



Executive Board Policy & Procedure Manual

2008-2009 Revision

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SUBJECT: AHIMA HOUSE OF DELEGATES

POLICY: South Carolina Health Information Management Association is represented in the House of Delegates of the American Health Information Management Association as provided in the Bylaws of the American Association.

PROCEDURE:

1. The President, President-elect, Past President and elected delegate(s) shall serve as delegates to represent the South Carolina Health Information Management Association.
2. A meeting will be held, as soon as possible after receiving the AHIMA Delegate's packet, to review the information.
3. When possible, the membership will be asked for input regarding any bylaw changes and issue group questions.
4. The Delegates will meet to prepare any comments to be presented to the House of Delegates. The Delegates comments will be written in the proper format for presentation to the House of Delegates.
5. The Past President will be the spokesman for the delegation.
6. The Past President will be well prepared in parliamentary procedure of addressing the House of Delegates.
7. Attendance at the pre-house forum will be required of all new delegates.
8. The President will provide the Executive Board and membership a comprehensive report of the AHIMA annual meeting
9. The President-Elect will provide a summary report of the House of Delegates activities to the Executive Board and to the membership through the *Palmetto Breeze*.
10. The substitute delegate must be a member of the voting Board and selected by the President.

Revised September 2007, November 2008

(1)

SUBJECT: AHIMA LEADERSHIP/SUMMER TEAM TALK CONFERENCES

POLICY: At a minimum, the President and the President-Elect will attend Summer Team Talks and Leadership.

PROCEDURE:

1. The President of the South Carolina Health Information Management Association will receive the information from AHIMA regarding the Leadership Conference.
2. The President will inform the President-Elect concerning the registration from and information on the conference.
3. The President and the President-Elect will complete the registration form
4. The President-Elect will send a request to the Executive Coordinator to pay the registration fee, if applicable.
5. The President and President-Elect will make his/her travel arrangements.

REIMBURSEMENT FOR EXPENSES

1. Air fare or federal mileage to and from meeting. Tickets should be purchased to receive lowest fare.
2. Food and lodging for the conference, (when possible share to save expenses).
3. Tip and travel to and from the airport.
4. Registration fee (if applicable)
5. A travel form must be completed with receipts attached for reimbursement.
6. See Travel Expense Policy for further reimbursements specifics.

Formulated: June 1992, Revised: August 1995, June 2000, February 2005, September 2007, November 2008 (2)

SUBJECT: AHIMA WINTER TEAM TALKS/CAPITOL HILL DAY

POLICY: SCHIMA Elected delegates and/or Legislative Task Force Leader shall attend Winter Team Talks in conjunction with Capitol Hill Day. At a minimum, the President and the President-Elect will attend Summer Team Talks and Leadership. Other Board members may also attend with approval from the Executive Board.

PROCEDURE:

1. The President of the SCHIMA will receive the information from AHIMA regarding Team Talks.
2. The President will forward the information to the Delegates/Legislative Task Force Leader.
3. Each attendee will complete the registration form and send a request to the Executive Coordinator to pay the registration fee, if applicable.
4. The attendees are responsible for making their travel arrangements.
5. If the above designees cannot attend, the President will appoint a Board member to attend.
6. Upon return, each delegate will submit a report to the Board and membership.

See Travel Expense Policy for additional reimbursement specifics.

Formulated: August 1993

Revised: August 1995

June 2000

January 2004

February 2005, September 2007, November 2008 (3)

SUBJECT: ANNUAL SCHIMA BUSINESS MEETING/REGIONAL MEETINGS

POLICY: This procedure is recommended during the annual convention business meeting/regional meetings.

PROCEDURE:

1. The Executive Board shall meet prior to the annual meeting to review the agenda for the annual business meeting.
2. The Board shall discuss and decide upon the best method to obtain membership input into the AHIMA issues for the House of Delegates.
3. The following is a sample agenda for the SCHIMA annual business meeting:
 - A. Selection of parliamentarian
 - B. Approval of minutes
 - C. Report from the Treasurer
 - D. Presentation of annual report
 - E. Amendment(s) to bylaws
 - F. Nominations and election of Nominating Committee
 - G. Presentation of Awards
 - I. Introduction of New Officers
 - J. Other Business
 - K. Adjourn
4. The following is a sample of the presentation of the scholarship award:
On behalf of the South Carolina Health Information Management Association, I am proud to announce the 20xx recipient of the SCHIMA scholarship:

Student's Name attended Name of High School in City, State. He/she also attended Name of College prior to enrolling in the RHIA/RHIT Program at Name of School. I am pleased to present this plaque and award to Name as further recognition of achievement, and we all wish you much success in the Health Information Profession.

The following is a sample agenda for the Regional business meetings:

- A. Approval of Minutes
- B. AHIMA/SCHIMA Updates
- C. Election of Officers (Spring Meeting)

Reviewed: June 2000, February 2005, September 2007, November 2008 (4)

SUBJECT: ANNUAL DONATION FROM SCHIMA TO AHIMA FORE FOUNDATION

POLICY: SCHIMA will support the FORE Foundation annually.

PROCEDURE:

1. The Executive Board will review AHIMA's request for donations to the Fore Foundation at the meeting immediately following the date of the request.
2. A donation may be made on an annual basis.
3. The Executive Coordinator will be responsible for sending a check, in the amount approved by the Executive Board, to the Fore Foundation.
4. A donation will be given to the FORE Silent Auction for the AHIMA annual meeting.

Formulated: June 1992

Revised: July 1992

Reviewed: August 1995, June 2000, February 2005, September 2007, November
2008 (5)

SUBJECT: ATTENDANCE AT SCHIMA BOARD MEETINGS

POLICY: The board members of the SCHIMA will attend board meetings bi-monthly.

Board Responsibility:

All offices of SCHIMA, (President, President Elect, Past President) Secretary & Treasurer, Regional Directors, (Piedmont, Midlands, Coastal) Program Chairpersons (Legislative, Bylaws, Education, Long Term Care and one Coding Roundtable Coordinator) including the Executive and Program Coordinator will attend board meetings bi-monthly.

PROCEDURE:

1. To reward for Board member attendance, if four of six meetings are attended, in person or via teleconferencing, the SCHIMA annual meeting registration fee will be reduced by 50%.
2. If attendance cannot be met, it is expected that SCHIMA Board members attend all Board meetings except in unforeseen circumstances. At least one day prior notification and written update of activities to the President/Executive Coordinator is required. The absence will be considered unexcused if prior notification or written update is not received before the meeting.
3. All officers shall be prepared to participate in Board meetings.
4. If continues absences or lack of participation occur, the President will replace the Board member by selecting another committee member who is willing to take on the responsibility.

Developed August 2005 and approved SCHIMA 5/06, Rev9/08 (6a)

SUBJECT: APPLICATION FOR SCHIMA MEMBERS TO SERVE

POLICY: SCHIMA members will complete an application to serve as a record for Board review.

PROCEDURE:

1. SCHIMA members will log into the schima.org website to complete the online application to serve.
2. Members will complete all demographic, diversity, publication and educational data, SCHIMA volunteer history, and SCHIMA service interests.
3. Board will review all applications to serve once completed.

Developed: May 2008

(6b)

SUBJECT: BALLOT DEVELOPMENT

POLICY: The SCHIMA nominating committee (a SCHIMA member from each region), lead by the Past-President will develop a ballot for membership voting annually.

PROCEDURE:

1. Only active members in good standing shall be eligible to hold office or serve as a delegate. This must be verified with the executive coordinator.
2. The Nominating Committee shall select at least two candidates for each elected office.
3. Regional representation should be considered in selecting nominees.
4. The President and President-Elect must have AHIMA credentials.

SCHEDULE

NOVEMBER/DECEMBER:

1. The Chairperson of the Nominating Committee obtains a membership roster from the Executive Coordinator and mails copies to each member of the Committee.
2. Members should be instructed to begin selection of possible candidates from his/her region.
3. The Chairperson shall request that each regional director request names of possible candidates from the membership at the Fall Regional Meetings.

DECEMBER/JANUARY:

1. The Chairperson notifies the members of a meeting date to select a list of candidates.
2. Select four to five names, ranked in order of choice for each office and delegate. All names of possible candidates shall be submitted to the Chairperson by January 15th.
3. Verify active status and credentials where applicable.
4. Assign members to contact the individuals in his/her region

5. Submit ballot for Executive Board approval.

FEBRUARY/MARCH

1. Obtain biographical information from each candidate on the ballot.
2. Prepare the biographical information and the ballot and forward to the Secretary or Executive Coordinator.

APRIL/MAY:

1. Executive Coordinator shall notify by email ballot notifications to all active SCHIMA members in good standing.
2. SCHIMA members will complete the ballot by voting.

MAY/JUNE:

1. The President-Elect shall notify all nominees by phone, letter or email of the results of the balloting.
2. Notify all nominees by phone of the results. Thank all for consenting to run. Send a confirmation letter to all newly elected officers and delegate.
3. The Chairperson shall send a letter to all Committee Members thanking them for their effort and support.

Formulated: June 1992
Reviewed: August 1995
June 2000
February 2005
September 2007
November 2008

(6c)

SUBJECT: BALLOT PREPARATION

POLICY: A ballot of active SCHIMA members will be submitted annually to fill elected positions.

PROCEDURE:

1. The ballot must be prepared and submitted to the president at least one hundred twenty (120) days prior to the annual meeting.
2. The Executive Coordinator shall place the ballot, with instructions for its use, on the Community of Practice (COP) and electronically by email to all active SCHIMA members at least ninety (90) days prior to the annual meeting.
3. In order to be counted, a ballot must be returned by mail to the chairperson of the nominating committee and must be received at least sixty (60) days prior to the annual meeting.
4. Voting shall be by electronic ballot only. Ballots must include the name of the candidate, the membership classification, biographical information and instructions for completing the ballot.
5. Results of the election shall be announced at the annual meeting and be printed in newsletter/website after the annual meeting.

Reviewed: August 1995

Revised: June 2000

February 2005

September 2007, November 2008

(7)

SUBJECT: BUDGET

POLICY: All Members of the Executive Board will submit a budget to the President at the First Executive Board Meeting following the Annual Meeting.

PROCEDURE:

1. The Executive Board Member will obtain a copy of the previous year's budget from his/her predecessors/executive coordinator at the annual meeting, to be used to prepare a budget for the upcoming term of office.
2. Executive Coordinator - consideration will be give to the number of mailings for the upcoming term of office, current cost of postage (bulk rate) and the number of members/non-members receiving mailings. The cost of printing and maintaining a sufficient quantity of stationary will also need to be considered. The board will approve the bulk mail approval permit annually.
3. Program Chairperson/Coordinator - Consideration will be given to the previous chairperson recommendations for the new budget.
4. President - Consideration will be given to the cost of attending the AHIMA Team Talks and the Annual Meeting. (See Policy - AHIMA House of Delegates and Team Talks re: reimbursement)

Formulated: June 1992

Reviewed: August 1995

June 2000

June 2001

Revised: February 2005

September 2007, November 2008 (8)

SUBJECT: CLERICAL SUPPLIES

POLICY: The Executive Coordinator is responsible for the ordering and maintaining of supplies, as budgeted,(i.e. stationary and related items) for the State Association.

PROCEDURE:

1. The Executive Coordinator will obtain the name and address of the printer contracted by the State Association from the past Executive Coordinator and make contract regarding any stationary needs or printing request as deemed necessary by the Executive Board.
2. Adequate supplies based on needs during the upcoming year will be kept in stock and ordered as necessary to conduct official business.
3. Any request for stationary and related items should be emailed to the Executive Coordinator.
4. The Executive Coordinator shall fill all requests within five (5) working days.
5. Any supplies remaining at the end of the term will be given to the Executive Coordinator.

Formulated: June 1992

Revised: August 1995

June 2000

Reviewed: February 2005, September 2007, November 2008 (9)

SUBJECT: TEAM AND TASK FORCE MEETINGS AND MINUTES

POLICY: Teams and Task Forces should review defined mission and goals for assignments.

PROCEDURE:

1. Committees are encouraged to meet at least four (4) times per year and written/electronic notice of each meeting shall be sent to each member of the Committee.
2. The first meeting should be to set goals and develop a plan of action for the coming year and approve the budget.
3. Record minutes, attendees and date for all committee meetings held in person or by conference call. All decisions and actions taken shall be documented.
4. A copy of each meeting's minutes should be forwarded to the Board Representative prior to the next scheduled Board meeting. The chairperson shall retain the original set of minutes.
5. Minutes shall be sent to each committee member following the meeting.

Reviewed: August 1995, June 2000

Revised: February 2005, September 2007, November 2008 (10)

SUBJECT: ROLE OF CoP FACILITATOR

POLICY: The Primary Facilitator for the Geographic: South Carolina Communities of Practice (CoP) will be a non-voting member of the South Carolina Health Information Management Association (SCHIMA) Board of Directors.

Introduction:

Communities of Practice (CoP) are the virtual Web-based portal that AHIMA members use to access the full range of knowledge resources, maintain member-to-member networking groups, share professional practice solutions, and conduct association business. Facilitators are members who volunteer to support and champion the success of a particular community. Their involvement in the community helps further networking and knowledge sharing among the 50,000 members. Some CoPs have a single Facilitator while others include more than one Facilitator. Each community provides different information for members. Geographic-based communities are by state or region. All are listed in the Join/Visit under G for Geographic. Information in a geographic community (Geographic: South Carolina) relates to activities of the Component State Association such as meeting dates, activities in the legislature, and networking among the membership.

Qualifications & Attributes:

- Member of AHIMA
- Active in the Communities of Practice
- Willing to generate interest in the Community
- Interested in advancing the HIM profession and AHIMA

Responsibilities:

Monitor activity within the community, encourage member participation, and organize community events (virtual or face-to-face).

- Starting out
 - Set up the CoP Bio on the member's Personal Page
 - Set up Notifications on the CoP home page and Preferences in the facilitators Mailbox
- Making the CoP Successful
 - Read mail at least every few days, every day if possible
 - Develop new ways to generate enthusiasm for the SC CoP
 - Help teach members about sharing resources – posting in the Resources section
 - Participate in CoP Facilitators CoP
- Information sharing
 - Load AHIMA e-alert information into links, library and/or FAQ
 - Write monthly (or bi-weekly) update e-mail blast
 - Join other CoPs and monitor their content for transferable information
- Community Links

- Check every link every 30 days to see that it's still valid
- Encourage members to link the information they find valuable
- Messaging
 - Set up automatic Welcome Message iFacilitator Controls, Properties
 - Try to “teach” something in every e-mail blast message – how to post, how to view, etc.
- FAQs
 - Respond or find response for FAQs that are submitted
 - Create FAQs based on discussion topic activity
- Community Discussions
 - Monitor discussion topics and give input, or alert “experts”
 - Start discussions if necessary by posing thoughtful questions
- Polls
 - Develop poll questions
 - Publish prior poll results into Community News area
- Community Resources
 - Post resources associated with chats
 - Solicit resources based on discussion topics, polls or chat topics
 - Encourage others to search, retrieve and post new resources
- Body of Knowledge
 - Review AHIMA library for important items and post using folder or article system

Resources:

BoK: AHIMA Strategy, Bylaws, Code of Ethics, Confidentiality and Conflicts forms
CoP Facilitators CoP

- Look in the Links for the CoP Help Guide for Facilitators
- Look in the Resources section for a wealth of information on being a Facilitator – listed below is category first and then the document name.
 - CoP Management; Archiving Chat Directions
 - Facilitator Guide Information; Facilitator Guide
 - Facilitator Guide Information; Notification of AHIMA for misuse of CoP
 - Facilitator Guide Updates; Purge Inactive Members
 - Tips for using the CoP; Chat with Peers – Software Requirement, Document for Work
 - Tips for using the CoP; Setting Community Notification

Violations of the Terms and Conditions:

AHIMA instructs the CoP facilitators to review the CoP for any violations of the purposes of the CoP.

If an item that is in violation or is questionable:

1. It will be removed from the viewing portion of the CoP, but do not delete item.
 - a. For discussion threads, please archive them
 - b. For resources, news, FAQs, and links, suspend them
 - c. For e-mail blasts, save the text.
2. E-mail the AHIMA Primary CoP facilitator. Please be sure to include the CoP

name, the function it is under, and the name of the person who may be in violation. If it was an e-mail, forward the text of the message.

3. If it is a Terms and Conditions of Use violation, a letter will be sent out to the member from AHIMA staff and the item will be deleted from the CoP.
4. The facilitator will receive a message when an item is deleted from the SC CoP
5. Any correspondence to the member should be copied (cc) to the AHIMAs Primary CoP Facilitator.

The following are Items that have been seen previously as violations include:

- Salary/fee discussions - this is restricted due to Anti-Trust
- Seminar/conference advertising - only AHIMA conferences or CSA related ones may be displayed
- Job solicitation - The Job Bank should be used to post a job or resume. It is available from the link at the top left of the CoP page.

Members will be sent e-mail messages when there is a violation. If a member has a violation 3 times, he/she will be removed from the Web assets for a period of 60 days.

*Adapted from AHIMA CoP website.

September, 2007

Revised November 2007

(11)

SUBJECT: CONFLICT OF INTEREST

POLICY: The SCHIMA shall protect itself against potential conflicts of interest by avoiding conflicts as much as possible, disclosing actual or apparent conflicts appropriately and taking corrective action when conflicts have occurred.

PROCEDURE:

1. A conflict of interest is the presence of a personal proprietary interest on the part of a person (or members of that person's immediate family) in which the pursuit of that interest is or may be in conflict with the interest of the Association.
2. Specific examples of conflicts and qualities of interest include the following:
 - A. Endorsements
 - B. Professional publication advisory board
 - C. Seminars using SCHIMA endorsement
3. Executive Board Members shall not vote on issues for which they have a conflict of interest with the Association.
4. Should an actual conflict of interest occur, the conflict shall be communicated to the membership in the next Association Publication.
5. Corrective actions shall be recommended and implemented by the Executive Board of the SCHIMA.

Formulated: February 1993

Reviewed: August 1995, June 2000, February 2005, September 2007, November 2008 (12)

SUBJECT: CORRESPONDENCE FILES

POLICY: SCHIMA will store correspondence in various media.

PROCEDURE:

1. Correspondence from predecessor will be received prior to or at the annual meeting:
 - A. President - Receive correspondence file, procedure manual and supplies.
 - B. Secretary - Receive association minutes and records of state association, correspondence file from previous year, procedure for secretary and remaining supplies.
 - C. Treasurer - Receive financial statement from the Executive Coordinator, correspondence file from previous year, previous treasurer's reports and remaining supplies. Audits the checkbook at least quarterly.
 - D. Regional Directors - receive correspondence and other pertinent papers/records.
 - E. Nominating Committee - Receive file of nominating committee, procedures and bylaws of the Association.
 - F. Legislative Task Force - Receive correspondence file, procedures, bylaws of the Association, and other pertinent papers/records.
 - G. Community Education Coordinator - Receive correspondence file, procedures, bylaws of the Association, shapers correspondence file, original public relations plan and other pertinent papers/records.
 - H. Annual Conference Committee - Receive correspondence file, procedures, bylaws of the Association, notes on annual meeting, recommendations from previous chairperson budget from previous year, and other pertinent papers/records.
2. Correspondence, papers and records will be retained as stated in the record retention and archives policy and procedure.

Formulated: June 1992

Revised: August 1995

June 2000

Reviewed: February 2005, September 2007, November 2008 (13)

SUBJECT: TEAM AND TASK FORCE GOALS

POLICY: The development of goals should be aligned with material received at AHIMA leadership conferences.

PROCEDURE:

1. Receive from predecessor all appropriate procedures and material as aligned with AHIMA.
2. After receiving the recommendations of the previous officers/delegate/committee chairperson, develop goals and a plan for the year's activities.
3. Submit goals to the President for Executive Board Review at the first board meeting following the annual meeting. Include budget request at the same meeting.
4. Develop a mechanism to implement, monitor, and evaluate goal accomplishment.

Formulated: June 1992

Revised: July 1992

Reviewed: August 1995

June 2000

February 2005, September 2007, November 2008 (14)

**SUBJECT: SOUTH CAROLINA HEALTH INFORMATION MANAGEMENT
LEADERSHIP DIRECTORY**

POLICY: It shall be the responsibility of the President-elect to update and maintain the changes to the Hospital Directory

PROCEDURE:

1. Obtain a complete listing of South Carolina Hospitals from the South Carolina Healthcare Alliance prior to the first of the year.
2. Contact each Health Information Director that has not responded within the 30 days to assure that they received the questionnaire.
3. Begin typing the directory around April 1. Any additions can be made after this point.
4. Begin to solicit vendor support during April with follow-up in May.
5. Have the directory ready for publication by June 1.
6. An estimated cost should be presented to the Executive Board at the April meeting.
7. The Executive Board will approve the publication of the directory on an annual basis.
8. Directories should be ready at the Annual meeting.
9. Directories should be made available to the Regional Directors for sale at the Regional Fall Meetings

Formulated: June 1992
Revised: July 1992
Reviewed August 1995
June 2000
February 2005
September 2007
November 2008

(15)

SUBJECT: MASTER SCHIMA CALENDAR

POLICY: The Executive Coordinator and/or Secretary will maintain a calendar of events, with incorporation of AHIMA events, impacting the membership of the State Association.

PROCEDURE:

1. Develop and maintain a calendar by listing dates of seminars, in-services, workshops, meetings and other deadline dates to assist the Executive Board in planning events during the year. Items to be listed, but are not limited to:
 - A. The States Association's regional and annual meeting(s)
 - B. Educational Workshops sponsored by the State Association, SCHA and AHIMA workshops within the State.
 - C. Executive Board and Committee meetings
 - D. Other professional association meetings in which the State Association is involved.
 - E. Deadlines for mailings (i.e. newsletters, ballots bylaws, annual meeting notices, etc.)
2. Be able to provide the membership with dates, locations and contact person(s) upon request.

Formulated: June 1992

Reviewed June 2000, February 2005, September 2007, November 2008 (16)

SUBJECT: SCHIMA MEMBERSHIP LISTS

POLICY: In keeping with the recommendation from AHIMA, the SCHIMA will adopt the position not to rent or sell its membership list to external parties for direct mail or marketing purposes.

PROCEDURE:

The SCHIMA will not rent or sell its membership listing to external parties for direct mail or marketing purposes.

Exceptions:

1. It is still reasonable and acceptable to release a list of conference registrants to the exhibitors at SCHIMA sponsored functions.
2. We can release the roster for contractual collaborative relationship (i.e. our agreement with *For The Record*).
3. We can provide a roster in a co-venture relationship (i.e. co-sponsorship of a meeting with an alliance organization).

Formulated: September 2000

Reviewed: February 2005, September 2007, November 2008 (17)

SUBJECT: SCHIMA MEMBERSHIP PROFILE

I. ACCESS

Access to the profile will be limited to the Executive Board.

A request in writing from any other individual(s) must be submitted to the Executive Board for approval.

A. The following information will be maintained referencing access to the file:

1. Reason for access
2. Access by whom and title of individual making access
3. Date accessed
4. Documentation of information released

II. COLLECTION:

- A. The completed profile of a member shall be returned directly to the Secretary or Executive Coordinator.
- B. Revisions to the membership profile shall be the responsibility of the Executive Coordinator.
- C. It shall be the responsibility of the Executive Coordinator to maintain the profile and to keep it current and updated such as new members, transferred members and re-instated members.

Revised: July 1992, June 2000

Reviewed: February 2005, September 2007, November 2008 (18)

SUBJECT: MINUTES

POLICY: The Secretary is responsible for the recording and maintenance of the minutes for the Executive Board and the Annual Meeting with the Executive Coordinator assisting the Secretary when necessary.

PROCEDURE:

1. Using the pre-established format (see previous minutes for example) the minutes will be recorded, noting attendance, location, and content (i.e. motion and action items) for both the annual meeting and all Executive Board meetings.
2. Upon receipt of the upcoming Executive Board meeting's agenda (from the President), the agenda and previous meeting's minutes will be distributed to the First Level Executive Board Members for review and correction. Once corrections/suggested updates are made, then minutes are distributed to all Board members prior to the meeting.
3. Previous minutes for the Executive Board will be presented for approval at the next board meeting. Corrections/deletions to the Executive Board minutes will be made at the Executive Board meeting.
4. The previous annual meeting minutes will be distributed to the members in the annual report.
5. Minutes from the previous annual meeting will be presented for approval at the next annual meeting. Corrections/deletions to the minutes of the annual meeting will be made at the next annual meeting.
6. The Secretary or the Executive Coordinator will maintain at least the last five- (5) years of minutes for the annual meeting and the Executive Board meetings. (previous minutes will be stored with the State Association Executive Coordinator).
7. The minutes will be included in the Board's consent agenda items.

Formulated: June 1992

Revised: July 1992

June 2000

Reviewed: February 2005, September 2007, November 2008 (19)

SUBJECT: NEW MEMBER PACKETS

POLICY: The New Professional Task Force will contact new members.

PROCEDURE:

1. Upon notification from AHIMA, the Executive Coordinator shall be responsible for sending a packet to all new members and transfers into the State.
2. The new member packet shall include:
 - A. Welcome letter from the President
 - B. SCHIMA Bylaws
 - C. Names and addresses of Executive Board
3. The Secretary/Designee shall notify the Regional Director of the new member and a member of the region will be assigned to offer assistance and encourage Association participation.
4. New members shall be introduced in the Palmetto Breeze/Board meetings.

Formulated: June 1992

Revised July 1992

June 2000

Reviewed: February 2005, September 2007, November 2008 (20)

SUBJECT: NOTIFICATION OF DEATH

POLICY: A donation to AHIMA FORE Foundation will be made upon the death of a SCHIMA member.

PROCEDURE:

1. The Executive Coordinator /Treasurer will process all Memorials upon notification by SCHIMA member.
2. The SCHIMA member should give the Executive Coordinator the following information: person's name, relation to and name of SCHIMA member and the date of death.
3. On the death of a member, the Executive Coordinator will send a \$50 contribution to FORE at AHIMA and a card of sympathy will be sent to the family.
4. The Executive Coordinator will notify AHIMA of the death of any SCHIMA member.
5. The Executive Coordinator will announce the names of members or immediate family deaths at the Board meetings.
6. The Executive Coordinator will publish a request in the Newsletter that members notify the Executive Coordinator of any deaths of members or immediate family.

Formulated: January 1987

Revised: July 1992

Reviewed: August 1995
June 2000

Revised: February 2005, September 2007, November 2008 (21)

SUBJECT: PREPARATION OF SCHIMA ANNUAL MEETING

POLICY: The Executive Coordinator will work with the SCHIMA Program Committee to prepare for the annual state convention.

PROCEDURE:

A. HOTEL ARRANGEMENTS

1. The Program Committee shall select the hotel, which will serve as the meeting headquarters prior to November. The membership shall vote on the location of the meeting, and the executive board shall have final approval of the meeting site.
2. The hotel must be able to accommodate the general format of previous meetings, allowing sufficient vendor space, banquet facilities and meeting space.
3. The date of the annual meeting shall be in accordance with the bylaws and selected in consultation with the President and/or the Executive Board. Availability of the selected hotel may determine when the dates of the meeting will be. The date should not coincide with AHIMA Summer Team Talks and Leadership Conference if possible.
4. The Chairman shall advise the President and/or Executive Board of the hotel site and meeting dates during the fall Executive Board Meeting.
5. The Committee shall confer with the hotel's convention coordinator regarding the meeting date, number, and size of the meeting rooms required, dining facilities and seating arrangements (classroom style, banquet style, etc.) for all functions. The contract with the hotel may specify the details of these arrangements including how many guestrooms the Association must guarantee.
6. The Program Committee shall arrange for meals to include a reception, pizza party, or meal on the first night, continental breakfasts on the mornings of each meeting day, a business luncheon on the second meeting day and the President's Reception. These special functions may be sponsored in conjunction with vendor participation. In addition, arrangements shall be made for breaks between meeting sessions, which include water, cold drinks, and/or coffee.
7. The hotel shall guarantee a number of rooms for availability to the membership.

8. Members shall make arrangements directly with the hotel for reservations.
9. A conference meeting room may be used for in-town participants' use or for use by the program committee. The telephone shall not be used.

B. VENDOR PARTICIPATION

1. The Program Committee shall solicit support from vendors who have business or contractual interest with the membership.
2. An active vendor list shall be maintained by each year's program committee to pass to the next year's committee.
3. The vendor registration form shall include information pertaining to setting up exhibits, dates of the meeting, persons to contact, electrical equipment requirements, size of exhibit, etc. The form shall also request that door prizes, dinners, lunches, breaks and hospitality hours be sponsored.
4. The Program Chairperson/designee shall coordinate information on planned activities among vendors to eliminate duplication and assure that vendors are treated fairly.

C. SPEAKERS

1. The theme of the program is determined by the Program Committee in conjunction with desired topics and speakers.
2. Names and addresses of prospective speakers for topics are collected from the membership.
3. The Program Chairperson/Designee shall contact potential speakers through written communication, telephone, or in person.
4. A determination based on the budget determines the remuneration to speakers such as honorarium, partial expense, full expense, and speaker fees. Any reimbursement exceeding \$500 for speakers must be brought to the Executive Board for approval.
5. Confirm speaker acceptance via letter with a copy of the letter retained for files.
6. The chairperson reports results of speaker selection to the President and Executive Board.

7. Obtain biographical sketch and introduction material for each speaker and arranges for speaker introductions and audiovisual equipment needed (ask for curriculum vitae upon initial contact with speaker).
8. Purchase gift for speakers not being paid an honorarium.
9. After meeting, sends thank you notes to each speaker.

D. CONTINUING EDUCATION

1. The AHIMA requires each member to keep documentation supporting attendance at educational meetings.
2. The Program Chairperson certifying the hours of instruction shall sign continuing education certificates.
3. One continuing education hour shall be given for each hour of attendance. Partial hours cannot be carried over to the next day. Forty five minutes or more may be rounded up to the next full hour. One hour of continuing education may be awarded per continuing education cycle for vendor participation.

E. PUBLICITY

1. The Program Committee shall publish information on the annual meeting (dates, time, location, etc.) four to six months in advance.
2. The newsletters shall update information on the annual meeting.
3. The Program Committee shall notify the state liaison of the time and location of the annual meeting
4. The Program Committee shall arrange membership mailing with the Association's Executive Coordinator of the pre-registration information, print program, registration forms, and hotel information.
5. The Program Committee shall send a copy of the program to guest speakers and vendors participants.
6. A photographer may be selected to take photographs of the meeting or a newsletter article or scrapbook.

F. PROGRAM

1. The Committee shall select a printer for the program.
2. Depending upon the printer's deadline, the content of the program shall be determined at least sixty (60) days prior to the meeting.

3. The President shall be contacted at least sixty (60) days prior to the annual meeting for the welcoming message for the program.

G. REGISTRATION DESK

1. The Program Committee shall sign in each registrant and obtain the AHIMA number.
2. Registration fees shall be paid prior to attendance at meeting.
3. Registrants shall be give registration gifts and name tags.
4. A bulletin board may be provided for member messages, job openings, committee roster, etc.
5. The committee shall prepare a sign-up roster for each committee.
6. The President and Chairperson of the program committee will not pay a registration fee at the annual meeting. Members of the Program Committee and SCHIMA Executive Board who have attended 75% of Executive Board meetings shall pay only 50% of the registration.

Reviewed: August 1995
June 2000
June 2001

Revised: February 2005 (22)

SUBJECT: REFUNDS

POLICY: Refunds will be considered after the registration deadlines that meet the following conditions.

1. Full refunds will be issued for SCHIMA meetings with the receipt of a written (letter or email) notice three (3) days prior to the meeting.
2. For all other refund requests, written (letter or email) notices will be reviewed by the First Level Executive Board for refund consideration based on reason for requested refund.
2. Walk-ins to meetings are not guaranteed a meal due to lack of prior registration.

Revised: February 2005, November 2008

(24)

SUBJECT: RECORD RETENTION AND ARCHIVES

POLICY: Records of the SCHIMA shall be maintained for a period of time and stored with the Program Coordinator – HIM Program – Midlands Technical College (803) 822-3072 as specified in the approved retention schedule. For the purposes of this policy, records shall be defined as minutes, correspondence, and other materials in written form necessary to conduct the business in the Association. The Executive Coordinator has custody of the SCHIMA Archives.

PROCEDURE:

1. Outgoing officers, committee chairmen, and their duly appointed or elected individuals are responsible for forwarding the appropriate records to the archives.
2. The records shall be forwarded at the end of each association year and should be received in the archives no later than August 1 of each year.
3. Records shall be organized in clearly labeled as to SCHIMA function/office and date(s).
4. The Archivist will be responsible for maintaining the files in an orderly fashion, for releasing documents from the archives upon appropriate request, and for destruction of the SCHIMA records according to schedule.
5. Any currently serving officer, committee chairman or other appointed or elected individual has unlimited access to records in the archives and may receive photocopies upon request to the archivist. Other SCHIMA members are permitted access upon written request to the archivist and may receive photocopies upon payment of a photocopying charge (10 cents per page) and postage fees.
6. A notice to the membership in the Palmetto Breeze will be published as to the location of the archives and the procedure for access to records in the archives.
7. Records scheduled for destruction will be destroyed by August 15 of the appropriate year unless otherwise notified by the President.
8. If the HIM Program at Midlands Technical College closes, a decision will be made by the Board as to where the records will be maintained.

RETENTION SCHEDULE

RECORD TYPE	RETENTION	LOCATION
Certificate of incorporation (original)	Permanently	Archivist
AHIMA/SCHIMA bylaws – Tax Exemption certificate	Permanently	Archivist
Records*, Executive Board Meetings (originals)	Permanently	Immediate past five years. Secretary previous years, Archivist
Records*, Annual Business Meetings (originals)	Permanently	
Treasury Information Revenue/Expense Ledger; Bank Statements; Deposit Information; Treasurers Report; Tax Returns	Current year, plus four years	Archivist/Coordinator
Membership List	One Year	Executive Coordinator
Records*, Officers, standing Plus One year – Committees (originals) X	Current year, plus four years.	Current Year Officer / chairman; previous year - Archivist
Records*, Ad Hoc Committees, Liaisons, Special Project	Current year	Archivist

(23)

SUBJECT: REVIEW / REVISION OF POLICIES, PROCEDURES AND JOB DESCRIPTIONS

POLICY: It shall be the responsibility of each Board Member and Team and Task Force Leaders to maintain up-to-date polices procedures, and job descriptions.

PROCEDURE:

1. Each Executive Board Member will receive a complete set of policies, procedures, and job descriptions from the President at the first Executive Board meeting for the new year.
2. The policies, procedures, and job descriptions will be referred to throughout the year and will be continuously updated.
3. All new and revised policies, procedures, and job descriptions will be sent to the past president for changes to be made.
4. All new and/or revised policies, procedures and job descriptions will be presented to the Executive Board for approval.
5. All policies and procedures will be reviewed at least annually.

Formulated: June 1992
Revised: July 1992
Reviewed: August 1995
June 2000
February 2005
November 2008

(25)

SUBJECT: SCHOLARSHIP AWARDS

POLICY: As financially able, SCHIMA will contribute scholarships to HIM students.

PROCEDURE:

1. The President/Website Coordinator will notify Midlands, Florence-Darlington, Greenville, and Trident Technical Colleges that scholarships are available and the deadline for the recipients to be named.
2. The board will make a decision regarding the scholarship funding prior to the last Board meeting for the upcoming school year.
3. Students meeting scholarship requirements that wish to be considered for either scholarship must submit the following:
 - A. A written response to each of the questions on the scholarship application:
 - B. Students will only be eligible for one scholarship unless otherwise voted by the Board.
4. Selection Criteria:
 - A. Candidates must be a graduating senior, and be a student member of AHIMA/SCHIMA
 - B. Candidates must have a cumulative and science grade point average of at least a 3.0 to be considered.
 - C. Must be willing to take the exam within six months of graduation. If not used within this timeframe, the scholarship will be forfeited unless Board approval is extended.
 - D. Selection will be based on:
 - Responses to Scholarship Questionnaire
5. Scholarship Amounts:

Scholarship amounts will be as voted on annually by the Executive Board.
6. The inscription on the plaque for scholarship recipients shall read:

SCHIMA SCHOLARSHIP AWARD
YEAR

NAME

HEALTH INFORMATION
MANAGEMENT STUDENT

(School Name Here)

TECHNICAL COLLEGE

SCHIMA Scholarships will be given at the annual state meeting. If examination fee is forfeited, the recipient will be requested to reimburse SCHIMA the examination fee.

Reviewed: August 1995
June 2000

Revised: February, 2005

Revised: March, 2008, November 2008 (26)

SUBJECT: TRAVEL EXPENSE STATEMENT

1. The following documents must be attached to the expense statement as appropriate:
 - a. Transportation ticket stubs (e.g., air, train, taxi, mileage)
 - b. Hotel bill
 - c. Car rental invoice
 - d. Parking receipts
 - e. Receipts for expenditures, showing amount, date, place and purpose
2. If expenditure covers more than one individual, indicate the name of the other people involved.
3. SCHIMA reimburses for travel by private car at the current Federal mileage reimbursement rate, but not to exceed the cost by the most direct economy air route between the points traveled.
4. SCHIMA reimburses for meals up to \$35 per day with valid receipts attached.
5. Enter all expenses such as your airline ticket or hotel lodging. Attach receipts.
6. Disallowed expenses include personal phone charges, movies, laundry/valet service, additional lodging or meal expenses, meals already provided during the meeting or undocumented expenses noted in item 1.
7. You must sign and date your Travel Expense Statement in the appropriate area for it to be considered valid.
8. Provide a complete mailing address and indicate the reason for the travel expenses in the area provided at the top of the statement.
9. Submit Travel Expense Statement within 10 working days of completion of travel. Allow three (3) weeks to process your reimbursement. Attach a check to the statement if a balance is due SCHIMA. Failure to attach any required documents may delay processing your reimbursement.
10. Mail your Travel Expense statement to SCHIMA Treasurer who will forward within 48 hours of receipt to the SCHIMA Executive Coordinator

Formulated & Approved: September 1995
Reviewed: June 2000, February 2005, November 2008 (27)

SUBJECT: VOLUNTEER RECOGNITION PROGRAM

POLICY: The SCHIMA Volunteer Recognition Program has been established to recognize all SCHIMA members who have actively served the SCHIMA. Different levels of participation earn points that are applied to several levels of recognition. The following is a listing of point classifications: President (25 pts), SCHIMA officer (15 pts), Regional Director (20 pts), Regional officer (10 pts), Committee/Task Force Leaders (10 pts), Coding Roundtable Coordinator (10 pts), Committee/Task Force Member (10 pts), Project Leader (10 pts), Special Internal Liaison (10 pts). Each year, we recognize those individuals that have earned 25, 50, 75, 100, 125, 150, 175 and the Lifetime Achievement of 200 points.

PROCEDURE for Special Recognitions:

1. The Executive Coordinator, in a February email, shall make a request for nominations to be submitted by April 1 on the following awards:
 - A. Distinguished Member
 - B. Professional Achievement Award
 - C. Outstanding New Professional Award
2. Criteria for the distinguished member award consist of a minimum of five years of outstanding service to SCHIMA as officer, committee chair, committee member, or special project director. The nominee should contribute to the HIM Schools as an adjunct faculty, instructor, guest lecturer, clinical supervisor or by providing educational materials. The nominee may be cited for activities when there has been a consistent pattern of outstanding contributions to the profession and SCHIMA
3. Criteria for the professional achievement award consist of activities that demonstrate professional and technical expertise through development of a procedure, product, theory or service which significantly contributes to the advancement of the profession, advancement of the HIM Education and the growth of future HIM professionals, published articles in professional journals or presented papers to professional associations regarding a project or performance recognition by employers, peers, associations or agencies as demonstrated by awards, distinctions or achievements beyond the average expectancy.
4. Criteria for the outstanding new professional award include membership of SCHIMA for no more than five years of initial certification as a HIM professional. The nominee must demonstrate excellence in management of personnel, finances, and systems and have an effective working relationship with
5. Physicians, professional and administrative staffs, employees and peers. A risk taker, the nominee shows imagination and resourcefulness in decision making.

- The nominee exhibits a strong dedication to the profession through participation on the board, in special projects and committee work.
6. Selection of the award recipients shall be made by vote of the Executive Board at its April meeting of those nominations received.
 7. For any given year, it is possible to have one, two, or no awards made.
 8. The recipient shall receive a call/email from the President and a letter/email from the President-Elect informing him/her of the award.
 9. The recipient shall receive a plaque during a special awards ceremony at the annual President's dinner held during the annual meeting.
 10. Each recipient shall be given a complimentary guest pass for anyone they would like to be present.

Formulated: May 1993

Revised: August 1995

Reviewed June 2000, February 2005, November 2008 (28)