
NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION POLICY AND PROCEDURE MANUAL

MARCH 2016



NJHIMA
ALEXANDER ROAD
PRINCETON, NJ

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

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Preface: [Policy And Procedure Manual Review And Approval](#)

NOTE: Send all comments, corrections, and additions to President-Elect

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SECTION VI: [NJHIMA Bylaws](#) see separate document

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POLICY AND PROCEDURE MANUAL REVIEW AND APPROVAL

The material in this Policy and Procedure Manual has been reviewed and/or revised. This information meets the standards of the Executive Board of the New Jersey Health Information Management Association; therefore, it is hereby approved.

NOTE: Where no dates were previously recorded or noted, current revision date has been entered and noted as (CR)

NOTE: Signed copy of this page is on file in Master Copy of Policy & Procedure Manual which is maintained by the current President -Elect of NJHIMA.

President: <i>Octavia Kelly Gaston</i>	Date: <i>March 15, 2002</i>
President: Barbara Manger, MPA, RHIA, CCS	Date: March 15, 2003
President: Tim Keough, MPA, RHIA	Date: December 1, 2009
President: Joyce M. Matheson, RHIT	Date: April 17, 2014
President: Carolyn D. Magnotta, RHIA	Date: June 1, 2015
President:	Date:
President:	Date:

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
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SECTION: Introduction	Section #: I - A - 1
POLICY STATEMENT: General Guidelines	
Approved by Executive Board: June 2001	Revised Date: 4/17/14
SUBJECT: Purpose and Objectives	Page 1 of 1

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PURPOSE:

To have a manual wherein members of the Executive Board have access to information necessary to effectively carry out their duties.

OBJECTIVES:

1. Provide an approved Strategic Plan to direct the activities of the Association.
2. Provide administrative guidelines, general policies and procedures.
3. Provide Bylaws of NJHIMA.
4. Provide information on responsibilities and functions of all Executive Board members.
5. Provide specific policies and procedures for each officer and Committee Chairperson.
6. Provide access through the NJHIMA web site to the Bylaws and Policy and Procedure Manual.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Introduction	Section #: I - A - 2
POLICY STATEMENT: General Guidelines	
Approved by Executive Board: September 2001	Revised Date: 4/17/14
SUBJECT: Distribution/Revision of Manual	Page 1 of 1

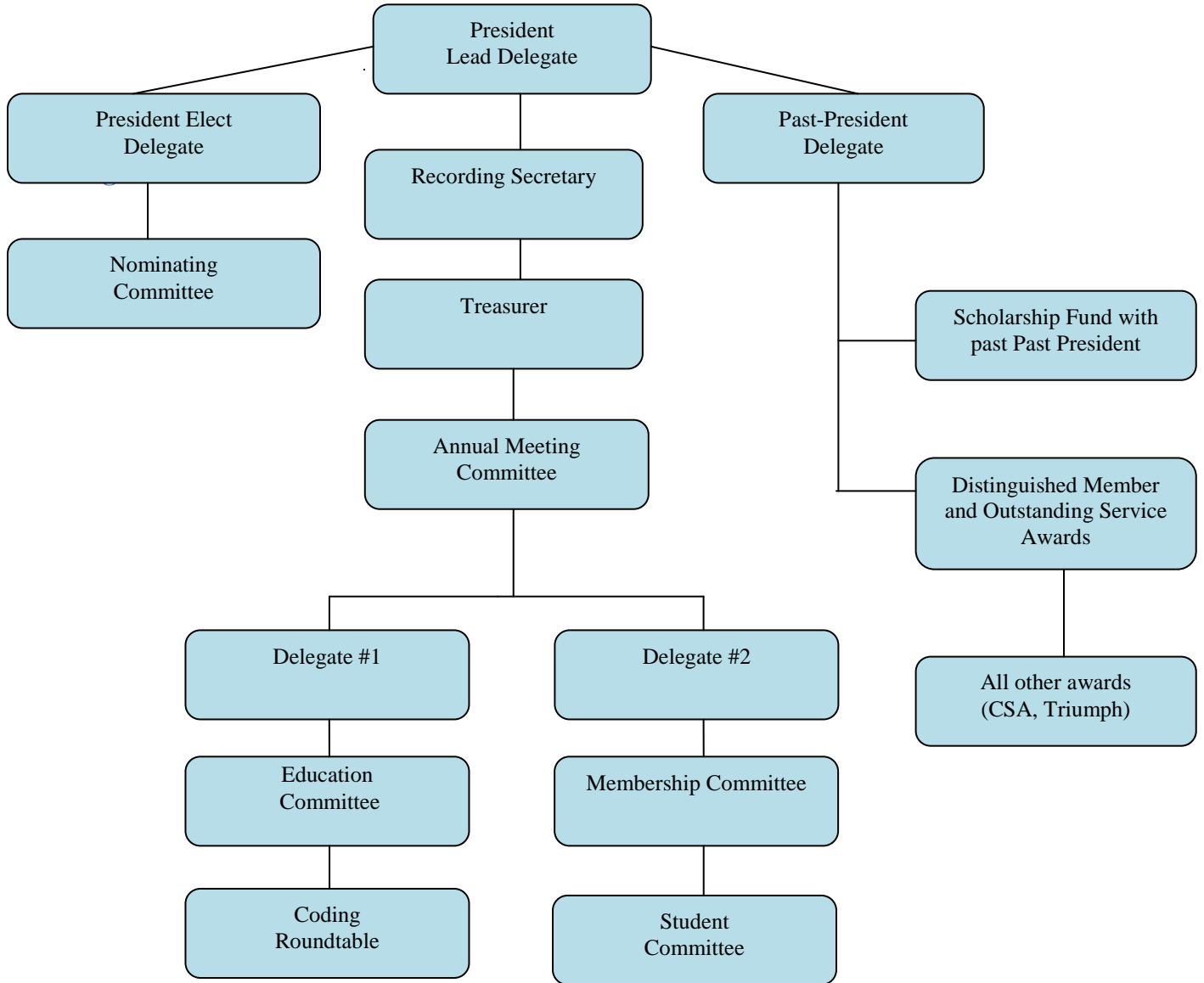
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<u>Responsible Party</u>	<u>Procedure Step</u>
1. Adhoc Committee	<ul style="list-style-type: none">• Adhoc Committees will be formed if necessary to rewrite larger portions of the manual or those pertaining to a specific topic.
2. Executive Board Members	<ul style="list-style-type: none">• Outgoing members will review the sections pertaining to their roles and recommend changes to the President-Elect.
3. President-Elect	<ul style="list-style-type: none">• Review P&P Manual on an annual basis and revise as necessary. Submit to Executive Board for approval. President to sign Approval Form. Update website file.
4. Manual Retention and Location	<ul style="list-style-type: none">• A master paper copy of the manual will be maintained by the President-Elect. A PDF file will be accessible to all Executive Board members on the Association Base Camp web site.

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SECTION: Introduction	Section #: I - B - 1
POLICY STATEMENT: General Guidelines	
Approved by Executive Board: June 2001	Revised Date: 4/17/14
SUBJECT: Organizational Chart	Page 1 of 1

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SECTION: Introduction	Section #: I - B - 2
POLICY STATEMENT: Executive Board	
Approved by Executive Board: 10-03-84	Revised Date: 4/17/14
SUBJECT: Executive Board Roster	Page 1 of 1

A roster of members of the Executive Board shall be maintained for each term of office. Members of the Executive Board are defined in the NJHIMA Bylaws, Article VII, Section I.

The President shall compile the Roster, revise the roster per changes, and distribute a copy to all Board members. A copy of the current roster shall be posted on the NJHIMA web page.

A copy of the current Executive Board roster shall be filed in the Association's Policy and Procedure Manual.

The official roster shall be kept with the Recording Secretary's files at the beginning of each year of business.

NOTE: The roster maintained by the President contains confidential information and is therefore only posted on the NJHIMA Board BaseCamp web site.

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SECTION: Administrative Guidelines	Section #: II - A - 1
POLICY STATEMENT: Executive Board	
Approved by Executive Board: June 2001	Revised Date: 4/17/14
SUBJECT: Executive Board Responsibilities and Functions	Page 1 of 1

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The Executive Board shall conduct the business of the Corporation in accordance with AHIMA and NJHIMA Bylaws and the Policy and Procedure Manual.

The Executive Board shall:

1. Develop policies and procedures to conduct Association business.
2. Implement a strategic plan to meet the needs of the Association and the health information management practitioner.
3. Monitor officer and committee activities.
4. Address issues relevant to health information management practice.
5. Propose changes to AHIMA and NJHIMA Bylaws when necessary to meet the needs of the membership.
6. Conduct meetings and educational sessions relating to health information, medical record practice and patient rights.
7. Receive and disburse State Association money and maintain an accurate accounting of state finances.
8. Promote ethical conduct of members of the Association.
9. Conduct public relations activities.
10. Provide support to approved and emerging Health Information Management and Health Information Technology educational programs within the state.
11. Establish standing and adhoc committees.
12. Submit reports to the membership on Executive Board activities.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative	Section #: II - A - 2
POLICY STATEMENT: Executive Board	
Approved by Executive Board: 9-12-84	Revised Date: 4/17/14
SUBJECT: Removal from Office/Committee	Page 1 of 1

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Failure to perform the duties and responsibilities specified in the NJHIMA Policy and Procedure Manual or failure to comply with attendance requirements may result in removal from the Executive Board.

Duties, responsibilities, and attendance requirements for each position are located in the job description for that position. Removal from office must be a majority vote from the remaining members of the Executive Board.

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SECTION: Administrative Guidelines	Section #:II - A - 3
POLICY STATEMENT: Executive Board	
Approved by Executive Board: September 2000	Revised Date: 4/17/14
SUBJECT: Parliamentarian	Page 1 of 1

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The NJHIMA meetings are conducted on the basis of parliamentary procedure where the Bylaws are silent. It is believed that parliamentary procedure promotes efficiency and protects the interest of the group.

The President-Elect shall be the NJHIMA Parliamentarian.

It shall be the duty of the Parliamentarian to monitor business and Executive Board meetings for the proper and orderly conduct of business.

The Parliamentarian shall be assisted by the Delegates as needed.

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SECTION: Administrative	Section #: II - A - 4
POLICY STATEMENT: Executive Board	
Approved by Executive Board: 09-01-01	Revised Date: 4/17/14
SUBJECT: Confidentiality/Release of Information	Page 1 of 1

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Recognizing that certain information from the New Jersey Health Information Management Association of New Jersey is confidential, the following guidelines have been established for distribution of information.

Membership Roster:

Only the President, Webmaster and Chair of the Membership Committee shall have access. Other copies will be distributed at the Board's discretion.

Membership Directory:

The membership directory shall be made available through secure password entry to current association members via the association webpage. Information available will be limited to member name, phone number, fax number and email address.

Minutes:

Executive Board: Will be distributed to Executive Board members and posted on the NJHIMA web page.

Committee Meetings: Will be distributed to committee members and Executive Board

Financial Data:

Budget: Approved fiscal year budget may be released to NJHIMA members.

Other Financial Data: Shall be limited to access by Executive Board members unless specifically provided in this manual.

All of the above may be archived.

Other requests require Executive Board approval.

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SECTION: Administrative	Section #: II - B - 1
POLICY STATEMENT: Executive Board	
Approved by Executive Board: December 2001	Revised Date: 4/17/14
SUBJECT: Executive Board Meetings	Page 1 of 1

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There shall be bimonthly meetings (at a minimum) to be held at a location to be determined by the President. Meetings may be conducted in person, by conference call, or by other electronic means. At least 10 days notice shall be given.

There shall be a combined meeting of the outgoing and incoming Executive Boards within 60 days of the Annual Meeting.

An agenda shall be prepared by the President and posted to the NJHIMA Base Camp at least seven (7) days prior to Board Meeting.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
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SECTION: Administrative	Section #: II - B - 2
POLICY STATEMENT: Executive Board	
Approved by Executive Board: October 3, 1984	Revised Date: 4/17/14
SUBJECT: Executive Board Open Meetings	Page 1 of 1

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The business meeting of the Executive Board of this association shall be open to the membership and invited guests unless business under discussion requires confidentiality.

When the Executive Board is in session, only those who are members of the Executive Board may be seated at the meeting table. NJHIMA members or students present should be seated apart from the meeting table.

NJHIMA members and students shall have no vote and shall have no voice unless a request is submitted in writing to the President to be put on the agenda prior to the Executive Board meeting.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
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SECTION: Administrative	Section #: II - B - 3
POLICY STATEMENT: Executive Board	
Approved by Executive Board: October 3, 1984	Revised Date: 4/17/14
SUBJECT: Agenda for Executive Board Meetings	Page 1 of 1

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An agenda shall be compiled for each Executive Board meeting.

It shall include:

- Reports from officers and committee chairpersons
- Old Business items
- New Business items

Executive Board members shall indicate in their written reports those items for Board action/approval which will be included in the written agenda.

The agenda shall be distributed to members of the Executive Board in advance of the Board meeting by posting on the NJHIMA Base Camp and revised the day of the meeting if necessary.

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SECTION: Administrative	Section #: II - B - 4
POLICY STATEMENT: Executive Board	
Approved by Executive Board: October 3, 1984	Revised Date: 4/17/14
SUBJECT: Committee and Officer Reports	Page 1 of 1

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Executive Board members shall submit reports in writing for Executive Board action/approval.

All reports should be posted to the NJHIMA Board Base Camp at least 7 days prior to the scheduled Executive Board Meeting. Executive Board Members with no report are to notify the president by the report due date.

Reports for Executive Board meetings should summarize officer/committee activities and include mention of those items for Board action/approval.

Unless recent business obviated inclusion in information posted to the Base Camp, reports not submitted in advance and in writing shall be addressed, time permitting, at the end of the meeting's agenda. Officers and Chairpersons with handouts, attachments and reports not posted by the due date shall bring a sufficient number of copies for distribution at the meeting.

All Executive Board members shall access the NJHIMA Base Camp prior to meeting date to review and print out the agenda and reports for discussion at the meeting.

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SECTION: Administrative.	Section #: II - B - 5
POLICY: Executive Board	
Approved by Executive Board: October 3, 1984	Revised Date: 4/17/14
SUBJECT: Attendance at Executive Board Meetings	Page 1 of 1

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An accurate report of attendance shall be maintained for each Executive Board meeting. Inability to attend meetings shall be communicated, in advance, to the President or designee. Committee Chairpersons shall select an alternate to attend meetings in their absence.

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SECTION: Administrative	Section #: II - B - 6
DETAILED PROCEDURE: Executive Board	
Approved by Executive Board: October 3, 1984	Revised Date: 4/17/14
SUBJECT: Executive Board Meetings - Attendance	Page 1 of 1

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Responsible Party

Procedure Step

Executive Board Members

1. Notify President of inability to attend meetings. Secure an alternate to attend meetings in event of absence.

Recording Secretary

2. Prepare sign-in sheet for each meeting.

President

3. Note on sign-in sheet members excused or absent.

Recording Secretary

4. Following each meeting, update Board Attendance Roster.

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SECTION: Administrative	Section #: II - B - 7
DETAILED PROCEDURE: Executive Board	
Approved by Executive Board: October 3, 1984	Revised Date: 4/17/14
SUBJECT: Executive Board Report	Page 1 of 1

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Responsible Party

Procedure Step

Officer/Committee Chairperson

1. Post report to NJHIMA Board Base Camp at least 7 calendar days prior to Board meeting date.

President

2. Solicit reports from Board members and formulate an agenda from information submitted. Post agenda to NJHIMA Board Base Camp seven calendar days prior to Board meeting date.

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SECTION: Administrative Guidelines	Section #: II - B - 8
POLICY STATEMENT: Executive Board	
Approved by Executive Board: November 9, 1984	Revised Date: 4/17/14
SUBJECT: Voting	Page 1 of 1

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Each member of the Executive Board shall have one vote.

A quorum is more than 50% of the Executive Board.

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SECTION: Administrative Guidelines	Section #: II - B - 9
DETAILED PROCEDURE: Executive Board	
Approved by Executive Board: 09-12-84	Revised Date: 4/17/14
SUBJECT: Electronic Vote to Facilitate NJHIMA Business	Page 1 of 1

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<u>Responsible Party</u>	<u>Procedure</u>
Requestor	1. The Officer or Committee Chairperson who requires approval of the Executive Board for action prior to the next scheduled meeting will contact the President.
Requestor	2. If the President grants approval for an electronic vote, the requestor then contacts the Recording Secretary. The specific issue is communicated to the Recording Secretary.
Recording Secretary	3. The Recording Secretary or designee takes a poll of the Executive Board members. A tally is maintained. Results are forwarded to the Requestor and the President.
Requestor	4. If the majority vote is in the affirmative, the Requestor may then proceed with the necessary action.
Requestor	5. The Requestor reports on the vote at the next scheduled Executive Board meeting.

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SECTION: Administrative Guidelines	Section #: II - B - 10
POLICY STATEMENT: Executive Board	
Approved by Executive Board: January 21, 1985	Revised Date: 4/17/14
SUBJECT: Conflict of Interest Vote	Page 1 of 1

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At the beginning of each Executive Board meeting, each attendee should declare any conflicts of interest or dualities of interest.

In the event there is a declared potential conflict, that member should be given the opportunity, before discussion begins, as to whether he or she wishes to choose to leave the room during this time.

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SECTION: Administrative Guidelines	Section #: II - C - 1
POLICY STATEMENT: Executive Board	
Approved by Executive Board: June 2001	Revised Date: 4/17/14
SUBJECT: Correspondence	Page 1 of 1

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Officers and Committee Chairpersons are responsible for their own correspondence.

All correspondence and responses should be processed on a timely basis.

Copies of correspondence should be maintained in the Officer or Committee files.

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SECTION: Administrative Guidelines	Section #: II - D - 1
POLICY STATEMENT: Executive Board	
Approved by Executive Board:	Revised Date: 4/17/14
SUBJECT: Officer and Committee Files	Page 1 of 1

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Each Officer and Committee Chairperson shall retain a complete file of the current year's reports, publications, and correspondence. This file will be given to the incoming Officer or Committee Chairperson at the Joint Executive Board Meeting.

The previous years' materials shall be purged of duplicative or non-essential information prior to the transfer of the file to the incoming Officer or Committee Chairperson.

Materials which highlight the Officer or Committee's work and accomplishments should be retained.

Historical paper files are retained by NJHA.

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SECTION: Administrative Guidelines	Section #: II - D - 2
DETAILED PROCEDURE: Executive Board	
Approved by Executive Board: September 12, 1984	Revised Date: 4/17/14
SUBJECT: Orientation for New Members/Transfer of Information	Page 1 of 1

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<u>Responsible Party</u>	<u>Procedure Step</u>
President	<ol style="list-style-type: none"> 1. Arrange Joint Executive Board Meeting and schedule break-out sessions for exchange of information. 2. Send copy of strategic plan and organization chart to new Board members.
Outgoing Executive Board Members	<ol style="list-style-type: none"> 3. Bring to the Joint Executive Board Meeting all business, correspondence and manuals related to the office or committee. If the outgoing member cannot attend the Joint Board Meeting, arrangements should be made with the incoming replacement member to exchange information within ten (10) days after the Joint Board Meeting.
Incoming Executive Board Members	<ol style="list-style-type: none"> 4. If you are unable to attend the Joint Board Meeting, arrange to meet with outgoing member. Meeting should be arranged within ten (10) days of the Joint Board Meeting.

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SECTION: Administrative Guidelines	Section #: II - D - 3
POLICY STATEMENT: Executive Board	
Approved by Executive Board: January 21, 1985	Revised Date: 4/17/14
SUBJECT: Distribution and Storage of Publications	Page 1 of 1

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It shall be the responsibility of the Officer or Committee which originates a publication to plan and implement a distribution, storage and retrieval system.

The costs of distribution, storage and retrieval shall be considered as part of the publication cost. All such costs must be budgeted, or approved in advance, by the Executive Board.

Copies of publications shall be retained by the originating Officer or Committee for historical purposes.

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SECTION: Administrative Guidelines	Section #: II - D - 4
POLICY STATEMENT: Executive Board	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Archives	Page 1 of 1

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To promote continuity and maintain a historical record of NJHIMA business and activities, the following materials shall be archived:

- Bylaws
- Policy and Procedure Manual
- Executive Board Roster
- Membership Roster
- Monthly Business Meeting Minutes
- Meeting Programs
- Special Publications
- Member Photographs
- Master Plans
- Annual Budgets (Proposed and Actual)
- Committee Rosters
- Annual Reports
- Executive Board Meeting Minutes
- Progress Notes
- Certified Audits
- Correspondence to Membership

Based on the cost of storage space and/or other medium, the Executive Board shall recommend where, by whom, and for how long the archived materials will be retained. Currently, historical records are retained by NJHA.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
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SECTION: Administrative Guidelines	Section #: II - E - 1
POLICY STATEMENT: Executive Board	
Approved by Executive Board: June 2000	Revised Date: 4/17/14
SUBJECT: NJHIMA Business Meeting	Page 1 of 1

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There shall be a minimum of three (3) educational meetings from September through April, excluding December. The time and place of the meetings is to be determined by the Education Committee, with the approval of the Executive Board. The Education Committee shall prepare an agenda which shall include an educational session and a business meeting. A minimum of four (4) weeks' notice shall be given to the membership.

There shall be an Annual Meeting to be held in June at a time and location to be determined by the Annual Meeting Committee, with the approval of the Executive Board. The Annual Meeting Committee shall prepare an agenda with educational sessions and a business meeting. At least six (6) weeks notice shall be given to the membership.

Business meetings shall be conducted according to Robert's Rules of Order. They shall be chaired by the President or the next highest ranking officer present.

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SECTION: Administrative Guidelines	Section #: II - E - 2
POLICY STATEMENT: Executive Board	Revised Date: 4/17/14
Approved by Executive Board: 10/03/84	Effective Date: 09/01/00
SUBJECT: NJHIMA Business Meetings - Reports	Page 1 of 1

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Officers and Committee Chairpersons are responsible for presenting reports at the general business meetings. Reports are required only if there is business to report. A member of the Committee may report on the Committee's activities in the absence of the Chairperson. All reports should be posted to the NJHIMA Board Base Camp at least seven (7) days prior to the Board Meeting. If there is no report, the Committee chair should so notify the President at least seven (7) days prior to the Board Meeting.

An Annual Report should be organized and prepared by the President-Elect and Delegates. It is to be presented to the Executive Board at its last meeting prior to the Annual Meeting. As approved by the Executive Board, it shall then be printed for distribution to the membership at the Annual Meeting.

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SECTION: Administrative Guidelines	Section #: II - E - 3
POLICY STATEMENT: Executive Board	Revised Date: 4/17/14
Approved by Executive Board: 10/03/84	Effective Date: 09/01/01
SUBJECT: NJHIMA Business Meetings - Minutes	Page 1 of 1

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Minutes of all NJHIMA Business meetings shall be maintained. These minutes shall accurately reflect the actions, motions, votes and reports presented at the Business meetings.

Minutes shall be recorded and transcribed within 10 days of the Business meeting. Review of the minutes by the President or a designee, prior to distribution, shall be left to the discretion of the President.

The recording Secretary shall post completed minutes to the NJHIMA Board Base Camp for approval at the next scheduled Board Meeting. Following Board approval and necessary revisions and or corrections, the minutes are to be removed from the Board Base Camp and posted to the NJHIMA web site thereby available to the membership.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: II - E - 4
POLICY STATEMENT: Executive Board	Revised Date: 4/17/14
Approved by Executive Board:	Effective Date: 09/01/00
SUBJECT: Voting at Business Meetings	Page 1 of 1

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In accordance with the NJHIMA Bylaws, only active members may have voice and vote at NJHIMA Business Meetings.

If there is a question regarding the status of participants in a vote, a written ballot shall be indicated.

All members present will be requested to cast their votes and indicate their identification numbers.

Verification of active members present, ballot tally and outcome of the vote will be the responsibility of the President-Elect.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: II - E - 5
DETAILED PROCEDURE: Executive Board	Revised Date: 4/17/14
Approved by Executive Board: 09-01-00	Effective Date: 09/01/00
SUBJECT: Procedure for Membership Voting	Page 1 of 1

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1. Education Committee members working at the registration desk are responsible for distribution of ballots to all active members registered for that meeting. Student, inactive and honorary members are not entitled to vote.
2. Ballots are to contain the following information:
 - a. Member's name
 - b. Membership type (active or associate)
 - c. Place of employment
 - d. Motion being voted upon
 - e. Vote (in favor or opposed)
3. Prior to the Business Meeting, it shall be the responsibility of the President-Elect (or designee) to obtain from the Education Committee Chairperson (or designee) the number of active and associate members registered for that meeting. This is the number which will be used to determine if a quorum is present to qualify for a vote.
4. If a quorum does not exist, the President (or President – Elect) shall be informed prior to the Business Meeting so that any issues coming forth for a vote may be tabled until the next meeting.
5. Ballots are to be retrieved by the President-Elect (or designee) from each table at the Business Meeting. Each ballot shall be verified for validity by using the membership roster. Results are to be tabulated by the President-Elect (or designee) as soon as possible. Illegible ballots will be destroyed, uncounted.

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**NEW JERSEY HEALTH INFORMATION MANAGEMENT
ASSOCIATION
Monthly Meeting**

VOTING BALLOT

Name _____
(signature)

Membership Type _____
(active or associate)

Place of Employment _____

Motion Voted Upon _____

Vote _____
(in favor of or opposed)

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: II - F - 1
POLICY STATEMENT: Educational Meetings	Revised Date: 4/17/14
Approved by Executive Board: June 2000	Effective Date: 09/01/00
SUBJECT: Scheduling Educational Sessions/Workshops	Page 1 of 1

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There shall be a minimum of three (3) educational meetings from September through April (excluding December). The time and place of the meetings is to be determined by the Education Committee with the approval of the Executive Board. The Education Committee shall prepare an agenda which shall include an educational session(s) and a business meeting. At least four (4) weeks notice shall be given to the membership for regular meetings.

Workshops may be held as warranted to meet the needs of the membership. The time and location of a workshop shall be determined by the sponsoring committee with the approval of the Executive Board. A Workshop/Seminar notice shall be distributed to the membership at least 30 days prior to the date of the workshop.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: II - F - 2
POLICY STATEMENT: Educational Sessions	Revised Date: 4/17/14
Approved by Executive Board:	Effective Date: 09/01/00
SUBJECT: Payment of Speakers	Page 1 of 1

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Speakers shall be reimbursed at the rate negotiated by the Annual Meeting or Education Committee or other responsible party within the budgetary amounts previously approved by the Executive Board.

All speakers' meeting registration and meal fees shall be waived for the day of presentation. These fees shall be charged to the appropriate budget.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: II - F - 3
POLICY STATEMENT: Educational Meetings	Revised Date: 4/17/14
Approved by Executive Board: March 2002	Effective Date: March 2002
SUBJECT: Honorariums	Page 1 of 1

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Honorariums are offered to or requested by presenters at the NJHIMA monthly educational sessions and the NJHIMA annual meeting. They may also be extended to other seminars and programs offered by the association as approved by the Executive Board.

1. Fees for outside speakers will be negotiated with the individual presenter/agency/organization for an amount not to exceed \$1,000.00 (including travel, hotel, meals etc.) Individual expenditures in excess of this amount must receive Executive Board approval. Approval must be received from the Executive Board prior to confirmation to the speaker.
2. Aggregate speaker fees cannot exceed the budgeted allowance without Executive Board approval.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: II - F - 4
POLICY STATEMENT: Educational Sessions	
Approved by Executive Board: March 2002 (CR)	Revised Date: 4/17/14
SUBJECT: Waiver of Registration Fee	Page 1 of 1

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Registration fees for all NJHIMA sponsored activities will be waived for the attendance of the President. The waiver will be effective for the President's term of office.

Note: the fee for the Annual Meeting is waived for the outgoing President.

The term of office begins the day after installation and ends upon the passing of the gavel at the installation ceremony.

The Registration fee for the Annual meeting will also be waived for the Distinguished Member Award and Scholarship Recipients.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: II - F - 5
POLICY STATEMENT: Educational Sessions	
Approved by Executive Board: 01/01/2000	Revised Date: 4/17/14
SUBJECT: Members Working Meetings (Annual or Educational)	Page 1 of 1

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1. Members who act in the following capacities will attend meetings free of charge:
 - a. Members who are providing educational sessions (i.e., speakers) attend the day of their session free of charge.
 - b. Members who must provide coverage at the registration desk during the educational meetings and the Education Committee Chair shall attend the day of the session free of charge.
 - c. Annual Meeting Chair will attend the Annual Meeting free of charge.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - A - 1
PROCEDURE: General Guidelines	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: General Suggestions	Page 1 of 1

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1. Schedule entire year's meetings at the first meeting; schedule additional meetings as the need arises.
2. If Committee membership is spread throughout the State, meet at the NJHA or schedule virtual meetings or conference calls or messages through NJHIMA Board Base Camp.
3. Take minutes at all meetings; distribute to Committee members within 7 days.
4. Write work plans and task lists to coincide with goals and objectives.
5. Evaluate success at meeting goals and objectives during term.
6. Provide written communications to membership on Committee activities in the Annual Report.
7. Maintain committee information in an organized manner to facilitate transition in the next operational year.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - A - 2
PROCEDURE: General Guidelines	
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: Activity Timeline (Recommended)	Page 1 of 1

JULY	AUGUST	SEPTEMBER
<p>All Board Members -</p> <ul style="list-style-type: none"> ▪ Joint Board Meeting <p>Treasurer-</p> <ul style="list-style-type: none"> ▪ Provide Budget packets <p>President/President-Elect/Past-President/Delegates</p> <ul style="list-style-type: none"> ▪ Team Talks & Leadership Conference <p>Education Chair:</p> <ul style="list-style-type: none"> ▪ Email September notice <p>All Committee:</p> <ul style="list-style-type: none"> ▪ Review Info from Previous Chair 	<p>All Board Members-</p> <ul style="list-style-type: none"> ▪ Strategic Planning Meeting ▪ Review and vote on proposed budget <p>All Committees:</p> <ul style="list-style-type: none"> ▪ Choose members and contact volunteer members ▪ ID other committees with which committee interacts <p>Delegates and Other Board Members- all reimbursement requests to Treasurer by August 15th</p>	<p>All Board Members -</p> <ul style="list-style-type: none"> ▪ Board meeting following education session <p>President (Lead Delegate)</p> <ul style="list-style-type: none"> ▪ Final submission for new business at HOD Annual Mtg. Comm. ▪ Select Theme ▪ Begin Speaker Selection All Committee ▪ Kick off meeting with members <p>Delegates – report on HOD teams</p>
OCTOBER	NOVEMBER	DECEMBER
<p>Delegates</p> <ul style="list-style-type: none"> ▪ HOD meeting <p>Education Chair:</p> <p>Email November Notice</p>	<p>Education Committee:</p> <ul style="list-style-type: none"> ▪ Begin Coordination of Feb/ March meeting 	<p>Education Committee:</p> <p>Email notice of January meeting</p>
JANUARY	FEBRUARY	MARCH
<p>Chair, Scholarship Board:</p> <ul style="list-style-type: none"> ▪ Scholarship solicitation letters <p>Treasurer</p> <ul style="list-style-type: none"> ▪ Begin new budget process ▪ Coordinate tax return with accountant 	<p>Past President</p> <ul style="list-style-type: none"> ▪ Distribute info for nominations for Distinguished Member Award <p>Scholarship Board:</p> <ul style="list-style-type: none"> ▪ Mail scholarship info to schools <p>Nominating Committee -</p>	<p>All Executive Board Members</p> <ul style="list-style-type: none"> ▪ Leadership & Hill Day All Board Members ▪ Annual Report Pictures <p>President-Elect</p> <ul style="list-style-type: none"> ▪ Distribute Annual Report Info & secure Photog.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

<p>Annual Meeting Chair</p> <ul style="list-style-type: none"> ▪ Submit Budget for approval <p>Nominating Committee</p> <ul style="list-style-type: none"> ▪ Call for nominations for ballot at January business meeting 	<ul style="list-style-type: none"> ▪ Select candidates for AHIMA Nominating Committee (Alt. Yrs.) 	<p>Nominating Committee</p> <ul style="list-style-type: none"> ▪ Call for nominations; develop ballot <p>Student Coordinator: Email letters to schools regarding volunteering at convention</p>
APRIL	MAY	JUNE
<p>All Board Members</p> <ul style="list-style-type: none"> ▪ Submit corrections and additions for P&P Manual <p>Nominating Committee: Elections conducted from April 10 to April 30. Results to Pres and Pres.-elect</p>	<p>President-Elect</p> <ul style="list-style-type: none"> ▪ Finalize and Submit Annual Report to Printer by end of month <p>Scholarship Board:</p> <ul style="list-style-type: none"> ▪ Coordinate selection process for scholarship 	<p>Annual Meeting Committee</p> <ul style="list-style-type: none"> ▪ Finalize all required activities <p>Education Committee</p> <ul style="list-style-type: none"> ▪ Coordinate September meeting and schedule meeting dates for next yr.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - B - 1
PROCEDURE: President	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Strategic Long Range Plan	Page 1 of 1

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1. Schedule and coordinate strategic planning session with President-Elect to take place during the summer.
2. Determine who will facilitate the planning session and make necessary arrangements.
3. Assign responsibility of icebreaker activity.
4. Following session, write up strategic plan to be presented to the Executive Board for approval no later than the October meeting.
5. Update Strategic Plan in Policy and Procedure Manual.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION

SECTION: Officers and Committees	Section #: III - C - 1
PROCEDURE: President-Elect	
Approved by Executive Board: March 2002	Effective Date: 4/17/14
SUBJECT: Policy and Procedure Manual	Page 1 of 1

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Procedure Steps:

1. Review and update Policy and Procedure Manual with Recording Secretary, and Delegates.
2. Present to Executive Board for approval
3. Update manual on an ongoing basis as changes are submitted by committees and officers.
4. Save MS Word file of Policy and Procedure Manual.
5. Arrange for revised copy to be uploaded onto web site and inform all officers and chairs of revisions posted.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - C - 2
PROCEDURE: President-Elect	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Annual Report	Page 1 of 1

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Procedure Steps:

1. Distribute information from previous year to all officers and committee chairs in March requesting necessary revisions by April.
2. Obtain list of expected graduates from all HIT and HIM programs from Chair of Student Committee.
3. Schedule photographer for Executive Board photographs for March educational meeting and notify all board members of photo session.
4. Request and obtain Annual Finance Report from Treasurer.
5. Reformat and revise all information needed for the Annual Report to be distributed to membership at the Annual Meeting.
6. Forward disk and hard copy directly to printer with instructions on delivery of report to person responsible for annual meeting packets.
7. Post Annual Report on NJHIMA web site.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - C - 3
PROCEDURE: President Elect	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Association Bylaws	Page 1 of 1

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1. Develop bylaw amendments as requested by the membership and the Executive Board.
2. Submit bylaw changes to the Executive Board for approval.
3. Notify the membership by special mailing, publication or posting on the NJ Communities of Practice with email notification to members of the proposed bylaw change/s.
4. No less the 30 days after such notification, take a vote of the membership on the bylaw change/s.
5. After membership approval, forward two copies of the retyped Bylaws pages to AHIMA.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - D - 1
POLICY: Scholarship Fund Board	
Approved by Executive Board: 2008	Revised Date: 4/17/14
SUBJECT: Scholarship Fund - Eligibility and Application	Page 1 of 2

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Eligibility Requirements:

1. A student enrolled in an approved HIT Associate Degree Program, eligible at the end of one full semester in the program.
2. An RHIT progressing to RHIA in an approved program, eligible at the end of one full semester in the program.
3. A student enrolled in an approved RHIA program, eligible at the end of one full semester in the program.

All applicants must:

1. Be a resident of the State of New Jersey (have permanent residence in the state for at least one year), or may be an out of state program and applicant is classified as a New Jersey resident.
2. Be a member of AHIMA with “New Jersey” specified as their component state association (CSA) enrolled in an approved Health Information Technology/Health Information Administration program.
3. Complete and submit an application including an essay of 250-500 words on the student’s decision to pursue health information management and the student’s view of where the profession is going in the future.
4. If awarded the scholarship, volunteer a minimum of 10 hours in an NJHIMA activity during the year following acceptance of the scholarship.

Applicants are required to complete a scholarship application and submit by the designated date of the Scholarship year. Applications are accepted September 1 through April 30 of each calendar year.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - D - 2
PROCEDURE: Scholarship Fund Board	
Approved by Executive Board: 2008	Revised Date: 4/17/14
SUBJECT: Scholarship Award Selection	Page 2 of 2

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The Scholarship Fund Board Members:

- any past president of NJHIMA may be a member
- immediate past president is the chairperson
- if immediate past president is a program director of a NJ HIA or HIT program, the chairperson must abstain from voting

It is the responsibility of the Scholarship Fund Board to screen all applicants and coordinate the election process. The Scholarship Fund Board will determine the number of scholarships to be awarded and will make the final selection. The Executive Board and the Annual Meeting Chair will be notified of the names of the recipients.

The applicant must meet the eligibility requirements as outlined in the Policy and Procedure Manual. Each applicant will be reviewed and ranked by the members of the Scholarship Fund Board. The applicants with the highest ranking will be awarded a scholarship.

The Chair of the Scholarship Fund Board will notify the scholarship recipients prior to the annual meeting. The Chair will notify the Annual Meeting Chair if the recipients will be present to accept their award. The Treasurer will be notified to have checks made.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Administrative Guidelines	Section #: III – D - 3
POLICY STATEMENT: Exam Fee Reimbursement	
Approved by Executive Board: May 7, 2004	Revised Date: 4/17/14
SUBJECT: Credentialing Examination Reimbursement	Page 1 of 1

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POLICY

The Association will reimburse the cost of the credentialing examination for Registered Health Information Administrator and Registered Health Information Technician for new graduates who pass the examination within 6 months of graduation from an AHIMA approved HIA or HIT program.

CRITERIA FOR REIMBURSEMENT AWARD

1. The examination candidate must be a member, in good standing, of NJHIMA for a minimum of 6 months prior to graduation/program completion.
2. The examination candidate must be a graduate of an accredited HIA or HIT program.
3. The examination date may not extend more than 6 months beyond the date of graduation (course completion).
4. Application and scheduling of the examination is the sole responsibility of the graduate.
5. Application for reimbursement is the sole responsibility of the graduate.

PROCEDURE FOR REIMBURSEMENT

1. Upon achieving a passing grade as established by AHIMA, the student will complete a disbursement voucher for the examination fee.
2. The student will submit the voucher to the address indicated along with the attached documents:
 - ✓ Written proof from AHIMA of passing grade for the certification examination.
 - ✓ Proof of program completion date (transcript indicating degree conferred date or letter from program on educational institution letterhead).
 - ✓ Receipt for proof of payment (cancelled check, printout of receipt for on-line registration).
 - ✓ Request for reimbursement must be within 60 days of the date on the passing grade notification.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

REQUEST FOR REIMBURSEMENT FOR CREDENTIALING EXAM FEE

DATE GRADUATED: (mm/yyyy)	DATE EXAM PASSED: (mm/dd/yy)	DATE OF REQUEST: (mm/dd/yy)
ITEM DESCRIPTION		AMOUNT
Fee for successful completion of ___ RHIT ___ RHIA Examination		\$
<p>Attached is:</p> <p>_____ Proof of Graduation Date</p> <p>_____ Proof of Examination Date and Achievement of Minimum Passing Score (determined by AHIMA)</p> <p>_____ Receipt for payment of examination fee.</p> <p>Note: If name on any of the above differs from that of student name on proof of graduation, please submit proof of name change.</p>		
MAKE CHECK PAYABLE TO:		
MAILING ADDRESS (City, State, Zip): _____ _____ _____		
PRINT GRADUATE'S NAME _____		
GRADUATE'S SIGNATURE _____		
COMPLETE ABOVE PORTIONS ONLY AND MAIL TO CURRENT NJHIMA TREASURER		
TREASURER _____ DATE _____		
CHECK NO. _____ DATE PAID ____/____/____		

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - D - 4
PROCEDURE: Past-President	
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: Selection of Distinguished Member	Page 1 of 1

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1. A call for nominations for the Distinguished Member Award will be sent to the membership in March.
2. The criteria for the Distinguished Member Award and the nomination form will be available on the NJHIMA website. Nominations must be received by April 15.
3. The Executive Board votes on the nominees by April 30.
4. The Past-President will inform the person who has been selected as Distinguished Member and advise him/her that registration fees for the Annual Meeting will be waived.
5. The Past-President will prepare an article for the Annual Meeting Program which will be read at the award presentation.
6. The Past-President will order a plaque for presentation to the Distinguished Member at the Annual Meeting.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - D - 5
PROCEDURE: Past President	
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: Criteria for Distinguished Member Award.	Page 1 of 1

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1. The Distinguished Member Award is an honor whereby one member of the NJHIMA is recognized for their outstanding service to NJHIMA and their contributions to the profession over an extended period of time.
 - a. All nominations must be submitted using the NJHIMA Awards Nomination Form which must be completed in its entirety. Nominations must follow the nominations guidelines and must include:
 - b. A narrative summary (200 words or less) written by the nominator that explains the nominee's qualifications for the Award and why the nominee deserves state recognition
 - c. Nominee's resume or curriculum vitae
 - d. Two letters of support from other NJHIMA members in good standing who can attest to:
 - e. The Nominee's specific accomplishments
 - f. How the Nominee met the specific guidelines for the Award
 - g. Why the Nominee is worthy of the Distinguished Member Award
2. The nominee shall have been a member in good standing of NJHIMA for at least 10 years.
3. He or she shall have exhibited service to NJHIMA in a leadership capacity as an officer and/or Executive Board member, and/or a Committee member who has not only given time and effort in the procedures and goals of NJHIMA but has contributed above and beyond what is expected.
4. He or she shall have exhibited educational leadership by presenting at NJHIMA workshops, meetings or seminars or contributed time in an advisory capacity to HIM Programs as an Advisory Board member or as a site director for directed practice or have published materials to benefit the HIM profession.
5. He or she shall have exhibited professional achievement through the development of imaginative administrative or management techniques or as a recognized resource person in the area of expertise.
6. He or she is a member who would exemplify the professional image of NJHIMA.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - E - 1
PROCEDURE: Annual Meeting Committee	
Approved by Executive Board: 11/84	Revised Date: 4/17/14
SUBJECT: Procedure for Coordination of Annual Meeting	Page 1 of 2

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The Annual Meeting Committee has the overall responsibility to plan and manage the Annual Meeting of the New Jersey Health Information Management Association. The Executive Board of the association will approve the site selection, budgeting elements, and operational design/policy changes.

1. Select Site and Date, review contract, provide insurance certificates to hotel.
2. Select theme and title. Note: Title may be chosen through a contest with NJHIMA members naming the event based on chosen theme.
3. Prepare Budget for approval by Executive board no later than January.
4. Market and submit information for NJHIMA website.
5. Develop Program. Topics/Speakers identified through:
 - Executive Board and Committee input
 - members' needs
 - industry needs
 - current events/issues
 - diverse HIM topics
 - budgetary considerations for travel, hotel and honorariums
6. Contact speakers
 - confirm program, audio visual needs, travel arrangements
7. Vendor/Exhibits - Marketing
 - select drayage company
 - send letters with dates, themes, site, determine interest in sponsorship, exhibiting raffles
8. Pricing
 - establish fees for vendors to include drayage costs, food events
 - establish registration fees for members/non-members
9. Management of Vendors/exhibits
 - send vendor packets including: pricing structure, hours for set up on shipping instructions, electrical requirements, confirm sponsorship of events via letter
 - confirm raffle items
 - obtain names of vendor reps attending
 - keep file of registrations and meal purchases
 - assign booth numbers, inform vendors
 - inform drayage company to send packets to vendors

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - E - 1
PROCEDURE: Annual Meeting Committee	
Approved by Executive Board: 11/9/84	Revised Date: 4/17/14
SUBJECT: Procedure for Coordination of Annual Meeting	Page 2 of 2

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10. Registration – Establish online registration process for vendors, members and nonmembers with NJHIMA webmaster
11. Program Preparation
 - confirm program outline including sponsors, speakers and titles, fees
 - confirm vendors
 - obtains bids/select printer
12. Food/Refreshments Management
 - contact hotel staff regarding selections within budget
13. Pre-Function Registration
 - receive payment and registration information from NJHIMA webmaster
 - create data base of registrants
 - organize meeting packets
 - make badges for vendors, speakers, committees and board
14. On-Site registration
 - ensure coverage at desk for both days
15. Hospitality Suite
 - provide adequate space for attendees to visit
 - display historical and current NJHIMA information
 - distribute any pertinent information, approved by Board for members (i.e. trade association newspapers)
 - display distinguished member recognition graduating students listing
16. Hotel
 - determine rooms and sizes for general and concurrent sessions
17. Sponsorships
 - prepare recognition signs for sponsored events
18. After Event
 - review all hotel invoices and forward to treasurer for payment
 - send thank you letters to vendors
 - pass on all information to new chairperson(s)

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
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SECTION: Officers and Committees	Section #: III - E - 2
PROCEDURE: Annual Meeting Committee	
Approved by Executive Board: 11/9/84	Revised Date: 4/17/14
SUBJECT: Vendor Sponsorship of Events	Page 1 of 2

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1. NJHIMA recognizes the importance of vendor support in its professional activities. It is the policy of the Association that it will not endorse the activities or products of any one vendor. To avoid a conflict of Interest or endorsement, the following rules regarding NJHIMA and vendor activities shall be followed:
 - a. Vendors may attend NJHIMA meetings provided they have paid all required registration fees.
 - b. Vendors may exhibit products or services at monthly or annual meetings provided that:
 - c. Exhibit fees have been paid or a purchase order submitted.
 - d. Advance approval has been received, in writing, from the Education Chairperson for exhibits at educational meetings.
 - e. Advance arrangements have been made with the facility at which the meeting is being held. If for the Annual Meeting, arrangements will be coordinated with the convention services company.
 - f. The vendor assumes total responsibility for the educational meeting facility's fees associated with setup and clean-up tasks. The Annual Meeting fee includes the facility fees and drayage charges.
2. Vendors may sponsor social events and may distribute or raffle gifts at NJHIMA meetings, provided the above conditions have been met.
 - a. In the event that more than one vendor expresses interest in the same educational meeting, the Education Chairperson shall be responsible to determine if this is feasible. If it is not possible to schedule all requesting vendors, selection shall be made on a "first- request" basis.
 - b. In the selection of requesting vendors for the Annual Meeting, the Annual Meeting Chairperson shall make the selections on a "first-request" basis.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
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SECTION: Officers and Committees	Section #: III - E - 2
PROCEDURE: Annual Meeting Committee	
Approved by Executive Board: 11/9/84	Revised Date: 4/17/14
SUBJECT: Vendor Sponsorship of Events	Page 2 of 2

3. If the Education or Annual Meeting Chairpersons question the appropriateness of a vendor exhibit, the request for exhibition shall be deferred to the Executive Board for action.
4. Vendor gifts to NJHIMA with a value in excess of \$100 shall be accepted only after approval by the Executive Board. The Executive Board shall then communicate, in writing, to the vendor, that such acceptance does not indicate NJHIMA endorsement of the product. The membership shall be notified of such communication.
5. Vendors shall not be permitted to exhibit at, sponsor, or distribute items at Executive Board meetings.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - E - 3
PROCEDURE: Annual Meeting Committee	
Approved by Executive Board: 9/1/88	Revised Date: 4/17/14
SUBJECT: Hospitality Suite	Page 1 of 1

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1. Organize coverage for room during the first day of the meeting.
2. Display photographs, Distinguished Member information, recent graduates, professional practice experience supervisors, decorations and other pertinent items.
3. Assign someone to take Annual Meeting pictures for display the following year.
4. Provide other ways to recognize member's accomplishments.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - E - 4
PROCEDURE: Annual Meeting Committee	
Approved by Executive Board: 9/1/88	Revised Date: 4/17/14
SUBJECT: Recognition of Graduating Students	Page 1 of 1

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1. Obtain list of graduating students from the Health Information Management and Health Information Technician schools. Submit for inclusion in the Annual Report and Annual Meeting program by the end of April.
2. Obtain list of professional practice site supervisors from the Health Information Management and Health Information Technician schools. Submit for inclusion in the Annual Report and Annual Meeting program by the end of April.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - F - 1
DETAILED PROCEDURE: Education Committee	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Educational Meeting Notice	Page 1 of 1

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After having secured the speaker(s) for the educational sessions, the Education Chair will design a meeting notice to include the following:

1. Speaker's name and credentials
2. Topic(s)
3. Date and Times of educational session(s), breaks, and lunch as well as location of meeting and fees for members and nonmembers
4. Time of NJHIMA business meeting

The information should be communicated to the NJHIMA webmaster who will set-up an online registration process. An email blast should be sent to the membership at least six weeks before the meeting.

The Chair is responsible for coordinating breaks and lunches with the designated staff at the meeting location.

The Chair will download a list of registrants prior to the meeting and is responsible for ensuring that the registration table is staffed. All speaker handouts will be posted online for the attendees to download. A link to the evaluation form and CE certificate will be sent by the NJHIMA webmaster after the meeting.

The Chair is responsible for following up after the meeting with a thank-you letter, including summary of the evaluations, to the speakers.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - I - 1
PROCEDURE: Membership Committee	
Approved by Executive Board: 10/3/84	Revised Date: 4/17/14
SUBJECT: Activity Calendar	Page 1 of 1

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Strategic Plan	August
Budget Preparation	January
New Member Packets	Monthly
Provide update AHIMA membership list to the webmaster	Monthly

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - I - 2
PROCEDURE: Membership Committee	
Approved by Executive Board: 10/3/84	Revised Date: 4/17/14
SUBJECT: New Member Packets	Page 1 of 2

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At the first Committee meeting of the year, review and revise contents of the packet as needed.

Current Packet Content:

1. Letter of welcome.
2. New Jersey Health Information Management Association information:
 - Executive Board roster
 - NJHIMA Annual Report
 - Description of Officers and Committees
 - Description of NJHIMA Executive Board
 - NJHIMA Bylaws
 - NJHIMA Strategic Plan
3. Copy of Membership Handbook
4. Order copies of packet material and assemble other supplies.
5. Mail to new members upon notification from AHIMA or otherwise, keeping a list of the dates of mailing.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - I - 2
PROCEDURE: Membership Committee	
Approved by Executive Board: 10/3/84	Revised Date: 4/17/14
SUBJECT: New Member Packets	Page 2 of 2

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SAMPLE NEW MEMBER LETTER

Date

Dear member,

On behalf of the Membership Committee, I would like to take this opportunity to welcome you to the New Jersey Health Information Management Association (NJHIMA). NJHIMA is dedicated to providing your membership with quality information and services. We are excited to have you as a member and hope to see you at the NJHIMA educational sessions.

Please take time to visit NJHIMA's web-site at www.njhima.org. The website provides valuable information pertaining to NJHIMA's officers, committees, meeting and educational programs and up-to-date information regarding hot topics in HIM and healthcare.

Enclosed please find NJHIMA's Annual Report for 200X-200X for your review. Please feel free to contact me at () or email me at with any questions or for further information.

Sincerely,

Chairperson, Membership Committee

Encl.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - J - 1
DETAILED PROCEDURE: Nominating Committee	
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: Formulation of a Nominations Slate	Page 1 of 3

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GOAL OF THE NOMINATING COMMITTEE:

To provide a slate of officers which meets the requirements of the NJHIMA Bylaws and which furthers the goals and objectives set by the present officers.

PROCEDURES:

1. The Chair of the Nominating Committee is appointed by the President-Elect. The Chair should have previously served as a member of the Nominating Committee.
2. The Chair must obtain a copy of the membership database from the Chair of the Membership Committee. Only active members are eligible to be nominated.
3. The Chair will announce a call for nominations at the January business meeting. A call for nominations will also be sent electronically to all members at the beginning of February. The NJHIMA Executive Board will also be solicited to submit nominations for the ballot.
4. Nominations will be submitted electronically via the NJHIMA website.
5. The Nominating Committee (whose members have been elected the previous Spring), meets to draw up a slate of possible candidates for NJHIMA offices for each annual election and in odd-numbered years, a candidate for the AHIMA Nominating Committee. Potential Candidates must meet criteria for office being considered.
6. Where possible, the Committee should have a minimum of two candidates for the officer positions and a minimum of four candidates for the members of the Nominating Committee. Delegate positions are rotated so that only one delegate is elected each year. Potential candidates should represent the interests of NJHIMA's diverse membership.
7. The proposed candidates are contacted by telephone or in person to confirm acceptance of the nominations and to confirm that they meet the necessary criteria. Candidates shall be informed of all responsibilities for the office being sought prior to accepting the nomination. Current Board members who are requested to seek an elected office are to be notified that if successful they must give up their current Board position as each Board position has a vote.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - J - 1
DETAILED PROCEDURE: Nominating Committee	
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: Formulation of a Nominations Slate	Page 2 of 2

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8. The proposed slate is presented to the Executive Board for its review and approval by March 31.
9. A biography is completed by each nominee for the ballot by April 5.
10. A notice for the election with a link to the ballot will be sent by the NJHIMA webmaster to all active members in good standing by April 10.
11. Members will log-on to a secure site on the NJHIMA website to cast their vote from April 10 through April 30.
12. The ballots will be tallied and the results will be given to the NJHIMA President and President-elect. The results of the ballot will be included in the Annual Report.
13. Each candidate on the ballot will be contacted by telephone or email with the results of the election. The elected candidates will be installed by the Committee Chair at the Annual Meeting.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - J - 2
DETAILED PROCEDURE: Nominating Committee	
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: Candidate Criteria	Page 1 of 2

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Qualifications for NJHIMA office are as follows:

PRESIDENT ELECT

1. Evidences superior management and communication skills.
2. Has had previous NJHIMA Executive Board experience (including committee chairpersons).
3. Shows strength under pressure.
4. Has a “professional” image.
5. Is a good listener and communicator.
6. Is fully aware of the requirement of the NJHIMA position, a three year commitment, including but not limited to attendance at all face-to-face House of Delegate Meetings as well as Leadership conferences.

RECORDING SECRETARY:

1. Has good writing skills and prior experience in taking minutes for a non-profit organization
2. Is a well organized individual.
3. Can meet deadlines – will produce minutes on a timely basis.
4. Is fully aware of the requirements of this NJHIMA position which is a one year commitment.

TREASURER:

1. Has prior experience as a Treasurer for a non-profit organization or has previously served as a member of the NJHIMA Finance Committee.
2. Has reputation for being responsible and well organized and is detail-oriented.
3. Can communicate with auditors and the Internal Revenue Service.
4. Is fully aware of the requirements of this NJHIMA position which is a two year commitment.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - J - 2
DETAILED PROCEDURE: Nominating Committee	
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: Candidate Criteria	Page 2 of 2

DELEGATE

1. Has a broad understanding of the profession and the industry
2. Is a representative of the diversity of NJHIMA members
3. Has demonstrated interest in NJHIMA through prior experience on the Executive Board (including committee chairpersons).
4. Has good communication and public speaking skills.
5. Is fully aware of the responsibilities of this NJHIMA position which is a two year commitment, including but not limited to personal attendance at each face-to-face meeting of the House of Delegates and Leadership conferences.
6. Limited to two consecutive terms

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - J - 3
PROCEDURE: Nominating Committee	
Approved by Executive Board: 9/1/88	Revised Date: 4/17/14
SUBJECT: Candidates for National Office	Page 1 of 1

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1. Ask Executive Board to recommend candidates for AHIMA's Nominating Committee and other nominations being sought.
2. Obtain picture and curriculum vitae, have printed and submit to appropriate person(s) at AHIMA.
3. Solicit NJHIMA members to write letters of support for candidate.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committee	Section #: III - K - 1
DETAILED PROCEDURE: Recording Secretary	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Meeting Minutes	Page 1 of 1

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1. A recording of the proceedings of each meeting shall be taken either by hand or by tape.
2. The Recording Secretary will transcribe these proceedings in a format to include:
 - Start and end time of meeting
 - Date of meeting
 - Place of meeting
 - Members Present
 - Discussion recorded by office or committee and action (see attached sample)
 - Signature of recorder
3. These minutes shall be posted to the NJHIMA Board Base Camp for review within 7 days of the meeting.
4. The minutes will be approved as written or approved with amendment at the next meeting. Approved minutes will contact the NJHIMA webmaster within 3 days of approval for posting on the NJHIMA web site.
5. The minutes and any attachments shall be maintained by NJHA.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - K - 2
DETAILED PROCEDURE: Recording Secretary	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Attendance at Executive Board Meetings	Page 1 of 3

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1. The Recording Secretary will provide an attendance sheet for each meeting of the Executive Board (see attached)
2. The attendance sheet will be passed around the meeting table once the meeting is begun to secure the signature of each person in attendance.
3. The recording secretary will secure the signatures of all those who arrive late.
4. The original attendance sheet will be maintained in file by the recording secretary.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Officers and Committees	Section #: III - K - 2
DETAILED PROCEDURE: Recording Secretary	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Attendance at Executive Board Meetings	Page 2 of 3

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Date of Board Meeting: _____

Place of Board Meeting: _____

Time: _____

Signatures of Board Members Attending

President	
President-Elect	
Recording Secretary	
Treasurer	
Past-President	
Delegate	
Delegate	
Student Coordinator	
Annual Meeting Chairperson	
Coding Roundtable Coordinator	
Education Chairperson	
Membership Chairperson	
Nominating Chairperson	

**NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL**

SECTION: Officers and Committees	Section #: III - K - 2
DETAILED PROCEDURE: Recording Secretary	
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Attendance at Executive Board Meetings	Page 3 of 3

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Executive Board Attendance Summary

Year: _____

Name and Position	Meeting Dates					Summary		
						P	E	A

P = Present
E = Excused
A = Absent

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Finance	Section #: IV - A - 1
DETAILED PROCEDURE: Treasurer	
Approved by Executive Board: 2008	Effective Date: 4/17/14
SUBJECT: Budget Process	Page 1 of 1

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1. All Officers/Committee Chairs shall submit the necessary budget forms to the Treasurer no later than July 30.
2. Treasurer shall prepare budget draft for the Executive Board and distribute no later than August 31.
3. NJHIMA Budget for the upcoming year shall be approved at the September Executive Board Meeting and presented to the Membership. The approved budget shall be placed on the Board Base Camp. The NJHIMA Executive Board shall strive to always approve a Balanced Budget.
4. Officers/Committee Chairs will be responsible for monitoring their own budgets. The Treasurer shall provide actual expenditures of the officers/committees in the months of November, April, and for the Joint Board Meeting. Actual expenditures for the previous year should be used to create the subsequent year's budget.
5. Approval must be obtained by the Executive Board for any non-budgeted items.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Finance	Section #: IV - B - 1
DETAILED PROCEDURE: Treasurer	
Approved by Executive Board: 2008	Revised Date: 4/17/14
SUBJECT: Treasurer Reports and Procedures	Page 1 of 1

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1. The NJHIMA treasurer will maintain the NJHIMA Money Market Account, the NJHIMA Scholarship Fund, and the NJHIMA Checking Account.
2. The treasurer shall post all receipts and expenditures to the appropriate income/expense categories as well as class as listed in the Policy and Procedure Manual.
3. All bank statements shall be reconciled upon receipt. A reconciliation summary shall be attached to each account statement.
4. The treasurer's report shall include the balances of all accounts. Reports will be given at each Executive Board Meeting.
5. All officers/committees shall be responsible for remaining within their budgets. The treasurer shall provide the officers/committee chairs with year to date expenditure reports in the months of November, April and June 2 weeks prior to the scheduled Board meeting. Additional status reports may be produced upon request of any board member. Officer/Committee Chair will submit attached budget report forms at the November, April and Joint Board Meetings.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Finance	Section #: IV - C - 1
DETAILED PROCEDURE: Treasurer	
Approved by Executive Board: 2007	Revised Date: 4/17/14
SUBJECT: Reimbursement/Disbursement Vouchers	Page 1 of 1

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Membership on the NJHIMA Executive Board is voluntary. Members are not reimbursed for the time dedicated to NJHIMA activities. However, reimbursement will be made for the following expenses if approved as a budgeted expense by the Board.

Mileage: current IRS rate

Photocopies, postage, supplies and other expenses related to NJHIMA activities.

Delegates Expenses shall include registration, airfare, meals, lodging, tips, transportation, and parking. Expenses will be reimbursed based upon prior budget approvals only. Delegates may request a cash advance. The advance will be deducted from the reimbursable expenses.

Disbursement Vouchers

1. If a disbursement is for a budgeted item, complete Disbursement Request and mail to the treasurer. Check will be mailed within 10 business days of receipt.
2. Attach all original bills and receipts for all expenditures. Boarding passes along with original cost documentation must be included with the disbursement request form.
3. If item was not approved in the budget process, proposal must be presented to the Executive Board for approval.
4. No payments shall be made for unapproved or unbudgeted items.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

DISBURSEMENT REQUEST

DATE REQUESTED:		DATE NEEDED:	
ITEM DESCRIPTION	AMOUNT	CHARGE TO: (COMMITTEE/OFFICE)	
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL	\$		
MAKE CHECK PAYABLE TO:			
MAIL TO:			

REQUESTOR'S SIGNATURE			

BUDGETED ITEM? Y N*		___ ADVAN	___ REIMBURSEMENT
* IF NOT PREAPPROVED IN BUDGET, SUBMIT TO EXECUTIVE BOARD FOR APPROVAL			
** ATTACH ALL ORIGINAL BILLS AND RECEIPTS FOR REIMBURSEMENT INCLUDING BOARDING PASSES			
TREASURER _____		DATE _____	
CHECK NO. _____		DATE PAID ____/____/____	

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

NJHIMA REV.2007

SECTION: Finance	Section #: IV - C - 2
DETAILED PROCEDURE: Treasurer	
Approved by Executive Board: March 2014	Effective Date: March 2014
SUBJECT: Travel Reimbursement	Page 1 of 1

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NJHIMA will pay reasonable expenses and registration fees for Advocacy Chair, Treasurer, Delegates and Officers (Past President, President, President-Elect) assigned to attend the following conferences:

- a. House of Delegates and National Convention (6 nights) (Officers and Delegates)
- b. Summer Team Talks and Leadership Conference (3 nights) (Officers, Delegates, and Treasurer)
- c. Winter Team Talks and Hill Day (2 nights) (Officers, Delegates, and Advocacy Chair)

The Executive Board can approve other travel as the need arises for conferences that require a state representative.

In order to be fiscally responsible, all members are encouraged to make reservations at the earliest possible date in order to obtain the lowest possible coach airfare fee and hotel accommodation fee. Reasonable fees will be reimbursed.

Travel costs consist of: coach airfare, single room lodging, meals at a maximum of \$50 per day, ground transportation (cab, airport bus, mileage to airport or meetings), tips, and other costs associated with the travel purpose. Mileage will be reimbursed at the current IRS allowable rate per mile. Mileage will be limited to the lesser of mileage reimbursement or coach airfare available for the same trip. NJHIMA will not pay for personal expenses.

A discretionary fund of \$100.00 may be utilized by the President and/or the President-Elect for the purposes of public relations and networking activities on behalf of the Association.

All requests for travel reimbursement must be submitted within 45 days of the Association activity. If a request for reimbursement has not been received within 45 days, the reimbursement may be denied. This policy will be reviewed yearly for sufficient funding at the Joint Board Meeting with approval for the new year.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
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SECTION: Finance	Section #: IV - D - 1
DETAILED PROCEDURE: Treasurer	
Approved by Executive Board: 06/11/99	Revised Date: 4/17/14
SUBJECT: Tax Exempt Status	Page 1 of 1

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The New Jersey Health Information Management Association is a non-profit organization and therefore is exempt from paying New Jersey Sales Taxes. All officers/committee chairs who incur expenses must present vendors with a copy of the attached NJHIMA Exempt Organization Certificate.

The current Treasurer is responsible for maintaining an updated copy in the Policy and Procedure Manual each year.

Officers/Committee Chairs are responsible to ensure that Exemption requests for NJ Sales Tax are requested.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Finance	Section #: IV - D - 2
DETAILED PROCEDURE: Treasurer	
Approved by Executive Board: 2007	Revised Date: 4/17/14
SUBJECT: Federal/State Tax/Annual Report	Page 1 of 1

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1. Treasurer shall prepare all documents requested by the NJHIMA Accountant for preparation of taxes and the Annual Financial Report/Audit.
2. On alternate years, the accountant is to provide a “Certified Financial Statement”. This should coincide with the end of the treasurer’s term of office. In the interim years, an uncertified statement is provided.
3. IRS Form 990 should be filed by 2/15 of the subsequent year.
4. An audit will be conducted every two years or when there is a change of Treasurer, whichever comes first, by an independent auditor.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: Finance	Section #: IV - E - 1
DETAILED PROCEDURE: Treasurer	
Approved by Executive Board: 06/11/99	Revised Date: 4/17/14
SUBJECT: Bids	Page 1 of 1

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1. It is the policy of NJHIMA that bids will be solicited prior to the purchase of an item or the contraction of services which have a cost of greater than \$500.00. A minimum of three bids shall be obtained.
2. If the item or service has not been approved through the budgeting process, no action to purchase or enter into the contract may be taken without the Executive Board approval.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: JOB DESCRIPTION	Section #: V - A - 1
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: Executive Board	Page 1 of 1

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EXECUTIVE BOARD: includes President-Elect, President, Past President, Delegate 1, Delegate 2, Treasurer, Secretary

EXECUTIVE BOARD RESPONSIBILITIES

- Conduct the business of NJHIMA
- Serve NJHIMA members and constituents, mindful of its mission
- Ensure the fiscal integrity of the organization
- Ensure that NJHIMA complies with all local, state, and federal laws and regulations
- Maintain cordial professional relationships with affiliated organizations, including but not limited to: NJHA, AHIMA, other CSA's
- Ensure that NJHIMA activities comply with internal Policies & Procedures
- Promote the profession
- Promote membership in AHIMA/NJHIMA
- Actively support student recruitment
- Act as ambassadors for the profession and NJHIMA
- Identify and engage appropriate vendors to provide association support services

GENERAL BOARD: includes Executive Board and all committee chairs

GENERAL BOARD RESPONSIBILITIES

- Attend all Executive Board Meetings
- Participate in all Executive Board Meetings
- Submit nominations for NJHIMA elected offices.
- Solicit volunteers for participation on NJHIMA Committees
- Participate in the development of the Strategic Plan.
- Promote the profession by:
 - Speaking and acting positively about the profession
 - Speaking and acting positively about NJHIMA
 - Actively recruiting members
 - Actively recruiting students
 - Informing the Executive Board of opportunities to promote the profession
- Ensure that AHIMA Member Profile is updated to include current e-mail address.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: JOB DESCRIPTION	Section #: V - A - 2
Approved by Executive Board: March 2002	Revised Date: 4/17/14
SUBJECT: President	Page 1 of 2

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TIMEFRAME: Second year of 3 year Presidential term.

POSITION RESPONSIBILITIES

- Preside at all Executive Board meetings.
- Direct and implement development of Strategic Plan.
- Appoint NJHIMA Committee Chairs, except Nominating Committee which is appointed by the President-Elect.
- Delegate new activities to appropriate Committee/Task Force
- Provide information needed for Executive Board meetings on a timely basis
- Plan and coordinate Joint Board meeting with President-Elect.
- Coordinate preparation and dissemination of Strategic Plan.
- Participate in annual NJHA Allied Health Association Presidents Conference
- Represent NJHIMA in communication with members and other organizations.
- Respond to member and other queries about NJHIMA activities.
- Attend and participate in AHIMA House of Delegates and National Convention.
- Attend and participate in AHIMA Summer Leadership Conference.
- Attend and participate in AHIMA Winter Leadership Conference and Hill Day.
- Inform Board and membership, as needed, about AHIMA and NJHIMA activities.
- Read all AHIMA member correspondence, including but not limited to: JAHIMA, AHIMA Advantage, and e-alerts.
- Present opening remarks at NJHIMA Annual Meeting.
- Conduct business meetings at periodic education sessions.
- Coordinate timely response to info@njhima.org applicable queries and discussion.

HOUSE OF DELEGATE RESPONSIBILITIES:

- **Acts as lead delegate**
- Attend all face-to-face HOD meetings
- Attend Winter and Summer Leadership Conference
- Discuss issues with other Delegates to ensure understanding and NJHIMA implications
- Vote on all issues coming before the House that require a vote.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: JOB DESCRIPTION	Section #: V - A - 3
Approved by Executive Board: January 2009	Revised Date: 4/17/14
SUBJECT: President-Elect	

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TIMEFRAME: First year of 3 year Presidential term.

POSITION RESPONSIBILITIES:

- Maintain Policies and Procedures manual.
- Act as Parliamentarian for Executive Board and other meetings.
- Attend and participate in AHIMA House of Delegates and National Convention.
- Attend and participate in AHIMA Summer Leadership Conference.
- Attend and participate in AHIMA Winter Leadership Conference and Hill Day.
- Read all AHIMA member correspondence, including but not limited to: JAHIMA, Leader Brief, and e-alerts.
- Update and maintain by-laws.
- Prepare and coordinate distribution of Annual Report.
- Plan and coordinate Joint Board meeting with President.
- Appoint Nominating Committee Chair

HOD RESPONSIBILITIES:

- Attend all face-to-face HOD meetings
- Participate in assigned HOD team
- Attend Team Talks and Leadership Conferences
- Discuss issues with other Delegates to ensure understanding and NJHIMA implications
- Vote on all issues coming before the House that require a vote.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: JOB DESCRIPTION	Section #: V - A - 4
Approved by Executive Board: January 2009	Effective Date: 11/21/14
SUBJECT: Past President/Director	

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TIMEFRAME: Third year of 3 year Presidential term.

POSITION RESPONSIBILITIES:

- Coordinate selection of Distinguished Member and recognition of Distinguished Member at Annual Meeting
- Serve as a member of the Scholarship Fund Board

HOD RESPONSIBILITIES:

- Attend all face-to-face HOD meetings
- Participate in assigned HOD team
- Attend Summer Team Talks and Leadership Conferences
- Discuss issues with other Delegates to ensure understanding and NJHIMA implications
- Vote on all issues coming before the House that require a vote.

NEW JERSEY HEALTH INFORMATION MANAGEMENT ASSOCIATION
POLICY AND PROCEDURE MANUAL

SECTION: JOB DESCRIPTION	Section #: V - A - 5
Approved by Executive Board: March 2002	Effective Date: 11/21/14
SUBJECT: TREASURER	

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TIME FRAME: two-year term.

POSITION RESPONSIBILITIES:

Maintain checking and savings accounts

- Ensure all requests for disbursement comply with Policies & Procedures.
- Disburse checks on a timely basis.
- Ensure premiums on all insurance policies are paid on a timely basis.
- Maintain current financial records on computer software.
- Prepare financial reports for all Executive Board meetings:
 - Statement of Financial Position
 - Statement of Income and Expenses

Coordinate annual budget process

- Prepare budget preparation package for each Committee/Function:
 - Transactions to date
 - Budget proposal form
 - Instructions
- Deliver presentation about budget preparation to Executive Board annually.
- Assist responsible parties in the preparation of the budget.
- Prepare cumulative budget request for Executive Board consideration.

Work with NJHIMA accountant

- Provide timely financial reports to CPA for tax return preparation

Ensure financial documents are maintained in storage at NJHA.

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POLICY AND PROCEDURE MANUAL

SECTION: JOB DESCRIPTION	Section #: V - A - 6
Approved by Executive Board: March 2002	Effective Date: 11/21/14
SUBJECT: Recording Secretary	Page 1 of 1

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TIME FRAME: one-year term.

POSITION RESPONSIBILITIES:

- Record accurate minutes of all Executive Board meetings. (In the event of unavoidable absence it is the responsibility of the Recording Secretary to arrange for the recording of minutes.)
- Prepare and distribute minutes of all Executive Board meetings on a timely basis and in approved format.
- Maintain historical minutes file, including list of major motions.
- Update historical list of major motions electronically.
- Maintain attendance records at Board Meetings

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SECTION: JOB DESCRIPTION	Section #: V - A - 7
Approved by Executive Board: January 2009	Effective Date: 4/17/14
SUBJECT: Delegate	Page 1 of 2

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TIME FRAME: two-year term

POSITION RESPONSIBILITIES:

- Monitor activities of Committees, as assigned.
- Advise Committee Chairpersons, as needed.

HOD RESPONSIBILITIES:

- Attend all face-to-face HOD meetings
- Attend Summer Team Talks
- Participate in assigned HOD team
- Discuss issues with other Delegates to ensure understanding and NJHIMA implications
- Vote on all issues coming before the House that require a vote.

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SECTION: JOB DESCRIPTION	Section #: V - A - 8
Approved by Executive Board: March 2002	Effective Date: 11/21/14
SUBJECT: Annual Meeting Chairperson(s) & Committee	

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TIME FRAME: Appointed by incoming President to serve during Presidential year.

CHAIRPERSON:

- Prepare and submit timely budget proposal for subsequent year's activities.
- Prepare and deliver Committee activity updates at all Executive Board meetings.
- Prepare and submit annual Committee report to President-Elect for Annual Report.
- Negotiate and sign all contractual obligations related to annual educational conference.
- Keep President informed of committee activities and seek assistance and advice as needed.

COMMITTEE RESPONSIBILITIES:

- Coordinate all activities associated with annual educational conference, including but not limited to:
 - Meeting space
 - Meals
 - Educational sessions
 - Vendor exhibits
 - Hospitality Suite
 - Decorations
 - Development and distribution of meeting announcement and registration form
 - Collection, analysis, and reporting to the Board of the results of the meeting

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SECTION: JOB DESCRIPTION	Section #: V - A - 9
Approved by Executive Board: January 2009	Effective Date: 4/21/14
SUBJECT: Education Chairperson(s) and Committee	

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TIME FRAME: Appointed by incoming President to serve during Presidential year.

CHAIRPERSON:

- Prepare and submit timely budget proposal for subsequent year's activities.
- Prepare and deliver Committee activity updates at all Executive Board meetings
- Prepare and submit annual Committee report to President-Elect for Annual Report.
- Keep assigned Delegate informed of committee activities and seek assistance and advice as needed.
- Reserve meeting space for quarterly educational meetings
- Solicit ideas for topics and speakers from Board and general membership

COMMITTEE RESPONSIBILITIES:

- Identify speakers education sessions
- Book speakers for education sessions
- Provide timely input, materials, and/or announcements to www.njhima.org webmaster.
- Ensure that meeting handouts are posted online for attendees to download prior to meeting
- Collection, analysis, and reporting to the Board of the results of the meeting
- Arrange for staffing of registration table.
- Provide attendance list for registration table.

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SECTION: JOB DESCRIPTION	Section #: V - A -13
Approved by Executive Board: January 2009	Effective Date: 4/21/4
SUBJECT: Membership Chairperson & Committee	

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TIME FRAME: Appointed by incoming President to serve during Presidential year.

CHAIRPERSON:

- Prepare and submit timely budget proposal for subsequent year's activities.
- Prepare and deliver Committee activity updates at all Executive Board meetings
- Prepare and submit annual Committee report to President-Elect for Annual Report.
- Keep assigned Delegate informed of committee activities and seek assistance and advice as needed.
- Maintain current membership database
- Introduce new members at business meeting
- Provide membership packet to all new members

COMMITTEE RESPONSIBILITIES:

- Receive monthly membership database electronically from AHIMA and submit to webmaster monthly to upload to website
- Update membership packet as needed

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SECTION: JOB DESCRIPTION	Section #: V - A -14
Approved by Executive Board: January 2009	Effective Date: 4/21/14
SUBJECT: Nominating Chairperson and Committee	

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TIME FRAME: Appointed by President-Elect from pool of previous Committee members, to serve during President year.

CHAIRPERSON:

- Initiate Nominating Committee activities
- Prepare and submit timely budget proposal for subsequent year's activities.
- Prepare and deliver Committee activity updates at all Executive Board meetings
- Prepare and submit annual Committee report to President-Elect for Annual Report.
- Keep President-elect informed of committee activities and seek assistance and advice as needed.

COMMITTEE RESPONSIBILITIES:

NJHIMA General Election

- Solicit candidates for general election.
- Ensure that each candidate meets criteria for office and understands the responsibilities of position being sought.
- Prepare ballot for general election
- Coordinate timely distribution of ballot with webmaster
- Validate the election results
- Report election results to President and President-elect
- Notify election participants of results

AHIMA Elections and Appointments

- Solicit nominees for National office/appointment
- Coordinate the preparation of nomination materials
- Submit nominations to AHIMA on a timely basis

AHIMA Triumph Awards

- Solicit nominees for Triumph Awards
- Coordinate the preparation of nomination materials
- Ensure that nominations are submitted on a timely basis

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SECTION: JOB DESCRIPTION	Section #: V - A -15
Approved by Executive Board: January 2009	Effective Date: 11/21/14
SUBJECT: Student Chairperson and Committee	Page 1 of 1

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TIME FRAME: Appointed by incoming President to serve during Presidential year.

CHAIRPERSON:

- Provide a cohesive forum for students currently enrolled in HIM/HIT/Coding Educational Programs
- Encourage a network of mentoring between health information professionals and students
- Ensure that NJHIMA addresses the needs of this group of members

COMMITTEE:

- Solicit active participation of student members through contact with program directors
- Coordinate the activities and assignments of the student board members.
- Establish a mentorship program
- Monitor the outcome of the recruitment program to be established by NJHIMA in accordance with the Strategic Plan which provides financial assistance and incentives for current and future marketing practices of the HIM/HIT schools.
- Prepare and deliver updates at all Executive Board meetings.
- Prepare and submit annual Committee report to President-Elect for Annual Report.
- Send welcome letters to new student members
- Send letters of congratulation to new graduates
- Recruit volunteers for the Annual Meeting
- Assist the Annual Meeting Program Chairperson in developing the Concurrent Sessions which would be of interest to students
- Assist in the coordination of all student related activities at the Annual Meeting.
- Encourage each HIM program to designate a student to attend Executive Board meetings