

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: Coding Roundtable Coordinator

TERM: Two years, extendible.

PURPOSE:

The Coding Roundtable Coordinator establishes communication with coders and other MHIMA members at the state level, solicits problematic coding issues for discussion and education, creates an open environment for questions and resolutions, participates in the Coding Community of Practice (CoP), reports activities to the Board of Directors, and recruits new committee members.

COMPOSITION:

The MHIMA President shall appoint the Committee Chair, with the remaining members selected by the Committee Chair.

GENERAL RESPONSIBILITIES:

1. Surveys MHIMA membership at least annually to identify educational topics for MHIMA meetings and Coding Roundtable discussions and/or meetings.
2. Assists the Spring and Fall meeting Chairperson(s) in organizing educational sessions and obtaining speakers to address coding issues.
3. Coordinates the Coding Roundtable meetings two times per year in conjunction with the Spring and Fall meetings.
4. Publicizes roundtable meetings and events on the MHIMA CoP and web site.
5. Accesses and stays current with information available on the AHIMA Coding Community of Practice (CoP).
6. Submit a written and/or oral report of activities and progress as outlined below:
 - To the President-Elect for the *Big Sky Connection* on a quarterly basis
 - To the Board per the report schedule. It is recommended that committee chairs participate in conference calls.
 - To the MHIMA members in person at the Spring and Fall meetings.
7. Creates and maintains appropriate documentation for attendance at educational sessions and roundtable meetings to support continuing education requirements using the forms available through AHIMA CoP.
8. Actively promotes and recruits for the Coding Roundtable.
9. When necessary, represents MHIMA on a statewide agency, committee, or reimbursement panel using the AHIMA Payer's Guide, AHIMA Standards of Ethical Coding or other tools to promote the advancement of coding consistency and improved data quality.
10. Purge files of unnecessary material and transfer to successor. Review and revise this Committee Chair description at the end of term and submit changes to the MHIMA President for inclusion in the MHIMA policy/procedure manual.

11. All Board agendas will be consent agendas. All information to be approved is to be reviewed in advance, and all questions clarified with the board/committee if necessary.

Reviewed 9/05