2023 AHIMA Volunteer Charges

The length of service or "term" varies for each position.

Volunteer Groups

Advocacy and Policy Council

Purpose: The purpose of the Advocacy and Policy Council is to advise AHIMA leadership and the AHIMA Board of Directors on critical areas for AHIMA strategic engagement in advocacy and public policy that align with the AHIMA mission and vision.

Time Requirement: 12 months, January – December 2023

Roles and Responsibilities, Member Composition/Terms

- Council member responsibilities include:
  - Informing efforts to identify opportunities for strategic engagement in advocacy and public policy that align with AHIMA strategic objectives;
  - Leading the development of policy comments on federal legislation, regulations and policy statements that align with AHIMA mission and vision;
  - Providing real-world expertise and input to support public policy development;
  - Working with CSA members to solicit opinions and comments as relevant to the issue or issues under review; and
  - Engaging in advocacy activities on specific issues and serving as an ambassador for AHIMA advocacy efforts.
- The Council is composed of 8-12 members to serve a one-year term. At least one seat on the Council must be filled by a delegate from the AHIMA House of Delegates.
- AHIMA Policy and Government Affairs team provides staff support to the Council.
- The Council meets on a monthly basis and at additional times as needed by teleconference or in-person at national AHIMA meetings and completes work using technology platforms provided by AHIMA, which may include Teams and email. Regular attendance is required; members will inform staff in advance if unable to attend.
- The Council Chair will serve a one-year term and assists AHIMA Policy and Government Affairs team to set agendas, facilitate the work of the Council and assure deliverables are being accomplished. A Vice Chair will also be appointed to serve a one-year term and work with the Council Chair and Policy and Government Affairs team to support the work of the Council.

Clinical Documentation Integrity (CDI) Practice Council

Background: Clinical documentation is the foundation of each patient encounter; its accuracy is vital to the accurate representation of the care provided to the patient. For documentation to be of high-quality it should meet the following characteristics of being clear, consistent, complete, precise, timely, reliable, and legible. This information impacts appropriate reimbursement, accurate quality scores, positive patient outcomes, and reliable research.

Clinical foundations include an accurate representation of clinical evidence and treatment plans. It is vital that the information within the health record represent an accurate clinical picture of the patient. When clinical documentation is of high-quality that is not in conflict with the clinical evidence, the patient's disease burden and services provided are accurately reflected.

Purpose: Monitor and provide AHIMA with expertise related to clinical documentation integrity (CDI) and clinical foundations. This Practice Council will serve as subject matter experts and participate in evaluating and recommending AHIMA domain-specific educational resources.

Time Requirement: 12 months, January – December 2023

Subject Matter Expertise: Clinical documentation integrity (CDI), Coding classification systems, Revenue cycle, Quality measures, Denials management, Clinical evidence, Disease treatment and management, Research strategies

Supports HIIM Domain: Clinical Documentation Integrity and Clinical Foundations

Deliverables:
- Identify opportunities, obstacles, and learning needs for HIM professionals to build and lead CDI programs, to facilitate the accurate representation of a patient's clinical status that translates into coded data.
- Provide recommendations on best practice for coded data to be translated into quality reporting, physician report cards, reimbursement, public health data, research, and disease tracking and trending. Provide input on education and innovation in this area.
- Identify resources needed for HI professionals to excel in CDI. Specifically, in documentation requirements, code assignment, coding guidelines, denials management, and quality reporting. Resources could include toolkits, practice briefs and/or journal articles.
- Provide subject matter expertise and insight as needed on federal legislation, regulatory comments, and public policy positions that impact health information professionals.

Member Composition/Terms, Roles and Responsibilities:
- Comprised of up to fifteen members who serve a staggered three-year term; including a chair and co-chair of the council.
- The Council Chair(s) assists AHIMA staff liaison to assure deliverables are being accomplished.
- An AHIMA Subject Matter Expert (SME) will facilitate the Council.
- All activity will be completed by online community modules, conference calls, and emails on an as-needed basis.

Clinical Terminologies & Classifications Practice Council

Background: The Data Structure, Coding, Content, and Information Governance domain includes data structure, content and standards that assist in creating the framework for the health record and information exchange between healthcare providers and organizations.

Purpose: Monitor and provide AHIMA with expertise related to data structure, coding, content, and information governance. This Practice Council will be comprised of subject matter experts that will participate in evaluating, recommending, and potentially lending their expertise in the creation of AHIMA domain-specific educational resources. Council may address:

- Clinical coding and management and use of coded data
- Future health information management roles and functions relating to clinical terminologies and classification systems
- Current and future strategies necessary to address expanded clinical terminology and classification use

- Development of educational resources to prepare HIM professionals for current and future roles in the use and management of coded data and terminology asset management.
- Software applications and technology related to health information such as encoders, groupers, computer assisted coding, speech recognition, ROI, EHRs

Time Requirement: 12 months, January – December 2023

Subject Matter Expertise: Coding, Classification Systems, Reimbursement, Health Record Content and Documentation, Secondary Data Sources, Auditing, Compliance

Supports HIIM Domain: Data Structure, Coding, Content, and Information Governance

Deliverables
- Monitor the developments and industry changes related to clinical terminologies and classifications important to healthcare industry and make recommendations on future market needs and trends in the areas of clinical coding practice and the management and use of coded data, clinical terminologies, and HIIM software and technologies.
- Identify opportunities in the implementation, use and management of SNOMED CT, LOINC and other clinical terminologies, and recommend the training needed for advancement of HIM professionals in these roles.
- Provide recommendations on training in the ICD-10-CM, ICD-10-PCS, CPT, HCPCS and other classification/coding systems across multiple settings.
- Monitor changes to reimbursement methodologies, payment systems, auditing, and compliance.
- Identify resources needed to expand knowledge and skill sets of clinical coding professionals to prepare them for changing job roles/responsibilities including toolkits, practice briefs, and/or journal articles.

Member Composition/Terms, Roles and Responsibilities:
- Comprised of up to fifteen members who serve a staggered three-year term; including a chair and co-chair of the council.
- The Council Chair(s) assists AHIMA staff liaison to assure deliverables are being accomplished.
- An AHIMA Subject Matter Expert (SME) will facilitate the Council.
- All activity will be completed by online community module, conference calls and email on an as-needed basis.

Healthcare Data Analytics and Data Use Practice Council

Background: Healthcare data is used by a variety of organizations and entities for various purposes, including but not limited to budgeting projections, trending and planning, forecasting, resource use and population health. Data analysis is the process used to transform data into information.

Purpose: Monitor and provide AHIMA with expertise related to healthcare analytics and data use. This Practice Council will serve as subject matter experts and participate in evaluating and recommending AHIMA domain-specific educational resources.

Time Requirement: 12 months, January – December 2023

Subject Matter Expertise: Creation of reports, Data visualization, Data mining, Data extraction and transmission, Data governance/integrity/quality/management, Validation of healthcare statistics

Supports HIIM Domain: Healthcare Data Analytics and Data Use

Deliverables:
- Provide subject matter expertise in the identification, recommendation, and development of education, policy and trends of Data Use in Healthcare. Support AHIMA efforts in AI and SDOH.
- Support AHIMA advocacy and regulatory efforts in healthcare data use that support HI professionals and AHIMA mission/vision.
- Provide support on toolkits, practice briefs, journal articles, and other applicable content/products in this area.

Member Composition/Terms, Roles and Responsibilities:
- Comprised of up to fifteen members who serve a staggered three-year term; including a chair and co-chair of the council.
- The Council Chair(s) assists AHIMA staff liaison to assure deliverables are being accomplished.
- An AHIMA Subject Matter Expert (SME) will facilitate the Council.
- All activity will be completed by online community module, conference calls and email on an as-needed basis.

Privacy & Security Practice Council

Background: The domain of Information Protection includes access, disclosure, archival, privacy and security. This domain includes establishing, evaluating, and maintaining policies and protocols for protecting healthcare information to govern systems and processes that generate, collect, store, transmit, use, archive, and disposition of data and information.

Purpose: Monitor and provide AHIMA with expertise related to information protection. This Practice Council will serve as subject matter experts and participate in evaluating and recommending AHIMA domain-specific educational resources. Council members will advise on industry's challenges, trends and best practices on operations as they relate to access, disclosure, archival, privacy and security of protected health information (PHI) to support AHIMA mission to empower people to impact health. This Practice Council will assist AHIMA in developing educational resources to prepare HIM professionals in all areas of information protection.

Time Requirement: 12 months, January – December 2023

Subject Matter Expertise: Healthcare law and regulations and terminology related to access, disclosure, archival, privacy and security, Policy and procedure development, evaluation and maintenance for the following, Privacy, security, and confidentiality, Record and data access and disclosure management, Data security, Data archiving, Patient portals, Release of information, Security and privacy risk assessment, analysis, mitigation and management, E-Discovery, Business continuity planning such as off-site storage, servers and backup systems, Personal health information (PHI)

Supports HIIM Domain: Information Protection

Deliverables:
- Provide ongoing evaluation and identification of the knowledge, skill sets, and education needed by HI professionals in the areas of privacy and security of protected health information (PHI) to lead the industry in these practices.
- Provide subject matter expertise and insight as needed on federal legislation, regulatory comments and public policy positions that impact HI professionals. Provide support on toolkits, practice briefs, and/or journal articles in this area.
- Provide ongoing current landscape and environmental scan of the healthcare industry as it relates to the privacy, confidentiality, integrity, health information integrity oversight, privacy and security of PHI when sharing and exchanged, identity management, and provider authentication.

Member Composition/Terms, Roles and Responsibilities:
- Comprised of up to fifteen members who serve a staggered three-year term; including a chair and co-chair of the council.
- The Council Chair(s) assists AHIMA staff liaison to assure deliverables are being accomplished.
- An AHIMA Subject Matter Expert (SME) will facilitate the Council.
- All activity will be completed by online community module, conference calls and email on an as-needed basis.

Revenue Cycle Management Practice Council

Background: The revenue cycle management domain includes the management and oversight of all business, administrative and clinical functions that contribute to patient revenue from point of entry through payment and adjudication. This may include insurance processing, registration, eligibility, claims management, billing, collections, and denials.

Purpose: Monitor and provide AHIMA with expertise related to revenue cycle management. This Practice Council will serve as subject matter experts and participate in evaluating and recommending AHIMA domain-specific educational resources.

Time Requirement: 12 months, January – December 2023

Subject Matter Expertise: Payment methodologies and systems, billing processes and procedures, bill scrubbers, MCE and NCCI, local and national coverage determinations, insurance models and trends, interaction with payers (insurance plans), appeals and denials management, revenue collection from patients, cost reporting, budget variances, budget speculation, cost benefit analysis, payer contracting, case mix management, value based purchasing programs, hospital-acquired conditions, POA, and clinical documentation -integrity.

Deliverables:
- Provide subject matter expertise in the development of education, policy, and trends in Revenue Cycle Management in Healthcare. Support AHIMA efforts in innovation and technologies in this area.
- Support AHIMA advocacy and regulatory efforts in Revenue Cycle Management that support HI professionals and AHIMA mission/vision.

- Provide support on toolkits, practice briefs, and/or journal articles in this area.

Member Composition/Terms, Roles and Responsibilities:
- Comprised of up to fifteen members who serve a staggered three-year term; including a chair and co-chair of the council.
- The Council Chair(s) assists AHIMA staff liaison to assure deliverables are being accomplished.
- An AHIMA Subject Matter Expert (SME) will facilitate the Council.
- All activity will be completed by online community module, conference calls and email on an as-needed basis.

Professional Certificate Approval Program (PCAP) Review Team

Purpose: The PCAP Review Team is composed of individuals who review submitted PCAP applications/self-study documentation and make recommendations to the PCAP Council regarding program approval. The PCAP Council is composed of coding subject matter experts holding a qualifying credential who have previously served as PCAP Reviewer.

Time Requirement: 24 months, January 2023 – December 2024

Deliverables:

- Review program applications
- Provide input on self-study documentation
- Make approval recommendations to the PCAP Council

Member Composition/Terms, Roles and Responsibilities

- Reviewers must have advanced coding skills (credentialed as an RHIT, RHIA or hold the CCS or CCS-P certification)
- Reviewers must have experience with teaching coding to others – either in an educational setting or as a corporate or hospital trainer
- Reviewers are appointed for a two-year term, with multiple consecutive appointments allowable
- The general goal is that Reviewers review no more than 2-4 applications per year

AHIMA Grace Award Committee

Purpose: To honor industry leaders through the *AHIMA Grace Award,* named in honor of AHIMA founder Grace Whiting Myers. Maintain relevance of AHIMA Grace Award criteria to uphold the high standard and ethics set by AHIMA founder. Evaluate applicants to the *AHIMA Grace Award* and acknowledge healthcare organizations that distinguish themselves as effectively and innovatively using health information to support the delivery of quality health care.

Time Requirement: 12 months, January – December 2023

Deliverables
- Review applications for the Grace Award and select the recipient.

- Increase the number of nominations from previous year.
- Provide the recipient with recognition through digital media, at the AHIMA Conference, and inclusion on ahima.org.

Member Composition/Terms, Roles and Responsibilities
- The Committee is composed of 8-10 members who serve a staggered three-year term.
- A staff liaison provides staff support to the Committee.
- The committee meets as needed to discuss applications, perform the application review, foster marketing efforts, and the support the awards ceremony.
- The committee completes work through online community module, conference calls and email.
- The Chair works with the staff liaison to develop the agendas and to assure deliverables are being accomplished.

AHIMA Triumph Awards Committee

Purpose: To honor and recognize the excellence, dedication and service of those professionals or groups whose steadfast efforts have enriched the HI profession by selecting and acknowledging these individuals or groups for the Triumph Awards. Maintain relevance of Triumph Award categories so they remain meaningful and fitting for the profession, the industry, and the membership.

Time Requirement: 12 months, January – December 2023

Deliverables
- Provide consistency in obtaining the number of qualified submitted nominations from the previous year.
- Grant one AHIMA Triumph Award in every award category – with the exception of the Student Award category – may grant up to 2 awards.
- Provide recipients with recognition through electronic and print media, the awards ceremony, and inclusion on ahima.org.
- Encourage CSAs to apply for group nominations.

Member Composition/Terms, Roles and Responsibilities
- The Committee is composed of 9 members who serve a staggered two-year term.
- A staff liaison provides staff support to the Committee.
- Approximately 4-6 conference calls per year occur to discuss nominations, perform the application review, foster marketing efforts, and the support the awards ceremony.
- The committee completes work through online community module, conference calls and email.
- The Chair works with the staff liaison to develop the meeting agendas and summaries, and to assure deliverables are being accomplished.
- Chair or designee is invited to present the AHIMA Triumph Awards at AHIMA Conference.

Professional Ethics Committee (PEC)

Purpose: Improve members' and certificants' professional position by developing content for education. Protect and maintain high level of ethics for the profession by use of the ethics violation review process. Preserve the relevance and applicability of the Code of Ethics by continued review and revision based on the changing environment. Define member eligibility and accountability.

Time Requirement: 12 months, January – December 2023

Deliverables
- Establish and oversee the application of standards and resources, including:
  o AHIMA Code of Ethics
  o Standards of Ethical Coding
  o Standards for Clinical Documentation Integrity Professionals
  o Ethics Self-Assessment
  o Case Studies
- Develop other policies and resources as the need is identified.
- Seek opportunities to inform and publicize the work of the group to members and invite member input into committee work.
- Seek opportunities to address and provide necessary tools and resources that members and certificants can use to better understand how to handle difficult and ethical situations.
- Continually review and update guidelines and other resources relevant to members and certificants, and post updates to the PEC online community module.

Member Composition/Terms, Roles and Responsibilities
- The Committee is composed of five to seven members who serve a staggered three-year term.
- A staff liaison provides staff support to the Committee.
- The Committee meets by teleconference on an as needed basis.
- The Committee completes work virtually and by teleconference.
- The Chair works with the staff liaison to develop the agendas and summaries and to assure deliverables are being accomplished.

Fellowship Committee

Purpose: Recognize significant and sustained contribution to advance the profession through meritorious service, excellence in professional practice, and through innovation and knowledge sharing. Secure the application and scoring for candidacy and Fellow status.

Deliverables
- Review and score the Fellow applications and award Fellowship status.
- Develop opportunities where Fellows can share their expertise.
- Increase visibility of the Fellows and Fellowship program.
- Oversee the Fellowship application process.

Member Composition/Terms, Roles and Responsibilities
- The Committee is composed of six members who hold the FAHIMA designation who serve a staggered two-year term.
- A staff liaison provides staff support to the Committee.
- The committee meets quarterly by teleconference for application review and as needed for other business.
- The committee completes work through online Community module.
- The Chair works with the staff liaison to develop the agendas and summaries and to assure deliverables are being accomplished.

Nominating Committee

Purpose: To identify and solicit candidates for effective leadership of AHIMA Board of Directors, CCHIIM, CEE, the Speaker of the House of Delegates, and the Nominating Committee. This is accomplished by soliciting for, reviewing, interviewing, and selecting qualified candidates. Enhance AHIMA leadership development and member engagement initiatives by improving the process for identifying volunteers to fulfill leadership positions and fostering diversity and inclusion. Suggest improvements for the voter experience and increasing voting rate.

Time Requirement: 24 months, January – December

Deliverables
- Develop a ballot of candidates for the AHIMA Board of Directors, Commission on Certification for Health Informatics and Information Management (CCHIIM), Council for Excellence in Education (CEE), House of Delegates Speaker-elect, and Nominating Committee.
- Promote membership knowledge of the candidates and the election through different forms of communications.

Member Composition/Terms, Roles and Responsibilities
- The Committee is composed of nine members who serve a staggered two-year term. *(Three members are elected by the House of Delegates and one member is appointed by the AHIMA Board of Directors each year, identified as the most recent Past President/Chair.)*
- Staff liaisons provide staff support to the Committee.
- The committee meets by teleconference (approximately 10 calls per year, and one two-day meeting which may be face-to-face or virtual) to develop the ballots.
- The committee reviews candidate applications and online profiles, performs a telephone interview, and develops the ballots.
- The committee completes work through the volunteer application, online committee module, and voting software.
- The committee solicits candidates through CSAs, volunteer groups, and network of colleagues.
- The Chair works with the staff liaison to develop the agendas and minutes and to assure deliverables are being accomplished.

Council for Excellence in Education (CEE) Workgroups

Purpose: The Council for Excellence in Education (CEE) exists to improve and adapt the education strategy for health information and related professions, focused on future opportunities and challenges. Responsible for fostering support and adoption of new initiatives and improvements to curriculum, credentials, academic programs, and resources. Focus on the changing needs of the students and working professionals and consider innovative ways of providing world-class education in HIM.

CEE Workgroups are directed by CEE strategy and may include initiatives such as CourseShare, STEM, AOE, student recruitment, building the HI pipeline, Academic Research Review, Faculty Development, Program Resources, and more.

Time Requirement: Varies based on project. Beginning February 2023

- Short Term Example: CourseShare, AOE program committee, and other initiatives determined by the CEE

Responsibilities:
- Develop activities and programs specific to assigned workgroup purpose
- Make recommendations to the CEE for approval

Qualifications:
- Member of AHIMA who demonstrates AHIMA Core Competencies for Volunteers
- Ability to work with diverse groups and ideas in a constructive way, respects diversity, and fosters inclusion
- Possesses openness, transparency, honesty, is optimistic yet realistic, and subscribes to and practices a high moral standard
- Regular and reliable internet access

Item Writing & Item Reviewing

Purpose: Serve as a subject matter expert to create and modify new items for availability on future AHIMA certification exams. Will be coding items for blueprint accuracy (Domain & Task) as well as cognitive complexity of item. Reviewers will analyze and modify items based on content expertise to find potential flaws and ways to improve items. Must need to appropriately assign a reference to items as well as check references for accuracy.

Time Requirement:
- Item Writing 101 (1 Hour), Advanced Item Writing session (1 Hour) & Exam Developer session (1 Hour)
- 2 to 5 hours of item writing or item reviewing per month

Qualifications:
- Hold AHIMA certification – Please specify which exam(s) you would be willing to write and review items for in the "What makes you a good candidate for this volunteer group?" section of the volunteer form
- Previous experience writing or reviewing items encouraged but not necessary
- Regular and reliable online access

Accountability and Support:
- Must be able to sign a confidentiality and conflict of interest agreement
- AHIMA certification team will support in training and troubleshooting of issues accessing and writing items
- Participation in AHIMA certification exam development activities will earn 1 CEU for every hour of participation

CourseShare Review Project

Purpose: This project-based short-term workgroup is to review and provide recommendations regarding current CourseShare content to identify required revisions, needed content, or content that requires sunset.

CourseShare is an exclusive online repository of academic resources for faculty. CourseShare learning packets include lectures, presentations, sources and links, videos, assignments, case studies, rubrics, and answer sheets that can be adopted in your instructional delivery. Additional resources include faculty development and curriculum tools to support professional growth, exceptional instruction, and program quality.

Time requirement: October 15 - May 15 (6 months or to completion)

Qualifications:
- Member of AHIMA who demonstrates AHIMA Core Competencies for Volunteers.
- Faculty Member of a CAHIIM accredited academic program or a program in candidacy for CAHIIM accreditation.
- Familiar with AHIMA CourseShare and/or willingness to learn how to navigate and administer the basic functions.
- Technology qualifications: regular and reliable online access.

Responsibilities:
- Review and provide recommendations regarding current CourseShare learning content to identify required revisions, needed content, or content that requires sunset.
- The expected commitment is 10 independent hours per month and one hour-long meeting every month as needed.

Accountability and Support:
- Faculty Volunteers will be enrolled in CourseShare.
- Those who are new to CourseShare will be provided training.

Annual Conference Program Committee

Purpose: Construct superior professional development offerings that are market-driven, align with AHIMA strategic initiatives, utilize evolving technology to enhance audience engagement and learning, allowing for this event to launch successful, professional, and lifelong learning journeys.

Time Requirement: 12 months, October 2022 – October 2023

Deliverables:

- Provide input on strategic educational sessions for the annual conference and informed by best practices across healthcare settings.

- Provide input on best practice, interactive session ideas on impactful and emerging topics that address the future needs of HI professionals.
- Promote event and learning journeys to potential attendees.
- Assist AHIMA in identifying and recruiting healthcare executives, innovators, thought leaders, and key HI professionals/stakeholders to the conference whose alignment is consistent with the current AHIMA strategy.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of 3 chairs (Current, Vice (Incoming) and Past). The vice chair is appointed by the AHIMA President/Chair-elect to serve in the upcoming year and then will move directly into the Chair role.
- Volunteers are appointed by the AHIMA President to serve a staggered three-year term on the Committee. There are approximately 14 members and may reside in the host city or state.
- Participate in program committee deliberations via conference calls, email, or AHIMA based communication methods.
- Participation in the abstract grading/selection process as well as duties related to the speaker management process.
- Serve as "Program Committee Liaison." (defined in the Program Committee Policy and Procedure)
- The Meetings Director and Education Content Manager serve as staff liaisons providing support and coordinating efforts of AHIMA staff to support committee efforts.
- Participate in conference assistance.
- Committee members are chosen based on their experience, expertise, and past contributions. This committee will include a diverse representation of the HIM practitioner community.
- Committee members are expected to participate in Subcommittees to be defined.

Membership Advisory Council

Purpose: Advise AHIMA on strategic membership value opportunities to promote benefits to existing and prospective members and enhance member engagement.

Time Requirement: 12 months, January – December 2023

Deliverables:

- Provide input on membership growth and retention strategies.
- Identify need(s) for additional and improved member services and benefits.
- Assist AHIMA in identifying new membership benefits to attract healthcare executives, innovators, thought leaders, and key HI professionals/stakeholders.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of 10-12 members who serve a staggered two-year term.
- A member of the Membership Department will serve as the staff liaison to provide staff support to the Committee.
- Approximately 4-6 conference calls per year to conduct business.

- The committee completes work through online community module, conference calls and email.
- The Chair works with the staff liaison to develop the meeting agendas and summaries, and to assure deliverables are being accomplished.
- This committee will include a diverse representation of the HI professional community.

Emerging Professionals Advisory Council

Purpose: Advise AHIMA on strategic membership value opportunities for students, new graduates, and emerging professionals.

Time Requirement: 12 months, January – December 2023

Deliverables:

- Provide input on membership growth and retention strategies for HI student members and future leaders.
- Provide input on opportunities for enhanced member benefit communication for students and emerging professionals.
- Identify need(s) for additional and improved member services and benefits to attract and retain student members.
- Assist AHIMA in identifying opportunities for students to engage in information sharing, networking, and career development offered by AHIMA.
- Participate and support a student-focused community in AHIMA online communities.

Member Composition/Terms, Roles and Responsibilities

- The Committee is composed of 10-12 members who serve a staggered two-year term.
- A member of the Membership Department will serve as the staff liaison to provide staff support to the Committee.
- Approximately 4-6 conference calls per year to conduct business.
- The committee completes work through online community module, conference calls and email.
- The Chair works with the staff liaison to develop the meeting agendas and summaries, and to assure deliverables are being accomplished.
- This committee will include a diverse representation of the HI professional community.

Access Community Facilitator

Purpose: Community facilitators are the key in making each community successful. Facilitators serve as community champions, seed the communities with fresh content, and support the overall needs of the community and its members.

Time Requirement: 12 months, January – December 2023

Qualifications:
- Member of AHIMA who demonstrates AHIMA Core Competencies for Volunteers.

- Familiar with AHIMA Access and myDHC platform and/or willingness to learn how to navigate and administer the basic functions.
- Active listener, critical thinker, and ability to relate well with members.
- Strives to generate interest and excitement in the community.
- Interested in advancing the health information profession and AHIMA.
- Technology qualifications: regular and reliable online access.

Responsibilities:
- Seed or respond to the community with content to initiate or continue a thoughtful and dynamic dialogue on average 1-3 times per week.
- Familiarity with the AHIMA Access community definition and purpose.
- Adherence to AHIMA Access Code of Conduct and Access End User License Agreement.
- 2-3 Facilitators per community

Accountability and Support:
- Community facilitators are eligible for five (5) CEUs for one-year service, per community, each year of the recertification two-year cycle.
- The term commitment, at a minimum shall be 1 year. If a community facilitator is unable to fulfill the role, then it is expected for the individual to recruit a replacement in advance and notify AHIMA staff to assist with proper continuity.
- In the event the facilitator will be offline for a long period of time or need back-up assistance to monitor the community, notify the community's co-facilitators (if applicable) or AHIMA.
- Community facilitators are required to become a member of the Access Facilitators Community. The community houses all resources and discussion forums related to community management.
- New community facilitators shall participate in a training session with AHIMA staff.

The *Journal of AHIMA* Editorial Advisory Council

Purpose: *The Journal of AHIMA* is the official publication of the American Health Information Management Association (AHIMA). It delivers best practices in health information management and keeps readers current on emerging issues that affect the accuracy, timeliness, privacy, and security of patient health information.

The *Journal of AHIMA* Editorial Advisory Council is tasked with advising on the direction of the *Journal*'s content and overall themes. The council's goals are in line with the AHIMA mission, which includes:

- Ensuring the quality and integrity of health information that supports accurate and timely decisions about patients' health and healthcare.
- Empowering patients and their caregivers the ability to access and share health information with the confidence that it is private and secure no matter where that information lives.
- Identifying and supporting efforts to address underlying causes in healthcare that keep patients from being at the center of care.

Time Requirement: 12 months, January – December 2023, meetings monthly, as needed

Qualifications:
- Maintain current AHIMA membership.
- Attend at least 75 percent of meetings. Notify the *Journal* editor whenever there is a scheduling conflict.
- Review all materials prior to each meeting. Notify the *Journal* editor of issues/questions.
- Brainstorm themes, story ideas, and writers for upcoming issues.
- Provide feedback about submitted articles as directed by the *Journal* editor.
- Immediately inform the *Journal* editor, staff liaison, and chair if personal or professional circumstances change to the extent that they cause disruption in the ability to perform the above-listed responsibilities.

Deliverables:
- Develop content ideas and identify subject matter experts who could serve as authors.
- Contribute to the direction and growth of AHIMA editorial presence.
- Serve as an advocate and moderator of the *Journal*'s content.
- Ensure the relevancy and applicability of the content remains a top priority.
- Monitor trending discussions and topics on related Access Communities.

Member Composition/Terms, Roles and Responsibilities

- Council members serve renewable, one-year terms. All council members, including the chair, can serve no more than three consecutive terms. After at least one year hiatus, previous council members can rejoin for renewable, one-year terms again not to exceed three consecutive terms.
- The *Journal of AHIMA* Editorial Advisory Council includes a chair, up to three AHIMA subject matter experts, up to 12 AHIMA members, one AHIMA staff liaison, and one *Journal* editor. Council members should represent a cross-section of AHIMA membership and job types. All volunteers must be AHIMA members in good standing at least 12 months prior to the start of term.

AHIMA Foundation Scholarship Reviewer

Purpose: Scholarship reviewers help shape the next generation of Health Information professionals by reviewing and scoring AHIMA Foundation scholarship applications. The Scholarship Program aims to empower students by offering scholarships annually to student members currently pursuing an associate, undergrade, masters or doctoral degrees in Health Information Management or Health Informatics.

Time Requirement: September - October 2022, approximately 6 hours total

Qualifications:
- Commitment to help advance the careers of Health Information professionals
- Current member of the American Health Information Management Association (AHIMA)
- Must have either classroom or online teaching experience or HIM practice experience
- RHIA or RHIT credential preferred

- Understanding of consumer issues and trends in healthcare that pushes the development of digital health literacy and health information access
- Active listener, critical thinker, and ability to relate well with others
- Demonstrates leadership and communication skills

Accountability & Support:
- Respond to communications in a timely manner
- Establish a level of involvement and attends the kickoff meeting/conference call
- Review and rank applications based on multiple criteria's, ex. essay questions, high level of achievements and academic success, etc.
- Scores must be evaluated solely on data presented in the application rather than the names or institution
- Prepare to participate in survey email to enhance program for next year