



## GOVERNMENT RELATIONS COMMITTEE CHARTER 2024

### **COMMITTEE PURPOSE**

The HBMA Government Affairs 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.

### **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.

### **RESPONSIBILITIES OF HBMA GOVERNMENT AFFAIRS**

- Represent HBMA's best interests with government including:
  - Work to influence the legislative process
  - Inform and educate during the implementation of legislation
  - Ongoing communications and discussions with the agencies to improve and modify regulations
  - Communicate with appropriate members of congress when change is needed
- Collaborate with related industry associations to achieve our common goals
- Inform and educate in regard to appropriate compliance with regulation
- Inform and educate with regard to pending regulation, changes to regulation and other agency activities that impact the payment process
- Create a forum for members to meet with their congressional representatives
- An Annual Report documenting prior year's achievements, to be included in the HBMA Annual Report to the membership

### **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

### ***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 Government 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.

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**Print Name**

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**Signature**

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**Date**