

Hosting A Coding Roundtable

The VHIMA coding roundtable meetings are being held at various volunteer facilities in an effort to keep the overhead costs down and the registration price affordable for members. Preparation is done by the hosting facility in conjunction with the coding roundtable coordinator and the coding roundtable committee. Listed are the preparations that need to occur prior to a roundtable meeting. The responsible party is listing after each item.

- Determine a date and time (host)
- Secure a location that holds 40-50 attendees (host)
- Work with roundtable committee to determine topics/presenters (coordinator/host/committee)
- Secure presenters at your own facility if you have some or work with the coding roundtable coordinator to secure speakers from VHIMA members or vendors. (coordinator/host/committee)
- Determine what meals or refreshments will be needed and make arrangements for date of meeting. The cost of the meals will be covered in the registration fees and will not be the responsibility of the hosting facility. (host)
- Create meeting announcement, agenda, and registration information to be sent to members and posted on the website and CoP. (coordinator)
- Prepare a proposed budget for the meeting for board approval. (coordinator)
- Purchase gift cards and prepare thank you letters for presenters. (host or coordinator if needed)
- Process registrations and keep list of attendees and contact information. This must be printed and updated on the day of the meeting. (host and coordinator)
- Secure handout information from speakers and make copies for attendees. (host)
- Create a CE certificate for attendees. (coordinator)
- Create a packet for attendees for the day of the meeting to include the agenda, a meeting evaluation, and any other information pertinent to the meeting. (host and coordinator)
- Tally evaluation scores and comments and report to the board (coordinator)
- Finalize budget with actual receipts and expenditures and report to the board. (coordinator)

As a hosting facility, three (3) free registrations will be given to the coding roundtable meeting being held in that facility. In the case where the hosting facility is a local association who is receiving registration money for the event, VHIMA will assist with providing \$150 towards refreshments or door prizes for the meeting. VHIMA will also cover travel expenses as incurred and approved by the Coding Roundtable Coordinator.