



## Coding Roundtable Resource Planning and Guidelines

All documents used for Coding Roundtables must include the AHIMA Coding Roundtable logo displayed on the page. State logos or meeting sponsor logos may be added if desired.

### General Guidelines

1. Coding Roundtables are always conducted in partnership with the State Health Information Management Associations so that coding and reimbursement remains integrated with the Health Information Management profession.
2. Each Component State Association (CSA) is expected to appoint or elect a Coding Roundtable Coordinator with the appropriate skills and commitment to the process.
3. A viable roundtable should meet no less than **four** times per year – **six** times per year is encouraged, to maintain momentum and keep up with the changes in coding practice. To qualify as a Coding Roundtable meeting, the topics presented/discussed must be appropriate to the coding/reimbursement professional.
4. The primary objective of the Roundtables is to provide a combination of virtual (using the AHIMA Community of Practice as a platform) and face-to-face meetings to meet the local needs of coding professionals. Each state should determine how many groups should be organized. Some states organize by districts, regions or population centers. In most cases, there is greater success when the participants are not required to travel great distances or take an entire day off work to attend.
5. An **annual coding workshop** (at least 6 hours CE) has been provided in many states as one of the meetings to provide low cost, high quality instruction for coding professionals in your area. On the national level, regional Achieving Coding Excellence coding workshops will be conducted under national leadership in addition to two days of education held in conjunction the national AHIMA convention. Some states plan the coding workshop to occur in conjunction with or adjacent to the annual meeting.
6. **Registration** fees for attendees should be established by each state and managed by the CSA. Obtaining sponsorship from a vendor or organization is permitted as long as the relationship does not inhibit or interfere with the educational value of the Roundtable sessions.
7. AHIMA will assist in the creation of **incentive programs** to encourage volunteer efforts, Coding Roundtable participation and success including:
  - a. Special recognition for Roundtable Coordinators at the annual Clinical Coding meeting held prior to the national convention.

- b. Prepared programs available for check out from the Coordinator's CoP including a variety of 90 minute programs ready to deliver with minimal speaker preparation. These programs are based on previously delivered audio seminars and include quizzes, and/or discussion questions formulated to educate and clarify coding guidelines or establish best practices.
- c. Management of programs within the CoP developed by or for Coding Roundtables for sharing with others.
- d. Space in the electronic coding community newsletter called "CodeWrite" for sharing coding issues and articles.
- e. CE credit for online quizzes based on CodeWrite or the AHIMA Journal.
- f. Space on the Coding Roundtable CoP to post roundtable News.