness across all educational levels
- Members are appointed for two-year terms; number of members may vary from year to year
- Workgroup meets via conference call as needed
- Ad-hoc travel may be requested to support retreat-style examination of proposed topics, content, programs, etc.
- May liaise to thought leadership groups or practice councils upon request

Commission on Certification for Health Informatics and Information Management (CCHIIM)#

CCHIIM Commissioner#

Purpose: CCHIIM serves the public by establishing, implementing and enforcing standards and procedures for certification and recertification of health informatics and information management (HIIM) professionals.

Per AHIMA bylaws, and as further codified in a signed Memorandum of Understanding (MOU) between AHIMA and CCHIIM, CCHIIM shall have sole and independent authority in all matters pertaining to both the initial certification and ongoing recertification (certification maintenance) of HIIM professionals.

Deliverables

- Agree to abide by CCHIIM prescribed standards for participation and conduct with respect to all CCHIIM activities.
- Fulfill the fiduciary responsibilities to CCHIIM and adhere to all CCHIIM governance policies and procedures.
- Attend and participate in all CCHIIM meetings or provide notice when unavailable to attend a meeting.
- Disclose fully any perceived conflicts of interest.

Member Composition/Terms, Roles and Responsibilities

- CCHIIM shall have at least fifteen voting members, consisting of at least eight At-large Commissioners appointed by CCHIIM, at least one public member appointed by CCHIIM, and at least six Representative Commissioners elected by the membership of AHIMA, which shall always represent at least 40% of the Commission as a whole, regardless of the total number of Commissioners at any time. Each credential issued by the CCHIIM must be held by at least one Commissioner.
 - **At-Large** – Commissioners appointed directly by CCHIIM, three-year term.
 - **Representative** – Commissioners elected by AHIMA membership, three-year term.
 - **Public Member(s)** – CCHIIM will also include a Public Member selected from a slate of qualified candidates, as provided for in the appointment process for at-large Commissioners. The Public Member represents the direct and indirect consumers of certificants' skills and/or services. This is a three-year term.

CCHIIM At-large Commissioner#

A potential candidate applying for the role of a CCHIIM Commissioner shall have the knowledge and skill sets required to ensure functional continuity of CCHIIM.

Qualifications:

- Any AHIMA Certified Professional who meets all the following will be eligible for nomination as an At-large or Representative CCHIIM Commissioner:
 - **Participation:** Potential nominees understand and agree to abide by CCHIIM prescribed standards for participation and conduct with respect to all CCHIIM activity. See the Time and Travel Commitments section below.
 - **Ethics and Conduct:** Potential nominees are made aware that if appointed or elected must adhere to all CCHIIM governance policies and procedures. This includes reviewing, attesting, and signing all CCHIIM documentation with respect to confidentiality, conflict(s) of interest and disclosure, all state and federal laws, and intellectual property rights, as applicable, and as set forth in the CCHIIM Policy and

Procedure Manual.

Requirements for Nomination:

- Representative and At-large Commissioners (nominees must meet all criteria as defined below):
 - Health Informatics and Information Management (HIIM) Competence: Currently AHIMA-credentialed in good standing and has been AHIMA certified for a minimum of five years.
 - HIIM-relevant work: Currently performs HIIM-relevant work and has a minimum of five years or more performing HIIM-relevant work.
 - Leadership Experience: Has documented successful volunteer leadership experience which can be demonstrated through participation in HIIM and other, non-HIIM organizations or associations.

Exclusions to Nomination:

- Any AHIMA Certified Professional who currently performs or represents any of the following exclusions, even though they may meet all the requirements, will be deemed temporarily ineligible for nomination to CCHIIM, until such time that the exclusion can be deemed no longer active:
 - Currently serves on the AHIMA Board of Directors.
 - Currently serves on the Commission on Accreditation for Health Information and Informatics Management Education (CAHIIM) Board of Directors, the Council for Excellence in Education (CEE), AHIMA Foundation, or is a paid AHIMA staff member.

Note: Individuals currently serving their CSA as an officer or in the House of Delegates or serving on a National AHIMA or affiliate volunteer group are eligible for nomination to CCHIIM but must complete their term or put in writing that they will resign from their current position prior to the start of the CCHIIM term.

Travel & Time Commitments

- Potential Commissioners must be available to commit to:
 - Three (3), 1.5-hour conference calls during the year
 - 2-day in-person meeting held in the Spring and Fall of each year at the AHIMA office in Chicago
 - One new member orientation lasting half a day held in conjunction with the Fall in-person meeting in Chicago
 - Take part in Sub-committee work and conference calls
 - If elected to executive level position, attend AHIMA Conference, Assembly on Education Symposium, ICE Conference, and Leadership Symposium, and participate in monthly or every other month 1-hour Executive Committee call

Additional Attributes:

- The focus is on the profession and ensuring continued relevance of the profession in the future.
- Some specific knowledge areas of need should be:
 - Future thinking (awareness of emerging roles and functions)
 - Healthcare industry knowledge (not just HIM)
 - Understanding of the role of lifelong learning, continuing education, and workforce/professional development
 - Global market perspective in HIM is a plus