



GHIMA
Georgia Health Information
Management Association

An Affiliate of
AHIMA
American Health Information
Management Association®

POLICY & PROCEDURES

REVISED and APPROVED BY THE
BOARD OF DIRECTORS
March, 6, 2009



GHIMA POLICY AND PROCEDURES

GHIMA POLICIES AND PROCEDURES

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GHIMA POLICY AND PROCEDURES

BUDGET POLICIES

1. No officer, agent, or committee person shall expend any money of the Association unless authorized by the Executive Board with the exception of those expenditures provided for in the Bylaws or the approved budget.
2. No member shall be reimbursed for expenditures without submission of the official GHIMA expense statement with attached receipts within ninety (90) days of the expenditure. The expense statement must be approved by the President.
3. The Board of Directors will have four (4) Board of Directors meeting (one to be held in conjunction with the Annual Meeting) during each Association year (July 1 to June 30), and one Strategic Planning retreat. GHIMA will pay for the transportation for elected officials, delegates, regional presidents, and the Central Office Coordinator. GHIMA will pay transportation for Committee and Task Force Chairs and Strategy Managers who are invited to the meeting by the President.

GHIMA will pay for one night's lodging for Board members who live more than two hours driving time (approximate radius of 100 miles) from the meeting site.

Transportation, lodging, and food will be paid for current and incoming Board members for the Strategic Planning Retreat. Incoming Board members will also be invited to attend the final Board meeting of the Association year; their expenses will be reimbursed the same as for current Board members.

The reimbursement for mileage will be at the current Federal Government rate.

4. When overnight lodging is required for the Board and whenever possible, double occupancy hotel lodging will be arranged for Board members. When a Board member elects single lodging or to stay with a non-Board member, the Board member will be reimbursed for ½ the double room rate. Single room rates may be approved at the discretion of the GHIMA President. Unless approved by the President, hotel room expenses incurred by GHIMA because of cancellations or no-shows by Board members will be reimbursed to GHIMA by the Board member.
5. Meals for all Board of Director meetings will be at GHIMA expense.
(Elected Board and appointed Chairman, as required to attend)
6. The registration fee (and program) for the Annual Meeting must be approved by the Board of Directors.
7. The eleven voting members of the Executive Board will be given discount off of the Annual Meeting registration fee up to 50%. The following criteria must be met annually for approval of the aforementioned discount
 - a. The GHIMA reserve fund must exceed \$50,000.00
 - b. Each voting member of the Executive Board must have documented attendance of 75% or more for all regularly scheduled board meetings called by the president.
 - c. Each voting member of the Executive Board must receive a rating of "meets" or "exceeds" for all goals and objectives as assigned and

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measured by the president. Ratings to be given at the June Board Meeting.

Budget Policy, cont'

- d. A motion must be submitted and approved by majority of all voting members to establish the percentage of the discount at the June Board Meeting, but not to exceed 50% as stated above.

8. The registration fee for the President and Central Office Coordinator will be waived for any GHIMA function. The registration fees for the President-Elect and Program and Arrangements Committee Chair will be waived for the GHIMA Annual Meeting.

9. GHIMA will pay lodging for the President, President –Elect, Program Committee Chair, Arrangement Chair and Central Office Coordinator, at the GHIMA Annual Meeting.

10. GHIMA will pay expenses for the President, President-Elect and Central Office Coordinator to attend the AHIMA Leadership Conference.

11. GHIMA will reimburse Delegates for one-half double room rate for two (2) nights to attend the AHIMA House of Delegates. The GHIMA President may approve a Delegate's full room rate to be paid if the GHIMA reserve fund exceeds \$50,000.00. Delegates should be encouraged to share rooms with other GHIMA Delegates or other GHIMA members who are attending the AHIMA House of Delegates. GHIMA will reimburse Delegates for round-trip airfare for each Delegate attending the AHIMA HOD. GHIMA will reimburse Delegates \$30.00 per day for meals for each Delegate attending the AHIMA HOD. Delegates are expected to attend the AHIMA House of Delegates in its entirety.

12. GHIMA will pay expenses incurred for travel, lodging, and meals for Delegates to attend the Summer and Winter Team Talks, if financially feasible and approved by the President. Delegates are expected to attend the Team Talks in their entirety and report the meeting discussions with the Board and Regional HIMA's as directed by the Board

13. Registration fees for all GHIMA functions will be waived for the Program Director or one Faculty member of each HIM/HIT program in the State

14. Exception to the Budget Policy can be made at the discretion of the President and/or President-Elect prior to the event that requires the expenditure.

Approved by the Board of Directors, August 13, 1998

Updated July 1999

Revised March 2002

Revised June 18, 2004

Reviewed December 2004

Revised March 30, 2007

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POLICIES APPROVED BY THE GHIMA BOARD OF DIRECTORS

Policies pertaining to the Board of Directors and Miscellaneous

1. Revisions of Policy for GHIMA require the approval of the Board of Directors.
2. Revisions of Procedures for officers, project managers and committee chairmen can be made by the Central Office Coordinator with the approval of the President.
3. All official minutes of meetings of the GHIMA Board of Directors and GHIMA Committees shall be completed and distributed prior to regularly scheduled meetings.
4. All officers, directors, project managers, and committee and task force chairmen of GHIMA shall pass minutes, records, procedures, correspondence and items of historical importance to their successor or the Central Office Coordinator within two weeks of the end of their term.
5. The following retention schedules shall be followed for financial data for GHIMA:
 - Auditor's Report – Permanently
 - Treasurer's Reports – Two Years
 - Check Registers – Permanently
 - Bank Statements and Canceled Checks – Seven Years
 - Expense Reports – Three years
6. As revisions of the Legal Handbook are necessary, the Board will determine the mechanism by which revisions will be made available and approve the purchase price for the handbook.
7. Members elected to serve on GHIMA's Nominating Committee are eligible for nomination to serve as officers or delegates of GHIMA.
8. A GHIMA Scholarship will be awarded each year if one is available through GHIMA and/or vendor sponsorship. The Scholarship Chair shall notify all HIM and HIT program chairs of the application window for application forms to each HIM and HIT program in the state. Applications must be submitted to the President – Elect or Central Office Coordinator. Chair will make a recommendation to the Board of Directors for final approval. The scholarship will be awarded at the Annual Meeting.
9. GHIMA Board Members (officers, directors, regional presidents, delegates, nominating committee members), Committee and Task Force Chairman, and Strategy Managers are eligible to participate in any GHIMA contest, raffle, door prize drawing, grand prize drawing, and/or vendor prize drawings or contests.

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10. GHIMA Board Members (officers, directors, regional presidents, delegates, nominating committee members), Committee and Task Force Chairman, and

Policies pertaining to the BOD and Misc, cont'

Strategy Managers will not use GHIMA logo, office or position title in any commercial communication unless approved by the President or Board of Directors . Office or position titles may be listed in a resume without Board approval.

11. GHIMA Board Members (officer, directors, regional presidents, delegates, nominating committee members), are required to disclose promptly and fully all actual or apparent conflicts of interest to all necessary parties. This policy also prohibits specific involvement in the affairs of the association by persons having such conflicts.

Policies pertaining to the President:

1. The following items must be approved by the GHIMA Board of Directors before action is taken by the President.
2. Items regarding budget policy and procedures
Registration fees for membership meetings
Items involving a change in the strategic goals of GHIMA
Items regarding policies of the Board

Policies pertaining to Regional Presidents:

1. If an elected member of the GHIMA Board, i.e., President, President-Elect, Past President, is also the President of a regional association, the regional HIMA should select a replacement to represent them on the GHIMA Board.
2. Information regarding regional HIMA meetings and activities shall be sent to the GHIMA President, President-Elect, and Central Office Coordinator.

Policies pertaining to educational and membership meetings:

1. The President-Elect shall be responsible for presentation of a plaque of appreciation to the outgoing President at the Annual Meeting.
2. Any individual who holds student membership in AHIMA and elects to be a member of GHIMA shall not be required to pay registration fees for educational seminars but will be responsible for any expenses such as lunches.
3. In case of a limited enrollment of any GHIMA educational function, active members shall be admitted first with student admittance dependent upon the availability of seats.
4. A member may cancel registration via e-mail, Fax or letter for a workshop or meeting and receive a refund until the deadline of the registration. A \$25.00 processing fee will be kept. No refunds will be given after the deadline for registration. Exceptions will be dealt with on a case-by-case basis.

GHIMA POLICY AND PROCEDURES

5. Confirmation of receipt of registration for workshops, seminars or the annual meeting will not be sent.

Policies pertaining to the BOD and Misc, cont'

Policies pertaining to GHIMA Website:

1. Advertisements and job postings will be accepted for the GHIMA Website if the following guidelines are met:
 - A. Advertising copy is website compatible.

Policies pertaining to GHIMA Awards:

1. Awards may be presented upon the recommendation of the Awards Committee prior to notification of the recipient. These awards are not necessarily annual ones, but will be presented when warranted.

Approved by the Board of Directors, August 13, 1998

Updated July 1999

Revised June 18, 2004

Revised December 3, 2004

Revised March 2007

GHIMA POLICY AND PROCEDURES

POLICY ON REIMBURSEMENT FOR BOARD TRAVEL

HOTEL ACCOMMODATIONS

From outside a radius of 100 miles: Cost of accommodations at the group rate secured by the Central Office Coordinator. Example: Hotel expenses will be paid at the rate of the hotel of choice by the Central Office Coordinator. If you choose to stay at a more expensive motel, the difference will be deducted from your expenses. Receipt is required.

MEALS

Reimbursement of \$30.00 per day excluding tips. Receipt is required.
(Also, reference item 14 under Budget Policies)

MILEAGE

The preferred mode of travel is by personal automobile. Travel will be reimbursed at the current government mileage rate per mile.

Example: If you choose to rent a car, the Association will reimburse you the government mileage rate per mile for the distance you travel. You will be responsible for the cost of the rental car, gas, etc. If you choose to travel by plane, in and out, same day, without incurring any hotel accommodation expense, the Association will reimburse you the government mileage rate per mile for the distance you travel plus the rate of the hotel of choice by the President **OR** the cost of the plane ticket with receipt, whichever is less.

GRATUITIES

Meals – 15 – 20%
Bellman - \$1.00 per carry

TELEPHONE

The Association will reimburse one destination call home up to \$5.00.

EXCEPTIONS

Any exception to the above policy must have prior approval of the President.

Approved by the Board of Directors, August 13, 1998

Revised: October 1990

Reviewed December 1993

Revised June 1997

Reviewed March 2002

Reviewed June 18, 2004

Reviewed December 2004

Revised March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE PRESIDENT

The President of GHIMA will:

1. Serve as a voting member of the Board of Directors.
2. Approve the agenda (as prepared by the Central Office Coordinator) and preside at all Board of Directors' Meetings.
3. Approve the agenda (as prepared by the Central Office Coordinator) and preside at all membership Business Meetings and Awards Celebrations.
4. Appoint all project managers, committee and task force chairmen (except for the Nominating Committee Chairman).
5. Visit each Regional Association, as invited, and give an update on GHIMA activities.
6. Write the President's Message for the GHIMA website at least quarterly.
7. Follow up with the Central Office Coordinator on all decisions and correspondence after each Board of Directors' meeting.
8. Provide direction for and monitor the performance of the Central Office Coordinator(s).
9. Follow-up with the Central Office Coordinator on all correspondence from other state associations and from AHIMA.
10. Attend AHIMA Summer and Winter Team Talks. Attend the Leadership Conference, if the budget allows.
11. Approve all expense statements submitted by Board members and the Central Office Coordinator.
12. Serve on the Budget Committee
13. Serve as Delegate.
14. As President, send letters of appreciation to outgoing GHIMA Board of Directors and GHIMA Volunteers and to their employers.
15. As President, send congratulatory letters to the GHIMA Award Recipients and their employers.

Approved by the Board of Directors, August 13, 1998
Updated July 1999
Revised March 2002
Reviewed June 18, 2004
Reviewed December 2004
Reviewed March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE PRESIDENT-ELECT

The President-Elect of GHIMA will:

1. Serve as a voting member of the Board of Directors
2. With the Central Office Coordinator, plan the Strategic Planning Meeting, which will be held at least two months prior to the Annual Meeting.
3. Serve as an aide to the President and assume the duties of the President in her/his absence or inability to act.
4. Serve as an ex-officio member of all GHIMA project groups and committees, except the Nominating Committee.
5. Attend all Board of Directors' Meetings.
6. Attend the AHIMA Leadership Conference and Winter and Summer Team Talks.
7. Serve as Delegate.
8. Serve as Chair of the Budget Committee.
9. Prepare Incoming President's Address for the Annual Meeting. Submit a black and white, professional photo for the program and the GHIMA Website.
10. Prepare Incoming President's Address for the GHIMA Website (post Annual Meeting).
11. Designate a person to install the Board of Directors at the Annual Meeting.
12. Present the President's Plaque to the outgoing President at the Annual Meeting.
13. Serve as Awards Committee Chair. Write congratulatory letters to the GHIMA Award Recipients and their employers.

Approved by the Board of Directors, August 13, 1998

Updated July 1999

Revised March 2002

Reviewed June 18, 2004

Reviewed December 2004

Reviewed March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE PAST PRESIDENT

The Past President of GHIMA will:

1. Serve as a voting member of the Board of Directors.
2. Provide continuity to the Board of Directors.
3. Serve as a Delegate to the AHIMA House of Delegates.
4. Serve as Bylaws Committee Chairman.
5. Serve as Nominating Committee Chair.
6. Serve as Parliamentarian.
7. Serve on Finance Committee.
8. Coordinate Past President's Dinner.
9. Provide assistance to the President.
10. Write a letter of appreciation to the employer of out-going president.
11. Attend Summer and Winter Team Talks, as budget allows.

Approved by the Board of Directors, August 13, 1998

Updated July 1999

Revised March 2002

Reviewed June 18, 2004

Reviewed December 2004

Revised March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF DELEGATES

GHIMA has five Delegates. GHIMA Delegates are the two elected Delegates (1st Year and 2nd Year Delegates), the Past President, President, and President-Elect of the current year in which the AHIMA Annual Convention is held.

The Delegates of GHIMA will:

1. Attend AHIMA Summer Team Talks. Attend the Winter Team Talks, if the budget allows. Checks with the President regarding the report for the GHIMA Website. (The President will write the report if the Delegates do not attend Team Talks).
2. It is the Delegates responsibility to stay apprised on all issues and establish a mechanism to communicate with the members.
3. Attend the AHIMA House of Delegates.
4. Meet as a GHIMA delegation prior to the House of Delegates.
5. Ballots will state that delegates will vote informed unless any member raises objections.
6. 2nd Year Delegate prepares AHIMA HOD article for the GHIMA Website within two weeks after the AHIMA Annual meeting.
7. 2nd Year Delegate reports the total of delegates voting on all AHIMA HOD action items, by submitting the total votes cast by GHIMA delegates, and a breakdown by number in the affirmative, negative or abstaining. The report will be published on the GHIMA Website within 2 weeks of receiving voting tallies from AHIMA.
8. 2nd Year Delegate gives a report at the Annual Business Meeting.
9. 2nd Year Delegate submits other articles to the GHIMA Website as needed.
10. 2nd Year Delegate will serve as a voting member of the Board of Directors

Approved by the Board of Directors, August 13, 1998

Revised March 2002

Revised June 18, 2004

Reviewed December 2004

Revised March 2007

Revised March 6, 2009

GHIMA POLICY AND PROCEDURES

DUTIES OF DIRECTORS

GHIMA elects two Directors each year. These Directors will:

1. Serve as a voting member of the Board of Directors.
2. Attend all Board of Directors' Meetings and Strategic Planning Meeting.
3. Serve as Board Liaison for the GHIMA Committees and Task Forces.
4. Receive progress reports from the GHIMA Committee and Task Force Chairman and Strategy Managers and reports pertinent information to the Board of Directors.
5. As Board Liaison to assigned Committees and Task Forces, present issues from those Committees and Task Forces for Board of Directors' approval at the BOD meeting or coordinate with the Central Office Coordinator for phone or fax or e-mail votes.
6. Serve as alternate Delegate should one of the five Delegates not be able to attend Delegate meetings. The alternate Delegate will be chosen by lot.
7. Assist the President as requested.

Approved by the Board of Directors, August 13, 1998.

Reviewed March 2002

Reviewed June 18, 2004

Reviewed December 2004

Reviewed March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE REGIONAL PRESIDENTS

The Regional Presidents of GHIMA will:

1. Serve as voting members on the GHIMA Board of Directors.
2. Attend every Board of Directors' Meeting. Appoints a regional designee to attend in her/his absence to assure regional representation. It is recommended that each regional association decide who will attend for the President, i.e., President-Elect, Vice President, etc. Bring issues of importance of the regional membership to the Board of Directors.
3. Appoint a Reporter whose job is to send a report of the activities of the regional association to the Central Office Coordinator for Website posting as needed.
4. Appoint a Mentor Lead who will participate in the GHIMA Mentor Program. She/he must be willing to contact individuals in the local association area who express an interest in HIM, as requested by the GHIMA Mentor Chair.
5. Appoint a Legislative Project Manager who will serve on the GHIMA Legislative Committee. This person must be willing to report issues to the membership at local meetings and to participate in letter-writing or telephone campaigns.
6. Appoint a representative to the GHIMA Program Committee. The volunteers who serve on this Committee plan the program for the Annual Meeting. The Program Committee may require attendance at one Planning Meeting, for which expenses will be reimbursed. The remainder of the Committee's business is carried on by fax, mail, phone and email. If budget allows, Regional representatives may be given a registration fee discount to be determined each year by the Board of Directors.
7. Appoint a local Coding Task Force chair to organize Coding Roundtable meetings and to work with the GHIMA Coding Task Force Chairman.
8. Appoint a representative to the Membership/Marketing Committee. This team will investigate ways to market the profession with alliances and potential employers as well as increase member participation in GHIMA activities.

REGIONAL PRESIDENTS cont'

9. Appoint a representative to the GHIMA Education Committee. This team will plan seminars or workshops and their locations based on the GHIMA membership's needs.
10. Appoint a representative to the Awards Committee. This committee will review all nominations for GHIMA Awards and select the winners. This committee will revise the Awards Program for GHIMA when needed.
11. Eight months prior to the Annual meeting submit names of suggested nominees for the GHIMA ballot to the Nominating Committee Chairman (Immediate GHIMA Past President). The nominations can be for President-Elect, Director, or

GHIMA POLICY AND PROCEDURES

Policy pertaining to Regional Presidents, cont'

- Delegate, but must include a nominee to run for the GHIMA Nominating Committee.
12. Obtain suggested nominees for GHIMA Awards from regional association members. Submit nominees 6 months prior to the Annual Meeting to the GHIMA Awards Committee Chairman.
 13. Send or bring a door prize from the regional association to the GHIMA Annual Meeting.
 14. Send a list of all regional association Board of Directors, Committee Chairmen, Task Force and Strategy Managers, and other volunteers to the Central Office Coordinator within one month after regional election of officers. The list should include the volunteer's name and volunteer position, preferred mailing address, work, fax, home, and AHIMA ID numbers and email addresses.
 15. Send a schedule of regional meetings to the Central Office Coordinator within one month after regional election.
 16. Submit the name of the Outstanding Regional Member to the Central Office Coordinator at least 2 months prior to the Annual Meeting the Central Office Coordinator.
 17. Follow guidelines for election of regional officers by April 1 and for induction by July 1. President-elects of the regional associations will attend the GHIMA Strategic Planning Meeting, which is held prior to the GHIMA Annual Meeting.

Approved by the Board of Directors, August 13, 1998

Ammended December 11, 1998

Revised March 2002

Reviewed June 18, 2004

Reviewed December 2004

Revised March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF COMMITTEE CHAIRMEN, PROJECT MANAGERS, AND TASK FORCE CHAIRMAN

Committee Chairmen, Project Managers, and Task Force Chairmen will:

1. Attend the GHIMA Strategic Planning Meeting prior to the Annual Meeting.
2. Work with regional representatives who have been appointed by the Regional President to serve on the GHIMA Committee, Project, or Task Force to achieve objectives as directed by the Strategic Plan. When no appointment has been made, appoints other GHIMA members to serve. The President should be consulted in these appointments and the Central Office Coordinator notified of the final list of volunteers within two weeks after Strategic Planning meeting.
3. Submit names, addresses, work, home, fax and AHIMA ID numbers and e-mail addresses to the Central Office Coordinator within two weeks after the Strategic Planning Meeting.
4. Submit goals, action plans, and budget requests to the Central Office Coordinator within two weeks after the Strategic Planning Meeting. Budget requests should include number of planned meetings, location, number of attendees, projected expenses for mileage, lodging, and meals, postage, printing, etc. The Budget Committee will compile and submit all budget requests to the Board of Directors for approval.
5. Seek Board of Directors' approval for expenditure of unbudgeted funds for meetings or conference calls and other items. Requests should be submitted through the Central Office Coordinator
6. Utilize the Central Office Coordinator as needed to facilitate project activities with other team members and as a resource for the team leader.
7. Provide a progress report to the Board of Director Liaison prior to each Board Meeting. Include issues for which Board of Director advice or approval is required.
8. Notify the COC for Board Meeting agenda items that require a Board vote for approval. Submit any pertinent documents to the COC for the Board Meeting packets at least three weeks prior to the scheduled Board Meeting.
9. Submit articles for the GHIMA website as needed and/or requested.

Approved by the Board of Directors, August 13, 1998

Revised March 2002

Reviewed June 18, 2004

Reviewed December 2004

Revised March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE ARRANGEMENTS COMMITTEE

The Arrangements Committee will:

1. Recommend that Chairman and committee members be appointed/selected from the region where the Annual Meeting will take place.
2. Begin working with the Central Office Coordinator the arrangements for the Annual Meeting at least 9 months prior to the Annual Meeting
3. Tasks would include:
 - Working with the Program Committee to select meeting theme
 - Obtaining door prizes (from GHIMA members, Regional Associations, local merchants)
 - Planning themes/activities for Thursday evening function
 - Coordinating registration desk throughout the Annual Meeting
 - Committee members acts as hostess throughout the Annual meeting
 - Ordering flowers needed for the Annual meeting (COC will coordinate what is needed – flowers are to be ordered from a local florist)
 - Maintaining message center for entire meeting, coordinating any emergency/urgent situations that may come up.
 - Contact Regional Presidents for monetary donations for GHIMA Annual Meeting door prizes.
4. The Chairman (or Committee member) attends the Board of Directors' meetings or sends a progress report on committee activities.
5. Request for any expenditure must be approved by the BOD.

Approved by the Board of Directors, March 2002

Reviewed June 18, 2004

Reviewed December 2004

Revised March 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF AWARDS COMMITTEE CHAIR

The Awards Committee Chair of GHIMA will:

1. Receive from the Central Office Coordinator a list of volunteer representatives from reach regional association to serve on the GHIMA Awards Committee.
2. Review and expand GHIMA awards program using as a guide the AHIMA Triumph Awards.
3. Prepare a summary of the GHIMA Awards and a Call for Nominations with the assistance of the COC.
4. Confirm with the COC that the Call for Nominations and Award Descriptions are published on the GHIMA website at least nine months prior to the Annual Meeting.
5. Contact each Regional President and encourage them to submit nominees from their region for GHIMA Awards.
6. Offer to assist regional HIMA's in establishing their own awards program.
7. With the Awards Committee, evaluate nominations for GHIMA Awards using established criteria.
8. Submit the names, addresses and phone numbers of the award winners to the GHIMA President and COC prior to the Annual Meeting. The Chair of the Awards Committee will notify and congratulate the award winners. The COC will solicit information needed for the Annual Meeting Program.
9. Prepare a report with a summary of the Award Winners for the Board of Directors for the upcoming Board Meeting.

Note: The Award Winners are **not** approved by the Board of Directors.
This is in line with the practice of AHIMA.

Approved by the Board of Directors, August 13, 1998
Amended December 11, 1998
Revised March 2002
Reviewed June 18, 2004
Reviewed December 2004
Revised March 30, 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE BUDGET COMMITTEE

1. The President-Elect serves as the Chair of the Budget Committee with the President and Central Office coordinator serving as members.
2. The Budget Committee will receive all budget requests from the Board of Directors, Committee and Task Force Chairmen, and Strategy Managers two weeks after the Strategic Planning Meeting.
3. The Budget Committee will meet prior to the Annual Meeting Board of Directors Meeting to compile the coming year's budget.
4. The President-Elect will present the budget to the Board of Directors for approval at the first Board of Directors Meeting of the Fiscal Year.
5. A financial statement will be published on the GHIMA website after the Annual Meeting expenses and income have been tallied and after the CPA has reviewed the books.

Approved by the Board of Directors, August 13, 1998
Revised March 15, 2002
Reviewed June 18, 2004
Reviewed December 2004
Reviewed March 30, 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE CONSUMER EDUCATION COORDINATOR

MyPHR

The Consumer Education Coordinator (CEC) will lead the state association's public outreach and education efforts regarding MyPHR. The CEC will build a statewide network of trained members to deliver community-based education presentations and will serve as a liaison between the state association and AHIMA.

The CEC should possess a strong interest in working directly with the public as well as demonstrated public speaking and presentation skills.

This position will be appointed by and report to the Board of Directors. Length of the term is to be determined by the Board of Directors.

The Consumer Education Coordinator

1. Attend AHIMA train-the-trainers session(s).
2. Serve as liaison between GHIMA and AHIMA
3. Conduct training session (s) for interested GHIMA members at annual state association meeting and/or other times/locations during the year.
4. Coordinate statewide tracking and reporting of the following performance measures:
 - a. Number of members trained
 - b. Number of consumer presentations delivered
 - i. Date
 - ii. Location
 - iii. Hosting organization
 - iv. # of attendees
5. Identify state and local partnership organizations that provide opportunities for members to deliver the consumer presentation.
6. Ensure timely collection and return of completed participant surveys to AHIMA for tracking and aggregation.
7. Participate in the Community Education Campaign CoP and other communications channels to share experiences and provide feedback on the campaign.
8. Develop annual goals and objectives.

GHIMA POLICY AND PROCEDURES

COMMUNITY PRESENTER RESPONSIBILITIES

1. Attend a half-day Community Presenter training session offered by GHIMA CEC or AHIMA. Report this attendance (AHIMA) to CEC.
2. Deliver at least four (4) educational presentations in your community annually
3. Track and report the following performance measures
 - a. Number of consumer presentations delivered
 - b. Date
 - c. Location
 - d. Hosting organization
 - e. Number of attendees
4. Administer, collect, and return completed participant surveys in a timely manner to CEC for tracking and aggregation
5. Actively participate in Community Education Campaign CoP
6. Provide feedback to assist in improving presentation
7. Notify CEC of updated contact information or resignation as soon as possible

Approved by the Board of Directors, March 6, 2009

GHIMA POLICY AND PROCEDURES

DUTIES OF THE EDUCATION COMMITTEE

The Education Committee will:

1. Prepare a needs assessment questionnaire to determine the educational needs of the membership. This assessment should be posted on the GHIMA website and or sent to Regional Presidents for distribution at the regional meetings.
2. Plan two or three seminars/workshops based on the survey and/or other resources. The Committee should choose the topic, speaker(s), recommend fees, determine seminar/workshop locations and dates.
3. Submit all pertinent information to the Central Office Coordinator for brochure design, mailing list preparations, mailing, etc. at least eight weeks prior to the date of the seminar/workshop.
4. Post all seminar announcements and registration material on the GHIMA website.
5. Work closely with the HIM/HIT programs to assess student needs.
6. Encourage more clinical sites as needed for each HIM/HIT program. Assess ways in which clinical sites can better meet the educational and development needs of students.
7. Administer the GHIMA Scholarship Program. (If money is received and/or available) (see attached criteria for scholarship).

Approved by the Board of Directors, August 13, 1998

Revised March 15, 2002

Reviewed June 18, 2004

Revised December 2004

Reviewed March 30, 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE LEGISLATIVE COMMITTEE CHAIR

The Legislative Committee Chairman of GHIMA will:

1. Serve as a contact person for the Washington office of AHIMA.
2. Keep the GHIMA Board of Directors informed of state and national issues that should be reported to the membership. Call on them for letter writing or telephone campaigns.
3. Maintain a dialogue with GHA's legislative team. Review proposed legislation and offer language and changes in rules and regulations.
4. Monitor state agency rules and initiatives as they impact HIM and offer support and comments as necessary.
5. Prepare a Legislative Committee report as needed for the GHIMA website.
6. Coordinate the update of the GHIMA Legal Handbook with the authors. Edit each update for consistency and accuracy.
7. Develop strategies for marketing and selling the Legal Handbook.
8. Serve as contact for member questions regarding legislative and legal issues as they pertain to HIM.

Approved by the Board of Directors, August 13, 1998

Revised March 15, 2002

Reviewed June 18, 2004

Reviewed December 2004

Reviewed March 30, 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF MEMBERSHIP/MARKETING COMMITTEE CHAIR

The Membership/Marketing Committee Chair of GHIMA will:

1. Welcome new GHIMA members
2. Congratulate GHIMA students who passed the national exams.
3. Compile membership trends for the GHIMA Board of Directors.
4. Promote GHIMA to the public and alliances.
5. Develop goals, action plans, and budget requests for increasing member participation in GHIMA activities
6. With the assistance of the Central Office Coordinator, develop an Exhibitor Advisory Committee.
7. Develop goals, action plans, and budget requests for increasing volunteerism.
8. Promote National HI&T Week in Georgia. The Central Office Coordinator arranges for the photo and proclamation signing ceremony with the Governor.
9. Contact Regional Presidents for regional representatives to serve on the Membership/Marketing Committee.

Approved by the Board of Directors, August 13, 1998

Revised March 15, 2002

Reviewed June 18, 2004

Reviewed December 2004

Revised March 30, 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE MENTORING COMMITTEE

The Mentoring Committee will oversee all aspects of the mentoring program. Oversight will include ensuring program quality and effectiveness are demonstrated through efforts related to recruiting, screening, matching and monitoring mentor/mentee relationships. The goal of the program is to connect and enable established HIM professionals a vehicle to provide career insight and development to individuals new to the profession.

1. The Chairman (or Committee member) attends the Board of Directors' meetings or sends a progress report on committee activities.
2. Submits request for any expenditures to the BOD for approval.
3. Selection and matching of mentors and mentees based on established matching criteria.
4. Plan, arrange, and schedule initial meeting between mentor and mentee participants
5. Communicate program goals and expectations to mentor/mentee participants
6. Provide leadership, expertise, and ongoing support to mentor, mentees and mentoring participants
7. Provide support to mentors in assuming and growing in their roles and responsibilities
8. Provide leadership in knowledge, methods, and materials related to mentoring
9. Establish and monitor the effectiveness of program goals, objectives and activities
10. Attend and/or present on mentoring at local association quarterly meetings.
11. Identify and resolve mentor/mentee mismatches and other stake holders' concerns
12. Dissolve mismatched mentor/mentee relationships and establish a more appropriate match
13. Troubleshoot with mentoring program participants not meeting program expectations
14. Create and oversee implementation of an ongoing mentor recruitment plan

Approved by the Board of Directors, March 6, 2009

GHIMA POLICY AND PROCEDURES

DUTIES OF THE NOMINATING COMMITTEE

The Nominating Committee is composed of the two elected Nominating Committee Members and the Nominating Committee Chair, who is the immediate GHIMA Past President

1. Selections will be made for the following positions.

President-Elect
Two Directors
Two Nominating Committee Members
One Delegate
2. The ballot must be finalized and approved by the Board of Directors at the March Board of Directors Meeting. The Officers must be elected by the beginning of the Fiscal Year. The Nominating Committee will set the calendar for the voting and notification process to the Central Office, and present the Ballot to the Board of Directors for approval. The GHIMA Website will post the Ballot that will include candidate biographies and the President-Elect candidates' goals and objectives.
3. In odd numbered years, the ballot will include at least one nominee with a summary of qualifications for GHIMA's nomination for the AHIMA Nominating Committee. The nomination shall be submitted in even numbered years to the Executive Director of AHIMA for inclusion on the HOD ballot in even years.
4. Guidelines for candidate selections should be followed when evaluating nominations (see attached). The Call for Nominations and the guidelines should be sent to the Regional Presidents for nominations from each region. Regional Presidents should submit a list of potential candidates to the Nominating Committee Chair.
5. The ballot will be sent to active GHIMA members in accordance with the timeframes specific by the Executive Board. A deadline of three weeks is given for the return of the ballot.
6. When possible the ballot should include the name of at least one member from each regional association.
7. Each year the Nominating Committee is to nominate a GHIMA member for an AHIMA Award.

Approved by the Board of Directors, August 13, 1998

Updated July 1999.

Reviewed June 18, 2004

Reviewed December 2004

Revised June 2005

Revised March 30, 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE PROGRAM COMMITTEE CHAIR

The Program Committee Chair of GHIMA will:

1. Coordinate the plans for the Annual Meeting
2. Obtain a list of regional association representatives to the Program Committee from the Regional Presidents.
3. With the Central Office Coordinator, make arrangements for a planning meeting to be held nine months prior to the Annual meeting.
4. Facilitate the planning meeting; finalize the program, fee schedule; review and update the exhibitor prospectus (provided by the COC); assign tasks to Committee members for the remainder of the year.
5. Tasks also include:

Contacting speakers, obtaining handout materials, follow-up letters to speakers, introduction of speakers, and coordinating with the Central Office Coordinator on audio-visual needs of speakers.

The Central Office Coordinator is responsible for:

Drafting the exhibitor prospectus, working with the hotel to coordinate meal functions, AV equipment, meeting and exhibitor space and set-up, designing and providing CE and evaluation forms, drafting registration brochure and registration packet; registration lists; ID badges; summarizing evaluation forms, publishing information on the GHIMA Website.

6. The Chairman attends the Board of Directors' meetings or sends a proposal to obtain approval of program and fee schedule.
7. Elects someone from the group to serve as Chairman for the coming year.

Approved by the Board of Directors, August 13, 1998

Revised March 15, 2002

Reviewed June 18, 2004

Reviewed December 2004

Revised March 30, 2007

GHIMA POLICY AND PROCEDURES

DUTIES OF THE TECHNOLOGY COMMITTEE

The Technology Committee will:

1. The Chairman (or Committee member) attends the Board of Directors' meetings or sends a progress report on committee activities.
2. Submits request for any expenditure to the BOD for approval.
3. Updates website with new or revised content.
4. Manages e-commerce for products and events marketed on the GHIMA site.
5. Sends out e-newsletter and on demand e-mail blasts. The content will be provided by a GHIMA Chair or Central Office.
6. Updates and maintains the online form for call for nominations, award, scholarship, and volunteer form and reports results on the BoD online dashboard.
7. Coordinate content with the CoP Facilitator.
8. Develops, maintains, and aggregates results for the board online voting application.
9. Develops, maintains, and aggregates reporting for meeting online registration.

Approved by the Board of Directors, March 6, 2009

GHIMA POLICY AND PROCEDURES

GHIMA GUIDELINES FOR BALLOT NOMINATIONS

Only Active Members shall be eligible to be an Officer or Director. The President-elect, President and Past President will be AHIMA – approved credential holders.

President-Elect

Candidates for President-Elect shall have served on the GHIMA Board of Directors (as an Officer, Director, or Regional President) or have served as a project manager or chairperson of a GHIMA committee or tasks force within the past five years, or have been a member of the AHIMA Board within the past five years, and must be an active member of AHIMA.

as President-Elect, (one-year term)

- serve as ex-officio member of all project groups and committees
- attend all Board of Directors' meetings
- serve as Delegate to AHIMA House of Delegates
- attend AHIMA's Leadership Conference (usually in July)
- attend AHIMA Summer and Winter Team Talks.
- coordinate the Strategic Planning Meeting with the COC
- present the plaque to the outgoing President at the Annual Meeting
- appoint a person to perform the installation of officers ceremony

as President, (one-year term)

- appoint and direct activities of all project managers, committee and task force chairman
- direct activities of GHIMA officers and Central Office Coordinator
- preside at all meetings of the Board of Directors and the membership
- write President's message for the GHIMA Website at least quarterly.
- serve as Delegate to the AHIMA House of Delegates
- attend AHIMA Summer and Winter Team Talks

as Past President (one-year term)

- serve on GHIMA Board of Directors
- serve as Nominating Committee Chair
- serve as Delegate to the AHIMA House of Delegates
- serve as Parliamentarian
- attend AHIMA Summer and Winter Team Talks

Delegate (two-year term)

Candidates for Delegate shall have been active on the GHIMA BOD for the past 3 years, serving as a President-Elect, President, Past President, Director, project manager, committee or task force chairperson, or regional president, or have been a member of the AHIMA Board within the past three years, and must be an active member of AHIMA.

- attend AHIMA Summer and Winter Team Talks
- attend regional association meetings to discuss issues
- meet with the GHIMA delegation prior to the AHIMA HOD

GHIMA POLICY AND PROCEDURES

Policies pertaining to Guidelines for Ballot Nominations cont'

attend AHIMA House of Delegates
represent the members of GHIMA in voice and vote
serves as Head Delegate during second year
as 2nd Year Delegate, prepares AHIMA HOD Article for the GHIMA Website
as 2nd Year Delegate, gives report at Annual Business Meeting
as 2nd Year Delegate, submits other articles for the GHIMA Website on an as
need basis.
As 2nd Year Delegate, voting member of Board of Directors

Director (one-year term – elect two)

Candidates for Director shall have served as GHIMA Committee Chairperson or as a regional president within the past three years, or have been a member of the AHIMA Board within the past three years, and must hold active membership with AHIMA.

Nominating Committee Member (one year term) – elect two

Candidates for Nominating Committee shall have active regional participation within the last three years as a regional officer, or regional committee chairperson and must hold active membership with AHIMA.

AHIMA Nominating Committee Member

Past AHIMA Delegate experience preferred. The AHIMA Delegates vote during the election that takes place at the AHIMA House of Delegates.

Article X. Section 2.2 of the AHIMA Bylaws allows for one-half of the state Associations (alphabetical split for even years – Alabama – Missouri to submit an individual every other year as a candidate for the AHIMA Nominating Committee. GHIMA is allowed to submit a name in even – numbered years. GHIMA Bylaws requires that the candidates for this position appear on the GHIMA ballot in odd-numbered years.

Approved by the Board of Directors, August 13, 1998

Revised June 18, 2004

Reviewed December 2004

Revised March 30, 2007

Revised March 6, 2009

GHIMA POLICY AND PROCEDURES

CRITERIA FOR GHIMA AWARDS

Champion

Individuals who have provided long term, enthusiastic support of GHIMA and its goals. This award is given to individuals, groups, or corporations who have worked tirelessly to support the HIM profession by advancing GHIMA's leadership position. Nominees need not be GHIMA members. These individuals support GHIMA by providing at least one of the following:

- Providing significant financial support to GHIMA key initiatives through special programs, scholarships, or grants
 - Providing significant volunteer support to GHIMA
 - Serving the needs of GHIMA members through advocacy of patients rights and confidentiality, educating the public on health information, and/or supporting and promoting professional practice standards.
 - Advancing legislative initiatives that promotes the interests of HIM.
-

Clinical Site

To recognize and honor the commitment and expertise of those sites who demonstrate excellence in clinical supervision. Nominations should come from students and instructors of SACS programs. The nominated clinical site should:

- Provide a clinical site and supervision designed to help multiple students achieve competencies established by AHIMA.
 - Support the training process for new professionals through advising, teaching and serving on panel presentations and/or advisory committees.
 - Serve as a mentor to guide students to new opportunities and encourage enthusiasm for the profession.
-

Distinguished Member

GHIMA member(s) who have made outstanding contributions to the profession and/or professional associations. Nominee(s) may be cited for a) specific contributions that occurred either during the preceding association year or b) contributions that have been ongoing for several years. With these generous contributions, the individual(s) have:

- Brought recognition to the HIM profession or professional associations.
 - Exemplified exceptional service to GHIMA.
 - Contributed to the HIM profession's body of knowledge.
-

Distinguished Service

GHIMA member(s) who have made a significant contribution through service to GHIMA by demonstrating one or more of the following:

- Completed a major project for GHIMA with outstanding results.

GHIMA POLICY AND PROCEDURES

Policies pertaining to Awards Criteria cont'

- Displayed innovation and creativity through service projects.
- Through exceptional leadership, served GHIMA in a particular role and achieved desired results.

Established Professional Award

The GHIMA Established Professional Award is awarded to GHIMA members to attend GHIMA or AHIMA sponsored educational programs in those instances when the member would not otherwise be able to attend due to financial limitations.

Criteria for this award include:

- Applicant must be an active and credentialed member of GHIMA
- Only members who have not previously received an Established Professional award to attend any AHIMA or GHIMA program are eligible to apply
- Award may be used for educational program registration fees, travel and lodging to attend the program.
- Qualified educational programs are AHIMA and GHIMA-sponsored programs including AHIMA Annual Meeting, GHIMA Annual Meeting, Seminars, and Workshops.
- The Established Professional Award Application must be received by GHIMA at least 30 days prior to the event the applicant wishes to attend.

Complete the Established Professional Award Application

Mentor

GHIMA members(s) who have shared expertise and provided advice to students and colleagues over time. The award recognizes individuals who dedicate their time to others in the profession and take a personal interest in encouraging students or colleagues and friends to achieve success. Posthumous awards may be given. This individual(s) shows:

- A record of motivating talented people to enter the HIM profession
- Ongoing, long-term career guidance to one or more HIM professionals
- An interest in encouraging new professionals to become involved in GHIMA activities at the state and local level.

Outstanding New Professional Award

The GHIMA Outstanding New Professional Award recognizes an active member who was credentialed within the last five years and demonstrates significant potential for future innovation, creativity, and leadership ability. This nominee should:

- Show a desire to think out of the box – take risks and be proactive in leading others through these changes

GHIMA POLICY AND PROCEDURES

Policies pertaining to Awards Criteria cont'

- Demonstrate dedication to the HIM profession through active participation in local and/or state HIM activities

Professional Achievement

GHIMA member(s) who have made contemporary and/or innovative achievements in the HIM profession. Nominee(s) may be cited for a) activities that demonstrate professional and technical expertise during the preceding association year or b) contributions that have been ongoing for several years. The individual(s) have:

- Developed a procedure, product, theory or service which has significantly advanced HIM professional and technical expertise
- Been recognized by employers, peers, associations, or agencies and have been given awards, honored with distinction, or made outstanding achievements
- Shown leadership in education as demonstrated by making significant presentations at national, state, or regional meetings and/or seminars and conferences

Recent Graduate Award

The GHIMA New Graduate Award recognizes graduates from CAHIIM accredited health information management associate or baccalaureate programs in the state of Georgia by providing reimbursement for the RHIA or RHIT certification exam fees. The new graduate must sit for the exam within 6 months of graduation.

Criteria for this award include:

- Student must be a member of AHIMA/GHIMA
- Student must be in their last semester and eligible for graduation or have graduated within the last 6 months
- Student must have a minimum GPA of 3.0 and in good academic standing
- Student must have shown commitment to the HIM profession by involvement in school activities and/or HIM association activities

Reviewed by the Board of Directors, March 15, 2002
Reviewed June, 18, 2004
Reviewed December 2004
Revised March 30, 2007

GHIMA POLICY AND PROCEDURES

GHIMA AWARD NOMINATION FORM

Deadline for submission: _____

Nominee's Name: _____

Nominee's Address: _____

Nominee's Phone Number: _____

- Award Category for Nomination:
- _____ Champion Award
 - _____ Clinical Site Award
 - _____ Distinguished Member Award
 - _____ Distinguished Service Award
 - _____ Established Professional
 - _____ Mentor Award
 - _____ Outstanding New Professional Award
 - _____ Professional Achievement Award
 - _____ Recent Graduate Award

Reasons why this nominee deserves this award:

(Use back of this page for more room if needed.)

Name of person(s) submitting nomination, including AHIMA ID number(s) address(s).
Daytime phone number(s) and e-mail address(es):

Mail to:
(Insert Name, address of COC Office)

GHIMA POLICY AND PROCEDURES

GHIMA SCHOLARSHIP CRITERIA Georgia Health Information Management Association

Georgia Health Information Management Association (GHIMA) has established a yearly scholarship, in the amount of \$500.00 to assist students who are enrolled in an accredited Associate, Baccalaureate, or Masters Degree program in health information management and reside in the state of Georgia. The recipient of the award will be selected on the basis of financial need, scholastic achievement, demonstrated leadership, and potential as an outstanding health information management professions.

Candidates for the scholarship should submit applications to the GHIMA Central Office Coordinator (COC) or to the Education Committee. The decision to award the scholarship is made by the GHIMA Board of Directors based on the recommendations of the Education Committee. At the discretion of the Education Committee, personal interviews may be conducted, if needed. The Board of Directors may approve one \$500.00 award, two \$250.00 awards, or no awards to be given in a single year.

Procedure:

1. Applications must be submitted to the GHIMA COC and postmarked no later than two months prior to the Annual Meeting.
(Insert name, address of COC)
2. Award Criteria:
 - GPA of 3.0 or higher
 - Improvement in the following activities
 - Attendance at HIM association meetings
 - Has served or is serving on HIM association committee(s)
 - Employment in an HIM department or related HIM areas
 - Organization of a major class endeavor
 - Community work
3. To be considered for this award, students must submit a letter of application. The letter should include the following information:
 - Full Name
 - School address and home address
 - Telephone number
 - HIM program attending
 - Level/class (freshman, sophomore, junior, senior, etc) and expected graduation date
 - Reason for choosing HIM as a career
 - Contributions she/he can make to the profession
4. Accompanying the application letter, students must also provide:
 - An official academic transcript of all completed post-high school education
 - Two letters of recommendation from health information management professionals
 - A resume that includes: employment history, school and professional activities and memberships, and community involvement.
5. The recipient of the award will be announced at the next scheduled Board Meeting after the scholarship deadline. The Central Office coordinator will notify all applicants of the disposition of their applications and the award recipient will be recognized at the next GHIMA Annual Meeting.

Revised December 3, 2004
Revised June 1, 2007

Revised June 6, 2008

GHIMA POLICY AND PROCEDURES