

## **MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION**

**POSITION:** Education Chair

**TERM OF OFFICE:** Two years; extendible

**PURPOSE:**

1. To acquire continuing education guidelines from the Continuing Education Division of AHIMA.
2. To respond to all inquiries relating to continuing education (CE) requirements.
3. To promote effective communication between MHIMA and the educational programs for HIM and HIT in the state of Montana.

**COMPOSITION:**

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

**GENERAL RESPONSIBILITIES:**

1. Receive predecessor's correspondence for the previous term and any specific state procedures regarding education.
2. Obtain and distribute CE materials from AHIMA or MHIMA to the MHIMA membership as requested (e.g. National meetings, state meetings, specific information a Committee Chair needs distributed to membership, possibly an in-state coding roundtable educational meeting, etc.)
3. Accesses and stays current with information available on the AHIMA (CoP).
4. 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.
5. Publicize availability of the MHIMA (\$500) scholarships. Send scholarship applications to HIM and HIT students in the state of Montana by February.
6. Application deadline is March 31. By April 10, make copies of the applications for the MHIMA Board so a decision can be made on the recipient (see sample letters). After the scholarship recipient has been selected, notify the recipient as well as those not receiving the scholarship. Destroy all scholarship applications after the selection and notification is complete.
7. 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.
8. 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.