

**HEALTH INFORMATION MANAGEMENT
ASSOCIATION OF AUSTRALIA PTY LTD (HIMAA)**

NATIONAL CODING SPECIAL INTEREST GROUP

DRAFT TERMS OF REFERENCE



DOCUMENT INFORMATION

This is a document controlled by the Convenor of the HIMAA National Coding Special Interest Group.

VERSION HISTORY

The following outlines the high level changes that have been made to each version of this document and who made them:

Version Notes Changes made by Date

1. Initial Draft Jennifer Gilder, Director HIMAA Board January 2014
2. Minor amendments by Richard Lawrance, CEO, January 2014.
3. Minor amendments by Sallyanne Wissman, President, HIMAA January 2014

SIGN OFF

Endorsed by:

Convenor

HIMAA National Clinical Coding Special Interest Group

Date:

Approved:

President: HIMAA

Date:

REVIEW DATE

This document will be reviewed every year from date of approval.

TABLE OF CONTENTS

1. Background	4
2. Purpose	4
3. Membership	4
4. Frequency and time of meetings	5
5. Accountability	5
6. Functions and Responsibilities	5
7. Recording and distribution of proceedings	6
8. Out of pocket expenses	6
9. Provision of advice	6

1. BACKGROUND

1.1 The Board of the Health Information Management Association of Australia (HIMAA) has established the National Clinical Coding Special Interest Group (SIG) for the benefit of HIMAA members.

1.2 This document establishes the authority and responsibility of the National Coding Special Interest Group as a constituent of the HIMAA National Board.

Special Interest Groups may be formed on:

- A state/territory level basis and function as a constituent of the relevant state/territory branch of HIMAA; or
- A state/territory basis and function as a constituent of the HIMAA National Board where there is not an existing (operating) relevant state/territory branch of HIMAA; or
- On a national basis and function as a constituent of the HIMAA National Board.

2. PURPOSE

The role of the National Coding SIG is to:

- a) To discuss issues of common interest around clinical coding
- b) Share information in relation to clinical coding.
- c) Promote best practice in relation to clinical coding.
- d) Provide opportunities for networking and enhancing knowledge through professional development (seminars, workshops, face to face meeting at the HIMAA National Conference)
- e) Contribute to HIMAA State and National dialogue and strategy development in the area of clinical coding.

3. MEMBERSHIP

The composition of the National Coding SIG will recognise the diversity of its membership to address its special needs.

Membership is open to financial members of HIMAA and student members.

The Convenor of the National Coding SIG will be a financial HIMAA member (Full or Senior Associate)

4. FREQUENCY AND TIME OF MEETINGS

The National Coding SIG will set its own meeting schedule as it sees fit.

Teleconferencing facilities will be used and an annual meeting will be held at the HIMAA National Conference for face to face interaction.

5. ACCOUNTABILITY

The National Coding SIG will provide a brief quarterly report to the HIMAA National Board. The convenor of the SIG is responsible for compiling the report.

6. FUNCTIONS AND RESPONSIBILITIES

- a. All SIG members are encouraged to actively participate in meetings and to nominate topics for the Agenda.
- b. Apologies are expected in advance if a member is unable to attend.
- c. The role of the Convenor is allocated through an annual expression of interest (EOI).
- d. The role of the Convenor is not an elected position and can be re-selected more than two times if there are no other responses to the EOIs and the HIMAA Board feel this is in the best interest of the SIG.
- e. In the absence of any EOI responses from a HIMAA member the HIMAA National Board may approach a suitable candidate. A Board member will fulfil this role until such time a suitable Convenor can be appointed.
- f. In the absence of the Convenor from a meeting, the Convenor will nominate a replacement from the general membership of the SIG.
- g. The Convenor is responsible for:
 - Organising and facilitating meetings,
 - Confirming the Agenda,
 - Coordinating attendees in advance of the meeting,
 - Circulating the Agenda at least one week prior to a meeting so that members may have sufficient time to make arrangements for attendance and consider any Agenda items,
 - Organising and presentation of events (assistance can be provided through the State Branches and the HIMAA National Board),
 - Seeking assistance for the above from the SIG membership.

7. RECORDING AND DISTRIBUTION OF PROCEEDINGS

There is no formal requirement for the generation of minutes from the meetings of the SIG, although documentation of meeting proceedings and outcomes as relevant to SIG function is encouraged.

Any such meeting documentation is to be confirmed at the next meeting.

8. OUT OF POCKET EXPENSES

8.1 Any expenses relating to parking and travel to and from meetings are to be met the SIG members or their employers.

8.2 When catering expenses for meetings are not met by the host facility, the SIG may apply for funding through the National Board.

8.3 Negotiation for funding is the responsibility of the convenor.

8.4 Where relevant, financial records relating to expenditure will be kept for auditing purposes and will be forwarded to the HIMAA Chief Executive Officer.

9. PROVISION OF ADVICE

9.1 The SIG does not have a delegated decision-making role on behalf of HIMAA but, rather, is encouraged to provide advice and recommendation to the National Board for consideration.

9.2 The SIG may be called upon by the National Board to review and make recommendations concerning issues of current interest according to the experience and expertise of its members. Such actions will be sanctioned by the National Board.

9.3 The SIG will not have a public voice and any public comment must be made through the National Board. The Board may approach the SIG Convenor to act as its spokesperson at the Board's discretion.