



CERTIFICATION COMMITTEE CHARTER 2024

COMMITTEE PURPOSE

The Certification Committee is charged with developing program guidelines that set the standards for the Certified Healthcare Billing and Management Executive (CHBME) credential and to provide criteria standards for testing, proctoring, and for curriculum offerings in support of this program. This committee will work in conjunction with the Education Committee.

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

- Provide recommendations for improving the certification program in order 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 University, 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 Strategic Plan.

AUTHORITY OF COMMITTEE

- The committee exists to recommend and its authority falls short of decision-making for HBMA
- The committee will 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

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 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
- Understand objectives assigned to the committee via the Strategic Plan
- Read all meeting minutes and provide feedback, if necessary
- Come to meetings prepared, having read meeting material in advance
- Complete work assignments in agreed upon time frame or notify of any delay

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
- Set up details for on-line/distant learning opportunities and provide facilitator
- Market certification programs to maximize participation, recognition, and revenue opportunities

Signatures

By signing below, we the members of the Certification 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