



COMMERCIAL PAYOR RELATIONS COMMITTEE CHARTER 2024

COMMITTEE PURPOSE

The mission of the Commercial Payor Relations (CPR) Committee is to be an advocate for HBMA membership by establishing meaningful relationships with commercial payors. 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 payor relations and additional collaboration, this will aid our membership in dealing with billing and reimbursement complexity.

COMMITTEE VALUES

One of the components contributing to the success of a committee is the diverse dynamics that can exist within the group. The group will likely be comprised of different personalities, experiences, and opinions. Each committee member agrees to respect the participation of all other committee members and recognize the diverse dynamics that may be present within the group. The committee will operate by consensus.

Each member of the committee is encouraged to participate fully in the generation of ideas, topic discussions, sharing of ideas, and committee work assignments regarding the goals of the committee.

DELIVERABLES

The primary committee objectives are established by the Strategic Plan which is set forth annually by the Board of Directors. The objectives established by the plan are the priority of the committee. The committee has the ability to add additional goals and objectives based upon the needs of our members and the current industry environment. The committee will track objectives through the committee minutes and monthly reports to the BOD.

AUTHORITY OF COMMITTEE

- The committee exists to make recommendations and its authority falls short of decision-making for HBMA
- The committee may enlist HBMA staff resources to support its work, within the approved, budgeted limitations, under the direction of the Executive Director
- Requests for funding that are not contained within the approved HBMA budget must be made to the HBMA Finance Committee

LEADERSHIP PROCEDURE

- The committee leadership will consist of a vice chair, chair, and past chair each year.
- During the November committee meeting, a new vice chair will be selected and approved by the committee.
- On January 1st, the current vice chair will move to chair, the current chair will move to past chair, and the current past chair will move off of leadership.

DUTIES OF COMMITTEE PARTICIPANTS

Chair

- Guide the workgroup in setting goals and objectives
- Coordinate calendar of meetings and agendas with staff
- Collaborate with staff on meeting facilitation and follow-through on action items
- Represent workgroup deliverables and reporting to the Board of Directors

Vice Chair

- Assist Chair with goals and objectives
- Lead meetings when Chair is unavailable
- Collaborate with Chair and staff on meeting facilitation
- Assist with follow-through on action items

Committee Members

- Attend and participate in at least 85% of all meetings or calls
- Join meeting within first 10 minutes of scheduled call time
- Sign “confidentiality agreement” established by HBMA and return to national office
- Read all meeting minutes and provide feedback, if necessary
- Come to meetings prepared, having read meeting materials in advance
- Complete work assignments in agreed upon time frame

Staff

- Provide necessary administrative support
- Advise and provide necessary resources and best practices
- Support to ensure completion of action items
- Support to keep committee on task

Signatures

By signing below, we the members of the Commercial Payor Relations Committee promise our best efforts in fulfilling the provisions of this charter and abide by the HBMA Code of Ethics.

HBMA Code of Ethics:

- Exercise sensitive professional and moral judgment in all business activities.
- Act in a way that will honor the public interest and demonstrate a commitment to professionalism and competence.
- Perform all business activities with the highest sense of integrity.
- Maintain objectivity and avoid any conflict of interest.
- Strive to improve the quality and competence of services performed through continuing education.
- Exercise care and diligence in providing services.
- Maintain confidentiality of patient and client information.
- Strive to comply with all relevant Federal, State, and Local laws and regulations.
- Refrain from making misleading or false statements about professional qualifications, experience, performance or results that can be achieved.

Print Name

Signature

Date

Procedures

Committee Call Schedule

- The Committee will meet, at minimum, the second and third month of each quarter (February, March, May, June, August, September, November, December).
- Leadership will meet the last week of each month with staff to discuss agenda, pending or in progress items, etc.
- The first month of each quarter (January, April, July, October) committee members will meet with the payors individually accompanied by staff. Committee members must be involved in a minimum of one of the individual quarterly payor calls as volunteered for or assigned by the committee chair.
- The month of June will have an all payors call, where all payors will meet with the committee to discuss upcoming payor events, issues our members have reported, and new business as needed.
- Meetings will be scheduled through the national office.
- Staff is responsible for minutes for committee calls and all payor calls. Individual payor call minutes will be assigned to committee members by the chair.

Events

- The Committee is responsible for providing questions and/or requests for information to payors for events no less than three months (90 days) in advance.
- The Committee Chair is responsible for collaboration with other committees and staff in order to ensure events are run to the best of the committee's ability.
- At least one committee member, either by volunteering or appointment by the chair, will attend payor events and act as a moderator between the payors and HBMA membership.
- The Committee is responsible for maintaining good working relationships with payor representatives at all times.