

WASHINGTON STATE HEALTH INFORMATION MANAGEMENT ASSOCIATION

OPERATIONS MANUAL

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1.01



STATE of WASHINGTON
SECRETARY of STATE

*I, **Ralph Munro**, Secretary of State of the State of Washington and custodian of its seal, hereby issue this*

CERTIFICATE OF INCORPORATION

to

WASHINGTON STATE MEDICAL RECORD ASSOCIATION

in Washington

Non Profit

corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

Corporation Number

6~1 041138

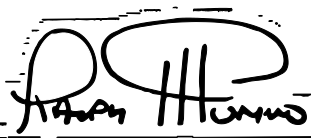
Date:

*August **14**, 1987*



SSF 5.

Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

A handwritten signature in black ink, appearing to read "Ralph Munro". The signature is stylized, with a large, rounded initial "R" and "M".

-- Ralph Munro, Secretary of State

Section: 1.02
Last update: 9/07
Inserted in Operations Manual 6/01

**AMENDED AND RESTATED
CORPORATE BYLAWS**

OF

WASHINGTON STATE HEALTH INFORMATION MANAGEMENT ASSOCIATION

AMENDED AND RESTATED

September 19, 2007

AMENDED AND RESTATED
CORPORATE BYLAWS

OF

WASHINGTON STATE HEALTH INFORMATION MANAGEMENT ASSOCIATION

ARTICLE 1.
CORPORATION

SECTION 1.1. Corporate Name. The name of the corporation shall be WASHINGTON STATE HEALTH INFORMATION MANAGEMENT ASSOCIATION (hereinafter, the “corporation”), a Washington State not-for-profit corporation.

SECTION 1.2. Corporate Purposes. The purposes of the corporation are to operate on a not-for-profit basis within the meaning of § 501(c)(6) of the Internal Revenue Code of 1986, as amended, in the course of which operation:

- (i) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, directors, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein;
- (ii) No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office except as authorized under the Internal Revenue Code;
- (iii) Notwithstanding any other provisions of these bylaws, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under §501(c)(6) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law);

and in furtherance thereof:

- (a) To conduct recruitment activities for members and students;
- (b) To provide ongoing member communications (i.e., website, newsletter, or periodic releases of relevant news);
- (c) To promote the professional development of individuals in the health information management profession by conducting continuing education programs, including education related to health information management practice topics, including coding;
- (d) To develop and participate in advocacy initiatives approved by the American Health Information Management Association, an Illinois not-for-profit corporation (“AHIMA”) and to contribute programmatically to the mission of AHIMA;
- (e) To convene an annual meeting of its members;
- (f) To provide its members with an annual written financial report; and

- (g) To conduct such other activities as may be consistent with the purposes of the AHIMA and WSHIMA.

SECTION 1.3. Corporate Offices. The corporation shall have and continuously maintain in this state a registered office and a registered agent whose office address is identical with such registered office, and may have other offices within or outside the state of Washington as the board of directors may from time to time determine.

SECTION 1.4. Corporate Dissolution. In the event of the dissolution of the corporation, the board of directors, after paying or making provision for the payment of all of the liabilities of the corporation, shall distribute, in any proportions considered prudent, all of the assets of the corporation to such organization or organizations organized and operated exclusively for charitable, educational or scientific purposes as shall at the time qualify as an exempt organization or organizations under either § 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), or § 501(c)(6), as the board of directors shall determine. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

ARTICLE 2. MEMBERS

SECTION 2.1. Organization. The corporation shall be composed of AHIMA active and student members, and WSHIMA Honorary members, Corporate Partners, and Associate Partners.

- (a) Active. Individuals interested in the AHIMA purpose and willing to abide by the Code of Ethics. Active members in good standing shall be entitled to membership privileges including the right to vote as specified below, to hold office and to serve as delegates to AHIMA.
- (b) Student. Any student formally enrolled in an AHIMA accredited or approved program, including those pending accreditation/approval is eligible for student membership. A student may retain this class of membership until the first qualifying examination for which he or she is eligible, after which time he or she shall be transferred to active membership. Student members shall have all rights and privileges of membership, including that of serving on committees and subcommittees in designated student positions with voice but no vote. They shall not be entitled to other voting privileges, hold office, or serve as delegates.
- (c) Honorary. Any person who made a significant contribution to health information management science or rendered distinguished service in the health information management profession or its related fields may be awarded honorary membership in the corporation by the Board of Directors. These members shall be exempt from dues. An honorary member may hold no other class of membership in the corporation. Honorary members shall also be eligible for a national appointment by AHIMA. Honorary members who were once active members shall retain their active membership rights.
- (d) Corporate Partner. Any corporation interested in the purposes of WSHIMA is eligible for Corporate Partner status in this state association. The corporation shall designate one representative who shall have rights and privileges of partnership, including that of serving on committees and councils with voice and vote; however, a corporate representative shall not be entitled to other voting privileges, holding office, or serving as Delegate.

(e) Associate Partner. Any person interested and/or involved in health information management is eligible for partner status in this state association. Associate Partners shall be eligible to serve on committees and councils with voice and vote; however, they shall not be entitled to other voting privileges, hold office or serve as Delegate. Associate Partners will be assessed a membership fee by this state association.

SECTION 2.2. Application. Application for active and student membership shall be in writing on the form provided by the American Health Information Management Association and shall be sent by the applicant directly to the American Health Information Management Association. Total amount of dues as provided by the American Health Information Management Association shall accompany the application. Transfer of membership from another state shall be automatic when notice of such transfer is received from the American Health Information Management Association.

SECTION 2.3. Expulsion. Any member, who shall violate the bylaws of AHIMA, the corporation, the Code of Ethics, the Standards for Initial Certification, or the Standards for Maintenance of Certification, may be expelled from membership as specified in the AHIMA Policy and Procedure Manual as from time to time in effect.

SECTION 2.4. Forfeiture. Active and student membership shall be automatically cancelled upon notice from the American Health Information Management Association as provided in the Bylaws of the American Health Information Management Association.

SECTION 2.5. Resignation. Active and student membership shall be automatically cancelled upon notice from the American Health Information Management Association as provided in the Bylaws of the American Health Information Management Association.

SECTION 2.6. Reinstatement.

(a) A former member or an inactive member may be restored to the class of membership previously held upon notification of reinstatement from the American Health Information Management Association as provided in the Bylaws of the American Health Information Management Association.

SECTION 2.7. Voting Body. The Voting Body of the members shall be limited to Active members.

SECTION 2.8 Duties of Voting Body. The duties of the Voting Body, composed of active members only, present in person or in electronic vote per Washington state law,¹ shall be: |

- (a) to elect the officers and the directors of the corporation, and
- (b) to elect the delegates of the corporation to the AHIMA's House of Delegates,
- (c) Elections shall be a plurality of votes cast by the active members in good standing. In the event of a tie vote, the election shall be decided by lot. These voting rights and those specified above to student members shall be in lieu of all statutory voting rights of members.

SECTION 2.9. Annual Meeting Procedure. Upon written notice of no less than thirty (30) days, all members shall be notified of the annual meeting of the members and the corporation, the date and location for which shall be set by the Board of Directors. Although only active members may vote at the annual meeting as the Voting Body, all members shall be encouraged to attend and otherwise participate. A quorum shall consist of the smallest number or percentage of active members permitted under applicable state law to constitute quorum at a meeting of voting members.

¹ RCW 24.03.085

SECTION 2.10. Representation to AHIMA. Active members shall be elected by the corporation to represent the corporation in the AHIMA House of Delegates as provided in the AHIMA bylaws.

SECTION 2.11. Selection of Representation of AHIMA.

- (a) The President of the Association shall serve as Delegate by virtue of the Office.
- (b) The President-Elect of the Association shall serve as Delegate by virtue of the Office.
- (c) Only Active members in good standing shall be eligible to serve as Delegates to the American Health Information Management Association.
- (d) Nominations for Delegates shall be made by the Nominating Committee and election shall be by ballot of the Active Members in good standing. The ballot shall indicate the credentials of each nominee. A plurality vote shall elect. The Board shall select an alternate in the event a Delegate is unable to serve.
- (e) The President, with approval of the Board of Directors, shall appoint one elected Delegate to serve as chief Delegate, and this appointment shall be announced sixty (60) days prior to the Annual Meeting. The duties of the Chief Delegate shall be to organize the association's delegation, and to report to the membership, in writing, a synopsis of all AHIMA House of Delegates business.

ARTICLE 3. BOARD OF DIRECTORS

SECTION 3.1. Powers. Except as provided in Article II, the corporation's Board of Directors shall govern and manage the affairs of the corporation, shall exercise its powers and shall control its property. It shall determine compliance with the corporation's stated purposes and shall have the power and authority to do and perform all acts or functions not inconsistent with these bylaws or the corporation's articles of incorporation, including, but not limited to the following:

- (a) Provide for representation of the membership of the corporation on all matters internal and external;
- (b) Establish the policies and procedures of the corporation and approve proposed modification to the corporation's Policy and Procedure manual, except as otherwise provided in these bylaws;
- (c) Develop and oversee the implementation of the corporation's strategic plan;
- (d) Approve the corporation's annual operating budget;
- (e) Establish, oversee, and act on the recommendations of all Committees, as applicable, except as otherwise provided in these bylaws;
- (f) Serve as custodian over all funds and property of the corporation; and
- (g) Render a full report on the financial status and activities of the corporation to the membership of Washington State Health Information Management Association.

SECTION 3.2. Board of Directors. The members of the Board of Directors shall be the President, the President-elect, the Immediate Past President ex officio, Secretary, Treasurer, two directors, three delegates, and representatives of local associations of Washington State, either the President or President's designee. All Directors shall be AHIMA active members per Article 4,

section 4.1 of these bylaws.

SECTION 3.3. Election and Removal. Election shall be by a plurality of the votes cast by mail-in ballot or electronic vote by the active members in good standing as the Voting Body. In case of a tie, the election shall be decided by lot. After the ballots have been executed, the Secretary and at least one other individual appointed by the President shall serve as tellers to tabulate the votes and reporting results to the Board of Directors. Ballots received after the deadline shall be destroyed without being counted. If the Secretary is running for office, the President shall designate another officer, other than the individual serving as Nominating Committee Chair, to receive ballots from members voting in the election. The electees shall assume office July 1. Any elected ex officio or officer, director or delegate of the corporation may be removed for cause by the Board of Directors, providing such action is taken by a majority vote of the Directors with prior written notice to the affected Director via mail-in or electronic vote per state law.

SECTION 3.4. Terms. The President, President-elect and immediate Past President and Secretary, shall serve a term of one (1) year or until their successors have been duly elected and qualified. The Treasurers, Directors and Delegates shall service a term of two (2) years or until their successors have been duly elected and qualified. Terms of Delegates shall be staggered to maintain continuity in the House of Delegates and in the State Association. No Delegate may serve more than two (2) consecutive terms.

SECTION 3.5. Vacancies. In the case of death, incapacity, or written resignation of any officer, Director or Delegate during his or her term of office, the vacancy shall be filled for the remainder of the term by action of the Board of Directors, with the exception of the office of President, which will be assumed by the President-elect.

(a) In the event of death, incapacity, or resignation of the President-Elect prior to assuming the office of President, the vacancy thus created in the office of President-Elect shall be filled by vote of the Board of Directors.

(b) Any elected board member may resign at any time by submitting his/her written resignation to the Board of Directors and the resignation shall not become effective until accepted by the Board of Directors.

SECTION 3.6. Meetings. The Board of Directors shall conduct at least one board meeting annually and at such other times as the President may deem advisable. Meetings may be held via electronic means such as telephone conferencing. Special meetings may be called by the President, or shall be called by the members-at-large upon the written request of four (4) or more members of the Board of Directors

SECTION 3.7. Notice. Written notice of all board meetings shall be transmitted by electronic media or mailed by first class mail not less than fifteen (15) working days before the date of the meeting. For special meetings, notice shall state generally the nature of the business to be taken up at the meeting. Matters requiring action between meetings of the Board of Directors that in the opinion of the President do not warrant a called meeting may be decided by mail, telephone, or electronic vote. All such action by electronic medium shall be ratified at the next meeting.

SECTION 3.8. Quorum. For all meetings of the Board of Directors (other than for action taken by unanimous written consent), a quorum shall be a simple majority of the voting directors then serving, who shall be present. No proxies shall be permitted.

SECTION 3.9. Meeting Media. Meetings may be conducted by the technology of preference, after determining that all the corporation's Board of Directors have the media available and consent to the use of such media and that each director may thereby hear the debate of the others. Meetings may not be held by email. Washington state law for electronic

meetings and/or vote shall be followed.²

ARTICLE 4.
OFFICERS OF THE CORPORATION

SECTION 4.1. Designation of Corporate Officers. The officers of the corporation shall be a President, a President-Elect, an Immediate Past President, a Secretary, and a Treasurer. The President, President-Elect and Secretary shall hold office for one year or until a successor has been elected or appointed. The Treasurer shall hold office for two years or until a successor has been elected and appointed. The President shall be an AHIMA approved credential holder. A majority of the Board of Directors shall be AHIMA approved credential holders. All officers shall be active members of the AHIMA. Their duties shall be those assigned ordinarily to such offices. The President shall be the corporation's chief policy officer and shall chair all meetings of officers, of the Board of Directors and of the Voting Body.

SECTION 4.2. Duties of the President. The President shall be the chief executive officer and the direct representative of the Board of Directors in the management of the corporation, and shall have all the duties and authority which such position would customarily require, including, but not limited to the following:

- (a) Carrying out all policies established by the board and advising on the formulation of these policies.
- (b) Developing and submitting to the board for approval a plan of organization for the conduct of the various activities of the corporation and recommending changes when necessary.
- (c) Preparing and/or overseeing written plans for the achievement of the corporation's specific objectives and periodically reviewing and evaluating such plans.
- (d) Preparing an annual budget showing the expected revenue and expenditures Such report shall be submitted annually to the Board of Directors and to the Voting Body.
- (e) Selecting, employing, supervising, and discharging corporate agents and employees and developing and maintaining personnel policies and practices for the corporation.
- (f) Maintaining physical properties in a good and safe state of repair and operating condition.
- (g) Supervising the financial affairs to ensure that funds are collected and expended to the best possible advantage of the corporation.
- (h) Presenting to the board, or its authorized committees, periodic reports reflecting the activities of the corporation and such other special reports as may be required by the board.
- (i) Attending meetings of the board, serving as an ex officio member on all committees, except the Nominating Committee, coordinating the preparation of board meeting materials, and serving as a Delegate to the House of Delegates of the American Health Information Management Association by virtue of the office.
- (j) Representing the corporation in its relationships with its affiliated organizations.
- (k) Performing such other duties as may from time to time be assigned by the President or by the board.

² RCW 24.03.085

SECTION 4.3. Staff as Officers. It is recognized that the Washington State Health Information Management Association need not have employed staff in order to have Officers. The Board of Directors of the Washington State Health Information Management Association may, at its discretion, elect employed staff as Officers.

ARTICLE 5.
COMMITTEES OF THE BOARD OF DIRECTORS

SECTION 5.1. Board Committees. A majority of the directors may create one or more standing or special board committees and shall appoint directors or such other persons as the board designates, to serve on such committees. All committee members shall serve at the pleasure of the board. The President shall appoint each committee chair. Each committee shall serve pursuant to a written charge adopted by the Board of Directors. Except as otherwise specified in these Bylaws, the chair of each committee shall be appointed by the President, and the committee chair shall have the privilege of appointing committee members. Chairs of standing and special committees shall prepare a report at all regular board meetings. Such reports shall be submitted to the Secretary at least fifteen (15) days prior to each meeting for distribution.

(a) There shall be the following standing committees with such other committees as the Board of Directors may create: Bylaws, Nominating, Annual Meeting, and Finance and Budget.

(b) The **Bylaws Committee** shall consist of a chair and members who shall recommend and receive all proposed amendments and shall submit them for action at any duly convened Meeting of the Washington State Health Information Management Association. The Bylaws of this association and all proposed amendments shall be sent to the Executive Office of the American Health Information Management Association for approval prior to being presented to the membership for adoption.

(c) The **Nominating Committee** shall consist of a chair appointed by the President-Elect with approval of the Board of Directors and four WSHIMA members elected by the membership at the Annual Meeting.

It shall prepare the Ballot for the annual election with two or more names of those consenting to service if elected:

- (1) for each officer and director position to be filled,
- (2) for delegates and alternates to the House of Delegates of the American Health Information Management Association. Ballots will be furnished to all Active members in good standing by mail or electronic medium.

(d) The **Annual Meeting Committee** shall consist of a chair and at least three members. It shall be responsible for planning, coordinating and scheduling of educational programs at the annual meeting in compliance with the requirements of the American Health Information Management Association. It shall work collaboratively with other Board committees to assure continuity of educational offerings for the current year. It shall be responsible for calculating and awarding continuing education credits using approved AHIMA guidelines for all programs. An accurate record shall be maintained of all committee meetings and the annual meeting educational program.

(e). The **Finance and Budget Committee** shall be composed of at least the Treasurer, one Director, and the President-Elect. It shall recommend such procedures as it considers appropriate to assure adequate budgetary and financial controls for the association. It shall prepare the Annual Budget and submit it to the Board of Directors for approval no more than thirty days following the annual Strategic Planning Meeting.

SECTION 5.2. Committee Procedures. Each committee shall record minutes of its deliberations, recommendations and conclusions and shall promptly deliver a copy of such minutes to the Secretary of the corporation. Reasonable notice of the meetings of any committee

shall be given to the members thereof and to the President, who shall have the right to attend and participate in the deliberations of the committee. The President or the committee chair may invite to any committee meeting such individuals as they may select who may be helpful to the deliberations of the committee, but who shall not vote. A majority of the members of each committee shall constitute a quorum for the transaction of business, and the act of a majority of the members of any committee present at a meeting at which a quorum is present shall be the action of the committee.

ARTICLE 6.
CORPORATE SEAL

Under Washington State law, the absence of a corporate seal on any instrument or contract does not affect its validity, legality or character in any way. ³

ARTICLE 7.
FISCAL MATTERS

SECTION 7.1. Fiscal Year. The fiscal year of the corporation shall be July 1 to June 30 of each year. AHIMA reserves the right to modify the fiscal year from time to time.

SECTION 7.2. Contracts. The President and his/her express designee(s) shall be authorized to execute contracts on behalf of the corporation. In addition, the board may authorize other officers or agents to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, with such authority being either general or confined to specific instances. No loans shall be made to officers or directors of the corporation.

SECTION 7.3. Loans and Indebtedness. No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the board with such authority being either general or confined to specific instances.

SECTION 7.4. Checks, Drafts, Etc. All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation or to the corporation, shall be signed or endorsed as established by board policy by persons authorized as signatories. The signatures of such persons may be by facsimile where expressly authorized, but shall not be preprinted on the instrument.

SECTION 7.5. Deposits. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the board may select.

SECTION 7.6. Budgets and Expenditures of Funds. The Board of Directors of the corporation shall prepare or have prepared the annual capital and operating budgets of the corporation. No officer or committee shall expend any money not provided in the budget as adopted, or spend any money in excess of budget allotment, except by order of the Board of Directors; and no officer or agent of the association shall contract for any expenditures of money in excess of \$25.00 not specifically allocated in the budget except by order of the Board of Directors.

SECTION 7.7. Maintenance of Records. The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees, and shall keep at the principal office a record giving the name and address of the directors. All books and records of the corporation may be inspected by any active member or any director for any proper purpose at any reasonable time.

SECTION 7.8. Gifts. The board of directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes, or for any special purpose, of the

³ RCW 64.04.105

corporation, but shall in each case disclose the corporation's tax status and follow all applicable tax rules and regulations.

SECTION 7.9. Dues. Dues allocation for active and student members shall be transmitted to WSHIMA by the American Health Information Management Association. WSHIMA Partners shall forward their dues to the Treasurer of WSHIMA annually.

ARTICLE 8. CONFLICTS OF INTEREST

SECTION 8.1. Statement of General Policy. These bylaws recognize that both real and apparent conflicts of interest or dualities of interest (hereinafter referred to as "conflicts") sometimes occur in the course of conducting the corporation's daily affairs. A conflict as used in these bylaws refers only to personal, proprietary interests of the persons covered by this policy and their immediate families and not to philosophical or professional differences of opinion. Conflicts occur because the many persons associated with the corporation should be expected to have and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community. Sometimes a person will owe identical duties to two or more organizations conducting similar activities.

Conflicts are undesirable because they potentially or apparently place the interests of others ahead of the corporation's obligations to its corporate purposes and to the public interest. Conflicts are also undesirable because they often reflect adversely upon the persons involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts if a prescribed and effective method can render such conflicts harmless to all concerned.

Therefore, the corporation's affirmative policy shall be to require that all actual or apparent conflicts be disclosed promptly and fully to all necessary parties and to prohibit specified involvement in the affairs of the corporation by persons having such conflicts.

SECTION 8.2. Coverage of this Policy. This policy shall apply to all members of the board of directors and all corporate officers, agents and employees of the corporation, including significant independent contractor providers of services and materials. The corporation's management shall have the affirmative obligation to publicize periodically this policy to all such parties.

SECTION 8.3. Disclosure of all Conflicts. All persons to whom this policy applies shall disclose all real and apparent conflicts which they discover or have been brought to their attention in connection with the corporation's activities. "Disclosure" as used in these bylaws shall mean providing promptly to the appropriate persons a written description of the facts comprising the real and apparent conflict. An annual disclosure statement shall be circulated to all persons to whom this policy applies to assist them in considering such disclosures, but disclosure is appropriate whenever conflicts arise. The written disclosure notices of conflicts shall be filed with the President of the corporation or any other person designated by him or her from time to time to receive such notifications. All disclosure notices received hereunder shall be noted for record in the minutes of a meeting of the Board of Directors.

SECTION 8.4. Proscribed Activity by Persons Having Conflicts. When an individual director, officer, agent or employee believes that he or she or a member of his or her immediate family might have or does have a real or apparent conflict, he should, in addition to filing the disclosure notice required under Section 8.3, abstain from making motions, voting, executing agreements, or taking any other similar direct action on behalf of the corporation where the conflict might pertain, but shall not be precluded from debate or other similar involvement on behalf of the corporation. When any person requests in writing, or upon its own initiative, the board at any time may establish further guidelines consistent with the interests of the corporation

for the resolution of any real or apparent conflicts.

ARTICLE 9.
INDEMNIFICATION

SECTION 9.1. Basic Indemnification. The corporation may indemnify each of its officers and directors against expenses actually and necessarily incurred by them in connection with the defense or settlement of any action, suit or proceeding in which they are made parties, by reason of being or having been an officer or director, except in relation to matters as to which any such officer or director shall be adjudged in such action, suit or proceeding to be guilty of or liable for willful misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability. Indemnification shall be made only as authorized by a majority vote of disinterested directors or, if such a quorum is not obtainable, by independent legal counsel in a written opinion. Such right of indemnification shall not be deemed exclusive of any right, or rights, to which they may be entitled under any other bylaw, board resolution, agreement or otherwise.

SECTION 9.2. Insurance of Risk. The corporation's management shall have the authority to purchase and maintain insurance on behalf of any and all of its present and former officers, directors, employees or agents against any liability or settlement based on liability asserted to have been incurred by them by reason of being or having been officers, directors, employees or agents of the corporation.

ARTICLE 10.
NON-DISCRIMINATION

The corporation recognizes the rights of all persons to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any employee, applicant for employment, director, officer, contractor or any other person with whom it deals, because of race, creed, color, handicap, sex, national origin or age.

ARTICLE 11
MISCELLANEOUS

SECTION 11.1. Amendments. Any amendment to WSHIMA's bylaws must be approved by the AHIMA Board of Directors to become effective. WSHIMA's bylaws must comply with the AHIMA bylaws at all times. Bylaws may be amended at any regular meeting or at a special meeting called for this purpose, or by electronic voting. The voting body at all meetings shall be the active members in good standing. Ten percent (10%) of the active members shall constitute a quorum for the transaction of business at all meetings of the association. A quorum must be present and two-thirds (2/3) vote of the active members present is required for adoption. Active members will receive a paper or electronic copy of the proposed amendment at least thirty (30) days prior to voting. All proposed amendments shall be sent to the Executive Office of the American Health Information Management Association for approval prior to being presented to the membership for adoption. The amendment shall then be forwarded to the AHIMA Board of Directors for approval or non-approval.

SECTION 11.2 Conformance with AHIMA Bylaws. These Bylaws shall automatically conform to any provisions of the Bylaws of the AHIMA affecting the CSA to the extent permitted by state law.

SECTION 11.3 Parliamentary Authority. Robert's Rules of Order, Newly Revised shall govern this association in all areas not covered by these Bylaws or the Bylaws of the American Health Information Management Association.

Revised: September
1985

Revised: September 1994
Revised: June 2001

Revised: September
1987

Revised: September 1995
Revised: April 24, 2004

Revised: September
1992

Revised: June 1998
Revised: September 19, 2007

AMENDED AND RESTATED by the board on September 21, 2007.

Secretary of the Corporation

(SEAL)

APPROVED by AHIMA on _____, 200__.

For AHIMA

WSHIMA MISSION STATEMENT

The Washington State Health Information Management Association is a non-profit association of professionals engaged in health information management providing support to members and strengthening the industry and profession.

WSHIMA

- ❖ Advocates public policy that advances HIM practice*
- ❖ Provides career, professional development and practice resources*
- ❖ Facilitates achievement of standards and provides education opportunities*
- ❖ Facilitates member communication*
- ❖ Promotes the contributions of it's members*

WSHIMA values:

- ❖ A code of ethical health information management practices*
- ❖ The public's right to private and high-quality health information*
- ❖ The celebration and promotion of diversity*
- ❖ Innovation and leadership in advancing health information management practices and standards worldwide*
- ❖ Advocacy and interdisciplinary collaboration with other professional organizations*

WSHIMA VISION

To promote the contribution of the health information management professional and the Washington State Health Information Management Association by ensuring the protection, integrity and quality of healthcare information.

Annual Calendar Check List of WSHIMA Activities

July

President	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Host strategic planning session with incoming and outgoing Board members and Committee Chairs <input type="checkbox"/> Finalize Board Meeting Calendar <input type="checkbox"/> Complete Orientation of new members <ul style="list-style-type: none"> o Distribute Operations Manual and orient board to contents o Review Group Norms o Explain Key Point Action Plan o Review of reimbursement procedures by Treasurer <input type="checkbox"/> Obtain final approval of budget <p><i>Central Office Coordinator:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare Goals and Objectives specific to the Central Office with COC <input type="checkbox"/> Review COC
President-Elect	<p><u>Finance and Budget Committee:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair July meeting <input type="checkbox"/> Transfer HIT vendor grant funds for dispersal in September <p><u>Annual Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Negotiate hotel/facility space for Annual Meeting of her/his term year Appoint Annual Meeting co-chairs <p><u>AHIMA Leadership and Summer Team Talks:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for Leadership Conference and Summer Team Talks
Treasurer	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain new signatures on bank cards <input type="checkbox"/> Explain reimbursement procedures to board and committee chairs <p><u>Audit:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect documents for financial review by CPA at end of Treasurer's first year term
Central Office Coordinator	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute orientation materials to new board members and committee chairs
Editors	<p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Call for articles for 8/15 deadline
Delegates	<p><u>AHIMA Summer Team Talks:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine number of delegates to attend Summer Team Talks <input type="checkbox"/> Travel for Summer Team Talks <input type="checkbox"/> Arrange sites for WSHIMA Town Meetings
Committees	<p><u>Fall Workshop:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan speakers, locations and announcements of Fall Workshops
Bylaws	<p><u>Board Meeting:</u></p>

	<input type="checkbox"/> Request by-law changes from Board members
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August

President	<u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange September Board meeting and prepare materials <p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write President's Message for 8/15 <i>Evergreen Bulletin</i>
President-elect	<u>Financial Review:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Work with CPA on financial review
Secretary	<u>Minutes:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Route draft of July minutes for President's approval <p><i>Send final minutes to Board</i></p>
Delegates	<u>Evergreen Bulletin:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Article on AHIMA Summer Team Talks with explanation and locations of Fall Town Meetings
Treasurer	<u>Federal & State Filings:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit non-profit corporation annual report and pay annual filing fee <input type="checkbox"/> Forward materials to CPA for Form 990 submission due 10/15

September

President	<u>Board Meeting</u> on third Friday of September
President-elect	<u>Finance and Budget Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair September meeting <input type="checkbox"/> Receive and review financial review results from CPA with committee and board
Treasurer	<u>Audit:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Receive financial audit results from CPA
Delegates	<u>AHIMA Summer Team Talks Communication:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct Fall Town Meetings (or roll into Fall Workshops)
Second/First Year Director	<u>Sister Peter Olivaint Scholarship Award:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Review Scholarship budget with WSHIMA Board <input type="checkbox"/> Call for applications from schools <p><u>WSHIMA Annual Awards:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Initiate Distinguished Member selection <input type="checkbox"/> Initiate Professional Achievement selection
HIT Committee	<u>Grant Awards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate grant bids and determine dispersal

October

President	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange November Board meeting and prepare materials <p><u>Delegates:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for House of Delegates at AHIMA
Treasurer	<p><u>Federal & State Filing:</u> [PER SECTION 1.06]</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with CPA to determine status of Form 990 filing.
Secretary	<p><u>Minutes:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Route draft of September minutes for President's approval <p><i>Send final minutes to Board</i></p>
Delegates	<p><u>Delegates:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for House of Delegates at AHIMA <p><u>AHIMA Convention Communication:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct Fall Town Meetings <p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit article for 11/10 Evergreen Bulletin reviewing House of Delegate proceedings
Delegates & Committees	<p><u>Fall Workshop:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct two workshops, e.g. Seattle and Spokane areas (Delegates may roll Fall Town Meetings into Fall Workshops)
Second/First Year Director	<p><u>WSHIMA Distinguished Member and Professional Achievement Awards</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Call for nominations for Distinguished Member Award by writing article for 11/1 <i>Evergreen Bulletin</i> <input type="checkbox"/> Call for nominations for Professional Achievement Award by writing article for 11/1 <i>Evergreen Bulletin</i>

November

President	<p><u>Board Meeting</u> on third Friday of November.</p> <p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write president's message for 11/10 deadline
President-elect	<p><u>Finance and Budget Committee:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair November meeting
Third Year Director	<p><u>Nominating Committee:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit <i>Evergreen Bulletin</i> article for WSHIMA board nominations <input type="checkbox"/> Prepare materials regarding WSHIMA nominees
Second/First Year Director	<p><u>Sister Peter Olivaint Scholarship Award:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare candidate names to WSHIMA President for approval <input type="checkbox"/> Upon approval from the WSHIMA Board, notify recipients of scholarship award <input type="checkbox"/> Request scholarship checks from WSHIMA Treasurer to be mailed to Program Directors
Delegates	<p><u>AHIMA Convention Communication:</u></p>

	<input type="checkbox"/> Conduct Town Meetings
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December

President	<u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange January Board meeting and prepare materials
Treasurer	<u>Bulk Mailing Permit:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Renew annual bulk mail permit upon receipt of renewal notice

January

President	<u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss nominations for AHIMA Triumph Awards <input type="checkbox"/> Approve slate of Triumph Award nominees
President Elect	<u>Finance and Budget Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Begin budget preparation <input type="checkbox"/> Review Central Office budget requests with COC
Treasurer	<u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Check Internal Revenue Service mileage rate and review with Board <u>Federal & State Filings:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit excise tax return by 1/31 <input type="checkbox"/> Submit 1099 and 1096 forms by 1/31
Third Year Director	<u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit slate of candidates for approval at January Board meeting <input type="checkbox"/> Request Operations Manual changes from officers, Delegates, Committee chairs
Second/First Year Director	<u>WSHIMA Distinguished Member and Professional Achievement Awards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Call for nominations (due 3/1) for Distinguished Member Award by writing article for 2/1 <i>Evergreen Bulletin</i> <input type="checkbox"/> Call for nominations for Professional Achievement Award (due 3/1) by writing article for 2/1 <i>Evergreen Bulletin</i> <u>Sister Peter Olivaint Scholarship Awards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Write article for 2/1 <i>Evergreen Bulletin</i> re: scholarship recipients <u>WSHIMA Professional Development Scholarship Award:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Write article for 2/1 <i>Evergreen Bulletin</i> calling for applications due 3/1 <u>AHIMA Awards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Write article for AHIMA nominations for 2/1 <i>Evergreen Bulletin</i> deadline
Central Office Coordinator	<u>Budget:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Begin to prepare budget request for Central Office capital and expenses

February

President	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange March meeting and prepare materials <p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write President's message for 3/1 article deadline
Secretary	<p><u>Minutes:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Route draft of January minutes for President's approval <input type="checkbox"/> Send final minutes to Board
Third Year Director	<p><u>Nominating Committee:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Publish and mail ballot of candidates
Second/First Year Director	<p><u>Scholarships:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write article for 3/1 <i>Evergreen Bulletin</i> deadline notifying membership of proposed bylaw amendments to be ratified/denied at WSHIMA annual meeting
Bylaws	<p><u>By-law Changes:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write article for 3/1 <i>Evergreen Bulletin</i> deadline notifying membership of proposed by-law amendments to be ratified/denied at WSHIMA Annual Meeting

March

President	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and select WSHIMA Distinguished Member and Professional Achievement Awards <input type="checkbox"/> Prepare agenda for annual WSHIMA business meeting in May
President (continued)	<p><u>Delegates:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Winter Team Talks <p><u>President's Award:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Select recipient of President's Award
President-Elect	<p><u>Committee Chairs:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Appoint new Committee Chairs <input type="checkbox"/> Begin new Committee Chair orientation at March Board Meeting <input type="checkbox"/> Review WSHIMA annual cash flow with chairs <input type="checkbox"/> Initiate plans for Fall Workshop <p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new Committee Chairs <input type="checkbox"/> Submit preliminary budget to Board <p><u>Finance and Budget Committee:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair March meeting <p><u>Delegates:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Attend Winter Team Talks
Second/First Year Director	<p><u>Scholarships:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Scholarships: Call for applications for Sister Peter Olivaint election <p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Present names of Distinguished Member Award nominations <input type="checkbox"/> Present names of Professional Achievement Award nominations

	<ul style="list-style-type: none"> <input type="checkbox"/> Present names of WSHIMA Professional Development Scholarship Award applications <input type="checkbox"/> Present names of AHIMA Award Nominations <input type="checkbox"/> Notify recipients following Board meeting, as directed by Board <input type="checkbox"/> Arrange for plaques for Distinguished Member and Professional Achievement Award for Annual Meeting •
Delegates	<u>Delegates:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for Winter Team Talks <input type="checkbox"/> Arrange sites for April WSHIMA Town Meetings
Bylaws	<u>Bylaw Changes:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Mail by-law amendments to membership

April

President	<u>Nominating Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Notify nominees of election results <input type="checkbox"/> Appoint Chief Delegate <input type="checkbox"/> Arrange for installation of new officers <u>Annual Report:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare annual report for 6/1 Evergreen Bulletin <input type="checkbox"/> Prepare annual report for annual meeting, business meeting <u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange May Board meeting and prepare materials
Treasurer	<u>Federal & State Filing:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with CPA to determine status of Form 990 filing. <u>Bonding of the Treasurer:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Begin bond application process for new treasurer <u>Bank Signature Cards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Request bank signature card from bank for incoming officers
Secretary	<u>Nominations:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Tally ballots
Third Year Director	<u>Operations Manual:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Finalize updates of operations
Second/First Year Director	<u>AHIMA Triumph Awards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit AHIMA Triumph Award nominations <u>Evergreen Bulletin:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare article(s) on Distinguished Member and Professional Achievement Award recipients, as appropriate <input type="checkbox"/> Prepare article(s) on AHIMA Award Nominations, as appropriate •
Delegates	<u>AHIMA Winter Team Talks Communication:</u> <ul style="list-style-type: none"> ○ Conduct Spring Town Meetings
Bylaws	<u>Bylaw Changes:</u> Submit any by-law changes to AHIMA for approval

Central Office Coordinator	<u>Election Results:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare mailing list of new Board and Committee Chairs <input type="checkbox"/> Send new Board information to AHIMA, CSA's
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May

President	<u>Annual Business Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Present annual report <input type="checkbox"/> Introduce and install new Board members <input type="checkbox"/> Thank volunteers <input type="checkbox"/> Announce call for applications for Sister Peter Olivaint Scholarship awarded in September <input type="checkbox"/> Announce WSHIMA Distinguished Member award <input type="checkbox"/> Announce WSHIMA Professional Achievement Award <input type="checkbox"/> Announce President's Volunteerism Award <input type="checkbox"/> Select Nominating Committee for upcoming year <u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Approve Operations Manual revisions <input type="checkbox"/> Announce location of July strategic planning meeting <input type="checkbox"/> Sign bank signature cards – see also July Pres for signatures not obtained in May <p style="text-align: center;">•</p>
President-Elect	<u>Annual Business Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Present draft budget to membership <input type="checkbox"/> Begin new Board member orientation <u>Evergreen Bulletin:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Write first President's message for 6/1 Evergreen Bulletin <p style="text-align: center;">•</p>
Treasurer	<u>Scholarships:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Send check to UW for Sr. Peter Olivaint scholarship recipient [SEE JULY] <input type="checkbox"/> Obtain new Board Member signatures on bankcard
Secretary	<u>Annual Business Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare minutes and submit to President for review
Second/First Year Director	<u>WSHIMA Distinguished Member:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Notify AHIMA of winner of distinguished member award <input type="checkbox"/> Publish winner of distinguished member award in "For the Record" and "Advance" <p style="text-align: center;">•</p>
Central Office Coordinator	<u>Operations Manual:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Produce hard copies and electronic copies of Operations Manual for incoming Board and committee chairs <u>Election Results:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Verify AHIMA web page reflects new officers <input type="checkbox"/> Prepare Goals and Objectives for upcoming year

June

President	<u>Volunteer Recognition:</u> <ul style="list-style-type: none"><input type="checkbox"/> Send letters of appreciation to Board members' employers
President-elect	<u>Board Meeting and Strategic Planning Session:</u> <ul style="list-style-type: none"><input type="checkbox"/> Arrange board meeting/strategic planning session, and prepare materials
Secretary	<u>Minutes:</u> <ul style="list-style-type: none"><input type="checkbox"/> Route draft of May Annual Business Meeting and Board minutes for President's approval<input type="checkbox"/> Send final minutes to Board
Central Office Coordinator	<u>Election Results:</u> <ul style="list-style-type: none"><input type="checkbox"/> Verifies AHIMA web page reflects new officers

WSHIMA Annual Calendar Check List by Office

President

July	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Install incoming officers <input type="checkbox"/> Appoint Chief Delegate <input type="checkbox"/> Finalize Board Meeting Calendar <input type="checkbox"/> Complete Orientation of new members <p>Distribute Operations Manual and orient board to contents Review Group Norms Explain Key Point Action Plan Review of reimbursement procedures by Treasurer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain final approval of budget <input type="checkbox"/> Request Historian to take pictures of installation of officers <input type="checkbox"/> Host strategic planning session with incoming and outgoing Board members and Committee Chairs <p><u>AHIMA Leadership and Summer Team Talks:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for Leadership Conference and Summer Team Talks
August	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange September Board meeting and prepare materials <p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write President's Message for 8/15 <i>Evergreen Bulletin</i>
September	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Board Meeting on third Friday of September
October	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange November Board meeting and prepare materials <p><u>Delegates:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for House of Delegates at AHIMA
November	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine dollar amount for scholarship awards <p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write president's message for 11/10 deadline
December	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange January Board meeting and prepare materials <input type="checkbox"/> Solicit nominations from board for AHIMA Triumph Awards in advance of meeting
January	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Discuss nominations for AHIMA Triumph Awards <input type="checkbox"/> Approve slate of Triumph Award nominees
February	<p><u>Board Meeting:</u></p>

	<ul style="list-style-type: none"> <input type="checkbox"/> Arrange March meeting and prepare materials <p><u>Evergreen Bulletin:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Write President's message for 3/1 article deadline
March	<p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review and select WSHIMA Distinguished Member and Professional Achievement Awards <p style="padding-left: 40px;">Prepare agenda for annual business meeting in May</p> <p><u>Delegates</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for Winter Team Talks <p><u>President's Award:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Select recipient of President's Award and arrange for certificate(s)\
April	<p><u>Nominating Committee:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Notify nominees of election results <p><u>Annual Report:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare annual report for 6/1 <i>Evergreen Bulletin</i> <p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange May Board meeting and prepare materials
May	<p><u>WSHIMA Annual Meeting</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Preside over Annual Meeting <p><u>Annual Business Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new Board members <input type="checkbox"/> Thank volunteers and present any tokens of appreciation <input type="checkbox"/> Announce Sister Peter Olivaint Scholarship recipients <input type="checkbox"/> Announce WSHIMA Distinguished Member award, Professional Achievement Award and President's Award (if awarded). <input type="checkbox"/> Select Nominating Committee for upcoming year <p><u>Board Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Approve Operations Manual revisions <input type="checkbox"/> Announce location of July strategic planning meeting <input type="checkbox"/> Sign bank signature cards
June	<p><u>Volunteer Recognition:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Send letters of appreciation to Board members' employers

President-Elect

July	<p><u>Finance and Budget Committee:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair July meeting <input type="checkbox"/> Consider donation for AHIMA's FORE Silent Auction. Assign responsible individual. <input type="checkbox"/> Transfer HIT vendor grant funds for dispersal in September <p><u>Annual Meeting:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Negotiate hotel/facility space for Annual Meeting of her/his term year. <input type="checkbox"/> Appoint Annual Meeting co-chairs <p><u>AHIMA Leadership and Summer Team Talks:</u></p>
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	<ul style="list-style-type: none"> <input type="checkbox"/> Travel for Leadership Conference and Summer Team Talks
August	<u>Financial Review:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Work with CPA on financial review
September	<u>Finance and Budget Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair September meeting <input type="checkbox"/> Receive and review financial review results from CPA with committee and board
October	<u>Delegates:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for House of Delegates at AHIMA
November	<u>Finance and Budget Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair November meeting
January	<u>Finance and Budget Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair January meeting <input type="checkbox"/> Begin budget preparation
March	<u>Committee Chairs:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Appoint new Committee Chairs <input type="checkbox"/> Begin new Committee Chair orientation at March Board Meeting <input type="checkbox"/> Review WSHIMA annual cash flow with committee chairs <input type="checkbox"/> Initiate plans for summer seminar and Fall Workshop <u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Introduce new Committee Chairs <input type="checkbox"/> Submit preliminary budget to Board <u>Finance and Budget Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Prepare agenda and chair March meeting <u>Delegates:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Travel for Winter Team Talks
April	<u>Board Meeting and Strategic Planning Session</u> <ul style="list-style-type: none"> <input type="checkbox"/> Plan location, facilitator, details of July Board Meeting and Strategic Planning
May	<u>Annual Business Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Present draft budget to membership <input type="checkbox"/> Begin new Board member orientation <u>Evergreen Bulletin:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Write first President's message for 6/1 Evergreen Bulletin <u>July Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange for installation of new officers
June	<u>Board Meeting and Strategic Planning Session</u> <ul style="list-style-type: none"> <input type="checkbox"/> Arrange board meeting/strategic planning session, and prepare materials

Treasurer

July	<u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain new signatures on bank cards <input type="checkbox"/> Explain reimbursement procedures to board and committee chairs <u>Audit:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Collect documents for financial review by CPA at end of Treasurer's first year term.
August	<u>Federal & State Filings:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit non-profit corporation annual report and pay annual filing fee by 8/31. This comes from COC <input type="checkbox"/> Forward materials for CPA for Form 990 submission due 09/15. <input type="checkbox"/>
October	<u>Federal & State Filing:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with CPA to determine status of Form 990 filing.
December	<input type="checkbox"/>
January	<u>Board Meeting</u> <ul style="list-style-type: none"> <input type="checkbox"/> Check Internal Revenue Service mileage rate and post on COP. <u>Federal & State Filings:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit excise tax return by 1/31. The form comes from COC. <input type="checkbox"/> Submit 1099 and 1096 forms by 1/31
April	<u>Federal & State Filing:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Follow-up with CPA to determine status of Form 990 filing. <u>Bonding of the Treasurer:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Begin bond application process for new treasurer <u>Bank Signature Cards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Request bank signature card from bank for incoming officers.
May	<input type="checkbox"/>

Secretary

August	<u>Minutes</u> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute final July minutes to Board
October	<u>Minutes</u> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute final September minutes to Board
December	<u>Minutes</u> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute final November minutes to Board
February	<u>Minutes</u> <ul style="list-style-type: none"> <input type="checkbox"/> Route draft of January minutes for President's approval <input type="checkbox"/> Distribute final January minutes to Board
April	<u>Minutes:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute final March minutes to Board <u>Nominating Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Tally ballots with chair of Nominating Committee <input type="checkbox"/> Report election outcome to President immediately <input type="checkbox"/> Send President-elect unelected candidates contact information for

	committee/chair recruitment
June	<u>Minutes:</u> <u>Distribute final May minutes to Board</u>

Third Year Director

<u>November</u>	<u>Nominating Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit <i>Evergreen Bulletin</i> article for nominations <input type="checkbox"/> Prepare materials regarding WSHIMA Board nominees
<u>January</u>	<u>Board Meeting:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Submit slate of candidates for approval at January Board meeting <input type="checkbox"/> Request Operations Manual changes <u>from officers, delegates, Committee chairs</u>
<u>February</u>	<u>Nominating Committee:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Print and mail ballot of candidates
<u>April</u>	<u>Nominations:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Tally ballots with Secretary <input type="checkbox"/> Develop election outcome report for President <u>Operations Manual:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Update Operations Manual with revisions from officers, delegates and committee chairs.

Second/First Year Director

September	<u>WSHIMA Distinguished Member:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Initiate Distinguished Member selection <input type="checkbox"/> Initiate Professional Achievement Award selection <input type="checkbox"/> Initiate Sister Peter Olivaint Scholarship process following approval by WSHIMA Board of scholarship funds <input type="checkbox"/> Send letters to schools for Sister Peter Olivaint Scholarship
October	<u>WSHIMA Distinguished Member and Professional Achievement Awards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Call for nominations for Distinguished Member Award by writing article for <i>Evergreen Bulletin</i> E-Lert or CoP. <input type="checkbox"/> Call for nominations for Professional Achievement Award by writing article for <i>Evergreen Bulletin</i> E-Lert or CoP <input type="checkbox"/> Call for applications for WSHIMA Professional Development Scholarship by writing article for <i>Evergreen Bulletin</i> E-Lert or CoP
November	<u>Board Meeting::</u> <ul style="list-style-type: none"> <input type="checkbox"/> Review Sister Peter Olivaint scholarship recipients <input type="checkbox"/> Notify Sister Peter Olivaint scholarship recipients upon approval of board <input type="checkbox"/> Invite all scholarship recipients to annual meeting <input type="checkbox"/> Request scholarship checks from
January	<u>AHIMA Awards:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Write article for AHIMA nominations for 2/1 <i>Evergreen Bulletin</i> deadline <input type="checkbox"/> Call for nominations for Distinguished Member Award by writing article for <i>Evergreen Bulletin</i>

	<ul style="list-style-type: none"> ❑ Call for nominations for Professional Achievement Award by writing article for <i>Evergreen Bulletin</i> ❑ Call for applications for WSHIMA Professional Development Scholarship by writing article for <i>Evergreen Bulletin</i> ❑ Write article for 2/1 <i>Evergreen Bulletin</i> announcing Sister Peter Scholarship Recipients
March	<u>Board Meeting:</u> <ul style="list-style-type: none"> ❑ Review AHIMA nominations ❑ Review Distinguished Member Award nominations ❑ Review Professional Achievement Award nominations ❑ Review WSHIMA Professional Development Scholarship Award recipients ❑ Notify the recipients of above awards as indicated ❑ Invite award recipients to annual meeting ❑ Arrange for plaques for above awards, as needed
April	<u>AHIMA Awards:</u> <ul style="list-style-type: none"> ❑ Submit AHIMA Award Nominations ❑ Write article for 5/1 Evergreen Bulletin announcing winner(s) of Distinguished Member, Professional Achievement, and WSHIMA Professional Development Scholarship Awards, as appropriate
May	<u>WSHIMA Distinguished Member:</u> <ul style="list-style-type: none"> ❑ Notify AHIMA of winner of Distinguished Member and Professional Achievement awards ❑ Publish winner Distinguished Member Award in “For the Record” & “Advance:”
September	<u>Scholarships:</u> <ul style="list-style-type: none"> ❑ Verify scholarship budget with Board ❑ Send letters to schools for Sister Peter Olivaint Scholarships

Delegates

July	<u>AHIMA Summer Team Talks:</u> <ul style="list-style-type: none"> ❑ Determine number of delegates to attend Summer Team Talks ❑ Travel for Summer Team Talks ❑ Arrange sites for WSHIMA Town Meetings <u>Fall Workshop</u> <ul style="list-style-type: none"> ❑ Plan speakers, locations and announcements of Fall Workshops with Committee chairs
August	<u>Evergreen Bulletin:</u> <ul style="list-style-type: none"> ❑ Article on AHIMA Summer Team Talks with explanation and locations of Fall Town Meetings
September	<u>AHIMA Summer Team Talks Communication:</u> <ul style="list-style-type: none"> ❑ Conduct Fall Town Meetings (or roll into Fall Workshops.)
October	<u>Delegates</u> <ul style="list-style-type: none"> ❑ Travel to House of Delegates at AHIMA Convention <u>AHIMA Convention Communication:</u> <ul style="list-style-type: none"> ❑ Conduct Fall Town Meetings (Delegates may roll Fall Town Meetings into Fall Workshops.) <u>Evergreen Bulletin:</u> <ul style="list-style-type: none"> ❑ Submit article for 11/10 <i>Evergreen Bulletin</i> reviewing House of

	Delegate outcomes
November	<u>AHIMA Convention Communication:</u> <input type="checkbox"/> Conduct Fall Town Meetings
February	<u>Winter Team Talks:</u> <input type="checkbox"/> Assign delegates to attend Winter Team Talks based on resources
March	<u>Delegates:</u> <input type="checkbox"/> Travel for Winter Team Talks
April	<u>Winter Team Talks Communication:</u> <input type="checkbox"/> Conduct Spring Town Meetings
May	<u>Delegates:</u> <input type="checkbox"/> <u>Present Delegates report to members at Annual Business Meeting</u>

2.01 PRESIDENT

1. Implement change of officers.
 - a. Arrange for installation of newly elected officers at the Annual Meeting. Past-President to install newly elected Board. In the event the Past-President is unavailable query former Past-Presidents to perform the installation of the Board.
 - b. Review AHIMA Procedures for Component State Association Officers and CSA President's calendar to:
 - (1) Identify procedures and requests with action and submission date deadlines
 - (2) Pass copies to other officers as needed to perform their functions.
 - (3) Conduct a meeting of the Executive Board following AHIMA Summer Team Talks and Leadership Conference (in late July or early August) to strategize, organize and plan the year, approve the appointment of committee chairs and the annual budget.
2. Manage strategic planning process.
 - a. Coordinate development of the annual WSHIMA Strategic Plan; include identification of goals and objectives for the current year. Incoming and outgoing Executive Board and committee chairs are expected to participate in the strategic planning process. A facilitator may be selected to conduct the strategic planning process.
 - b. Oversee implementation of the Strategic Plan and monitor progress in achieving goals and objectives.
 - c. Involve Executive Board, committee chairpersons, and WSHIMA members in the ongoing strategic planning process.
3. Take responsibility for good relations with members, local HIM associations, other CSA associations and other organizations and agencies.
 - a. Assure communication: between the Treasurer and Central Office Coordinator about all changes in membership status, as outlined in their duties; with other CSA associations to foster exchange of information and international friendship; and with membership regarding WSHIMA, AHIMA, local and international happenings by appropriate means.
 - b. Provide information and assistance, as requested, to prospective and current members, other state and local HIM, and to other professionals associations, agencies and individuals.
 - c. Maintain ongoing communication with WSHIMA sister associations to foster exchange of information and international friendship.
 - d. Keep members informed of WSHIMA, AHIMA, local and international happenings by appropriate means.
4. Maintain close liaison with AHIMA as outlined in AHIMA Procedure Manual for Component State Association Officers and other AHIMA directives.
 - a. Serve as delegate to AHIMA House of Delegates by virtue of the office.
 - b. Appoint chief delegate, using approved guidelines, from current slate of delegates.
5. Serve as chairperson of Finance and Budget Committee whose members include the Past-President, Treasurer, President-elect, and Central Office Coordinator (as an ex-officio members). This Committee's role includes preparing a proposed budget to be presented to the Executive Board prior to presentation to the membership at the Annual Meeting and monitoring the association's ongoing financial well-being. Prepare a budget by having a spreadsheet from the previous year at the Strategic Planning meeting and requesting that elected officers and committee chairs, local association representatives and Central Office Coordinator submit their budget expenses and projected income prior to the September board meeting. This will allow for Finance and Budget Committee members to review prior to the September board meeting.

Administrative duties:

- a. Assure hard copy and electronic versions of the current Operations Manual are presented to officers, delegates, and committee chairpersons prior to assuming office. Orient all to Operations Manual at the July meeting.
- b. Keep members and appropriate committee chairpersons informed of WSHIMA and AHIMA activities.
- c. Appoint chairpersons and ad hoc committees/task forces as authorized by the Executive Board or by vote of active members at the business meeting.
- d. Instruct officers and committee chairpersons about necessary changes made by amendments to the Bylaws and/or Operations Manual that have not been incorporated in publications at the beginning of their term of appointment.
- e. Provide the editor of the **Evergreen Bulletin** with an article from the President for each issue of the newsletter and other pertinent items for publication.
- f. Ensure that WSHIMA Treasurer files the Non-Profit Corporation Annual Report and pays the annual filing fee to the State of Washington by March.
- g. Ensure Internal Revenue Service Form 990 is completed and filed by WSHIMA Treasurer.
- h. Ensure that the WSHIMA Treasurer files the annual renewal of charitable trust agreement and master business license application.
- i. Arrange for bonding of Treasurer.
- j. Monitor expense approval: Expenditures of in excess of that designated in the budget must have prior approval of the Finance Committee.
- k. Call all candidates for office to advise them of the results of annual WSHIMA election prior to public announcement of results.
 - (1) Forward to Central Office Coordinator notices of change of name/address of Component State Association Presidents so WSHIMA mailing list can be updated.
6. Recognize service of Board members, delegates, and committee chairpersons by sending letters of appreciation at the end of each year to their respective employers.
7. Implement change of officers at end of term.
 - a. Destroy predecessor's correspondence and material not of historical or continuing pertinent value.
 - b. Send the entire correspondence file to successor.
 - c. Transfer to successor any files and records which are pertinent, including any unused supplies.
 - d. Forward and data of historical value to Chairperson, History Committee.
 - e. Review the WSHIMA Procedure for President, making any necessary changes and forward to WSHIMA Third Year Director.
 - f. Present an Annual Report, to include summary of Executive Board and Committee actions, at the WSHIMA Annual Meeting.
 - g. Submit the Annual Report for publication in the **Evergreen Bulletin**, State CoP and Board CoP.
 - h. Ensure the Central Office Coordinator sends the AHIMA State Liaison the names and e-mail addresses of incoming WSHIMA Board members in June.
 - i. Preside at all meetings of the membership and Executive Board.
8. Supervise the Central Office Coordinator activities.
 - a. Complete annual performance evaluation for Central Office Coordinator.
 - b. Review Central Office Coordinator annual goals and objectives.
 - c. Review and/or update Central Office job description.
 - d. Review and/or adjust Central Office Coordinator salary.
 - e. Assist Central Office Coordinator with Central Office budgeted and/or non-budgeted capital and expenses.

Information Cross-reference: All Sections of the manual are pertinent to the President's role.

2.02 PRESIDENT-ELECT

1. Administrative Duties

a. Serve as a member of the Finance and Budget Committee with the Past-President, Treasurer and President. (The Finance and Budget Committee assists the Board to ensure that all financial matters of the organization are addressed with care, integrity, and in the best interest of the organization. The Committee monitors income and expenditures, makes recommendations and drafts policies and procedures for Board approval when indicated, and helps ensure the maintenance of accurate records of the organization's financial activities. The Committee prepares an annual financial report to be presented to the Executive Board prior to presentation to the membership at the Annual Meeting. The Committee also arranges for an annual financial review by a reputable accounting firm.)

b. Chair the Education Committee. (The Education Committee's function is to work with the Legislative-Advocacy Committee, the Coding and Data Quality Committee and others to plan and implement quality programs that meet the educational needs of WSHIMA members.) Upon election, verify that a contract has been signed for the hotel/facility in which the annual meeting will be held during the President-Elect's term as President. If arrangements have not been made, begin making arrangements immediately because convention space that is sufficient in size is booked early. Update the Board goals and objectives document, provide verbal updates to the Board and submit articles for the Evergreen Bulletin quarterly or as appropriate.

c. Serve as a delegate to the AHIMA House of Delegates.

d. Attend the AHIMA Leadership Conference, Team Talks and Hill Day as requested by the President.

e. Actively participate in all Executive Board and general meetings of the membership.

f. Become familiar with the mission, goals, objectives, policies and procedures of WSHIMA and AHIMA. Become familiar with the responsibilities of the WSHIMA Board, the budget, overarching operations and the role of the President.

g. Assume the duties of the President in the President's absence.

h. Perform all other duties assigned by the President.

i. Retain files until the end of the term of office of President.

j. Review the WSHIMA procedure for President-Elect, making any necessary changes and forwarding to the individual updating the Operations Manual.

k. Purchase a gift for donation to the AHIMA Silent Auction held each year at the AHIMA National Convention.

2. Lead a Smooth Board Transition

a. Reach out to existing committee chairmen and the editor of the Evergreen Bulletin and find out if they would like to continue to serve, what their ideas are for the upcoming year, and/or if they have recommendations for a replacement. Appoint committee chairs and the Evergreen Bulletin Editor.

b. Once the election has been held and the location of the Board members is known, make arrangements for new board member orientation. Invite outgoing and incoming Executive Board members, delegates and committee chairs.

c. Make arrangements for WSHIMA Board strategic planning. Establish a suitable location and facilitator. Encourage participation by local association presidents, HIM program directors, and committee chairs.

d. Help orient the incoming President-Elect to provide for a smooth transition.

Information Cross-Reference: All sections of the Operations are pertinent to the President-

Elect's role.

Information Cross-reference: All sections of the manual are pertinent to the President-Elect's role.

2.03 SECRETARY

1. Record minutes of all WSHIMA business meetings. Record type of meeting (Executive Board or Business), name of organization, date and place of meeting, officers and chairperson present, and any decision reached by consensus or motion. Minutes also include topic, discussion, conclusion, follow up, timeframes and responsible person. Complete minutes within one week after board meeting. Send minutes to President for approval.
2. Post Executive Board Minutes on the Washington State Board CoP within two weeks after meeting. Post the Board meeting minutes after approval by the President on the Washington State CoP within two weeks after meeting.
3. Send summary of Board activities from each meeting to **Evergreen Bulletin**.
4. Transfer to your successor pertinent files and supplies.
5. Destroy predecessor's correspondence and material not of historical or continuing pertinent value.
6. Forward any data of historical value to Chairperson, History Book Committee.
7. Review the WSHIMA Procedure for Secretary, making any necessary changes and forward to WSHIMA Past-President Director by Mary 1st.
8. Attend all Executive Board and general meetings of the membership. If unable to attend, notify the President in advance of the meeting.
9. Prepare the rough draft of the agenda for the Executive Board Meetings and send to the President. Review previous minutes for uncompleted tasks. Send agenda to President for approval. Post agenda on the Board CoP at least 5 days prior to the meeting.
10. Coordinate with Central Office Coordinator conference calls or webinars for Board meetings.
11. Report/record at next meeting any matters that require action between meetings of the Executive Board decided by electronic mail, mail or CoP vote.
12. Two weeks before board meetings, send reminder to all board members, committee chairs and invited guests reminding them of the meeting day and time, place of meeting and ask for RSVP.
13. Three days before board meeting let the President know who will be attending the meeting.

Information Cross-reference: See sections 1.02-1.07, 4.01, 4.03-4.10

2.04 TREASURER

1. General Responsibilities
 - a. Receive and disburse funds of WSHIMA with approval of President, President-Elect, Chief Delegate and/or Committee Chairs.
 - b. Attend all Executive Board and general meetings of the membership. If unable to attend, notify the President in advance of the meeting.
 - c. Present financial reports prepared by the WSHIMA Treasurer at each board meeting. The reports should include at least (but not limited to):
 - Profit and Loss
 - Profit and Loss—Budgeted vs. Actual
 - Balance Sheet
 - Balance Sheet—Previous Year Comparison
 - d. Serve as an active member of the Finance and Budget Committee.
 - e. Requires a working knowledge of QuickBooks (on Windows) software.
 - f. Assists successor during the transition period to include transfer of documents.
2. Specific Duties:
 - a. Expense Statement Submission
WSHIMA MEMBER
 1. Submits a completed expense statement with attached receipts or documentation of expenditure to the President or Committee Chair as a committee expense.
 2. All requests for reimbursement must be within 30 days of incurring expense.
TREASURER:
 1. Processes all expense statements in a timely manner.
 2. Marks the “date received” in the lower right hand corner of expense statement.
 3. Reviews the statement for missing or inaccurate information:
 - a) Checks the mileage calculations.
 - b) Checks the total and arithmetic
 - c) Reviews for appropriate receipts and supporting documentation.
 - d) Compares the amounts on the receipts with the amounts listed on the statement.
 - e) Verifies cost center codes and adds specific subcategory/project code after verification with the WSHIMA member if not completed by the person submitting the expense statement.
 - f) Verifies approval by President, President-Elect or Committee Chair.
 4. If the expense statement is in order:
 - a) The Treasurer will deposit any checks in the checking account of WSHIMA.
 - b) The Treasurer posts the deposit to the WSHIMA account using QuickBooks software.
 - c) The Central Office Coordinator and the Treasurer receives duplicate bank statements and investment statements.
 - d) The Treasurer balances all accounts when statement received using QuickBooks and prints the reconciliation report for attachment to the monthly statements. Copies the bank statement, reconciliation report and the front sheet of all income/expense reports. The originals are mailed to the Central Office Coordinator and copies are kept in the Treasurer’s binder.
 - e) The Treasurer will ensure there is an adequate balance in the checking about to cover checks to be written in the immediate future.
 - f) Notify the WSHIMA President immediately of any potential cash flow shortages or problems.

- g) Notify the Finance Committee of uncleared checks that are outstanding for more than 3 months. Check with current bank for their stale check policy.
 - h) At first Executive Board meeting of year, or when officers are installed, obtain signatures of WSHIMA President, President-Elect, Treasurer, and Secretary on Corporate Business Resolution Card.
5. Bank Signature Card:
- a) At first Executive Board Meeting of year, or when officers are installed, obtain signatures of WSHIMA President, President-Elect and Treasurer on the bank signature card.
 - b) In June, the outgoing treasurer requests a new bank signature card from the bank where the WSHIMA account was originally opened. Send bank a copy of the minutes from annual business meeting documenting the names of the incoming officers.
 - c) Send signature card to bank immediately after cards are signed to ensure proper authorization for signing checks. Send a copy to the Central Office Coordinator for the central office files.
6. Annual Tasks:
- a) Mileage: Verify current IRS mileage reimbursement. Update the Washington State Board CoP.
 - b) Officers Liability Insurance: The Board will have liability provided by WSHIMA. The bond is renewed annually. Treasurer will be responsible for completing an application with the insurance agency. Initiate immediately after election.
 - c) Annual Combined Excise Tax Return: This must be filed annually if a certain amount of income is generated. Major taxable sources of income for WSHIMA include sales of Release of Information Manuals and Updates (current sales tax) and exhibitor fees at annual convention. Workshop registrations are not included. This must be submitted by January 31st.
 - d) Financial Audit: Frequency of audit is determined by Finance Committee. Coordinate with WSHIMA Central Office. The Central Office Coordinator will maintain a file of original expense statements and supporting documentation, deposit vouchers and supporting documentation, bimonthly financial reports, bank statements and reconciliation statements, checks, etc. for WSHIMA. Consult CPA to determine when material should be transferred.
 - e) Form 990: This must be completed annually by the WSHIMA CPA. This form must be completed by April 15th. The WSHIMA CPA will request extensions as needed, pending completion.
 - f) Non-Profit Corporation Annual Report: WSHIMA is required to file an annual form and pay a fee to maintain corporate status. This form is mailed to WSHIMA by the State of Washington to WSHIMA's registered agent who will forward the form to the Treasurer for payment. The WSHIMA registered agent is the President-Elect who takes office every year. Deadline is August 31st.
 - g) Master Business License: Renewed every three years. The Master Business License is valid for the term of the WSHIMA registered agent. A new one will have to be obtained every third year when the WSHIMA registered agent changes.
 - h) Review WSHIMA finance policy/procedure annually. Significant changes should be brought to the Budget & Finance Committee prior to policy/procedure revision.
 - i) Review Operations Manual Treasurer section on an annual basis. Submit changes to WSHIMA Directors.
 - j) File 1099 and 1096 forms by January 31st of each year to provide Internal Revenue information to contract labor. Forms can be found at a post office or the Auditor can provide them. Request via the IRS in March of each year.
7. Miscellaneous Duties:

- a) Arrange for a meeting with the incoming Treasurer one week prior to the first Executive Board meeting.
- b) Notify CPA and other parties concerned of incoming Treasurer and their address.
- c) Track donations to the Association: The donations of assets that exceed \$300.00 in cost need to be tracked and identified for the auditor for tax purposes. If a committee awards certificates that are good for attendance at the future workshops as “prizes”, the committee which awards the certificates should account for them in a report to the treasurer on an annual basis. This report should include the following information:
 - ❖ The number of certificates awarded during the fiscal year
 - ❖ The dollar value of the certificates awarded during the fiscal year
 - ❖ The number and dollar value of certificates that have been awarded but not redeemed, as of the last day of the WSHIMA fiscal year
 - ❖ The treasurer and Finance Committee should review this information and should include it with the year-end audit information. The accountant will make the adjustment to the account or the awarding of the certificates, as well as any outstanding liabilities that result from unredeemed certificates as year-end.

2.05 PAST-PRESIDENT/DIRECTOR

1. Attend all meetings of WSHIMA Executive Board and the Annual Business Meeting.
 - a. Advise the President.
 - b. Vote on behalf of the membership at the Executive Board meetings.
2. Serve as a member of the Finance and Budget Committee.
3. Serve as registered agent for WSHIMA as it pertains to maintenance of incorporation status. NOTE: this task applies only to the years noted in Section 4.02.
4. Serve as Chairperson of the Operations Manual Committee, which is comprised of the three Directors. Coordinate revision to the manual and distribution of revisions prior to new officers taking office.

Formal requests for revisions to WSHIMA Operations Manual should be circulated to the Executive Board and Committee Chairman throughout the year, with a request as duties change. Changes in WSHIMA procedures occurring throughout the year should be documented and submitted for Executive Board approval at regularly scheduled meetings. Once approved, these procedures should be incorporated into the WSHIMA Operations Manual. The revised Operations Manual should be available on the State and Board CoP.
5. Assist other members of the Executive Board in the performance of their duties on request.
6. Serve as the Chairman of the Nominating Committee.
7. Perform all other functions as assigned by the President.

2.06 DIRECTOR

1. Attend all meetings of WSHIMA Executive Board and the Annual Business Meeting.
 - a. The Director will:
 1. Advise the President
 2. Vote on behalf of the membership at the Executive Board meetings.

3rd year Director – Past President (see also Section 2.05):

2. Update and maintain the Operations Manual of WSHIMA.
3. Serve as Nominating Committee Chair.

2nd and 1st year Directors:

4. Puts out call for and selection of WSHIMA Scholarship recipients, reviews and scores candidate applications. (See Section 5.03)
5. Solicit nominations from the membership for WSHIMA's Distinguished Member Award and Professional Achievement Award by announcements in the January and March **Evergreen Bulletin**. Coordinate the selection and award process if nominations are received. (See section 5.01, 5.04)
6. Coordinate annual student scholarship award process as outlined in section 5.02 and 5.03.
7. Assist other members of the Executive Board in the performance of their duties on request.
8. Perform all other functions as assigned by the President and/or Executive Board.
9. Coordinate Ginger Blowers exam reimbursement program.
10. Coordinate reimbursement of exam reimbursement for student members.

Information Cross-reference: See sections 1.02-1.07, 4.03-4.05, 4.07-4.09, 5.03

2.07 CHIEF DELEGATE

1. Duties: Plan, organize and coordinate activities of the WSHIMA delegates.
2. Appointment: A Chief Delegate shall be appointed each year by the WSHIMA President. The formal appointment shall be made at the time the new President assumes office each year. However, an informal appointment can be made by the President-Elect prior to the beginning of the budget development process so the at the incoming Chief Delegate may participate in that process before the new association year begins.
3. Qualifications: The Chief Delegate shall be an individual with previous Delegate experience in Washington State.
4. Responsibilities: In addition to fulfilling the regular Delegate responsibilities, the Chief Delegate shall provide leadership for the WSHIMA delegates through such activities as:
 - ❖ Designing and conducting an orientation program for delegates at the beginning of the association year, regarding duties, reimbursement policies, strategies for minimizing delegate expenses, submitting expenses for the House of Delegates, Team Talks and Town Meetings.
 - ❖ Scheduling and conducting all organized meetings of the delegates.
 - ❖ Circulating appropriate information to the delegates during the years as provided by the WSHIMA President, WSHIMA Board, AHIMA, and other sources so delegates can keep abreast of issues and activities at the national, state and local level.
 - ❖ Coordinating development of objectives and work plans for WSHIMA's Town Meetings Program for the year.
 - ❖ Assigning delegates to Town Meetings at local associations and other meetings to obtain input on issues answer questions and provide information.
 - ❖ Assuring the delegates are accomplishing assigned activities.
 - ❖ Attending all WSHIMA Executive Board meetings and providing regular reports on delegate activities.
 - ❖ Submitting budget needs to the WSHIMA Board and planning activities accordingly when funds are allocated. The Board will approve the number of delegates that will be sent to AHIMA Winter and Summer Team Talks based on budget considerations.
 - ❖ Carrying out directives of the WSHIMA Board regarding delegate project assignments, etc.
 - ❖ Developing and implementing a plan to keep the membership informed about Delegate activities and issues of possible interest or concern to the membership through the **Evergreen Bulletin**, state and local meetings and other appropriate avenues of communication.
 - ❖ Documenting delegate activities during the year to assure continuity of delegate activities from year to year. These will be published in the **Evergreen Bulletin**.
 - ❖ Maintaining the Chief Delegate and Delegate sections of the WSHIMA Operations Manual and submitting updates to the WSHIMA Directors by June 1 of each year.
 - ❖ Designing and carrying out an evaluation program at the end of each association year in an effort to improve the WSHIMA Delegates Program and keep it viable.
 - ❖ Orienting incoming Chief Delegate to responsibilities.
 - ❖ Performing other functions and tasks as requested by the WSHIMA President and Board.
 - ❖ Attending/participating in AHIMA Leadership Conference and Team Talks as directed by the WSHIMA Board.

Information Cross-reference: See sections 1.02, 2.08, 3.09, 4.03, 4.04

2.08 DELEGATE

1. Duties:
 - a. Represent the members of WSHIMA at all organizational levels.
 - b. Promote communication and increased member participation in the Washington State Health Information Management Association and the American Health Information Management Association.
 - c. Raise the consciousness of individual members regarding association goals, issues and concerns.
 - d. Support the WSHIMA Position Statement on Advocacy.
 - e. Attend AHIMA Leadership Conference, Team Talks and House of Delegates activities and work groups.
2. Qualifications:
 - a. Active member of AHIMA/WSHIMA in good standing.
 - b. State or local association board or committee experience within the last five years recommended.
 - c. Credentialed status (RHIA or RHIT) for not less than two years.
 - d. Willingness and ability to speak in open forum.
 - e. Previous observation of a House of Delegate session is desirable.
 - f. Familiarity with parliamentary procedure.
3. Number of delegates:
 - a. The number of delegates is based on an AHIMA formula in the AHIMA bylaws. The WSHIMA President and President-Elect serve as Delegates by virtue of their offices. The other Delegates are elected by the membership.
 - b. The WSHIMA Nominating Committee attempts to assure appropriate representation on the ballot for delegates each year, based on geographical location, credential, and AHIMA Diversity recommendations.
4. Term of Office:
 - a. The term of office of delegates shall be two years. Terms shall be staggered to maintain continuity in the House of Delegates and in the state delegation. No delegate may serve more than two consecutive terms.
5. Responsibilities:
 - a. Attend the Annual Business Meeting of the state association and the AHIMA House of Delegates. Any request for variance from this must be submitted in writing to the WSHIMA President and will be evaluated by the WSHIMA Executive Board.
 - b. Attend WSHIMA Executive Board meetings and report membership and local association opinions and concerns to receive input and directions.
 - c. Maintain current knowledge about the organizational structure and activities of AHIMA, WSHIMA and local associations.
 - d. Identify issues, concerns and goals of AHIMA, WSHIMA and local associations.
 - e. Serve as a resource to members, committees and local associations regarding AHIMA and WSHIMA structures, activities, issues and concerns. This included participating in local association meetings and other locales as assigned to obtain input on issues, answer questions and provide information.
 - f. Attend, as assigned, other state officer or committee chairperson sectional meetings held in conjunction with AHIMA Annual Convention.
 - g. Communicate with AHIMA Board, staff and councils regarding issues and concerns of WSHIMA members and the Association as directed by the WSHIMA Board.
 - h. Write articles and reports for publications as requested by the Chief Delegate to keep the WSHIMA membership informed about issues, concerns and goals of AHIMA, WSHIMA and local associations.
 - i. Participate in a yearly evaluation of the WSHIMA Delegates Program, and policies and procedures for delegates.

- j. Attend AHIMA Leadership Conference and Summer Team Talks in July, and AHIMA Winter Team Talks in March- April as requested by the Chief Delegate. Based upon budgetary issues, Team Talks may be attended virtually.
 - k. Perform other functions and tasks as requested by the WSHIMA Board or Chief Delegate.
6. Alternate Delegate Policy
- In the event one of the delegates is unable to attend the Annual House of Delegates, the President shall appoint one of the following Board members as a substitute in the following sequence:
- 1. Past President
 - 2. Second-year Director
 - 3. Treasurer
 - 4. In event all of the above are unable to serve, the President shall appoint a substitute at his/her discretion.

Information Cross-reference: See sections 1.02- 1.07, 2.07, 4.03, 4.05, 4.07-4.09

2.09 Committee Chairpersons

Appointment:

With the exception of Nominating Committee, chairpersons of committees shall be appointed by the President with the approval of the Executive Board.

Duties:

- ❖ Become familiar with WSHMA mission, vision, strategic plan, goals and objectives, pertinent procedures and bylaws.
- ❖ Attend and participate in annual July Strategic Planning sessions at the beginning and end of tenure as chairperson.
- ❖ Select committee members based on requirements in bylaws. These appointments shall be made prior to the first WSHIMA Executive Board meeting.
- ❖ Confirm appointments of committee members in writing and provide President, Secretary and Central Office Coordinator with list of all committee members, including ex-officio members.
- ❖ Instruct committee members about WSHIMA and committee objectives and provide members with a copy of pertinent procedures from the Operations Manual and WSHIMA bylaws as applicable.
- ❖ Develop an action plan to coordinate the year's activities and analyze anticipated expenditures.
- ❖ Hold committee meetings as designated or as necessary.
- ❖ Notify ex-officio members of all committee meetings.
- ❖ Post committee meeting minutes to the Board CoP at least 5 days prior to each board meeting. The same report should be posted to the state CoP. The report should contain topics, discussions, action, follow up, timeframes and responsibilities.
- ❖ Write and submit two articles per year for the **Evergreen Bulletin** summarizing the committee's activities.
- ❖ Monitor budget and assure compliance and allotted monies.
- ❖ Prepare budget for the next fiscal year.
- ❖ Obtain prior approval of the WSHIMA Executive Board for expenditures in excess of that designated in the budget.

Guidelines:

- ❖ Reimbursement/Expense Statements – See procedure 4.03
- ❖ Ex-officio Membership – the President and President-Elect shall be ex-officio members of all committees except the Nominating Committee. The President may vote to break a tie.
- ❖ Association Property
 - The Operations Manual and current committee files shall be given to each new committee chairperson by outgoing chair when the formal appointment occurs.
 - At the end of the year destroy the preceding year's correspondence file except for items of continuing pertinent value.
- ❖ Maintain appropriate section of the WSHIMA Operations Manual and submit updates to the WSHIMA Directors as they occur.

Committee Chair Support Documentation:

- ❖ At the time of their orientation, new committee chairs receive a binder containing information to support their work for the upcoming year. The binder is divided into the following sections:

- Index
- Bylaws
- Mission/vision
- Responsibility chair
- General
- Expense statement completion
- Key point reporting
- Seminar planning
- ❖ The binder also contains a starter kit of WSHIMA stationery, envelopes and some stamps. A disc is enclosed for easy storage of key documents developed and used by the committee to accomplish their work.
- ❖ The binder is returned to the President at the end of the year so that it can be restocked and reused by the next year's committee chair.

2.10 CENTRAL OFFICE COORDINATOR

1. Responsibilities:

Under limited direction of the President, manages, organizes, and coordinates the activities of the WSHIMA Central Office. Provides clerical support services for the Association. Updates this section of the Operations Manual annually with each contract signing.

2. Selection:

The President will hire the Central Office Coordinator with the assistance of the President-Elect and the Past President.

3. Qualifications:

Required:

- Demonstrated computer skills and proficiency with Word, Excel and Access
- Demonstrated written and verbal communication skills
- Self-starter and able to work independently
- Ability to manage multiple tasks concurrently
- Demonstrated public relations skills
- Light travel, e.g. Annual meeting

Preferred:

- a. Active RHIA or RHIT
- b. Light bookkeeping
- c. Non-profit office management experience, with minimum 3 years experience
- d. Experience with Web site maintenance

4. Hours:

Estimated 14 hours per week or as determined by the Board and as stated in the Services Agreement; schedule of hours to be mutually agreed upon by the President and Central Office Coordinator

5. Salary:

To be determined by the Board and as stated in the Services Agreement.

6. Responsibilities:

- Coordinate and maintain WSHIMA membership database and current e-mail addresses;
- Support membership services by downloading reports from AHIMA and forwarding them appropriately;
- Respond to all phone, e-mail and written communication in a timely manner;
- Provide administrative assistance to the Board President and to other Board members as appropriate;
- Assist the Advocacy Committee with the sale, distribution and reproduction of the Legislative Manuals and updates to the manual;
- Maintain WSHIMA website including but not limited to: job postings, legislative updates, calendars, etc.;
- Verifies accuracy of WSHIMA Financial Data following written procedures in the Operations Manual;
- Attends Board Meetings and provides written report on Central Office activities;
- Provides, as approved by the President, administrative assistance to Committee Chairs for educational programs including but not limited to coordinating the mailing of programs, assisting with the setup of audio conferences, receiving registrations, assisting with the development and distribution of the *Evergreen Bulletin*;
- Assists Public Relations, Membership and other Key Committees and the Board with

- writing and coordinating periodic e-mail mailings to WSHIMA members;
- Other duties as appropriate to support the ongoing operations of WSHIMA
 - Assists with seminar, workshop and meeting planning and registration as approved by the President.

2.10.01 Job Description for WSHIMA Central Office Coordinator

Job Title: Central Office Coordinator (COC)

Reports to: Current WSHIMA President, President-Elect, Past President

Job Summary: The COC is responsible for coordinating a variety of central office and membership functions, including the maintenance of the WSHIMA database. The COC is a prime focus of contact for the membership of WSHIMA and outsiders seeking our expertise. As such, the COC must possess public relations and customer service skills, and general knowledge of current health information management issues. This is a part-time position.

Duties and Responsibilities:

1. Coordinate and maintain WSHIMA database and current e-mail addresses.
2. Support membership services.
3. Respond to all phone, e-mail and written communication in a timely manner.
4. Provide administrative assistance to the Board President and to other Board members as appropriate.
5. Compile results of seminar evaluations and surveys and present them to the Board.
6. Manage sale, distribution and reproduction of the Legislative Manuals.
7. Attend all Board meetings and provide report on Central Office activities.
8. Provide administrative assistance for educational programs (preparing/coordinating mailing of programs, receiving registrations, making room arrangements, etc.)

Other duties outlined in Ops Manual, not specifically listed in job description:

- Provides mailing labels to requesters as directed by the Board.
- Maintains Association files: Continuing Education program attendance, meeting minutes, original legal documents and financial records.
- Assists Treasurer in preparing the required tax documentation for the CPA.
- Maintains a current procedure manual for the Association and Central Office.
- Assists with seminar, workshop and meeting planning and registration as approved by the President.
- Reconciles the WSHIMA bank statements. Assists in verifying accuracy of Treasurer's financial data approved by the President.
- Prepare information (mailing list, Ops Manuals, info packet) for incoming Board members.
- Assists with the production and mailing of the Evergreen Bulletin.
- Arranges for meeting locations (facility coordination).

Qualifications:

Required:

- Demonstrated PC skills and proficiency with Word, Excel and Access.
 - Demonstrated written and verbal communication skills.
 - Self-starter and able to work independently.
 - Ability to manage multiple tasks concurrently.
 - Demonstrated public relations skills.
- Light travel, e.g. Annual meeting, mailings, etc.

Preferred:

- Light bookkeeping.

- Active RHIA or RHIT.
- Non-profit office management experience, minimum 3 years experience.
- Experience with Web-site maintenance.

2.12 Communities of Practice Facilitator

Appointment:

The President with the approval of the Executive Board shall appoint a CoP Facilitator to assist the Central Office Coordinator.

Duties:

- ❖ Set up facilitator profile in Facilitator Controls Properties
- ❖ Set up notification system in Properties and in Mail
- ❖ Read mail at least every few days, every day if possible
- ❖ Develop new ways to generate enthusiasm for CoP
- ❖ Help teach members about sharing resources
- ❖ Participate in Facilitator CoP
- ❖ Attend Facilitator Chats in the Facilitator CoP
- ❖ Encourage members to link the information they find valuable
- ❖ Respond or find responder on FAQ's that are submitted
- ❖ Create FAQ's based on discussion topic activity
- ❖ Monitor discussion topics and give input, or alert "experts"
- ❖ Start discussions if necessary by posting thoughtful questions
- ❖ Develop poll questions
- ❖ Publish prior poll results into Community News area
- ❖ Develop schedule for Chats Schedule
- ❖ Host chats and/or find experts to co-host
- ❖ Initiate Chat Transcripts as needed and forward to appropriate chairpersons

2.13 Local Association Representatives

Duties:

1. Attend all Board and General Session meetings.
2. Write an article on association activities for Evergreen Bulletin for each required publication.
3. Submit activities and seminar information to the Central Office Coordinator for website postings as information is available. Submit a written report on local association activities, meetings, and workshops to be posted to the State Geographic HIMA Board CoP for each Board meeting or as updates or changes occur.
4. Seek input and feedback from local association members to present at Board meetings with respect to direction of board, representation, budget, educational needs and other related activities. Participate in board discussions and decision-making processes and provides feedback to local level membership.
5. Submit proposed budget expenses for participation activities on the board for the new fiscal year to President upon request.

2.14 EXPECTATIONS for WA State HIMA Board CoP

Policy-

All WSHIMA Board members are expected to utilize the WA State HIMA Board Community of Practice (CoP) for reporting, meeting preparation, and participating in Polls and Discussion Threads between meetings.

WSHIMA Board Members are expected to:

- Set up the Notifications Function for all categories (resources, polls, threads, etc.) to be notified at least weekly when new items are posted to the CoP or check the CoP every week
- Post committee and other reports 5 days before the Executive Board Meeting
- Actively Participate in the CoP Polls and Threads

WSHIMA Board members are encouraged to become active members on the WA State Geographic CoP, so as to nurture networking with members at the state level.

Procedure:

1. The Communities of Practice (CoPs) are available on the AHIMA web site at www.ahima.org.
2. Select Members Only at the top of the screen. Scroll down and select Communities of Practice.
3. Log into the AHIMA web site using your ID and Password (set up as your last name, unless you've changed it on a previous visit). You are already set up as a member of both the WA State HIMA Board Cop and the WA State Geographic CoP. Both function in the same manner, except the Board CoP is only open to WSHIMA Board members.
4. Instructions for setting up the Notification Function are available at the top of the CoPs in the Frequently Asked Questions.
5. Any member can submit a document to be posted under the Resource Section of a CoP. This is where meeting reports, etc. are to be posted. CoP facilitators review the documents and approve them for public viewing. It is not necessary to e-mail the document to the CoP facilitator. Simply follow the instructions in the Resources Section by first selecting "Submit Resource." This will result in documents being posted in the timeliest manner possible.

3.01 FINANCE AND BUDGET COMMITTEE

Overall Purpose: The Finance and Budget Committee exists to assure the fiscal solvency of WSHIMA.

Membership: President serves as Chairperson; Past-President-Third Year Director; Treasurer; President-elect; Central Office Coordinator (ex-officio); Additional Member from Executive Board (optional)

Meetings: Meet every other month prior to each Board meeting. Other times as scheduled by the Chairperson.

Duties: Review WSHIMA's ongoing financial status. Report status to Executive Board with recommendations as necessary.

3.02 BYLAWS COMMITTEE

1. Composition:

- ❖ Chairperson – appointed by WSHIMA President
- ❖ Two members – appointed by the Chairperson
- ❖ WSHIMA President – Ex-Officio Member

2. Duties:

- ❖ Maintain up-to-date copies of AHMA and WSHIMA bylaws.
- ❖ Assure that the WSHIMA President and Bylaws Committee Chairperson have access to the latest edition of Robert's Rules of Order.
- ❖ Ensure that a parliamentarian will be in attendance at the WSHIMA Business Meetings if requested by the WSHIMA President.
- ❖ Assure that WSHIMA Bylaws conform to and are consistent with AHIMA Bylaws.
NOTE: AHIMA Bylaws provide that if a Component State Association fails to incorporate into its Bylaws provisions made mandatory by action of the House of Delegates of AHIMA, and fails to have a signed, approved copy of said Bylaws filed in the Executive Office of AHIMA by June 30th of the second year following adoption of the AHIMA amendments, that State Association shall not be permitted to seat delegates in the AHIMA House of Delegates. (HOD 1962)
- ❖ Present to WSHIMA members such Bylaw amendments as are proposed during the year.
- ❖ Have WSHIMA Bylaws retyped with needed.
- ❖ Assure that WSHIMA Central Office Coordinator has current copies of the WSHIMA Bylaws to distribute to all members of the WSHIMA Executive Board at the beginning of their term of office.
- ❖ Provide current copies of the WSHIMA Bylaws to WSHMA members upon request.
- ❖ Provide written and verbal reports related to committee activities as indicated in Policy 2.09.
- ❖ Participate in preparation of the WSHIMA budget as it pertains to the committee.
- ❖ Maintain pertinent correspondence and material related to committee activities and transfer to new Bylaws Committee Chairperson when appointment is made.
- ❖ Review WSHIMA Procedures for the Bylaws Committee and recommend changes to WSHIMA Directors by August 1 each year for updating of WSHIMA Operations Manual.
- ❖ Perform other duties as requested by the WSHIMA President or Executive Board.

Meetings:

Meetings shall be scheduled by the Chairperson as necessary during the year to fulfill committee duties and objectives.

Procedures for Amending WSHIMA Bylaws:

- ❖ Proposed amendments may be submitted by:
 - WSHIMA Executive Board
 - Bylaws Committee
 - Any individual WSHIMA member or group of members
- ❖ Review proposed amendments for conflicts with AHIMA Bylaws, duplication or procedures that already address themselves to the proposed amendment.
- ❖ Any proposed amendment to the WSHIMA Bylaws must be submitted to the AHIMA State Liaison Representative for approval before presentation to WSHIMA members.
This is accomplished as follows:
 - Send two copies of the proposed amendment and a copy of the existing WSHIMA Bylaws to the AHIMA State Liaison Representative with the date of the State Business Meeting at which the amendment will be considered.

- Proposed amendments must be submitted to AHIMA at least 60 days prior to the date on which they will be mailed to the WSHIMA membership.
- Receive from the AHIMA State Liaison Representative notification of approval of amendment or alteration thereof.
- ❖ WSHIMA voting members must receive written notification of the proposed Bylaw amendment at least 30 days prior to the meeting at which a vote will be taken. (Reference: Article XIV of the WSHIMA Bylaws). This can be accomplished either by forwarding a copy of the proposed amendment to the WSHIMA Secretary for mailing to voting members (WSHIMA active members) or by publishing the proposed amendment in the **Evergreen Bulletin** at least 30 days prior to the vote.
If the proposed amendment is to be sent in a special mailing, try to coordinate this mailing with other WSHIMA mailings to save postage costs. For example, it might be possible to include the Bylaw amendment in the same mailing as the election ballots or in an envelope with a meeting flier.
The written notification about the proposed Bylaw amendment should include the reason for the proposed amendment as defined by the individual or group recommending the amendment. Bylaw Committee recommendation as to the acceptance or rejection of the proposed amendment should also be included.
- ❖ Present the proposed amendment to active WSHIMA members for vote at the Business Meeting. A quorum must be present in order for a vote to be taken. Article VI, Section 5 of the WSHIMA Bylaws defines what constitutes a quorum. In order to determine if a quorum is present, it is necessary to “check in” active members before the business meeting status so it can be determined how many active members are present. It is also necessary to know how many active members there are in the Association as of the date of the Business Meeting in order to calculate if a quorum is present. The WSHIMA Central Office Coordinator can provide this information.
If a quorum is present, a two-thirds “yes” vote of active members present at the Business Meeting is required for passage of a Bylaw amendment. (See Article XIV of the WSHIMA Bylaws). Remember, only active WSHIMA members are eligible to vote on proposed Bylaw amendments.
New Process 1995: If a quorum is not present, active members present may vote and an absentee-ballot will be mailed to the remaining active membership to complete the vote.
- ❖ If the amendment is approved by the voting members, send two copies of the amended Bylaws (retyped to incorporate the change) to AHIMA State Liaison Representative for official signature of approval. One signed copy will be returned by AHIMA to the WSHIMA President. The WSHIMA President should forward one copy to the Bylaws Committee Chairperson for filing and incorporate revised copy into Section 1.02 of Operations Manual.

Other Procedures:

- ❖ Each year after the AHIMA House of Delegates Meeting, the Bylaws Committee Chairperson should contact the Chief WSHIMA Delegate to ascertain whether any changes in AHIMA Bylaws were approved by the House of Delegates which will necessitate changes to the WSHIMA Bylaws.
- ❖ Any questions regarding procedures for making changes to the WSHIMA Bylaws or other related issues should be directed by the WSHIMA Bylaws Committee Chairperson to the AHIMA State Liaison Representative for assistance.
- ❖ The Bylaws Committee Chairperson and committee members should acquaint themselves with the pertinent sections of the AHIMA Procedures for Component State Association Officers related to State Association Bylaws and Bylaw amendments.

The WSHIMA Bylaws Committee should provide leadership and/or assistance if the Association or any individual WSHIMA member wishes to propose an amendment to the AHIMA Bylaws. Procedures are defined in the AHIMA Procedures for Component State Association Officers.
Information Cross-reference: See Sections 1.02, 2.09, 4.03, 4.05-4.09

3.03 EDUCATION COMMITTEE

1. Composition:

- a. The Chairperson is the President-elect.
- b. Co-coordinators are appointed by the President-elect with Board approval.
- c. Membership to include subject matter experts (SME) in coding, data quality, health information technology, advocacy, leadership and personal health records from traditional and non-traditional work settings, and other expertise as decided by the Chairperson. Membership composition to include diversity from all healthcare settings and vendors. Ex-officio members include the President and Central Office Coordinator.

2. Duties:

- a. To provide continuing education opportunities for all WSHIMA members by planning the educational strategy for the membership and ensuring delivery of educational programs to all regions of the CSA through available technology (i.e., audio conferences, webinars, in-person presentations, etc.)
- b. In planning the educational strategy, conduct an educational summit with Education Committee members and the co-chairpersons of the other CSA committees, i.e. Annual Meeting, Coding and Data Quality, Advocacy, and any special task force leaders (e.g., Legislative Manual, ICD-10 task force).
- c. After the strategy has been approved by the Board, the Education Committee will provide oversight, consultation and assistance as requested by any CSA committees.

3.03A Annual Meeting Committee

1. Composition:

- a. The Chairperson is appointed by the President with Board approval.
- b. Coordinators are appointed by the Chairperson, to focus on the specific functions for the Annual Meeting planning:
 - Site coordination / site arrangements
 - Registration (default to Central Office Coordinator)
 - Exhibitors (default to Central Office Coordinator)
 - Program time schedule to include specialty tracks, general sessions, business meeting
 - General session / AHIMA update speakers
 - Speaker contracts
 - Silent Auction fundraiser (default to 1st and 2nd year directors)
 -

2. Duties:

To coordinate and plan the two-day annual meeting for WSHIMA members to include continuing education opportunities and conducting the business of the Association. Coordinates specialty tracks with other WSHIMA Committees, to include Coding and Data Quality, Advocacy, and special task forces or workgroups.

3.Operational Policies:

a. The tentative program schedule planned by the Annual Meeting Committee is reviewed with the Education Committee.

b. The final program and fees are reviewed by the Education Committee and approved by the WSHIMA Board. (See also section 3-f).

f. Local Associations and individual members are encouraged to coordinate workshops with the Education Committee to prevent duplication of effort and loss of revenue for both the sponsoring organization and WSHIMA.

g. If it is deemed desirable to plan a meeting to be co-sponsored with another organization, the Education Committee should work closely with the co-sponsoring group's Education Committee. Financial responsibility shall be verified in writing to prevent any misunderstandings. A contract shall be drawn up between the two organizations delineating selection of speakers, responsibility for contacting speakers, honoraria, travel budget, notification of membership, etc. Refer to the **WSHIMA Education Committee Procedural Guidelines** for a contract example. The original contract is to be maintained in the Education Committee files and copies are to be sent to the co-sponsoring organization and WSHIMA Treasurer.

h.AHIMA Continuing Education

- The WSHIMA Education Committee determines the number of AHIMA continuing education credits available to those attending each WSHIMA sponsored program. WSHIMA special interest groups and local medical record associations determine the number of AHIMA CE credits for their programs. The amount of CE credits is to be printed on all program brochures or advertisements.
- Refer to the latest revision of the AHIMA Continuing Education Program Handbook on Maintenance of Certification which provides detailed information regarding which activities qualify for AHIMA CE hours and the amount of clock hours to be awarded for participation.
- It is the responsibility of individual program attendees to report their own CE activities to AHIMA on prescribed forms.

i. Budget and Fee Determinations

- WSHIMA Annual Meeting fees should be set with the expectation of profit while still being affordable to the majority of the membership.
- General fee is cost plus 20% for member rate.

Other WSHIMA sponsored educational programs should be planned with the intent to at least break even.

- Registration fees of special interest group sessions held in conjunction with the WSHIMA annual Meeting will be negotiated with the WSHIMA Education Committee

Chairperson and approved by the WSHIMA Board.

- Special interest groups and local area associations make their own determination of profitability and approve their own programs and program budgets for workshops/seminars not held in conjunction with WSHIMA.
 - Each WSHIMA sponsored educational program must have a documented budget, including estimates of income, expenses and proposed registration fees. The WSHIMA Board must approve the program's budget and schedule of registration fees.
 - A charge for non-member attendees should be between 12% and 25% above registration fees for WSHIMA members.
 - Students will be charged in accordance with provisions of the WSHIMA Bylaws, Article III.
 - WSHIMA member speakers should be reimbursed for speaking either by waiver of registration fees or by payment of an honorarium. This is to be negotiated with speakers individually.
 - Member speakers addressing Association issues only will not receive an honorarium (e.g. Chief Delegate discussions at Business Meetings).
 - An honorarium plus travel expenses including those for overnight accommodations may be paid to speakers.
 - Reimbursement for costs of teaching materials, handouts, duplicating, etc. are to be negotiated with the speaker prior to program presentation and are to be included in the speaker contract.
 - Speakers should receive their honorarium checks the day of their presentation.
 - Speaker arrangements and reimbursement negotiations are to be confirmed on a standard contract form (see WSHIMA Education Committee Procedural Guidelines).
 - The Annual meeting Committee members shall receive a waiver for registration fees for the Annual Meeting to be distributed at the discretion of the Education Committee Chairperson. ~~Continuing Education Committee members assigned to plan a specific educational program may have their registration fees waived for that specific program at the discretion of the Education Committee Chairperson.~~
 - If a person registers for an educational program and then wishes to cancel that registration, a refund will be granted minus a \$25 processing fee if the request for a refund is received by the date stipulated in the educational program brochure.
- j. Maintenance of Education Committee files:
- Predecessor's correspondence and material not of historical or continuing pertinent value should be destroyed.
 - Attendance lists for educational programs sponsored by WSHIMA, special interest groups and local area medical record associations should be retained in the WSHIMA Central Office Committee files three years for possible future AHIMA audit.

- All files, attendance lists, pertinent records, unused supplies, and posters/signs which can be used again should be stored in the Central Office at the close of the Association year.

- All data of historical value should be transferred to the Chairperson, History Book Committee.

- k. Maintain appropriate sections of the WSHIMA Operations Manual and submit updates to the WSHIMA Directors as designated by the Board each year.

Information Cross-reference: See Sections 1.03, 1.04, 1.06, 2.09, 4.01, 4.03, 4.05, 4.06, 4.07, 4.08

WSHIMA EDUCATION COMMITTEE PROCEDURAL GUIDELINES

CHAIRPERSON:

1. Plan, coordinate, and orchestrate all WSHIMA education activities.
2. Prepare the budget for educational activities and provide input into the WSHIMA budget.
3. Represent the Education Committee on the WSHIMA Board.
4. Work with Special Interest Groups in planning the Annual Meeting Special Interest Day.
5. Develop overall direction and goals for the Education Committee.
6. Support each committee member in the function assigned to create a team effort.
7. Approve all reimbursement vouchers and request for refunds for Education activities.
8. Prepare Educational Activities Final Report including recommendations for the future
9. Update the Education Committee Section of the WSHIMA Operations Manual
10. Act as liaison between work groups comprising the committee
11. At the meeting, manage the meeting schedule to assure sessions start and end on time

ARRANGEMENTS WORK GROUP:

1. Coordinate all hotel arrangements:
 - a. Rooms: number appropriate for members attending
 - b. Meals/Hors d'oeuvres, food allergies in registration information, include vendors in food count if included in their contract
 - c. Social functions
 - d. Audio/Visual equipment needs: obtain from Speaker Work Group
 - e. Room set up: obtain from Speaker Work Group
2. Arrange entertainment for social functions
3. Provide leadership in the actual days of the meeting
4. Work with the Exhibitor Work Group in coordinating the Exhibitor room arrangements
5. Verify any bills received
6. Appoint Event Coordinator who is not required to be Education Committee member, and who is responsible for oversight on day of event; oversight of registration check-in, collect late payments, provide receipts for late payment; introduction of speakers; direct flow of program schedule, and deposit money as directed by Education Committee Chair.

PUBLICITY WORK GROUP:

1. Write articles for the ***Evergreen Bulletin***, publicizing educational activities.
2. Coordinate brochures and programs for educational activities including drafts and finals, obtaining price quotes, and coordinate actual printing of materials. Mailing should be twelve weeks prior to event.
3. Notify Central Office Coordinator of program details to enter information and organize distribution via Cvent program.
4. Flyer contents:
 - Number of CE credits by specific CORE competency areas
 - WSHIMA sponsored
 - Place, date, times
 - Hotel accommodations/alternatives
 - Refunds
 - Registration fees/information
 - Speakers and biographies
 - Early bird registration as determined by Education Committee
 - Other activities

5. Prepare Program (annual meeting) to include:
 - Number of CE credits
 - WSHIMA sponsored
 - Place, date, times
 - Speakers and biographies in more detail than original flyer
 - Any additional special exhibitor events
 - WSHIMA Board Members
 - Any changes in program agenda
 - Room locations of presentations

PROGRAM WORK GROUP:

1. Arrange for the keynote speaker(s) for the Annual Meeting
2. Invite an AHIMA representative to attend the Annual Meeting and present an AHIMA update
3. Contact and schedule speakers
4. Follow up with confirmed speakers in writing. Contract should include: fees, expenses = one night's lodging and one day's meals, travel = air or mileage at current IRS rate per mile, audiovisual requirements, handout printing requirements (time frame if WSHIMA needs to copy). WSHIMA encourages electronic storage and transmission of handout materials.
5. Coordinate obtaining written agreements and curriculum vitae from speakers and pass on information to appropriate work groups
6. Negotiate fees with speakers maintaining guidelines. (See SPEAKER FEES/HONORARIUMS AND REGISTRATION FEES)
7. Arrange hotel accommodations as necessary for speakers or refer to Arrangements Work Group
8. Arrange facilitators to introduce each speaker
9. Be available the days of the meeting to assist with registration, welcoming speakers, etc
10. Coordinate with Arrangements Work Group regarding meeting rooms
11. Provide Publicity Work Group with curriculum vitae for speakers as well as schedule and room assignments. Send thank you letters to speakers and facilitators after the meeting
12. Based on program content determine breakdown of program into key core competencies (as defined by AHIMA)
13. Prepare Speaker/Arrangement Evaluation forms for attendee completion
14. Prepare Speaker address/phone list for distribution
15. Provide program schedule to Exhibitor Work Group for distribution to each exhibitor
16. Prepare continuing education certificate listing program and CE content for inclusion in registration packets

REGISTRATION WORK GROUP:

1. Central Office Coordinator serves as Chair of Registration Work Group.
2. All registrations are managed through the Central Office Coordinator utilizing the official WSHIMA address.
2. Create registration roster for WSHIMA Education activities
3. Coordinate content of registration packets for Annual Meeting.
4. Day of meeting arrange for staffing of registration tables.
5. Provide attendance rosters.
6. Provide ongoing and final registration statistics during registration process.
7. Order any special recognition materials (ribbons, colored name badges, etc.)
8. Prepare name badges for meeting attendees to include name, facility, and city. Font to be of sufficient size that attendees can read names from an appropriate distance.
9. Order supplies as necessary. Suggested items to include: transparent tape, scotch tape, scissors, envelopes, pens, notepads, post-it notes, receipt book, extra name badge holders.
10. Coordinate copying as necessary for program packets.
11. Receive and route registration fees (checks) to WSHIMA Central Office Coordinator.
12. Follow-up on any registration not paid by the meeting date.

13. Maintain listing of attendees with special needs eg, food, disabilities, etc. to provide to arrangement work group.
14. Prepare participation list from registrations for registration packets and one list to each exhibitor
15. Provide list of attendees for registration check-in (will be maintained for AHIMA records).
16. Provide number registered per session to accommodations work group.
17. Make copies of all checks received.
18. Prepare listing of all checks received indicating registrant, sponsor, and check number.
19. Check in members to Annual Business Meeting when voting is required.

EXHIBITOR WORK GROUP:

1. Initiate and follow up with all potential exhibitors. These may include healthcare organizations that may wish to recruit HIM professionals.
2. Maintain written and verbal (telephone) contact with exhibitors, contract should include: space allocation, amenities, electrical, table set up, provision of sign, provision of meals, request for solicitation or sponsorship, social event participation.
3. Solicit donations from Exhibitors (i.e. sponsorship of coffee breaks, door prizes, social events, speakers, advertising in meeting program, **Evergreen Bulletin**).
4. Receive and route to WSHIMA Treasurer all Exhibitor fees.
5. Develop Exhibitor strategies and plans.
6. Work with arrangements work group in Exhibitor room arrangements.
7. Follow-up on fees not paid by end of meeting.
8. Attend the meeting.

THINGS TO REMEMBER WHEN PLANNING THE ANNUAL MEETING

*Determine date of meeting and plan backwards. Flyer should be in the mail no later than ten weeks prior to the meeting date.

*Determine when hotel will release block of rooms and have the flyer be in the mail at least two weeks prior to that time.

*Include extra printing time just in case.

*Be sure that all committee members are aware of these dates to assist them in getting the appropriate information to you or specific work groups as necessary.

SPEAKER FEES/HONORARIUMS AND REGISTRATION FEES

Keynote: Not to exceed \$2,500 plus expenses*

General Session/Concurrent Sessions: Not to exceed \$100.00 per hour plus expenses*

Panel Speakers: Not to exceed \$75.00 per hour plus expenses* (Honorarium is the same as speaker fee.)

WSHIMA Members: Same as speaker fees, unless honorarium is waived, then one day registration is waived.

*Plus expenses = one night's lodging and travel (mileage or airfare) NOTE: If airfare when staying over Saturday is less expensive, then that is approved.

ALL SPEAKERS:

The day of speaking registration fee may be waived in lieu of honorarium or speaker fee.
If honorarium or speaker fee is accepted, then no waived registration.

NOTE: Any speaker fees in excess of specified amounts must have Executive Board approval.

3.04 DATA QUALITY COMMITTEE

1. OVERALL PURPOSE: To improve the quality and consistency of health data and health records throughout the State.
2. COMPOSITION:
 - a. Chairperson - Chairperson appointed by WSHIMA President. Six to eight credentialed AHIMA members selected by Chairperson, currently practicing in the health information profession, representing as many job situations as possible: e.g., acute care, ambulatory care, long term care, regulatory agencies and vendors/independent contractors.
 - b. One student member from HIA or HIT program should also be included.
3. MEETINGS:
 - a. Held as needed to accomplish goals and duties. (An average of 8-12 meetings per year.
4. GOALS:
 - a. Monitor current local, state and national data quality issues as they pertain to health care data in general and patient information in particular.
 - b. Provide a forum for discussion of data quality issues/concerns.
 - c. Provide resource and reference services to WSHIMA members on questions pertaining to data quality.
 - d. Inform WSHIMA members of legislative and regulatory changes, as they relate to data quality, through the ***Evergreen Bulletin***.
 - e. Create revenue-enhancing projects.
 - f. Maintain appropriate section of the Operations Manual and submit updates to the WSHIMA Directors by August 1 each year.
 - g. Coordinate coding roundtable forums regionally within the state (2-4 forums per year).
5. STANDARD OPERATING PROCEDURES:
 - a. Chairperson prepares agenda and sends in advance or provides at the meeting.
 - b. Chairperson takes minutes at each meeting and mails or emails to each member and posts to Geographic Washington State Communities of Practice.
 - c. Chairperson schedules Data Quality Committee meetings.
 - d. Committee works as a team with Chairperson to determine specific projects to be worked on. Individual members carry out the projects and report to committee as a whole.

e. Data Quality Committee reviews all "official" articles/reports prior to publication.

Official coding guidelines are developed by AHA, AMA and CMS. Those guidelines should be followed. Each health care facility should develop their own coding guidelines to further explain or supplement the official guidelines, which is part of their Coding Compliance Plan.

f. Coding and Data Quality Committee Binder:

- Chairperson keeps a manual of all activities handled by the committee (titles: organizational activities, agenda/minutes, **Evergreen Bulletin** articles, Qualis Health WSHIMA coding guidelines project, Coding Forum Project, Correspondence, Data Bases.)

Information Cross-reference: See Section 1.03-1.06, 2.09, 4.03, 4.07,4.08

3.05 HISTORY COMMITTEE

3.05.01 Ordering Awards Procedure

Chairperson of the History Committee is responsible for obtaining plaque of appreciation of outgoing president.

3.05.02 List of Awards and Past Presidents

Distinguished Member Awards:

<i>Helen M Waterman</i>	1978
<i>Kay Shirley</i>	1986
<i>Mary Alice Hanken</i>	1988
<i>Susan Stubbs</i>	1989
<i>Gretchen Murphy</i>	1992
<i>Donna Wilde</i>	1999
<i>Marnie Cheesman</i>	2000
<i>Jean Carman</i>	2001
<i>Mary Meek</i>	2002
<i>Susan Helbig</i>	2003
<i>Carol Ann Quinsey</i>	2011
<i>Melanie Endicott</i>	2012

Professional Achievement Awards:

<i>Eileen O'Donnell</i>	1993
<i>Lynn Regudon</i>	1995
<i>Elizabeth Miller</i>	1998
<i>Carole Okamoto</i>	1999
<i>Ingrid Bentzen</i>	2000
<i>Julie King</i>	2001
<i>Jill Burrington-Brown</i>	2006
<i>Carol Ann Quinsey</i>	2006
<i>TAHIMA Board</i>	2007

President's Awards:

<i>Jessica Smith</i>	1999
	2000
<i>Carole Okamoto</i>	2001
<i>Mary Meek</i>	2002
<i>Carole Okamoto</i>	2002
<i>Theresa Bervell</i>	2003
<i>Marci Collier</i>	2003
<i>Kay Shirley</i>	2003
<i>Kathleen Peterson</i>	2005
<i>Susan Helbig</i>	2006
<i>Linda Sharpe</i>	2007

IOD

2009

Of historical significance for the association:

October 1971: Registered Record Librarian name changed to Registered Record Administrator

April 1976: Fiscal Year changed April – March

January 1987 Fiscal year changed January – December

**Washington State Health Information Management Association
Roll of Past Presidents**

Term	Past President	Employed by (year of election)
1949-1950	Sister Peter Olivaint, RRL	Providence Hospital, Seattle
1950-1951	Katherine Lehmann, RRL	Deaconess Hospital, Spokane
1951-1952	Helen E. Meyers, RRL	Tacoma General Hospital, Tacoma
1952-1953	Virginia Kellogg Scott, RRL	King County Hospital, Seattle
1953-1954	Margaret Konarsky, RRL	Swedish Hospital, Seattle
1954-1955	Betty Lou Baker, RRL	Madigan General Hospital, Tacoma
1955-1956	Loretta Botto Lunde, RRL	Children's Orthopedic Hospital, Seattle
1956-1957	Dorothy Grinols, RRL	Firlands, Seattle
1957-1958	Florence Rokahr, RRL	Northern Pacific Benevolent Hospital, Tacoma
1958-1959	Esther Nelsen, RRL	Doctors Hospital, Seattle
1959-1960	Dorothy Gilman, RRL	Medical Dental Building, Seattle
1960-1961	Patricia Koreski Kendall, RRL	U. S. Public Health Service Hospital, Seattle
1961-1962	Sally A. Mount, RRL	Tacoma General Hospital, Tacoma
1962-1963	Emma E. Andersen, RRL	U. S. Public Health Service Hospital, Seattle
1963-1964	Helen M. Waterman, RRL	University Hospital, Seattle
1964-1965	Isabelle Weeks Hanenburg, RRL	Cowlitz General Hospital, Longview
1965-1966	* Anna M. Dorgan, RRL	University Hospital, Seattle
1966-1967	Allie M. Cobbe, RRL	Tacoma General Hospital, Tacoma

Term	Past President	Employed by (year of election)
1967-1968	Margaret Fritz Cheesman, RRL	Steven Memorial Hospital, Edmonds
1968-1969	Beverli H. Reding, RRL	Spokane Community College, Spokane
1969-1970	Mary Alice Hanken, RRL	Providence Hospital, Seattle
1970-1971	Kathleen A. Waters, RRL	Providence School of MR Science, Seattle
1971-1972	Ardis M. Alfrey, RRA	Virginia Mason Hospital, Seattle
1972-1973	Ingrid Bentzen, RRA	University Hospital, Seattle
1973-1974	Roslyn P. Regudon, RRA	Mason Clinic, Seattle
1974-1975	Stacia S. Gabriel, RRA	Ballard General Hospital, Seattle
1975-1977	Carol L. Johnson, RRA	Stevens Memorial Hospital, Edmonds
1977-1978	Anne L. Gregor, RRA	University Hospital, Seattle
1978-1979	Barbara A. Smith, RRA	Everett General Hospital, Everett
1979-1980	James O. King, RRA	St. Peter Hospital, Olympia
1980-1981	Gretchen C. Murphy, RRA	Seattle University HIS, Seattle
1981-1982	Patricia Harnish, RRA	Mary Bridge Children's Hospital, Tacoma
1982-1983	Linda K. Wieland, RRA	Providence Hospital, Everett
1983-1984	Susan P. Dowell, RRA	University Hospital, Seattle
1984-1985	A. Kay Shirley, RRA	Northwest Hospital, Seattle
1985- moved	Diane K. Davis, RRA	Tacoma General Hospital, Tacoma
1985-1986	Susan Helbig, RRA	Pacific Medical Center, Seattle
1987	Shirley Higgin, RRA	Spokane Community College, Spokane
1988	Eileen J. O'Donnell, RRA	Group Health Cooperative, Seattle
1989	Carol Ann Quinsey, RRA	Group Health Cooperative, Seattle

Term	Past President	Employed by (year of election)
1990	Jill Burrington-Brown, RRA	Evergreen Hospital, Kirkland
1991	Marilyn Fischer Noe, RRA	North Pacific Data Services, Bellevue
1992	Gwen Hughes, ART	St. Luke's Memorial Hospital, Spokane
1993	Sandra Fuller, RRA	UW Medical Center, Seattle
1994	Ann Armstrong, RRA	Highline Community Hospital, Seattle
1995	Betty Doyle, RRA	Group Health Cooperative, Seattle
1996	Kate Szilard, ART	UW Medical Center, Seattle
1997-1998	Nancy Dunnington, RRA	UW Medical Center, Seattle
1998-1999	William Thieleman, RRA	Group Health Cooperative, Seattle
1999-2000	Diane Weiss, RHIA	University of Washington HIM Program Consultant
2000-2001	Rebecca Foley, RHIA	Virginia Mason Medical Center
2001-2002	Sheryl Rose, RHIT	
2002-2003	Lyn Willett, RHIT, CHP	Deaconess Medical Center
2003-2004	Steven Hauck MBA, RHIA	
2004-2006	Mary Meek, RHIT	Group Health Cooperative, Spokane
2006-2007	Sheryl Hinchliff, RHIA	Everett Clinic
2007-2008	Kathleen Peterson, MS, RHIA, CCS	Santa Barbara City College
2008-2009	Carol Ann Quinsey, RHIA, CHPS	HIM Consultant
2009-2010	Marci Vanderbosch, RHIT	Providence Hospital, Spokane
2010-2011	Sheila Green-Shook, RHIA, CHP	Evergreen Healthcare, Kirkland
2011-2012	Sheila Green-Shook, RHIA, CHP	Evergreen Healthcare, Kirkland
2012-2013	Gwen Hughes, RHIA, CHP	Hughes HIM & Virtual Privacy Office

3.05.03 Swearing In Ceremony

_____, as **President** you have already served one year as President-elect. You have been chosen to lead the Washington State Health Information Management Association during the years: _____. Final responsibility rests on your shoulders, and you have the special opportunity of guiding the State into the future.

As President, you will preside with dignity, fairness and loyalty and grant to all members the right to express their view. Use this opportunity wisely and involve all the membership in making this the best year yet.

_____, as **President-elect**, your year will be spent planning, observing, considering your committee appointments and developing your budget. During the year you may be asked to assist the president as needed.

_____, as **Secretary** you will keep the official records of meetings and assists the president as needed.

_____, as **Treasurer** you will safeguard our association's funds, expending moneys only as authorized and in a timely manner.

As **Directors** _____, _____, _____, you guide the Executive Board and Committees in operations and procedures as well as planning for successful years in the future, by updating the Operations Manual.

As **Delegates**: _____, _____, _____, you will be attending the Team Talks with our national association and keeping the state membership informed. You represent our state membership in your voting at the national meeting and in other official voting.

_____, _____, _____ as a member of INHIMA, SHIMA and TAHIMA, you will be attending WSHIMA board meetings and serving as a liaison between your local association and WSHIMA.

Now raise your right hand and repeat after me:

I, (state your name) as a duly elected official,.... of the Washington State Health Information Association,.....do solemnly swear,..... to carry out the duties of my office,.....so help me God.

CONGRATULATIONS AND MAY YOU HAVE A SUCCESSFUL YEAR.

3.06 **ADVOCACY COMMITTEE**

1. COMPOSITION:

Two co-chairpersons with two (2) year tenure. A new person would be appointed each year.

Six (6) or more WSHIMA members selected by the Chairpersons. Member will represent all areas of the State. Committee Chairs attempt to appoint members who cover the array of healthcare areas, e.g., LTC, Home Health, Acute Hospital, Mental Health, etc.

2. DUTIES:

Monitor pending state and federal health legislation and regulation changes.

Respond to legislators on both federal and state level, presenting WSHIMA position on health legislation that impacts the health record profession, consumers and affiliations. Make recommendations on actions to the Board of Directors.

Annual coordination with Central Office Coordinator on updates and/or additions to the **WSHIMA Legislative Manual** as regulations and/or practice changes. These updates shall be offered for sale to existing customers of the Manual for an update fee (to be determined in the year of update by Advocacy Committee with Board approval.)

Inform membership of pending legislative issues through ***Evergreen Bulletin***, E-letters, WSHIMA website and CoP.

Seek input from membership via telephone, on-line surveys, CoP surveys and other communications significant issues impacting our profession.

Committee report to appear in each Evergreen Bulletin. Committee reports posted on WSHIMA Board CoP for each Board Meeting (These reports can be the same). Include key legislative issues in the Evergreen Bulletin.

Committee Chairs or representative should attend the Washington State "hill" visits.

Chairperson is the Key liaison to the CSA Board. Up on key issues, which affects CSA members' profession and day-to-day activities. Ready to take on planning and advocacy activities when needed.

Advocacy Liaison is the CSA link to AHIMA Policy and Government Relation's Team. CSA line to the AHMA Advocacy Liaison CoP and CSA Liaisons. Also, interpreter for AHIMA advocacy communications and monitors the CoP activity weekly.

3. MEETINGS:

Meetings shall be scheduled at least four times per year and additionally as needed to address legislative issues as they arise. Meetings may need to be scheduled on short notice due to the short lead-time available to respond to pending legislative changes.

4. PROCEDURES:

At the first meeting of the year, each member shall receive a copy of the AHIMA Advocacy Committee Manual. Each member shall participate in long-range planning (three to five years) for the committee's goals and objectives.

Annual coordination of the ***WSHIMA Legislative Manual*** additions shall be planned. All updates and/or additions shall be ready for distribution by the end of the committee year.

A process for monitoring health legislation will be established that includes a method of obtaining committee members' participation when health issues require response within a short time frame. This process shall include the ongoing development of a network of contact persons with the Federal and State government and other health professions and organizations.

Members shall participate in written response to legislators in regard to health legislation, as well as in attendance at legislative hearings and other meetings as required to address issues in question.

A written summary of the process used to monitor health legislation shall be given to the succeeding Committee Chairperson. This summary shall include the name, title, address, and phone number of all contact people used for monitoring pending legislation.

The Chairperson shall maintain the appropriate section of the WSHIMA Operations Manual and submit updates to the WSHIMA Directors by May 1 each year.

Information Cross-reference: See Section 2.09, 4.01, 4.03, 4.04, 4.07-4.09

3.07 MEMBERSHIP/PUBLIC RELATIONS/RECRUITMENT COMMITTEE

Overall Purpose: To create relationship with new members and current members to increase retention of WSHIMA membership. To publicize the activities of the Washington State Health Information Management Association. To aid in the recruitment of appropriate persons to the Health Information Management profession.

1. COMPOSITION:

- a. Two co-chairpersons are appointed by WSHIMA President. Past board and/or committee member is preferable. Tenure is one-two years with one new chairperson being appointed each year
- b. The numbers of WSHIMA members will be determined by the CoChairpersons will be selected by them to serve on the Membership Committee.

2. MEETINGS:

- a. Held as needed with a minimum of four per year. Minutes will be posted on the WSHIMA Board and State CoPs.

3. SUGGESTED DUTIES: Committee Co-Chairpersons will determine which of the following activities will be accomplished each year with the WSHIMA President's approval. Determine which activities, if done, will be completed by the WSHIMA Central Office Coordinator and/or other WSHIMA Committees.

- a. Send welcome letters/information to all new WSHIMA members
- b. Create relationship with new members to increase retention by sending out monthly 'member tip' e-mails
- c. Contact each new graduate to congratulate them on behalf of the WSHIMA Board and invite them to get involved with local and state association activities
- d. Keep in contact with accredited college programs to see what activities can be worked upon together and what support is needed from WSHIMA regarding recruiting efforts
- e. Work with HIM instructors regarding attending career days/job fairs throughout the state.
- f. Talk with guidance counselors throughout the state promoting the HIM Profession.
- g. Contact credentialed non-members each year to see why they have chosen not to be AHIMA members.
- h. Develop strategies to increase membership each year.
- i. Use AHIMA toolkit in recruiting and retaining students and members.mi. Promote the Member-Get-A-Member Program.
- j. Recruit WSHIMA Corporate partners. Keep partners aware of WSHIMA activities.
- k. Prepare a committee report to appear in each ***Evergreen Bulletin***. Committee reports posted on WSHIMA Board CoP for each board meeting. (These can be the same report).
- l. Post committee minutes on board and state CoPs.
- m. Ensure that the WSHIMA brochure is current.
- n. Notify media of newsworthy items. Contact media for appropriate recruitment publicity.
- o. Assist the President in volunteer recognition activities for National Volunteer Week.
- p. Review Operations Manual on an annual basis and submit any recommended changes to the WSHIMA Directors at the time determined by the Board.

Information Cross-reference: See Sections 1.03-1.04, 1.07, 4.01, 4.03, 4.07, 4.08

3.08 NOMINATING COMMITTEE

1. **Purpose:** The purpose of the Nominating Committee is to submit an annual ballot to the active membership for election of new officers and delegates.
2. **Composition:** Four committee members are elected according to WSHIMA Bylaws, by the active members at the Annual Business Meeting. The Chairperson is the Past-President/Director.
3. **Meetings:** There should be at least one meeting a year. In years when committee members are separated geographically, the chairperson may choose to conduct business by phone, mail or e-mail.
4. **Duties:**
 - a. The primary duty of the Nominating Committee is to prepare an annual ballot for for active members in good standing. There will be at least two nominees for each office.
 - b. A secondary duty is to maintain a list of potential candidates for elected positions.
5. **Procedures:**
 - a. The Secretary or other board member appointed by the President will record the names of the members elected at the Annual Business Meeting to serve on the Nominating Committee.
 - b. The incoming Nominating Committee Chair shall meet with the previous Chair after the Annual Meeting to receive any pertinent information for the following year's activities.
 - c. The Chair will schedule a meeting with members of the Committee at least four (4) months prior to the election.
 - d. The Chair will send a notice to the Editor of the ***Evergreen Bulletin*** by February 1 advertising the positions as well as the qualifications and asking interested parties to contact the Nominating Chair.
 - e. The WSHIMA Central Office will be contacted for a list of the current active WSHIMA members. This list will be circulated to the Nominating Committee members to assist them in identifying potential candidates for office.
 - f. The Chair of the Nominating Committee will ask the President-Elect and other Board members for suggestions for nominees.
 - g. The Chair will verify the officers and number of delegates to be included on the ballot.
 - h. The Committee will select two nominees from a list of potential candidates based on qualifications. Use the following guidelines for completing the ballot:
 - A nominee must be an active member in good standing.
 - President-Elect should have some prior WSHIMA Executive Board or local Association office experience.

- Secretary should have experience in handling correspondence and knowledge of correct formatting of minutes.
- Treasurer should be experienced in fundamental bookkeeping skills.
- Directors need not have previous Executive Board experience.
- Delegates are elected for staggered two-year terms. State or local Association board or committee experience within the last five years is recommended.
- The number of delegates is determined as follows:
 - There are 2 delegates for the first 100 active members, plus 1 delegate for each additional 100 active members or major portion thereof. Confirm the number of open delegate positions with the President. Two delegates are elected in even numbered years, one in odd numbered years. The President and President-Elect are delegates by virtue of their office. If additional delegates are needed or a delegate is unable to attend the House of Delegates the candidate receiving the next highest number of votes shall be sent as an alternate.
- The offices to appear on the ballot should be validated with the President prior to soliciting candidates for any office.
 - i. The Nominating Committee members should obtain job descriptions, meeting requirements, and travel reimbursement policies for each office from WSHIMA Operations Manual for dissemination to potential candidates.
 - j. The Committee members will contact potential nominees for each office including Delegates. This responsibility shall be divided evenly between all members. Use the following procedures:
 - Verify that the potential candidate is an active member of WSHIMA from the current AHIMA membership list maintained by the Central Office Coordinator.
 - Explain verbally the requirements of the office, meeting requirements, and travel reimbursement policies. Send appropriate portions of the Operations Manual to the potential candidate.
 - Advise the potential nominees of the need to attend all Board meetings and the Annual Meeting during the term of office.
 - Request a confirmation, within 2 weeks, of willingness to run.
 - Document reasons for declining nominations for future Nominating Committees to use as a reference.
 - Send a letter or e-mail to each confirmed candidate and include the job description, and copy of the official form resume, which will be completed and returned within the pre-established time frame.

Information Cross-Reference: See Section 3.08.01 for specific timelines to be followed

3.08.01 ELECTRONIC VOTING PROCEDURES

WSHIMA utilizes the online or electronic voting process as detailed in the **AHIMA CSA Electronic Voting Procedures Manual**.

Please refer to the most current version of the AHIMA CSA Electronic Voting Manual as provided by AHIMA.

Timeline for Conducting WSHIMA Elections:

November – Invitation to submit names for consideration in the following year’s election placed in the Evergreen Bulletin.

January – Invitation to submit names for consideration in the following year’s election placed in the Evergreen Bulletin.

55 days prior to the WSHIMA Annual Business Meeting – Submit names of ballot candidates to the Central Office Coordinator (COC).

40 days prior to the WSHIMA Annual Business Meeting – The COC makes the ballots available to active members using the AHIMA polling process.

20-25 days prior to the WSHIMA Annual Business Meeting – The President appoints as tellers the Secretary and one other person. If the Secretary is running for office on the ballot, an alternate teller must be appointed by the President.

15 days prior to the WSHIMA Annual Business Meeting – Polls close and the COC forwards the results of the election to the President and tellers. Decisions are made and actions taken about tied results, in necessary.

16-19 days prior to the WSHIMA Annual Business Meeting – The President notifies the Board and candidates of the results of the election.

Date of WSHIMA Annual Business Meeting – Election results are announced to members present and the next WSHIMA Board of Directors is sworn in.

Post-Annual Business Meeting – Election results are announced in the WSHIMA Elert and Evergreen Bulletin.

July 1 – The new WSHIMA Board of Directors assumes office.

3.09 THE OPERATIONS MANUAL COMMITTEE

1. **PURPOSE:** The Operations Manual Committee is responsible for reviewing the Operations Manual annually and compiling all updates as submitted by Officers and Committee Chairpersons. Necessary revisions and/or additions will be made and the Operations Manual will be revised by July 1 of each year.

2. **MEMBERS:** The Operations Manual Committee is composed of the WSHIMA Directors. The Past President/Director will act as Chairperson.

3. **Duties:**
 - a. Solicit input and revisions to existing procedures.

 - b. Coordinate all submitted material.

 - c. Request WSHIMA Executive Board review of any material that may require Board action or vote.

 - d. Draft a revision of the Operations Manual prior to the last Executive Board Meeting of the year.

 - e. Submit the draft manual to the Executive Board for review prior to final copy preparation.

 - f. Prepare final copy and transmit to Central Office Coordinator. (Master copy of the diskette is kept by the Central Office Coordinator). Post final copy of the Operations Manual to the Washington State Board CoP under the category Operations Manual.

 - g. Forward all remaining materials and suggestions to the incoming Operations Manual Chair, the past-president.

3.10 PUBLIC RELATIONS/RECRUITMENT COMMITTEE

1. Overall Purpose: To publicize the activities of the Washington State Medical Record Association. To aid in the recruitment of appropriate persons to the medical record profession.
2. Membership Composition: The Chair of the Public Relations Committee is appointed by the President. The Committee may be limited to the Chair or the Chair may appoint a suitable number of members.
3. Meetings: If the Committee consists of more than a Chair, three meetings a year should be held. Ideally, these meetings should take place at least one week in advance of the WSHIMA Board meetings.
4. Duties:
 - a. Respond to requests from National and State organizations for participation at AHIMA Annual Meeting, e.g., "Roll call of States" exhibit
 - b. Select gift for AHIMA Annual Meeting Hospitality Room which clearly represents Washington State.
 - c. Ensure that all requested items for AHIMA Annual Meeting arrive on time.
 - d. Present ideas for Medical Records Week to WSHIMA members.
 - e. Ensure that WSHIMA brochure is current; handle typesetting and printing of brochure.
 - f. Retain and route, as requested, AHIMA recruitment videotape to members.
 - g. Serve as the state representative for the AHIMA SHAPER Program. Participate in recruitment activities.
 - h. Notify media of newsworthy items. Contact media for appropriate recruitment publicity.
 - i. Review Operations Manual on an annual basis and submit any recommended changes to the WSHIMA Directors by August 1 each year.

Information Cross-reference: See sections 2.09, 4.01, 4.03, 4.04

3.11 PUBLICATIONS COMMITTEE

1. Composition:
 - a. The President shall appoint editor or co-editors of the ***Evergreen Bulletin***.
 - b. Other committee members as desired by Editor(s).
2. Duties:
 - a. Publish 6 issues of the ***Evergreen Bulletin*** each year: January, March, May, July, September, and November.
 - b. Provide annual publication schedule and deadlines for submitting articles to the Board, Delegates, Committee Chairs, and other appropriate parties in January. The deadline should be the first of the month preceding each issue (i.e. February 1st for March issue).
 - c. Submitted articles should be edited and layout developed. Final layout gets sent to the Central Office Coordinator as a PDF file to be printed and mailed.
 - d. Assure all issues of the ***Evergreen Bulletin*** are printed and distributed on a timely basis and that the quality of the publication and cost are appropriate.
 - e. Maintain appropriate sections of the WSHIMA Operations Manual (including Bulk Mailing) and submit updates to WSHIMA Directors as determined by WSHIMA Board annually.
3. Content of ***Evergreen Bulletin***
 - a. Regular contributors should include WSHIMA President, Secretary (for Board Meeting Highlights), Committee and Special Interest Group Chairs, Delegates, Local Association Presidents, RHIT/RHIA Program Directors, and Reporters.
 - b. Other sources for articles include reprints of articles from other professional publications, reprints of articles from other professional magazines, reprints of newspaper articles, etc. Written permission is required to reprint articles from other magazines. It is advisable to get permission to reprint any material from another publication of any type (including other state association newsletters, etc.).
 - c. Ideas for Content (in addition to regular features such as President's Message, Board Meeting Highlights, Committee and CoP reports, Calendar of Events, etc.)

January Issue: President's Message; Request from Nominating Committee Chair for

suggestions for potential candidates for next year's officers and delegates; thank you to previous year editor(s) of the *Evergreen* Bulletin; announcement to apply for Sister Peter Olivaint Scholarship award. Major focus on publicizing WSHIMA Annual Meeting preview of program for WSHIMA Annual Meeting. Directors for nominations for WSHIMA Distinguished Member Award and Professional Achievement Award.

May Issue: Dates for National Health Information and Technology (HI&T) Week; dates/locations for upcoming WSHIMA education etc.

July Issue: Ideas for celebrating Health Information Management Week. Results of WSHIMA annual election; summary of articles re: Annual meeting (business meeting and education programs); article on recipient of WSHIMA Distinguished Member Award (if it was given out this year); thank you to Annual Meeting Planning Committee; thank you to Nominating Committee members; call for applications for Sister Peter Olivaint Scholarship.

September Issue: Ideas for celebrating National Health Information and Technology Week.

November Issue: Summary of article regarding: fall meeting education program and thank you to Fall Meeting Planning Committee

Information Cross-reference: See sections 2.09, 3.07, 4.01, 4.03, 4.04, 4.06, 5.02, 5.03

3.12 HEALTH INFORMATION TECHNOLOGY COMMITTEE

1. **OVERALL PURPOSE:** *To support the development of and to provide education in leading edge technology to the profession.*
2. **COMPOSITION:**
 - A. *Chairperson (or Co-chairs) is/are appointed by the WSHIMA President with the approval of the Executive Board.*
 - B. *Additional members may be selected by the Chairperson(s) representing individuals with knowledge and experience using technology in the HIM profession and representing a variety of positions and work settings. Settings may include hospitals, alternative health organizations and vendors.*
3. **MEETINGS:** *Held as needed to accomplish goals and duties.*
4. **GOALS:**
 - A. *To improve WSHIMA members' knowledge in a variety of health information management technologies using workshops, presentations, the **Evergreen Bulletin** and other emerging communication/teaching technologies.*
 - B. *To participate in state and national activities in health information management technology (AMIA, AHIMA Professional Practice Standards, JCAHO new standards, etc)*
 - C. *To provide educational resource grants to AHIMA-credentialed health information programs in Washington State to further student exposure to and experiences in HIM technologies.*
 - D. *To participate in Washington State activities that further implementation of electronic health records.*
 - E. *To support the development of electronic health records ad interoperability standards.*
5. **STANDARD OPERATING PROCEDURES:**
 - A. *Chairperson(s) prepares a proposed educational agenda and budget for the coming year and presents at the Strategic Planning or first Executive Board meeting. Note: Specific projects may need additional members to carry out the projects. Projects can be planned to span more than one Association year.*
 - B. *Chairperson(s) collaborates with both the Annual Meeting and Advocacy Co-Chairs to determine HIT offerings for the Annual Meeting and any Advocacy offerings. Chairperson(s) may decide to offer HIT workshops, seminars, etc. separate from either Annual Meeting or Advocacy umbrellas. In all cases, the HIT Chairpersons need to communicate with the Annual Meeting and Advocacy Chairs to make sure there is no*

duplication and that a consistent message is sent to the Membership.

C. The Chairs of the HIT and Education and/or Advocacy Committees will determine responsibility for contacting speakers, preparing brochures, mailing, selecting meeting sites, handling registration, food and audiovisual media.

*D. Chairperson(s) follows the WSHIMA Operations manual in terms of reporting to the board and writing articles for the **Evergreen Bulletin**.*

E. Administration of HIT Grants.

1. The Chairperson(s) checks with the WSHIMA President to determine the amount to be awarded that year.

2. The Chair(s) of the HIT Committee prepare and send an invitation to bid for the Health Information Technology grant. Proposals from academic programs are sent back to the HIT Chair(s) within six weeks. If, however, the HIT Chair(s) are employed at any of the HIM academic programs, the proposals are sent to the President. A sample letter requesting invitation to bid is attached.

3. Criteria for submission of proposals are as follows:

a. each school may submit up to three separate proposals

b. each proposal must be signed by the program director

c. proposals must delineate how the grant fund will be utilized

4. Grants may be used to purchase technology hardware, software, materials or consultation services.

5. Grant guidelines are as follows:

a. grant funds should be utilized to enhance or expand the existing technology within the Health Information Management educational programs;

b. grant funds should provide health information technology educational tools;

c. grant funds are not to be used to replace normally budgeted expenses, including faculty compensation.

d. if used for consultation services, grant funds should pertain to technology.

6. The Chair(s) reviews grant applications (or the President and selected Board members) and recommends to the full Executive Board those schools who should receive monies.

7. The Chair(s) or President announces the recipients of the grant funds.

Information Cross-reference: See sections 1.03, 1.04, 1.05, 1.06, 4.01, 4.03, 4.07, 4.08

Sample letter for HIT GRANTS

WASHINGTON STATE HEALTH INFORMATION MANAGEMENT ASSOCIATION

Date, 2006

XXXXX

Program Director

XXXX Program

NAME OF SCHOOL

ADDRESS

By e-mail:

INVITATION TO BID: HEALTH INFORMATION TECHNOLOGY GRANT

Invitation

Once again, the Health Information Technology (HIT) Committee of the Washington State Health Information Association (WSHIMA) is pleased to extend an invitation to the NAME OF PROGRAM to bid on the 200X HIT grants. Because this year's HIT Co-Chairs are both faculty members at the University of Washington HIA program, this year's grant is to be awarded to one or more of the bidders based on review and approval by the WSHIMA Board of Directors rather than the HIT Committee. **(former sentence may change if the Co-chairs are NOT members of an academic program)** Each grant year may provide funds in the amount of \$X,XXX.XX. **(varies from year to year)**

Grant Guidelines

Established guidelines for the HIT grant state that funds are to be used to:

- enhance existing technology within the Health Information Management educational programs and
- provide health information technology educational tools.

The funds may not be used to replace normally budgeted expenses.

Proposal Criteria

The school may:

- request funds from \$1.00 to \$5,000.00, and
- submit up to three separate proposals.

The proposal must:

- be signed by the program director,
- clearly describe how the grant funds will be used and
- include one of the following: technology hardware, technology software, technology educational materials and/or consultation services related to technology advancement.

Proposal Format

While there is no required proposal format, we recommend you include the following:

- a description of the current technology situation at your school,
- a description of the specific technology proposal and what need this addresses,
- the specific cost of the proposed technology,
- how you plan to use the technology and how it meets the grant guidelines described earlier,
- the acquisition time frame and when you plan to implement the technology, and
- any other information that will assist the Executive Board in its decision making process

Proposal Deadline

In order to be considered for this year's grant, the proposals must be received no later than

Insert date. The Executive Committee will review and approved all submitted proposals no later than **Insert date.** The grant award(s) will be announced subsequently.

Please submit your proposal by e-mail to:

Add the appropriate name and address.

Questions

Should you have any questions, you may call **insert appropriate name and telephone number.** Thank you in advance for your participation in the 2005 Health Information Technology Grant Invitation to Bid process. The WSHIMA Executive Board looks forward to receiving your proposal(s) for the HIT grant.

3.14 QUALITY IMPROVEMENT LIAISON FUNCTIONS

1. Represents the Board with a QI group such as the Healthcare Forum or the National Demonstration Project on Quality Improvement in Healthcare.
2. Keeps the Board updated on QI activities through reporting at meetings and keeps the membership updated through ***Evergreen Bulletin*** articles.
3. Conducts an assessment of members' knowledge of and interest in TQM, QI, CQI.
4. Conducts educational workshops or sessions in TQM topics, in conjunction with the education committee and with the local associations.
5. Conducts an assessment of which Washington state healthcare associations are implementing TQM and at what stage of implementation they are in.
6. Participates in networking with Washington state healthcare associations and organizations in this issue.
7. Publicizes the activities of the position to AMRA and CSAs. Provides speaking services on TQM to AMRA and CSAs.
8. Coordinates training the Board in TQM principles, planning, improvement.

4.01 HOW THE BUDGET IS CREATED, APPROVED AND IMPLEMENTED

1. Purpose: To define WSHIMA's budget process.
2. Policy: WSHIMA's budget is:
 - a. Prepared by appropriate Executive Board members and Committee Chairs under the direction of the President before the Strategic Planning Meeting.
 - b. Submitted to Finance and Budget Committee.
 - c. Submitted to the Executive Board at the Strategic Planning Meeting.
 - d. Approved in final form at the first Executive Board Meeting of the fiscal year.
3. Procedure:
 - a. President requests that Committee Chairs and Executive Board review present budget and prepare recommended budget for coming year.
 - b. President prepares a budget draft following receipt of proposed Committee and Board budgets.
 - c. Budget draft is reviewed and approved by Finance and Budget Committee and submitted to the Executive Board.
 - d. The Executive Board reviews and approves the draft.
 - e. Budget draft is finalized by Finance and Budget Committee.
 - f. A final budget is submitted by the President to the new Finance and Budget Committee and to the new Executive Board for approval at the first meeting of the fiscal year.

Information Cross-reference: See sections 2.02, 2.09, 3.01, 4.01, 4.03

4.02 MAINTAINING INCORPORATION STATUS

1. Purpose: To maintain WSHIMA incorporation status with the state of Washington.

2. Policy: The Central Office Coordinator will coordinate the submission of the Annual Report to the Secretary of State and ensure adequate renewal of incorporation status with the state of Washington.

3. Procedure:
 - a. The Registered Agent for WSHIMA will be the Central Office Coordinator.

 - b. Upon receipt of the Request for Annual Report, the Central Office Coordinator will complete the required information and forward paperwork to the Treasurer.

 - c. The WSHIMA Treasurer will submit the necessary form(s) signed by new Registered Agent along with the maintenance-filing fee prior to the start of each fiscal year.

Information Cross-reference: See sections 2.01, 2.02, 2.04, 2.05

4.03 REIMBURSEMENT EXPENSES:

1. *Purpose: To delineate guidelines to be followed by WSHIMA Executive Board, Committees and members for reimbursement of expenses.*
2. *Policy: The Washington State Health Information Management Association will reimburse for expenses as described in this document. Deviations from the guidelines require Presidents approval.*
3. *Executive Board Members:*
 - a. *Board Meetings: Travel – airline ticket and/or mileage at the current IRS mileage rate if held outside the area (50 miles or more one way). Hotel expense for one night if meeting is held outside the area for board members that travel to meeting via car.*
 - b. *WSHIMA Annual Meeting--Travel and one night hotel for the WSHIMA Annual Meeting if held outside the area (50 miles or more one way) where the board member lives. Registration fees are waived. Meals are not reimbursed.*
 - c. *Education Programs: All registration fees are waived if there is room for free registration at the meeting. Travel is paid only to WSHIMA annual meeting.*
 - d. *Printing/Postage/Supplies: available as budgeted to facilitate functioning as a board member.*
 - e. *Annual Meeting Reimbursement is for outgoing (current) officers. Incoming officers are not reimbursed for this meeting.*
4. *Delegates:*
 - a. *AHIMA National Meeting: Airline ticket should be purchased in advance to take advantage of discount fares. Two-three days actual expenses based on single occupancy. (Number of days for reimbursement is determined by the Chief Delegate and Finance Committee based on location of meeting). Delegates are required to submit receipts for all expenses to the Chief Delegate. Chief Delegate submits expenses to President.*
 - b. *Team Talks – Travel for airline tickets and/or mileage at the current IRS rate. One day actual expenses based on single occupancy. Delegates are required to submit receipts for all expenses to the Chief Delegate. Chief Delegate submits expenses to President.*
 - c. *The Chief Delegate will book hotel for Summer Team Talks at the AHIMA contracted rate for all delegates attending.*
5. *Committee Co-Chair:*
 - a. *Executive Board Meetings: Airline ticket and/or mileage at the current IRS mileage rate for Strategic Planning Meeting if held outside the area (50 miles or more one way) for one representative. Hotel expense for one night if meeting is held outside of area for co-chairs that travel to meeting via car. No reimbursement for other board meetings.*
 - b. *WSHIMA Annual Meeting: Registration fees waived for one co-chair (or two co-chairs can split the amount) if committee sponsors a track. This must be approved by Annual Meeting Committee Chair.*
 - c. *Printing/Postage/Supplies: available as budgeted for your committee to facilitate*

- functioning of the committee.*
6. *Annual Meeting Committee:*
 - a. *Registration is waived at the Committee Chair/ Co-Chairs discretion.*
 - b. *Hotel and travel is waived at the Annual Meeting Committee Chair/ Co-Chairs discretion.*
 7. *Annual Committee Chair/ Co-Chairs:*
 - a. *Registration fees for Annual Meeting are waived. Travel and hotel for two nights stay if meeting is held outside of area (50 miles or more one way).*
 - b. *WSHIMA Annual Meeting Preparation: one trip budgeted for Chair/ Co-Chair and President-Elect to visit location of the meeting to facilitate meeting arrangements and planning.*
 - c. *Printing/ Postage/ Supplies: available as budgeted for your committee to facilitate functioning of the committee.*
 8. *General Policies:*
 - a. *All vouchers for expenses (Expense Statements) should be submitted to the President, Chief Delegate or Committee Chairperson within 30 days of the date the expense was incurred in accordance with policy 4.07. Committee expenses need to be approved by Committee Chair. Delegates' expenses need to be approved by Chief Delegate. All other expenses need to be approved by President.*
 - b. *Any unbudgeted expenses require approval of the Finance and Budget Committee.*
 - c. *All Executive Board Members Delegates and Committee Chairpersons are expected to operate within their approved budget.*
 - d. *Additional information regarding expenses may be documented in the committee procedures.*
 - e. *In order to be fiscally responsible, Travel expenses will be reimbursed at the lesser of either milage to be paid at the IRS allowed rate per mile, or the most economical airfare available. If traveling by air, members are encouraged to make reservation at the earliest possible date in order to obtain the lowest possible coach airfare. Travel should be taken by the economical class, most direct route, and by the least expensive airline.*
 - f. *Travel reimbursement will be based on WSHIMA guidelines: \$350 airfare, \$150 hotel per day, \$50 food per day and \$25 transportation. Per diem meal rate of \$10 for breakfast, \$15 for lunch and \$25 for dinner with total not to exceed \$50 per day. This per diem meal rate will be paid without submission of any receipts. If meals are furnished by meeting sponsor, the per diem will be reduced by the appropriate amount, such as if breakfast and lunch are served during the House of Delegates, the delegates will only be entitled to the per diem rate for dinner. If an exception is needed to these guidelines, it must be approved by the President.*
 - g. *The CSA will not pay for personal expenses such as haircuts, laundry, souvenirs, personal phone calls, movies, drinks, entertainment, etc.*
 - h. *The least expensive airport parking available will be utilized when reimbursed.*
 - i. *Airport or hotel shuttles will be utilized instead of taxis.*

4.04 REVISIONS TO THE OPERATIONS MANUAL

Policy: The WSHIMA Operations Manual will be reviewed and revised by current board member. The manual will be discussed at the Strategic Planning Meeting.

Procedure:

1. Each board member and committee co-chair will review their job description and procedures in an ongoing process throughout the year.
2. Additions or changes shall be forwarded to the Past President.
3. Any recommended updates shall be submitted as the job description changes.
4. Changes will be made by the Past President and submitted to the Executive Board for approval.
5. Updated Operations Manual will be kept on the Washington State Board and Washington State CoPs.

Information Cross-reference: See sections: 2.05, 2.06, 2.09, 3.09

4.05 RULES GOVERNING THE CONDUCT OF WSHIMA BUSINESS MEETING

1. When addressing the President, a member shall give his/her name and city of residence.
2. The member speaking in debate shall indicate whether he/she is speaking for or against the motion.
3. Members shall be recognized to speak before the assembly.
4. Debate shall be limited to two minutes for each speaker.
5. Members may not speak a second time on the same question if one who has not spoken asks for the floor, and no member shall speak more than twice on the same question.
6. On all motions that generate debate, a standing vote shall be taken. A counted standing vote shall be taken when the result is not obvious.

4.07 EXPENSE STATEMENT SUBMISSION

WSHIMA has a three prong approach to reimbursement. The person the check is written to is different than the person authorizing the expense and is different than the person signing the check.

Within 30 days of incurring an expense, submit an appropriately completed Expense Statement to the President, Chief Delegate or Committee Co-Chairperson. If the expense is for a committee, one of the Committee Co-Chairs must approve, if the expense is for a delegate related activity the Chief Delegate must approve. All other expenses need to be approved by the President.

1. Indicate the name/company to whom payment is to be made in the "Make check payable to" field.
2. Complete the address where payment is to be sent in the "Mailing Address" and "City/State/Zip" fields.
3. Select the most appropriate cost center code for each expense from the Expense Category list and record in the column titled "Cost Center", i.e. Executive Board Meeting would be 200.
4. Select the category that best describes the expense from the area entitled "Sub-Category" on the Expense Category list, i.e. Air travel required to attend an Executive Board Meeting would be subcategory 44.
5. For each cost center, record the amount of the transaction in the column titled "Expense \$". Attach receipts to the expense form.
6. Record the reason the expense was incurred in the field entitled "Description", i.e. title of workshop, office held or committee for which expense was incurred.
7. Record the date the expense was incurred in the "date" column.
8. Total the expenses on the bottom line of the "Expense" column.
9. If an expense exceeds the WSHIMA guidelines, list the justification. Remember that all expenses need to be pre-approved by the Finance Committee.
10. Sign and date the bottom of the Expense Statement in the fields provided.
11. If you are a committee member and need reimbursement, fill out the Expense Statement and have one of your committee co-chair sign it. The committee co-chair may delegate the signature of expense statements to the President. The Chief Delegate should approve and sign all delegate expenses. The President will sign all other expense forms. If seeking reimbursement for a Central Office expense, the form needs to be signed by the President.
12. The person approving the expense should forward the form to the Treasurer for reimbursement.

4.08 ANNUAL STRATEGIC PLANNING MEETING

Annual Meeting of Outgoing and Incoming Board Members, Delegates and Committee Chairs

The Strategic Planning Meeting is a crucial first and last step for every incoming and outgoing board member, delegate and committee chair. The meeting has many functions:

- A board meeting
- A strategic planning session
- An orientation
- A hand-off of unfinished business, projects and strategic initiatives

I. Planning

- A. Location: A site for the strategic planning meeting should accommodate approximately twenty-five people, including space for breakout sessions. Reservations should be made at least six months in advance. Sites have included the University of Washington Boathouse, the Finch Arboretum in Spokane, and Washington Park Arboretum in Seattle.
- B. Select a vendor for lunches: Obtain the menu, preferably in electronic form or via website
- C. Select a facilitator to:
 1. Assist participants in reviewing internal and external forces
 2. Brainstorm responses
 3. Refine responses/strategies based on prioritization, resources, etc.
- D. Call to Meeting
 1. The call to meeting should be e-mailed out at least four weeks prior to the event.
 2. It should include:
 - a. Date, time, location of meeting, dress code, directions for RSVP (to office coordinator, president-elect or other by specific date)
 - b. Information on the nature of the meeting, expectations, etc.
 - c. Meeting materials including agenda, minutes, etc.
 - d. Driving/parking instructions
 - e. Lunch menu for selection
 3. The call to meeting is directed to outgoing and incoming board members and delegates, outgoing and incoming committee chairs and the central office coordinator.
- E. Convey lunch order to the vendor within timeframe specified by the vendor (e.g. five business days in advance of event).

II. Materials

- A. Morning refreshments
 1. Coffee, tea assortment, sugar, creamer, cups, napkins

2. Muffins, bagels and spreads, doughnuts, fruit, forks/knives
 3. Bottled water, soft drinks.
- B. Arrange appropriate time for delivery of lunches.
- C. Meeting materials:
1. Flip charts and easels, felt tip pens, etc.
 2. Any needed printed materials, e.g. agenda, previous strategic planning documents
 4. Current WSHIMA Operations Manuals in hard copy.

III. Sample Meeting Agenda:

- A. Warm-up
- B. Short board meeting with essential agenda items
- C. Break for Breakfast
- D. Orientation
 1. Board norms and expectations
 2. Operations Manual
 3. Budget, expenses
 4. Reimbursement policy and expense statements
 5. Hand-off of materials to incoming board members, chairs
- E. Review (and revise as necessary) Mission Statement and Vision
- F. Do structured survey of internal and external forces (AHIMA Strategic Issues are a good place to start, continuing to state level in the discussion.
- G. Lunch Break
- H. Respond to Survey
- I. Brainstorming session for strategizing: Break-out sessions and Prioritization of Forces/Strategies.
- J. Create strategic plan based on priorities, resources (including finances, volunteer workforce, vendor support, etc.)
 1. Define products specifically
 2. Assign responsibilities to individuals and/or committees
 3. Set timeframes
- K. Wrap-up

4.09 EXECUTIVE BOARD NORMS

WSHIMA EXECUTIVE BOARD NORMS

Initiated: January 1993

Process Norms

1. Meetings will start on time.
2. We will have breaks, which can be requested by any member as seems appropriate. There will be a 30-45 minute lunch when needed.
3. We will have an introduction system to include: Introductions at every meeting, warm up at every meeting.
4. If the Board decides to do a project someone on the board should acknowledge ownership of the project or issue.
 - It is okay to delegate.
 - If no one is willing to own it, don't do it.
 - It's okay to say no.
5. Comfortable dress is encouraged. Casual is acceptable.
6. Each meeting will end with a debriefing session to identify improvements and challenges from the meeting.

Personal Responsibility Norms

1. Members will RSVP to the Secretary if they are unable to attend the board meeting.
2. Members prepare by reading minutes, completing and submitting assignments within agreed upon time frame. Posting reports to the CoP at least five days before board meetings. Review and print all documents to be discussed at board meeting.
3. Everyone in the group has the responsibility to see that all items on agenda are addressed. If we get on another subject, point that out, refer back to the original topic.
 - Take note of new topic so we return to it later.
4. We will give respect to all members:
 - Pay attention to every topic;
 - Focus on speaker and topic;
 - Do not carry on side conversations.
5. Be actively supportive, give feedback and celebrate good accomplishments. Humor is valued and appreciated.

4.11 RECORDING DONATIONS TO THE ASSOCIATION FOR TAX PURPOSES

In order to track donations made to the Association (for tax purposes) whenever a donation is received:

1. The individual receiving the donation on behalf of the organization will complete a "Donation Report Form".
2. On completion, the form will be mailed to the Treasurer.
3. A copy of the Donation Report Form will be submitted to the auditor with other financial records on an annual basis.

4.12 PERIODIC AUDIT OF FINANCIAL RECORDS

Under the directions of the WSHIMA Board, the Central Office Coordinator along with the treasurer provides to the individual/agency who is to conduct the audit of WSHIMA financial records all reports and records as requested which may include:

1. *The budget for the year being audited*
2. *Bimonthly financial reports*
3. *The annual report*
4. *Revenue and expenses by category*
5. *Checking*
 - A. *Activity*
 - B. *Register (transaction listing)*
 - C. *Statements*
6. *Money Market*
 - A. *Activity*
 - B. *Register*
 - C. *Statements*
7. *Category Codes*
8. *Listing of Officers and Board Committee Chairs for year of audit.*
9. *Expense vouchers by check number*
10. *Deposit vouchers by deposit date*
11. *Cancelled checks*
12. *Copies of 1090 form*
13. *Copies of 1096 form*
14. *Donation Report forms for year of audit*
15. *Minutes from all Board Meetings*
16. *Business Meeting minutes*
17. *An example of the **Evergreen Bulletin***

4.13 FILING 1099 AND 1096 FORMS FOR CONTRACT LABOR

A 1099 and 1096 form must be submitted no later than 1/31 annually to provide the Internal Revenue Service with required information relative to contract labor.

1099 Form

1. Procure form the IRS a 1099 and 1096 form.
2. Complete the 109 as per the attached samples in the Treasurer's book:
 - A. "Payer's name, address, city, state and zip"
Washington State Health Information Management Association
300 Elliott Avenue West Suite 300
Seattle WA 98119-4122
 - B. "Payers federal identification number": 91-0846429
 - C. "Recipient's identification": obtain from contract labor
 - D. "Recipient's name": obtain from contract labor
 - E. "Recipient's address": obtain from contract labor
3. Fill in section 7 with the year-end total expense 720E:4.
4. Send original to IRS with original 1096. Do not cut or separate original form.
5. Send state copy to recipient.
6. Send recipient (copy B) to recipient.
7. Send payer copy (copy C) to Central Office for WSHIMA's auditor file.
8. Make copy of original form for treasurer's notebook.

1096 Form

1. Complete form 1096 as per attached sample.
2. Identify "Filer's name" as Washington State Health Information Management Association. Indicate street address as 300 Elliott Avenue West, Seattle, WA 98119-4122.
3. Place treasurer's name and phone number in the area labeled "Name of person to contact if the IRS needs more information" and "Telephone number".
4. Enter total number of documents completed in the field marked "Total number of forms".
5. Enter "0" in the field labeled "Federal income tax withheld".
6. Place the same figure reported in section 7 of the 1099 form in the field labeled "Total amount reported with this form 1096" year end total of expense 720E:4.
7. Enter an "X" in the 1099 miscellaneous form box.
8. Sign and date form.
9. Send original to IRS. Paperclip original to 1099.
10. Send payer copy to Central Office for WSHIMA's auditor file.
11. Make copy of original for treasurer's notebook

4.14 VERIFYING ACCURACY OF WSHIMA BANK DATA

Policy: On a monthly basis, the Central Office Coordinator verifies the accuracy of the monthly bank statements. This process is completed upon receipt of the bank data.

Treasurer: Send a copy of the bank statement along with the original Income/Expense Sheets to the Central Office Coordinator after the statement is reconciled in Quick Books.

Central Office Coordinator:

1. Reviews the statements for missing or inaccurate information.
2. .If an inaccuracy is found, contacts the Treasurer to resolve the issue.
3. Returns bank statement reconciliation sheet to Treasurer.

Section 4.15 WSHIMA BANK RECONCILIATION CHECKLIST

1. Type of bank account (check off appropriate box.)

Checking Savings Certificate of Deposit

2. Account #

3. Date of bank statement being reconciled:

4. Does the account balance?

yes no

If no, proceed to 5

5. Contact the WSHIMA treasurer to resolve the issues. Describe the problem and corrective action taken.

Signature of WSHIMA Central Office Coordinator Date

Directions:

1. Reconcile one bank account at a time. Complete a separate reconciliation checklist for each bank account. For example: if there are 2 CD accounts, fill out a checklist for each CD account.
2. Send a copy of the completed reconciliation checklist to the WSHIMA treasurer.
3. File the original copy in the WSHIMA permanent file.

WSHIMA Central Office Coordinator Date

4.16 Release of Membership List Policy

Policy Statement:

WSHIMA as a policy does not share this membership list with vendors or similar entities. WSHIMA will also never share e-mail addresses of its members.

Explanation:

- ❖ The most valuable resource that WSHIMA possesses for dissemination of information and marketing products and services is its membership information.
- ❖ List rental dilutes potential or marketing products and services.
- ❖ Sharing of the mailing list may compete directly with WSHIMA programs, products and services and could reduce non-dues revenue opportunities.
- ❖ Rental of the list may lend “implied endorsement” of products.

Exceptions:

- ❖ Releasing a list of conference registrants to exhibitors (standard industry practice)
- ❖ Providing a roster in a co-venture relationship (i.e. co-sponsorship of a meeting with an alliance organization)

The WSHIMA Central Office Coordinator will assist Corporate and Education Partners in disseminating information via e-mail.

4.19 Reserves Policy

4.20. Investment Policy

4.21 Partner Category

Definition:

The partner category is available to persons (or companies) who have an interest in health information management issues and want a choice other than belonging to AHIMA. It is a category applicable to the Washington State Health Information Management Association. It is renewable annually.

Benefits of being a WSHIMA Associate Partner include:

- ❖ Expanding your network of health information management professionals. WSHIMA has over 1000 ACTIVE members.
- ❖ Receiving information about Education Programs related to a variety of health information issues and other WSHIMA membership mailings.
- ❖ Obtaining a price-break on registration and fees at WSHIMA sponsored events (pay at WSHIMA member rates)
- ❖ Receiving the **Evergreen Bulletin** and informative newsletter on topics of note for professionals who deal with the health information management (HIM) issues daily.
- ❖ Receiving membership discounts for WSHIMA publications and manuals.
- ❖ Receiving WSHIMA E-letters for timely information on WSHIMA and health information management issues.

Benefits of being a WSHIMA Corporate Partner includes:

- ❖ Expanding your network of health information management professionals. WSHIMA has over 1000 ACTIVE members.
- ❖ Receiving information about Education Programs related to a variety of health information issues and other WSHIMA membership mailings.
- ❖ Obtaining a price-break on registration and fees at WSHIMA sponsored events (one representative to receive WSHIMA member discount)
- ❖ Obtaining a \$100 price-break on one vendor booth for the WSHIMA Annual Meeting
- ❖ Receiving the **Evergreen Bulletin** and informative newsletter on topics of note for professionals who deal with the health information management (HIM) issues daily.
- ❖ Receiving membership discounts for WSHIMA publications and manuals.
- ❖ Receiving WSHIMA E-letters for timely information on WSHIMA and health information management issues.
- ❖ Receiving complementary listing on the WSHIMA website as a Corporate Partner and a link to your company's website.
- ❖ Special recognition at WSHIMA's Annual Meeting Program.
- ❖ Unlimited job postings to the WSHIMA website at no charge.

WSHIMA Associate Partner Fee: \$40.00

WSHIMA Corporate Partner Fee: \$250.00

4.22 Records Retention Policy

Department/ Records	Legal Requirement	Rule	Recommendation	Record Custody- Recommendat ion
Corporate Documents <ul style="list-style-type: none"> - Articles of Incorporation - Board Agendas - Board Meeting Materials - Board Minutes - By Laws 	Permanent	RCW 23B.16.010 http://www.leg.wa.gov/RCW/index.cfm?section=23B.16.010&fuseaction=section	Permanent	COC
Contracts	end of contract + 6	RCW 4.16.040 (Statute of limitations on contracts); WAC 480-70-061 (service contracts, says 1 year)	6 years	COC
Tax Returns	creation year + 5	RCW 82.32.070; .050, .060; WAC 458-20-230, -254; 26 USC 6501, 6502; 6511 (a), (d), 6532, 7203, 26 CFR 16001-1, 26 CFR 31.16001; 26 CFR 301.6501, .6532; 26 CFR 1.167(e)(1) AHIMA recommends 7	7 years	Treasurer

Department/ Records	Legal Requirement	Rule	Recommendation	Record Custody- Recommendat ion
		<i>years.</i>		
Tax Materials - W-2 Forms - W-4 Forms	<i>creation year + 4</i>	29 CFR 1627.3 (3); 48 CFR 4.705-2(a) (4); RCW 51.48.030; RCW 49.12.050; WAC 296-17- 35201 (3 full calendar years following year in which employment occurred); WAC 296-128-010, 020 (3); 26 CFR 31.6001-1 (4) AHIMA Recommends 7 years	<i>7 years</i>	<i>Treasurer</i>
Banking - Bank Deposits - Bank Reconciliations - Bank Statements/ Canc eled Checks - Electronic Transfer of Funds - Check Register/ Detail	<i>Tax year plus 6 years</i>	17 CFR 275.204- 2(a)(4), (e)(1)	<i>7 years</i>	<i>COC</i>
Investments (Bonds/Mutual Funds)	<i>Tax year plus 6 years</i>	17 CFR 275.204- 2(a)(4), (e)(1)	<i>7 years</i>	<i>Treasurer</i>
Internal Planning and	<i>Creation year + 7</i>	17 CFR 210; SEC Rule 2-06	<i>7 years</i>	<i>Treasurer</i>

Department/ Records	Legal Requirement	Rule	Recommendation	Record Custody- Recommendat ion
Financial Management - Audit Reports - Budget Reports - Financial Reports - Financial Statements, Certified - Profit & Loss Statements - Forecasts/Project ions		of Regulation S-X; § 802 of the Sarbanes- Oxley Act		
Publications - Brochures - Newsletters - Special event notices	Creation year + 1	16 USC 502.100, .101, .102 AHIMA Recommends 2 years	2 years	COC
Media Materials - Newsletters - Newspaper Articles - Produced Media/Publicity (5 years) - Artwork (current year) - Mailing Lists (current year) - Publicity Photographs and Records (current year)	Creation year + 1	16 USC 502.100, .101, .102	Newsletters - Newspaper Articles - Produced Media/Publicity (5 years) - Artwork (current year) - Mailing Lists (current year) - Publicity Photographs and Records (current year)	COC
Volunteer Resources	--	AHIMA Recommends 2 years	2 years	Membership
- Procedure Manuals	--	AHIMA Recommends 2	2 years	COC

<i>Department/ Records</i>	<i>Legal Requirement</i>	<i>Rule</i>	<i>Recommendation</i>	<i>Record Custody- Recommendat ion</i>
<i>- Software and Equipment Manuals</i>		<i>years</i>		

4.23: CONFLICT OF INTEREST POLICY

1. Purpose: To maintain high standards of an ethical and fiscal corporate culture in WSHIMA.
2. Policy: The President will present the Conflict of Interest Policy during the Annual Strategic Planning Meeting for discussion and signature by all board members and committee co-chairs.

A.	The Washington State Health Information Management Association (WSHIMA) depends upon the leadership of a Board of Directors and Committee Chairs that is dedicated to WSHIMA's interests.
B.	The Board of Directors and Committee Chairs are responsible for maintaining the highest standards of an ethical and fiscal corporate culture in WSHIMA, beginning with the conduct of board members themselves. This requires that each Board member shall act at all times in the best interests of WSHIMA when performing board and committee duties so there is never a real or perceived conflict of interest in his or her participation in the Board's deliberations and actions.
C.	The Board of Directors and Committee chairs shall avoid placing one's own self-interest or any third party interest above that of WSHIMA when performing official functions related to his/her Board or Committee position (for example, endorsing a product or service that benefits the individual board member).
D.	Each board member and committee chair will represent his/her authority as a board member honestly to all third-parties (for example, a Committee chair will not enter into any contractual agreements without Board of Directors approval).
E.	Each board member and committee chair will not accept a gift or payment from a vendor or third party for services rendered as a board member (for example, a board member speaking on behalf of the Board of Directors will not receive payment).
F.	Each board member and committee chair shall provide goods or services to WSHIMA as a paid vendor only after the Board has reviewed and approved the contract for goods and services.
G.	Each board member and committee chair shall not abuse Board membership by improperly using WSHIMA resources, equipment or staff for personal or third party gain (for example, use of WSHIMA conference call account or WSHIMA membership data for business unrelated to Board duties).
H.	Each board member and committee chair shall fully disclose to WSHIMA his/her membership on the Board of Directors of any competing or industry-related organization (for example, appointment to the Board of Directors of HIMSS, AAPC, HFMA, etc.).
I.	The Board of Directors shall ask an individual board member or committee chair to excuse himself/herself from deliberation and voting on an issue in which there may be a conflict of interest (for example, a board member who is in competition with other vendors for a contract involving the management of WSHIMA's website).

5.01 DISTINGUISHED MEMBER AWARD

1. Name of Award: Sr. Peter Olivaint Distinguished Member Award
2. Qualifications: Any member in good standing of the Washington State Health Information Management Association who exemplifies the professional image of the Association and has participated at the state, national or international level in one of the following ways:
 - a. Contributed in such a way as to bring recognition to WSHIMA as well as the individual;
 - b. Exemplified exceptional or outstanding service, well above and beyond what is expected;
 - c. Developed imaginative administrative or management techniques; or
 - d. Pioneered the advancement of medical record practitioners in traditional or nontraditional settings.
3. Method of Submitting Applications and Selection Process: Any person who meets any or all of the criteria may be suggested as a recipient of the award by an individual member of WSHIMA, group of members, the Executive Board, or a local association.
 - a. The President shall publish a notice in the ***Evergreen Bulletin*** in February and November each year inviting nominations for the award. Deadline for nominations is March 1st each year.
 - b. Any person wishing to nominate a person for the award must submit in writing to the President a brief outline of the candidate's qualifications and documentation that the candidate meets the established criteria.
 - c. The Executive Board will review materials about the nominees at the first Board meeting following April 1st. Award recipient(s) will be notified by the President and will be invited to be WSHIMA's guest at the Annual Meeting of WSHIMA to receive the award.
 - d. The award may not be presented annually but can be awarded to more than one person each year.
 - e. The WSHIMA President should provide an article and picture of the award recipient(s) for publication in the ***Evergreen Bulletin***. Notification should also be sent for publication in Journal of AHIMA.
4. Award: Certificate or plaque and other gift as appropriate (i.e. gift certificate). Presentation of the award will be made at some time during the WSHIMA Business Meeting, as agreed upon by the Executive Board. Expenses of the recipient to attend the meeting shall be paid by WSHIMA.

Cross reference Section 3.05

5.02 THE SISTER PETER OLIVAIN T SCHOLARSHIP AWARD

1. BACKGROUND:

WSHIMA recognizes scholarship and professionalism as necessary characteristics needed to succeed as health information professional. To assist qualified health information students in the State of Washington, WSHIMA offers a yearly scholarship to four (or a number determined by the Board) WSHMA members or student members enrolled in a CAHIIM approved HIM baccalaureate or associate degree program.

NOTE: The amount of the scholarship is decided by the Executive Board each year.

2. PROCESS

a. **First Year Director:**

- ◆ Solicits and selects a review committee from WSHIMA Board members by September
- ◆ Verifies the amount budgeted and number of scholarships to be offered
- ◆ Updates the letter to the schools as needed
- ◆ Updates the online application and application process as needed with the assistance of the Central Office Coordinator
- ◆ Provides an announcement by October 15th each year for the Evergreen Bulletin and WSHIMA E-lets and sends a letter or email about the scholarship offering to the Program Directors at:
 - University of Washington
 - Shoreline Community College
 - Spokane Community College
 - Tacoma Community College

b. **Program Directors:**

- ◆ Announce the scholarship application process to students by November 1st each year.

c. **Interested students:**

- ◆ Complete and submit the online scholarship application (answering all essay questions) and submit all its components prior to deadline date
- ◆ The application topics include: work experience, career objectives, professional and volunteer experience, and honors, awards and

recognition

- ◆ Provide transcripts to WSHIMA by email as required
- ◆ Provide three personal recommendations to WSHIMA by email as required
- ◆ The deadline for receiving the application and other documents is by the 16th of January

d. First Year Director:

- ◆ By the first week in February, the First Year Director compiles the applications, received from the Central Office Coordinator and creates an evaluation spreadsheet containing four worksheets. Complete the information about the students (name, school, etc.) on the individual worksheets.
- ◆ Confirm students meet all the requirements and document the information on the worksheets
 - Notify the student if s/he does not meet the requirements
- ◆ Route applications and evaluation worksheets containing the score sheet to all individuals on the committee for their review and scoring
- ◆ Other pertinent materials (transcripts and letters of recommendations) is placed on the WSHIMA Board COP by the Central Office Coordinator for the reviewers to access
- ◆ Request return of all evaluation worksheets by March 1st
- ◆ Verify the online application process is closed by the Central Office Coordinator

e. Review Committee members:

- ◆ Evaluates the application and references following the instructions on the evaluation score sheet. Scores are based on a point system, up to the maximum points for each criteria:
 - Grade point average
 - Contributions to the profession
 - References
 - Application
- ◆ Returns the completed evaluation worksheet to the First Year Director by the first of March

f. First Year Director:

- ◆ Copies and pastes the scores on the individual worksheets to the

original evaluation worksheet and tallies each student's score

- ◆ The final evaluation worksheet is sent to the committee members for final review, discussion and agreement

g. **First Year Director and Review Committee members:**

- ◆ Do a final review, discussion and agreement by email, telephone or other technology
- ◆ The students with the highest number of points will be selected to receive the scholarships
- ◆ In case of a tie, the committee will make the final decision

h. **First Year Director:**

- ◆ Presents the candidates' names to the WSHIMA President with a short resume describing why the candidate was selected for the scholarship. This is done prior to the annual meeting each year
- ◆ Notifies each scholarship recipient in March, prior to annual meeting. The scholarship recipient is invited to attend the annual business meeting where the names are announced
- ◆ Requests that each scholarship recipient write a paragraph for the Evergreen Bulletin or WSHIMA e-alert explaining how this scholarship will help recipients pursue their HIM degree
- ◆ Requests the scholarship checks from the WSHIMA Treasurer who mails the checks with a congratulatory letter prepared by the First Year Director to the scholarship recipient
 - Notifies all applicants as to the status of their request

i **WSHIMA Treasurer**

- ◆ Produces and, along with the congratulatory letter, send mails checks to the scholarship recipients by the end of March

j. **WSHIMA President**

- ◆ Announces the names of the scholarship recipients at the annual business meeting

k. **First Year Director:**

- ◆ Excel evaluation worksheet, letters, and other documents is given to the next year's incoming director

5.03 BACKGROUND ON RAFFLE FOR EDUCATIONAL PURPOSES

1. **PURPOSE:** The purpose of a raffle is to generate funds to be used for educational purposes.
2. **ELIGIBILITY:** Nonprofit organization's bylaws or articles of incorporation state the organization is organized and operated only for purposes of education. (According to the Spokane office, only 501.3c organizations are allowed to hold raffles.)
3. **REQUIREMENTS:**
 1. Have been organized and operating for at least 12 months before offering a raffle; and
 2. Be able to prove your organization has made significant progress towards accomplishing its stated purpose during the 12 consecutive months before offering the raffle; and
 3. Have at least 15 voting members who elect the governing body.
 4. Tickets must be sold, winners determined, and prizes awarded only in Washington.
4. **UNLICENSED MEMBERS-ONLY RAFFLES:** (RCW 9.46.0315) (WAC 230-11-070 thru WAC 230-11-090)
 1. Tickets must be sold, and prizes awarded **only to members** of your organization or their guests. Guests cannot exceed 25% of members present at the meeting.
 2. Tickets must be purchased and prizes awarded during a single event or meeting.
 3. Liquor may be awarded as a prize if there is a permit from the Liquor Control Board.
 4. You may hold an unlimited number of unlicensed members-only raffles if the combined **gross revenue** (money taken in) **does not exceed \$5000** in a calendar year. If the amount exceeds \$5000, a license must be obtained.
5. **REQUIREMENTS FOR ALL RAFFLES:**
 1. Maximum price per ticket is \$100.
 2. No free tickets or tickets as gifts.
 3. Tickets must not be sold on credit.
 4. Tickets must be consecutively numbered or printed with letters or symbols

which do not repeat.

5. The following information must be clearly printed on each ticket or available in writing:

- a. Cost per chance (\$100 maximum per ticket)
- b. Date, time, and location of the drawing.
- c. Name of the charitable/nonprofit organization.
- d. Whether winners must be present for the drawing.
- e. Description of all prizes to be awarded. If the prize is a percentage of the gross receipts of the raffle, a minimum prize must be disclosed.

6. Each stub or other detachable section of each ticket sold must be placed into a receptacle from which the organization will draw the winning ticket(s) unless an authorized alternative drawing format is used.

7. Tickets cannot be sold over the Internet or telephone.

8. Tickets and/or payment for tickets cannot be mailed.

9. Advertising can take place via the Internet, telephone, or by mail (RCW 9.46.240) (USPS 601.13.3.3.(d))

10. The organization must own the prizes before the drawing.

11. Ticket purchasers must be 18 years or older to participate in any gambling activity, which includes by raffle tickets.

6. MANAGEMENT, RECORDKEEPING, AND REPORTING:

1. Members must not be paid for selling tickets, managing, or operating the raffle.

2. Records must be kept for one year, including

- a. Gross receipts; and
- b. Prizes paid; and
- c. Net income; and
- d. Documentation of expenses; and
- e. Document of how the proceeds were used; and
- f. If income from the raffle exceeds \$1000, it may have to be reported as income on our tax return.

5.04 PROFESSIONAL ACHIEVEMENT AWARD

1. Name of Award: WSHIMA Professional Achievement Award

2. Qualifications: Any active member in good standing of the Washington State Health Information Management Association who has, through their efforts and example, been an inspiration to those who know them and has advanced the association's ideals through contemporary and innovative achievements. The achievement may be in one or more of the following areas:
 - a. Creative and resourceful management or administrative techniques in health information;
 - b. Publication of an article, literature, or materials which contributes to the field of health information management;
 - c. Research to promote and develop innovations in the field of health information management;
 - d. Significant contributions to health information management and/or technology in areas such as:
 1. The development of the computerized patient record;
 2. Leadership in getting issues before the membership (state or local);
 3. Acting as a representative of WSHIMA, or advocate, on governmental, state, local, or national tasks groups;
 4. Other.
 - e. Leadership in education either as an outstanding clinical supervisor or an outstanding educator.

3. Method of Submitting Applications and Selection Process: Any person who meets any or all of the above criteria may be suggested as a recipient of the award by an individual member of WSHIMA, group of members, the Executive Board, or a local association.
 - a. The President shall publish a notice in the ***Evergreen Bulletin*** in February and November issues each year inviting nominations for the award. Deadline for nominations is March 1st each year.
 - b. Any person wishing to nominate a person for the award must submit in writing to the President a brief outline of the candidate's qualifications and documentation that the candidate meets the established criteria.
 - c. The Executive Board will review materials about the nominees at the first Board Meeting following March 1st and select recipient(s). Award recipient(s) will be notified by the President and will be invited to be WSHIMA's guest at the Annual Meeting of WSHIMA to receive the award.
 - d. Members will be encouraged to nominate deserving persons in order that the award may be presented annually to at least one member. A member may receive the award more than one time for subsequent achievement. The History Book Committee will keep track of recipients.
 - e. The WSHIMA President should provide an article and picture of the award recipient(s) for publication in the ***Evergreen Bulletin***. Notification should also be sent for publication in the Journal of AHIMA.
 - f. Award: Certificate or plaque and other gift as appropriate (i.e. gift

certificate). Presentation of the award will be made during the annual business meeting, as agreed upon on by Executive Board. Expenses of the recipient to attend the meeting shall be paid by WSHIMA.

Information Cross Reference: See sections 2.01, 2.05, 3.11

5.05 **PRESIDENT'S AWARD**

Name of Award: WSHIMA President's Award

Qualifications: Any active member in good standing of the Washington State Health Information Management Association who has, through her or his efforts and example as an outstanding volunteer, been an inspiration to those who know them and has advanced the association's goals.

Selection Process: Any person who meets the above criteria may be recommended by the Executive Board or a committee chairperson to the President as a recipient of the award. Up to two President's Awards may be presented at the discretion of the President. Certificate or plaque and other gift as appropriate (i.e. gift certificate). Presentation of the award will be made during the annual business meeting, as agreed upon on by Executive Board. Plaque may read:

WSHIMA President's Award

Presented to
Name, Credential

In recognition of exemplary volunteerism and dedicated service to
Washington State Health Information Management Association.

Date

Location of Annual Meeting

The President may provide an article and picture of the award recipient(s) for publication in the **Evergreen Bulletin**, WSHIMA website and E-lert.

Information Cross Reference: See sections 2.01, 2.05, 3.11

5.06 WSHIMA Professional Development Award

5. BACKGROUND: WSHIMA recognizes scholarship and professionalism as necessary characteristics needed to succeed as health information professional. The WSHIMA Board offers a award(s) to assist qualified credentialed members in good standing to pursue a professional development opportunity, i.e. attend HIM or related professional development conference, participate in added skills development training/education, pursue specialized credentialing training, participate in higher education/academic coursework, or other professional development activities. The award will assist the practitioner in defraying the costs of this professional development activity.

NOTE: The Executive Board decides the number and amount of the award(s) each year.

6. CRITERIA:

- Active AHIMA/WSHIMA credentialed member in good standing
- Demonstrated leadership and commitment to the HIM profession
- Demonstrated dedication to the HIM profession
- Demonstrated leadership and commitment to WSHIMA and/or local HIM associations, i.e. by holding office, volunteering, etc.

7. PROCESS: The WSHIMA credentialed member wishing to apply for the scholarship should submit a letter of application stating the purpose for which the member would like to utilize the scholarship, together with a current resume and a listing of at least one professional reference. The deadline for applying for the scholarship is March 1st. The applicant will mail or e-mail scholarship letter of application to the second year director.

8. SELECTION: The second year director will present the candidates' names to the WSHIMA President. The WSHIMA Executive Board will identify an ad hoc committee to review applications and determine the recipient of the scholarship. The scholarship will be awarded at the WSHIMA Annual Meeting.

9. NOTIFICATION: The second year director will notify the recipient and other applicants of the results. The scholarship recipient is invited to attend the annual business meeting to receive recognition of receipt of the scholarship award. Scholarship recipients are announced in the Evergreen Bulletin, WSHIMA e-alert and Washington State CoP.

10. MONETARY AWARD: The second year director requests the scholarship check from the WSHIMA Treasurer who mails the check

to the scholarship recipient. A formal letter of award is also sent to the recipient at this time.

11. FOLLOW-UP: Recipients are encouraged to write an article for the Evergreen Bulletin upon completion of their professional development activity.

5.07 DECEASED MEMBERS RECOGNITION POLICY

1. PURPOSE: To provide for an appropriate and uniform recognition upon notice of death of a WSHIMA member.
2. PROCEDURE:
 - a. For all members, as soon as possible after receipt of notification of death, publish to WSHIMA membership the names and biographical information. A sympathy card will also be sent on behalf of WSHMA.
 - b. For Past Presidents and for other distinguished members when special recognition seems desirable:
 - (1) Flowers and card, where appropriate, will be sent for the funeral and a board member or other WSHIMA member may be designated to represent the association at any ceremonies. However, deference to family wishes is given at all times.
 - (2) Publish a special tribute or obituary in the Evergreen Bulletin or WSHIMA e-alert.
 - (3) Those wishing to honor the deceased may make a donation to FORE in the deceased member's name.

Section 6
No content

SECTION 7 WSHIMA COMMITTEE CHAIR'S TOOL KIT

Key Point Planning Grid for Committee Chair
Suggested Seminar Planning Timelines and Checklist
General Budget Instructions for Seminar Planning

Key Point Grid

The key point grid is a tool offered to help you plan and track the activities of your committee. It is helpful quarterly; and also can be used at the end of the year in writing the committee annual report.

The President requests that you use the Key Point Grid for reports to the WSHIMA Board.

WSHIMA COMMITTEE: _____ **CHAIR:** _____

Year: _____

KEYPOINT TOPIC	STRATEGIC OBJECTIVES	TARGET DATE	PROJECT ASSIGNMENT	OUTCOME	BUDGET IMPACT	COMMENT

Suggested Seminar Planning Timelines and Checklist
(seminars other than Annual Meeting)

Step	Due Date	Responsibility	Task
1	16 weeks before	Committee	Begin planning meetings
2	14 weeks before	Committee	Decide on Topic and Date
3	14 weeks before	Committee	Create Task Timeline
4	14 weeks before	Committee	Notify Central Office
5	14 weeks before	Committee	Prepare press release about seminar for the <i>Evergreen Bulletin</i>
6	14 weeks before	Committee	Find location/check parking availability
7	13 weeks before	Committee	Contract with Speaker (s)
8	13 weeks before	Committee	Arrange for catering/AV equipment
9	12 weeks before	Committee	Present Program Budget to WSHIMA Board
10	12 weeks before	Committee	Write outline of brochure

Step	Due Date	Responsibility	Task
11	11 weeks before	Committee	Give brochure to Central Office Coordinator
12	5 weeks before	Committee	Send Treasurer an Expense voucher for each speaker needing an honorarium
13	4 weeks before	Committee	Coordinate making copies of handouts
14	Day of Seminar	Committee	Post Signage, Staff Registration desk at seminar (have name stickers available) and troubleshoot
15	Within 7 days after seminar	Committee	Send thank you notes to the speaker(s)
16	Within 30 days after the seminar	Committee	Tie off all loose ends relating to the seminar
17	For next Board Meeting	Committee	Submit a Seminar Report to the Board, using the template provided

Step	Due Date	Responsibility	Task
1	10 weeks before	Central Office	Complete brochure preparation
2	10 weeks before	Central Office	Meet with printer
3	7 weeks before	Central Office	Coordinate bulk mailing
4	6 weeks to 1 week before	Central Office	Register participants
5	2 weeks before	Central Office	Prepare CE certificate
6	Within 30 days after seminar	Central Office	Mail all checks to WSHIMA Treasurer
7	Within 30 days after seminar	Central Office	Tabulate evaluations
8	Within 30 days after seminar	Central Office	Receive invoices and forward expense statements to the Treasurer for payment

Step	Due Date	Responsibility	Task
1	3 weeks before	Treasurer	Mail checks to Seminar Coordinator

General Budget Guidelines for Planning Educational Programs

Step 1:

Determine the expenses: Categories for expenses can include any of the following: speaker fees, speaker travel, facility charges, catering (food), printing, postage, supplies, rental of audiovisual equipment. This is not an all-inclusive list. The intent is to give a list of things to consider. It does not mean all of these items are required for every budget. Expenses will be based upon the arrangement of the program.

Speaker fees: Refer to WSHIMA Operations Manual for guidelines for speaker fees

Travel for speaker: If the speaker or speakers are from out of town, assume 2 nights' hotel (single occupancy) plus round trip airfare for each speaker. Call a travel agent to get airfare information or look in the Sunday Travel section of the newspaper.

Facility: These expenses will depend upon the facility used for the program. Hotels usually do not charge for the meeting rooms if a continental breakfast and lunch are served. Some facilities (e.g., the Shoreline Center) charge a per person charge which includes room, food, and audio-visual equipment.

Food: Call the facility and ask for the average cost per person of the continental breakfast, lunch, etc. Ask if prices include tax and gratuities. If they do not assume a 25% increase on the prices quoted.

Printing: The standard trifold WSHIMA brochure costs about 10 cents per piece to print. This assumes printing is done by Minuteman Press (WSHIMA's preferred vendor). If the plan is to market the program beyond the WSHIMA mailing list it will be necessary to know the approximate total numbers of these lists to budget the printing costs accordingly.

If you anticipate:

Copying handouts for the speakers, estimate the approximate number of pages (the rule of thumb is 25 pages per speaker). The per page copying rate at Minuteman Press is 5 cents.

Needing special signage, call a vendor and get a general estimate of what this could cost.

Postage: For mailing of brochures the most economic method is bulk mail. The per piece cost for the trifold standard WSHIMA brochure (this is a "letter" in bulk mail terms) is 23 cents.

Supplies: If the marketing is beyond the WSHIMA list, some organizations will charge for their mailing list. This charge can range from \$10 to \$75.

Other supplies items can include name badges, program folders, pens,

etc.

Rental of audio-visual equipment: Most hotels work with a contracted audio-visual company and will furnish a price list for this equipment. For budgeting purposes, it is safe to assume that most speakers will want an overhead projector and lapel microphone.

Step 2:

Determine what your income needs to be to cover the expenses. Then determine what the income needs to be to make a 10% and 25% profit over the expenses. Categories of income can include registrations, vendor fees, and donations.

Registrations

To determine how many people will attend this program, look at the history of attendance at programs of the same type. Good rule of thumb for budgeting is 50. If 50 people attend what does the registration fee need to be to break even (cover expenses with little or no profit)? What happens if the registration fee is increased by \$10? By \$20? What happens if the number of attendees is increased to 60, 75, or 100 at the range of registration rates?

Another consideration in setting registration fees is to look at the number of CE credits for the program.

What is the cost per CE credit?

Vendor Fees

Typically vendors show at the Annual Meeting. Depending on the type of program vendors may want to show at other programs. Consider how this will impact the bottom line.

Step 3:

Calculate the difference between the expenses and income. This is the profit.

Step 4:

Each budget has a set of underlying assumptions about how it is calculated. These assumptions are made as the income and expenses are determined. An assumption is any consideration that is not directly stated in the budget but can directly impact the bottom line.

Here are some examples of assumptions: marketing strategy will assure higher registrations; registration fees are based upon comparison data of registration fees for other CSAs.

Appendices

Appendix A: Expense Statement

Appendix B: Income / Expense Categories

Appendix C: WSHIMA Conflict of Interest Policy

Appendix D: WSHIMA 2008-2009 Exam Reimbursement Program for New Graduates

Appendix E: WSHIMA 2008-2009 Certification Exam Refund Drawing

Appendix F: WSHIMA 2009 Sister Peter Olivaint Scholarship Awards

Appendix G: WSHIMA Sister Peter Olivaint Scholarship Award Committee Evaluation
Worksheet

Appendix H: Check List for Tracks for Annual Meeting

Appendix I: CSA / Delegate Checklist Calendar 2009

Washington State Health Information Management Association (WSHIMA)

EXPENSE STATEMENT

Erin Ussery, Treasurer, 2403 193rd Pl SW, Unit B, Lynnwood, WA 98036

Pam Beattie, President, Grays Harbor Community Hospital, 1006 North H Street, Aberdeen, WA 98520

Instructions: Please send this form and all associated receipts for reimbursement approval **within 30 calendar days after expenses are incurred.** All expenses must be approved by Committee Chairperson (if a committee expense) or President (all board members and others). Cost center/subcategory codes are attached. IRS Mileage Rate is 56.5 cents per mile, effective 1/1/2013.

Make check payable to: _____
Mailing Address: _____
City/State/Zip Code: _____

Cost Center	Sub Category	Expense \$	Description	Date Incurred	Event Date
Total		\$0.00			

List any expenses exceeding WSHIMA guidelines and justification for expense:

I certify that all expenses claimed above were incurred on official business of WSHIMA

Signature: _____ Date: _____

Board Member/Chair Approved: _____ Date: _____

Treasurer use only:

Date Received: _____

Date Paid: _____

Check #: _____

Quickbooks: _____

INCOME:

100 AHIMA Rebate
 102 Associate Partner
 104 Corporate Partner
 306 Annual Meeting
 310 Advocacy
 311 Release of Info Manual
 316 Data Quality/Coding Roundtabl
 317 HIT
 402 LTCHIM
 413 Memorial Fund
 800 Website Job Postings
 810 Polo Shirts
 812 Interest Income

SUB-CATEGORY:

2 Printing
 3 Postage
 5 Telephone/Conference Call
 6 Speaker Honorarium
 7 Supplies
 8 Facility/Food/Mtg Rm
 9 Registration
 12 Grand Awards
 13 Wine Tasting
 14 Silent Auction
 16 Speaker Expenses/Trav/Lodge/Food
 17 Folding Expense
 21 Partner Revenue
 30 Web Site Expense
 40 Airfare/Members
 41 Food/Members

EXPENSE:

200 Executive Board
 201 Finance Committee
 202 President
 204 Pres. Elect
 206 Secretary
 208 Treasurer
 210 Directors
 302 Bylaws Committee
 304 Nominating Committee
 306 Annual Meeting
 308 Membership
 320 Advocacy
 311 Release of Info Manual
 316 Data Quality/Coding Roundtabl
 317 HIT
 318 Consumer Education
 402 LTCHIM
 403 Delegates
 404 House of Delegates
 406 Summer Team Talks/Leadersh
 408 Winter Team Talks/Hill Day/Lea
 410 AHIMA Coding Roundtable
 412 Scholarship
 413 Student AHIMA Dues
 500 Evergreen Bulletin
 700 Administration
 703 Reserve Fund
 720 Central Office Coordinator
 810 Polo Shirts
 811 Dividends
 813 Dividend Reinvestment

42 Taxi/Shuttle/Parking/Members
 43 Lodging/Members
 44 Mileage/Members
 80 Fixed Asset Purchase
 83 Equipment Repair
 89 Computer Software
 91 Exhibitor Fee
 98 Fidelity Bond
 1001 Sale of ROI Manual
 1002 Sale of ROI Updates
 1003 B&O Excise Tax
 1004 Filing Fee Nonprofit Corp
 1011 Regional/State Donation
 1012 Honorarium Donation
 1022 Bank Serve Charges/Checks
 1023 Stale Check
 1025 Speaker Honorarium, Data Quality
 1026 Speaker Honorarium, Legislative
 1027 Speaker Honorarium, Leadership
 1030 FORE Donation/AHIMA Foundation/Auction
 1092 Gifts/Awards
 3000 Professional Services (CPA/Attorney)

WASHINGTON STATE HEALTH INFORMATION MANAGEMENT ASSOCIATION

CONFLICT OF INTEREST POLICY

Adopted January 19, 2007 by WSHIMA Executive Board

A.	The Washington State Health Information Management Association (WSHIMA) depends upon the leadership of a Board of Directors and Committee Chairs that is dedicated to WSHIMA's interests.
B.	The Board of Directors and Committee Chairs are responsible for maintaining the highest standards of an ethical and fiscal corporate culture in WSHIMA, beginning with the conduct of board members themselves. This requires that each Board member shall act at all times in the best interests of WSHIMA when performing board and committee duties so there is never a real or perceived conflict of interest in his or her participation in the Board's deliberations and actions.
C.	The Board of Directors and Committee chairs shall avoid placing one's own self-interest or any third party interest above that of WSHIMA when performing official functions related to his/her Board or Committee position (for example, endorsing a product or service that benefits the individual board member).
D.	Each board member and committee chair will represent his/her authority as a board member honestly to all third-parties (for example, a Committee chair will not enter into any contractual agreements without Board of Directors approval).
E.	Each board member and committee chair will not accept a gift or payment from a vendor or third party for services rendered as a board member (for example, a board member speaking on behalf of the Board of Directors will not receive payment).
F.	Each board member and committee chair shall provide goods or services to WSHIMA as a paid vendor only after the Board has reviewed and approved the contract for goods and services.
G.	Each board member and committee chair shall not abuse Board membership by improperly using WSHIMA resources, equipment or staff for personal or third party gain (for example, use of WSHIMA conference call account or WSHIMA membership data for business unrelated to Board duties).
H.	Each board member and committee chair shall fully disclose to WSHIMA his/her membership on the Board of Directors of any competing or industry-related organization (for example, appointment to the Board of Directors of HIMSS, AAPC, HFMA, etc.).
I.	The Board of Directors shall ask an individual board member or committee chair to excuse himself/herself from deliberation and voting on an issue in which there may be a conflict of interest (for example, a board member who is in competition with other vendors for a contract involving the management of WSHIMA's website).

Signed: _____ **Date:** _____

Print Name and Board Position: _____



2008-2009 WSHIMA Exam Reimbursement Program for New Graduates

WSHIMA is pleased to announce the continuation of our innovative program designed to encourage and motivate new graduates to become part of our professional health information management community!

The program, which is a drawing, will reimburse the AHIMA exam cost (AHIMA member cost \$225 RHIA or \$215 RHIT) for up to 18 new health information administration and technical graduates who take and successfully pass the national AHIMA credentialing exam.

How Does It Work?

WSHIMA encourages any student who graduates anytime during 2008-2009 from any of the three Washington State health information technology programs, the one health information administrator program or an AHIMA-accredited HIA or HIT distance learning program to apply for the drawing. In order to be eligible, the graduate is required to:

- Take the exam within three months following graduation/official completion of the HIT or HIA program, and
- Already be a member of AHIMA/WSHIMA when taking the credentialing exam, and
- Have chosen Washington State Health Information Management Association (WSHIMA) as your AHIMA membership CSA, and
- Complete and submit the application (found on the WSHIMA website www.wshima.org) by the submission date deadline nearest graduation (October 20, 2008 or May 1, 2009), and
- Provide evidence of successfully passing the examination



**Washington State Health Information Management Association
2008-2009 Certification Exam Refund Drawing**

Application for 2008 - 2009 Graduates

Name: _____

Address: _____

This is the address the check will be mailed to

Date of Graduation: _____ AHIMA Member #: _____

Program Attended: _____

Date Certification Exam Successfully Passed: _____

Evidence of RHIT or RHIA Credential

*Please make a copy of either your official exam results (you may redact your scores)
OR a copy of your current AHIMA registration card. Remember, you must already
be an AHIMA/WSHIMA member to qualify for the drawing and refund.*

Attestation

I, _____, attest that the information I have provided
above is true and accurate.

Your Signature

Date



DATE: October 22, 2008

TO: HIM Program Directors

RE: 2009 Sister Peter Olivaint Scholarship Awards

Dear Colleagues,

Washington State Health Information Management Association recognizes scholarship and professionalism as necessary characteristics needed to succeed as health information professionals. We all recognize that our association and profession benefit from the talents and energy of new, well-educated graduates of Health Informatics and Health Information Management and Technology programs in Washington State.

To assist qualified health information students in their educational endeavors, WSHIMA offers the Sister Peter Olivaint Scholarship Program. This year, WSHIMA will grant a scholarship to an individual from each school in the state with a degree program in Health Informatics and Information Management or Health Information Technology.

WSHIMA's board members are pleased to announce that there will be four 2009 scholarships awarded, each in the amount of \$750.00 to Shoreline Community College, Spokane Community College, Tacoma Community College, and the University of Washington for those students whom demonstrate excellence in the pursuit of their degree in Health Informatics and Health Information Management or Health Information Technology.

The WSHIMA Board asks that you announce the scholarship application process to students as soon as possible. In addition, please appoint a scholarship committee to review the applications and make selections. You might include the following individuals:

- WSHIMA board member
- Local health information management association officer
- Program director of respective school
- School counselor or scholarship officer

APPLICANT NAME _____

DATE _____

**WSHIMA SISTER PETER OLIVAINT SCHOLARSHIP AWARD COMMITTEE
EVALUATION WORKSHEET**

CRITERIA	MAXIMUM POINTS	INSTRUCTIONS	POINTS ASSIGNED	COMMENTS/ REASONS
Grade points average	25	3.75 - 4.00 = 25 points		
		3.50 - 3.74 = 20 points		
		3.26 - 3.49 = 15 points		
		3.0 - 3.25 = 10 points		
Contributions to the profession	45	WSHIMA membership = 5 points		
Written HIM goals Score 0 for no HIM goals Score 1-5 for written HIM goals		HIM goals up to 5 points		
Honors, awards, recognition Score 0 for none Score 1-10 for any honors, awards, recognition		Honors, awards, recognition up to 10 points		
HIM work experience Score 0 if no experience Score 1-3 if applicant has work experience not HIM related Score a 5 if work experience is HIM related		Work experience up to 5 points		
WSHIMA or local assn volunteer experience: Score 0 for none Score 1-10 for volunteer experience Score 10-20 for WSHIMA or local association experience		Volunteer experience, community, or school activities up to 20 points		
References (Recommendation of program faculty?) Score 0 if none	15	Suitability and quality of reference (3 required) up to 15 points		

Check List for Tracks for Annual Meeting

Track Name _____
 Day of week/time _____

Due Dates	Tasks	Information/Comments	Task Completed
	Speaker name		
	Phone number		
	E-mail address		
	Title of presentation		
	Honorarium	Yes/No/amount	
	No. CE Credits assigned:		
	Indicate AHIMA CE Credit Category:	<input type="checkbox"/> Technology <input type="checkbox"/> Mgmt Development <input type="checkbox"/> Clinical Data Management <input type="checkbox"/> Performance Improvement <input type="checkbox"/> External Forces <input type="checkbox"/> Clinical Foundations <input type="checkbox"/> Privacy & Security	
	Date Contract signed	(use contract in the Ops Manual)	
	Date Contract sent	Who retains copies of contracts?	
	Slides	(Pdf files, 3 Powerpoint pages to a page) Due date: 2 weeks prior to track Received: Forwarded to COC:	

January			CSA President	Delegate
2009	Activity	Reference Area		
January 2009- April 2009	AHIMA Environmental Scanning Process The form is available in the State Leaders and HOD CoP to collect CSA members input into the annual CSA Environmental Scan submitted to AHIMA. <i>(Results submitted to AHIMA via the CSA Profile – April – June)</i>	January – April CSA Conduct environmental scanning with members through: <ul style="list-style-type: none"> ○ Educational Program ○ Annual CSA Conference ○ Regional CSA Meetings <ul style="list-style-type: none"> ○ Geographic CoP ○ Special Scanning Meetings CE under HIM domain in external forces)	X	X
January 9, 2009	Register for 2009 Winter Team Talk Meetings March 12, 2009 and March 23 March 24, 2009 (Hill Day) Virtual Winter Team Talks – April 1, 2009 12:00 p.m. – 2:00 p.m. CT	http://www.ahima.org Visit the State Leader and HOD CoP under Community Links “Team Talks”	X	X
January 30, 2009	Application to Serve – “Elected Positions” for the AHIMA Ballot Positions – due no later than 1/30/09 <i>(electronic submissions only)</i>	http://www.ahima.org/directory/vsapptoserve.asp Visit the State Leader and HOD CoP under Community Resources “Application to Serve”	X	
February			CSA President	Delegate
2009	Activity	Reference Area		
February 2009	HOD Team Meetings	Check your HOD Team’s CoP for meeting date/time and agenda	X	X
February 2, 2009	AHIMA provides 2009-10 HOD Apportionment Data (data based on Active membership as of 12/31/08)	Provides information for # of delegates seated for the 2009-10 House.	X	
February 2, 2009	AHIMA provides CSA Leadership with information on the selection of 2010 Nominating Committee	States (–Montana-Wyoming) are eligible to select one member to be elected for the 2010 Nominating Committee	X	