



2018

COMMITTEE  
GUIDE

HEALTHCARE BUSINESS MANAGEMENT ASSOCIATION

## BUILDING A STRONGER HBMA

The Healthcare Business Management Association (HBMA) is the only professional non-profit trade organization dedicated to the advancement of healthcare revenue cycle management professionals. You can have a direct impact on the future of HBMA and our industry by volunteering for a committee. As a volunteer-led organization, HBMA depends on the service and leadership of our members. This guide provides an outline of volunteer responsibilities as well as the mission and goals for each committee.

Learn how we are building a stronger HBMA and how you can help.

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## 2. VOLUNTEER JOB DESCRIPTION

### ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES

- Support and commit to HBMA's mission and goals.
- Attend monthly calls of one hour in duration.
- Develop recommendations for the HBMA Board regarding strategic initiatives.
- Build relationships with other volunteers to advance the goals of HBMA.
- Provide insights from personal expertise and experience.
- Review and comply with HBMA committee policies and procedures.

## 3. VOLUNTEER RESPONSIBILITIES

### HBMA COMMITTEES REQUIRE ACTIVE PARTICIPATION

- Come to meetings prepared, having read meeting material in advance.
- Attend at least 75% of all meetings or calls.
- Sign confidentiality agreement established by HBMA.
- Understand workgroup charter and workgroup project plan.
- Complete work assignments in agreed upon time frame or notify committee chair of any delay.
- Read all meeting minutes and provide feedback, if necessary.

## 4. CHBME CERTIFICATION COMMITTEE

### MISSION STATEMENT

The HBMA Certified Healthcare Business Management Executive (CHBME) credential is attained through the authorized HBMA certification program. This program encourages excellence within the membership through education and awareness within our industry. The HBMA Certification Committee is committed to enhancing the certification program and increasing the visibility of certification in the medical and healthcare community.

### DELIVERABLES

- Provide recommendations for improving the certification program such that it adequately represents mastery of the certification content body of knowledge.
- Recommend ways to elevate the certification program for industry recognition by the physician community and key stakeholders.
- Work in collaboration with the education committee to recommend education pertinent to achieving the CHBME including a variety of delivery methods that include on-site education, web-based programs, HBMA eUniversity, and specialty workshops.
- Interact with other committees to ensure feedback and recommendations for certification program improvements.
- Perform tactical activities that support the initiatives as outlined by the Business Strategy Imperatives.

## 5. COMMERCIAL PAYER RELATIONS (CPR) COMMITTEE

### MISSION STATEMENT

The mission of the Commercial Payer Relations (CPR) Committee is to be an advocate for HBMA membership by establishing meaningful relationships with commercial payers. In addition, CPR will lead the efforts in administering core workgroups that involve collaboration with industry organizations that administer information to our membership that reduce costs, and alleviate administrative burden. By establishing payer relations and additional collaboration, this will aid our membership in dealing with billing and reimbursement complexity.

### DELIVERABLES

- Represent the best interests of HBMA Members to Payers.
- Collaborate with Payers and other potential HBMA Committees to achieve our common goals.
- Inform and educate HBMA Members in regard to payer activity.
- Manage the CPR Message Board forum for HBMA Members to discuss issues.

## 6. COMPLIANCE ACCREDITATION COMMITTEE

### MISSION STATEMENT

The purpose of the Compliance Accreditation Committee is to oversee the implementation of a member accreditation program for the association. This committee will select an appropriate third-party partner to administer the accreditation program, negotiate a final agreement with the aforementioned partner, and represent the association's interests during the implementation of the program.

### DELIVERABLES

- Select an appropriate partner to administer the accreditation program.
- Come to a final agreement with the partner, to be presented to the Board of Directors.
- Provide updates to the Board of Directors on the progress of the program implementation.
- Make recommendations to the Board regarding the direction of the program beyond implementation.

## 7. DATA SCIENCE (DS) COMMITTEE

### MISSION STATEMENT

The mission of the Data Science (DS) Committee is to be an advocate for HBMA membership by establishing directives utilizing emerging analytic and technology tools to aggregate confidential data for measurement and benchmarking for the benefit of the membership. In addition, DS will lead the efforts in administering core workgroups that involve collaboration with industry organizations that administer information to our membership that reduce costs, and alleviate administrative burden.

### DELIVERABLES

- Clearly articulate the definition of RCM, and leverage that membership and vendor growth as well as increasing our sphere of influence.
- Identify and influence legislative topics that have a direct benefit for RCM member organizations.
- Leverage data compilation for: Benchmarking, building credibility and a revenue source by using member data to create a standard of excellence.
- Expand the definition of RCM to grow membership and revenue to broaden the marketplace for new products and services.



## 8. EDUCATION COMMITTEE

### MISSION STATEMENT

The mission of the Education Committee is to provide pertinent education to the HBMA membership so that members can remain on the cutting edge of mandated requirements and changes in this age of healthcare reform. The committee is committed to producing impactful and educational webinars, conferences, and specialty meetings.

### DELIVERABLES

- Serve as the pulse of what's happening in the industry. Be current with what's going on by identifying needs, hot topics, and potential speakers.
- Actively contribute to developing program content and adhere to planning timelines.
- Forward the work of sub-committees and task forces as identified.
- Attend the Healthcare Revenue Cycle Conference/introduce speakers/serve as moderators as needed.

## 9. GOVERNMENT RELATIONS (GR) COMMITTEE

### MISSION STATEMENT

The HBMA GR Committee exists to monitor ongoing national regulatory and legislative activities affecting the healthcare revenue cycle and business management industry; actively comment on or otherwise explain HBMA's position on such regulatory and legislative activity through HBMA's lobbyist group; offer HBMA expertise and research to regulatory agencies as appropriate; inform HBMA membership of pertinent regulatory and legislative activity; and where appropriate, solicit HBMA membership position on regulatory and legislative activities.

### DELIVERABLES

- Represent the best interests of HBMA Members to the government.
- Collaborate with related industry associations to achieve our common goals.
- Inform and educate HBMA Members in regard to appropriate compliance with regulation.
- Inform and educate HBMA Members with regard to pending regulation, changes to regulation, and other agency activities that impact the payment process.
- Host Fly-Ins to create a forum for HBMA Members to meet with their congressional representatives.

# 10. MEMBERSHIP COMMITTEE

## MISSION STATEMENT

The Membership Committee is dedicated to reviewing and improving the HBMA member experience. The committee of volunteers will focus on areas of member growth, engagement, involvement, and retention to strengthen HBMA's membership and its value proposition.

## DELIVERABLES

- Provide recommendations for improving the communications and engagement to current, new, and future members.
- Streamline and improve definitions of new member category selection at time of joining.
- Identify and recommend opportunities to improve member benefits across membership categories.
- Provide recommendations to the Education Committee for subject matter content that would benefit our members across multiple membership categories.
- Review monthly metrics for growth within member types.

# 11. PUBLICATIONS COMMITTEE

## MISSION STATEMENT

The main purpose of the HBMA Publications Committee is to produce *RCM Advisor* on a bimonthly basis. *RCM Advisor* is the official member publication of HBMA. The publication's mission is to be a valuable communication tool for members, and potential members, highlighting the benefits of the association with articles written by HBMA members and volunteers that outline the value of HBMA membership and share tips and tools for healthcare revenue cycle management professionals.

## DELIVERABLES

- Members will focus on developing ideas for upcoming issue themes, articles, and writers. Some meetings will also address new ideas for the continued evolution and advancement of HBMA's publications.
- Brainstorm story ideas for a year-long editorial calendar that outlines expected articles and themes and help to identify potential advertisers.
- Provide feedback about submitted articles as directed by the chairperson and editor. Also provide feedback, as requested, about design or topic changes.
- Production responsibilities as assigned by the chairperson and editor. These responsibilities may vary at the discretion of the committee chairperson and the editor.

## 12. VENDOR AFFILIATE ADVISORY COMMITTEE

### MISSION STATEMENT

The purpose of the Vendor Affiliate Advisory Committee is to serve as liaison between the association and the vendor community. This committee provides the recommended structure and guidelines for vendor related marketing programs, exhibit hall opportunities and surveys vendor members for feedback on new or revised programs opportunities.

### DELIVERABLES

- Maintain the Vendor Policy and Conduct Manual.
- Communicate the value of vendors to HBMA membership without favoritism or endorsement.
- Ensure programs exist for building and affirming the strong relationship between members and vendors.

## 13. CONTACT HBMA TO VOLUNTEER

### LET'S GET TO WORK

#### Contact HBMA

- Email: [info@hbma.org](mailto:info@hbma.org)
- Phone: 877.640.HBMA

Join a committee and begin building a stronger HBMA.

