

MONTANA HEALTH INFORMATION MANAGEMENT ASSOCIATION

POSITION: Legislative/Advocacy Committee

TERM OF OFFICE: Two years, extendible.

PURPOSE:

To monitor federal and state legislation and regulatory activities related to health information management and other health care legislation involving the HIM profession.

COMPOSITION:

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

GENERAL RESPONSIBILITIES:

1. Become familiar with AHIMA's Advocacy Assistant resources and communicate the availability of these resources to the MHIMA membership through the MHIMA newsletter, Spring or Fall meeting presentations, e-mail blasts, and/or the Montana CoP. Suggest member action as appropriate.
2. Serve as the primary MHIMA advocacy contact for the CSA Advocacy Liaison Community of Practice, monitor the CoP for information or issues pertinent to the MHIMA membership, and communicate these issues to the membership.
3. Monitor legislative and regulatory activity on the State level and communicate issues to the MHIMA Board and MHIMA membership. Suggest member action as appropriate.
4. Maintain reference file of pertinent legislation and regulations.
5. Maintain liaison with the MHA – An Association of Health Care Providers, the Montana Medical Association, the AHIMA Legislative Affairs and Communications Directors, and others as appropriate and necessary.
6. Suggest topics and speakers relevant to advocacy and/or legislative issues to the Education Committee Chair and/or Program Committee Chairs for educational or meeting programs.
7. 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 one week in advance of the meeting. To the MHIMA members in person at the Spring and Fall meetings. It is recommended that committee chairs participate in conference calls.
8. 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.
9. 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. It is recommended that all committee chairs participate in each conference call.

Reviewed 9/05