

# VIRGINIA HEALTH INFORMATION MANAGEMENT ASSOCIATION POLICY & PROCEDURES

POLICY: Coding/Data Quality Coordinator

EFFECTIVE DATE: September, 2004

REVISION DATE: 5/8/10

Purpose: To establish effective communications with regional roundtable coordinators, act as an information and reference source to the regional coordinators, regular participate in the coding Roundtable coordinators Community of Practice (CoP), recruit new Coding Community and AHIMA members in your state, actively promote AHIMA and Coding community initiatives, report goal achievements, and organize educational programs for coding professional in conjunction with the VHIMA annual meeting and AHIMA regional and annual meetings.

Policy: The responsibilities of the Coding/Data Quality Coordinator are as follows:

1. Assemble volunteers from the VHIMA membership to serve on the roundtable committee who will coordinate all roundtable events. Serve as the chairperson for this committee.
2. Organize at least 4 state and regional education meetings that address relevant coding issues in conjunction with regional coding roundtable coordinators and the VHIMA board.
3. Obtain speakers for state educational meetings.
4. Utilize physician and other health care professionals to conduct education sessions when available.
5. Use the AHIMA Coding Roundtable Coordinators CoP as well as other AHIMA educational opportunities to keep abreast of issues relating to coding practices and communication of these issues to the state association using available resources like the VHIMA Newsletter.
6. Use the CoP resources for educational meetings when desired. These tools can be found under Community resources, Community news and Community Links in the coordinator CoP.
7. Publicize Coding roundtable meetings and events on the CoP, the VHIMA website, and the VHIMA newsletter.
8. Create and maintain an agenda, sign in sheet, certificate of participation and feedback form for all meetings using the forms available on the coordinator CoP.
9. Assign educational hour credits. One hour normally represents 1.0 CE hours.
10. Encourage certification and supply information on coding certification exams available through AHIMA.
11. Communicate formalized coding educational programs available in the state.
12. Establish effective communications with VHIMA and the national office.
13. Coordinate efforts and communicate with other state Coordinators.
14. Use the CoP to post questions from regional education sessions for multi-state review and comment.
15. Submit annual reports to AHIMA and the VHIMA Board regarding roundtable activity. Keep detailed reports regarding participating for AHIMA reporting and continuing education purposes.

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- 16. Develop a roundtable meeting budget and submit to the VHIMA Board of Directors for approval prior to the meeting.
- 17. Report questionnaire results and budget information to the VHIMA Board following roundtable events.
- 18. Assemble volunteers from the VHIMA membership to serve on the roundtable committee who will assist in coordinating all roundtable events.

Reviewed: 6/24/05  
5/8/10