



## **PUBLICATIONS COMMITTEE CHARTER 2024**

### **COMMITTEE PURPOSE**

The main purpose of the HBMA Publications Committee is to produce the official member publication of HBMA, the *RCM Advisor* on a quarterly basis. The publication committee 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 billing and healthcare management professionals. The publication also features articles written by industry experts on billing and healthcare management topics, as well as general management issues.

The Publications Committee (PC) is responsible for providing the direction of the publication's content and overall themes. The committee is responsible for creating content ideas and identifying authors and sources. The chairperson and the editor work with these contacts to create the finished publication.

### **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.

### **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 all 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

**All Members**

- Focus on developing ideas for upcoming issue themes, articles and writers
- 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
- Provide feedback about submitted articles as directed by the chairperson and editor
- Help identify authors fitting themes of the publication
- Ensure all article deadlines are adhered to
- Review assigned articles, links, and overall publication in a timely manner
- Production responsibilities as assigned by the chairperson and editor
- Help identify potential advertisers

**Signatures**

By signing below, we the members of the Publications 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**