



COMPLIANCE AND ETHICS COMMITTEE CHARTER 2024

COMMITTEE PURPOSE

The purpose of the Compliance and Ethics Committee is to:

1. Oversee the accreditation program for the association and represent the association's interests when working with the third-party host of the program.
2. Periodically assess and develop recommendations for changes to HBMA's Code of Ethics for consideration by the Board of Directors.
3. Assess, investigate, and, when possible, render a determination on allegations of violation of HBMA's Code of Ethics in accordance with the policies and procedures of this Committee and in accordance with principles of due process.
4. Advise, as appropriate, on ethical questions received from the board, staff or membership

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

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
- As applicable and appropriate, a summary report for the BOD with allegations received, investigation findings and determinations made

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
- Represent the best interests of HBMA and HBMA members
- Inform and educate on appropriate compliance with ethical practices and regulation
- Create a forum for members to seek guidance on ethical matters

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 Compliance and Ethics 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