Committee:  
Advisory  
Davis Chapter Management  
Communications  
Education/Programs  

Sub-committee:  
Strategic Planning Committee  
Full & Half Day Programs  
Annual Institute  
Awards Banquet  

Finance  
Corporate Sponsorship  
Dixie Institute  
Membership  
Nominating  
Professional Excellence/Certification  
CRCA- Certified Revenue Cycle Associate  
Information Systems  
Yerger Awards
ADVISORY COMMITTEE

The responsibility of the Advisory Committee is to serve in an advisory capacity to the Board of Directors. The committee will meet as needed with the Board of Directors. The committee shall meet annually for the purpose of reviewing Chapter operations and procedures and recommending any changes to the Board.

OBJECTIVES:

1. Serve in an advisory capacity to the Board and Officers.

2. Assist in planning and coordinating any Chapter Officer Retreats.

3. Meet at least annually for the purpose of reviewing Chapter operations and procedures and recommending changes to the Board which it considers desirable for the more efficient operation of the Chapter (Ref: Bylaws Article IV).

4. Review Chapter Bylaws annually and make recommendations for change to the Chapter President.

5. Provide an article for the Chapter newsletter.
DAVIS CHAPTER MANAGEMENT SYSTEM COMMITTEE

The responsibility of the Davis Chapter Management System Committee is to assist and encourage Chapter Officers and Chairmen to provide leadership in maintaining a comprehensive program of activities that meet the Davis Management System scoring requirements.

OBJECTIVES:

1. Meet as needed to monitor compliance with the DCMS requirements.

2. Familiarize Chapter members with the Davis Management System scoring system.

3. Prepare a budget of Registrant Hours, Membership Communications, and Chapter Management Practices prior to the May Board Meeting. The budget should support the Chapter goals and objectives stated in the Chapter’s Strategic Plan.

4. Submit quarterly reports and other reports required by National HFMA and by the Davis Management System reporting guidelines on or before the applicable due dates.

5. Maintain constant contact with the Chapter President and Committee Chairs, to obtain the maximum number of points available for the Davis Management System reports.
STRATEGIC PLANNING COMMITTEE

The responsibility of the Strategic Planning Committee is to work with the Chapter President to develop a long range strategic plan for the Chapter.

OBJECTIVES:

1. Assist in development of Chapter’s Multi-Year Strategic Plan keeping in mind National HFMA goals and objectives as well as those of the Chapter, thereby promoting the growth and development of the Chapter and its members.

2. Submit the Multi-Year Plan to National by the specified date.

3. Publish an executive summary of the Plan to be placed on the web site.

4. To write a paper for publication in the Chapter newsletter.
COMMUNICATIONS COMMITTEE

The responsibility of the Communications Committee is to publish periodic newsletters, provide timely communication to the membership, encourage members to author papers, and strive to meet the requirements of the Graham L. Davis Achievement Award.

OBJECTIVES:

1. To establish an organized committee with equal participation and contributions by all members.

2. To publish a minimum of four (4) issues of the Chapter Newsletter and/or supplements to the newsletter.

3. To develop an outline of standard features to be used in each newsletter. Features will include the following as outlined in the Davis Management System scoring:
   a. Announcement of all Chapter meetings scheduled prior to the next issue date and other activities planned for members.
   b. Personal notes about any accomplishments, contributions, or activities of individual members.
   c. Material stimulating interest in membership or reporting progress in membership drives such as a list of new members.
   d. Material to stimulate interest in educational efforts outside the Chapter area conducted by neighboring Chapters or National.
   e. Reprints of material of current technical interest from HFMA publications, other sources, or original articles.
   f. To have twenty (20) original articles published.
   g. Corporate Sponsors according to category and advertising as stated in the Corporate Sponsor Policy.

4. To communicate to the membership any new or revised federal or state regulatory programs which would affect healthcare providers. Coordinate this information with any other Committees as necessary.
5. To actively publicize all meetings and promote members attendance. Coordinate this with other Committees.

6. To publish information pertaining to the qualifications to sit for the exams (FHFMA and CHFP) and promote taking the exam.

7. To provide a pictorial history of Chapter activities and members.

8. To prepare an annual report of Committee activities for the Highlight Report.

9. To encourage and promote Chapter involvement of all members by keeping them updated on Chapter activities as reported by the Officers and Board members.

10. Publish information pertaining to the qualification to sit for the CRCA exam and to promote coaching sessions, testing, and to praise graduates & their efforts.

11. Submit a budget.

12. To enter the Chapter Newsletter in the National Newsletter contest when appropriate.
CORPORATE SPONSORSHIP COMMITTEE

The responsibility of the Corporate Sponsor Committee is to secure adequate funds to assure a fiscally sound Chapter, able to provide quality programs, institutes and speakers at a reasonable price for our members.

OBJECTIVES:

1. To assure continued fiscal growth for the Chapter by securing adequate sponsorship funds to sustain high quality programs, institutes and speakers, at a reasonable price.

2. To coordinate an annual program which will identify the corporate period as June 1st through May 31st of each calendar year.

3. To increase Corporate Sponsor contribution by ten (10) percent over previous years contributions for the Chapter year.

4. In order to “kick-off” a successful campaign, assure distribution of all corporate program literature to potential sponsors between February 1 and May 1 for the sponsorship year.

5. Develop a tracking and follow-up system to assure maximum exposure to and commitment from potential sponsors.

6. Divide and distribute lists to committee members for follow-up by May 5. Prepare an intensive “closure” campaign for first week of June.

7. To collect all outstanding monies of sponsors who committed, but not paid.

8. To recognize Corporate Sponsors at all Programs, Institutes and in all Chapter publications.

9. To collect camera-ready artwork and provide to the Chapter newsletter Editor prior to publication deadline. If artwork is not available, detail information from commitment card must be submitted to Editor to fill the allocated space for the advertisement.

10. To conduct an annual meeting to survey satisfaction of current Corporate Sponsors and report responses to Committee and Board at Fall Retreat.

11. This committee may help solicit sponsors for the Dixie Institute when the rotation applies to South Carolina.
DIXIE INSTITUTE COMMITTEE

The responsibility of the Dixie Institute Committee is to assist and support the Region V Chapters in planning, coordinating, and conducting the Dixie Institute and to begin preparations for the one to be held in Charleston, South Carolina.

OBJECTIVES:

1. To plan a well-rounded program for the South Carolina Dixie Institute, inclusive of speakers and sponsors.

2. To obtain mail labels of the Alabama, Georgia, Florida and Tennessee members for distribution of Dixie Institute materials.

3. To place promotional materials and announcements in the South Carolina Chapter newsletter.

4. To provide a budget to cover South Carolina’s functions for the Dixie Institute.

5. To provide an article for publication in the Chapter newsletter regarding the success of the Dixie Institute. The article must be submitted to the Editor by the last day of the month.

6. To assist in preparation of the Region V Dixie Institute.

7. To submit a multi-state Yerger Award application for any year that the Dixie is held in South Carolina.

8. Author and distribute the Region V Dixie Newsletter during South Carolina’s rotation, and to support the Newsletter when the rotation is in other states.
EDUCATION COMMITTEE

The Education Committee is composed of three (3) subcommittees including:

One Day Programs
Annual Institute
Fall Institute

The responsibility of the Education Committee is to assure all Programs and Institutes are of a high professional nature, with a focus on members’ education and satisfaction, at a reasonable price. Several committees were consolidated into the Education Committee to allow coordination of chapter education.

OBJECTIVES:

1. Be responsible for Chapter educational programs (one day and half day), including the Committee Planning Meeting in July, a Fall Institute in October, and a Winter (Awards) Institute in January.

2. Plan and coordinate speakers, social functions, and hotel arrangements.

3. Coordinate meeting dates with other organizations to avoid conflicts or to combine meetings to ensure maximum attendance. Obtain schedule of meeting dates from SCHA to avoid conflicts.

4. Arrange for adequate meeting rooms and other facilities in accordance with the programs and activities planned. Negotiate contracts with hotel/conference facilities.

5. Encourage attendance at State and National HFMA educational programs by utilization of attractive brochures, locations, and highlighting of continuing education credit.

6. Mail and email printed program registration material and other pertinent material to all Chapter members, affiliated members, Region V Chapter Presidents, Region V Executive, Region V Executive-Elect, and all Corporate Sponsors.

7. Approve all meeting expenses paid by the Treasurer.

8. Develop an evaluation form to be handed out at every seminar or Institute. Results should be forwarded to the President.
9. Using appropriate reporting tools, report an accurate listing of program attendants for continuing education purposes to the Chapter Secretary, Chapter President and the National Chapter.

10. Assist with preparation of the Annual Chapter Budget with revenues and expenses pertaining to programs, to include projected educational hours for Davis Chapter Management System.

11. Develop a budget for each program/institute and submit to President.

12. Review and update the manual of procedures to be followed for planning future programs.

13. Assure that Corporate Sponsors are published in all program materials and verbally recognized at every opportunity.

14. Assure all Corporate Sponsor signs are displayed at Chapter meetings/Institutes.

15. Work closely with the Chapter President on all aspects of the Institutes.
FINANCE COMMITTEE

The responsibility of the Finance Committee is to oversee all financial aspects of the chapter, including forecasting, audits, reviews, policy changes, etc.

OBJECTIVES:

1. To audit the financial activities of the Chapter and assist in preparation/review of the annual 990 report to be submitted to the Chapter Board and Officers within 60 days after the close of the fiscal year.

2. Verify completed Form 990 is provided to National by July 1st of each year.

3. To assure the integrity of the Chapter’s financial transactions and records. In doing so, work with both prior and incoming Treasurers, as well as with any paid accounting firms/persons.

4. To keep abreast of matters relating to accounting and audit practice and any changes that may occur. To advise the President and members of any changes and the Committee’s recommendations on a timely basis.

5. To assist in the development of the operating budget and assist Chapter President/Treasurer in submission to National by June 1st.

6. To assist the President Elect with the Corporate Sponsor Program.


8. To access and review Quickbooks to assure accuracy of the books and protect the funds of the chapter.
LINKS COMMITTEE

The responsibility of the LINKS Committee is to provide input and counsel to management in the development of HFMA’s perspectives on key provisions of the new Patient Protection and Affordable Care Act (PPACA) and the Health Care and Education Reconciliation Act of 2010 (HCERA).

OBJECTIVES:

1. Provide a special focus on ramifications and response strategies for providers, payors, employers and their communities.

2. Provide input and comments on HFMA’s positions regarding the evolving regulations related to implementation of these provisions.

3. Comment on potential services HFMA would offer to help members and others deal with these issues.

4. Establish the regional committee, to include providers (CFOs, CEOs, CMOs, and revenue cycle executives).

5. HFMA will periodically forward a discussion guide summarizing the issue(s) along with any relevant legislation or regulations and a list of questions and comments.

6. Upon receipt of the package, the LINK Committee Chair will poll committee members to determine the interest level in responding based upon the impact to the local providers and the community. It is expected that the Committee will respond to at least three – four request per year.

7. LINK Committee gathers and summarizes input and responds back to HFMA staff.

8. LINK Committee is asked to provide an aggregate view of the ideas developed at the local level. This is where the value-add will be in terms of understanding the impact to the local communities. While proposed changes will have some similar impacts on all organizations, it is anticipated there will be different impacts based on size, geography, and communities served.

9. Staff will compile the responses and submit to the HFMA Health Reform Advisory Committee
10. Upon completion of a response by the health Reform Advisory Committee, the summary of HFMA’s position will be provided back to the LINK Committee members and chapter presidents.
MEMBERSHIP COMMITTEE

The responsibility of the Membership Committee is to promote membership in the Chapter among eligible employees of healthcare institutions, accounting firms, and other related service organizations in South Carolina.

OBJECTIVES:

1. Develop and conduct a program to increase membership retention.

2. Develop and conduct at least one recruitment campaign annually to increase membership above previous year figures (Exact goal to be set annually).
   a. Develop a membership campaign to focus on hospitals that currently have no members.
   b. Develop a membership campaign to focus on sub-provider groups, such as nursing homes, long-term care facilities, physician group practices (MGMA), and other vertically integrated healthcare providers.
   c. Consider a membership campaign to focus on students pursuing a career in Healthcare Financial Management to become student members. Campaign should target colleges and universities with programs in healthcare such as the Masters in Heath Administration at the Medical University of South Carolina.

3. Send a letter of welcome to every new or transfer member from the Membership Chairman.

4. Notify new members of Chapter activities and encourage Committee participation.

5. Notify the Chapter newsletter Editor in writing of all new members and transfer members. Publication deadline is the last day of the month, and information should be provided monthly.

6. Review the Chapter Statistical Retention Report listing of membership changes monthly.

7. Develop a mentor program and assign Committee member to welcome/mentor new members and transfer members at Chapter function.

8. Contact members on non-payment list to promote renewal of membership.
9. Coordinate new member breakfast and other social functions for new members at all Institutes.

10. Assist with registration at Chapter meetings in order to meet new members and distribute membership information.

11. Display membership registration forms and HFMA Fact Sheet at registration desk at one day workshops and Multi-Day Institutes.
MEMBERSHIP DIRECTORY COMMITTEE

The responsibility of the Membership Information Directory Committee is to publish the Membership Directory. The Directory should contain Chapter meeting dates, names and addresses of Chapter and National HFMA Officers, members, and other needed information required by National HFMA.

OBJECTIVES:

1. To prepare and publish the Membership Directory by November 1\textsuperscript{ST}.

2. To notify members of the on-line location of the Membership Information Directory to members and National HFMA by November 10\textsuperscript{TH}.

3. Post electronic directory to the State Chapter website.

4. To assure that all updates and changes are input to the following areas: Officer/Director biographies, committees and supporting members lists, achievements and awards listings, corporate sponsor lists and advertisements, forms, current membership roster, etc.

5. To assure that all sponsors are listed in the Directory, according to Corporate Sponsor Program.

6. To submit a budget for printing of directory.

7. Conduct a chapter membership directory survey to evaluate the usefulness of information in the directory and to enhance future editions. Summarize results of survey and submit to committee and Chapter President.
NOMINATING COMMITTEE

The responsibility of the Nominating Committee is to select one candidate for each Chapter Officer or Directorship for which it is required to present nominees. This Committee also encompasses the Awards Subcommittee.

OBJECTIVES:

1. Establish and forward requirements needed to become an Officer or Board Member to all Chapter members, prior to Winter Institute.

2. Solicit nominations from all Chapter members prior to Winter Institute.

3. Plan committee meeting during Winter Institute to review nomination ballots and finalize slate of nominees.

4. Send voting forms to membership by February 1st to announce proposed slate of officers and ask for vote.

5. Send e-mail confirming outcome of the vote and including entire slate of officers for the upcoming year by March 1st.

AWARDS SUBCOMMITTEE OBJECTIVES:

The responsibility of the Awards Subcommittee is to review and evaluate nominees and select recipients for those awards established by the South Carolina Chapter.

1. Seek nomination from the membership and select the recipient of the H. Ray Everett Award for the Most Outstanding Member for previous Chapter Year utilizing established criteria.

2. Notify the membership in early November of the eligible members for the H. Ray Everett Award and accept nominations through November 22nd.

3. Select the recipient of the Ruth H. Nicholson Award for the Most Active Member for previous Chapter Year utilizing established criteria.

4. Select the recipient of the Rex Gause Award for the Most Active Certified Member for previous Chapter Year utilizing the established criteria.
5. Seek nominations from the membership and select the recipient of the Al Turner Past President’s Award utilizing established criteria.

6. Notify the membership in early November of the eligible members for the Al turner Past President’s award and accept nominations through November 22nd.

7. Identify retired members during the past year who qualify for the Retirement Recognition Certificate utilizing the established criteria.

8. Identify retired members who may qualify for the Chapter Life Member status. Send letter with National criteria to retiree and request the retiree to submit the completed documentation to the Committee for referral to National for approval.

9. Identify the recipients of the Founders Merit Award Series and the members eligible for longevity service awards.

10. Establish a Committee meeting in November or early December to review the nominations and the required points Criteria and to select the recipients of the Awards outlined above.

11. Review the criteria for all awards to ensure that the awards remain relevant, significant, and that each has been appropriately updated to match the National initiatives instituted within the Chapter.

12. Assist Chapter President in ordering awards as needed.
CERTIFICATION (CHFP/FHFMA) COMMITTEE

The responsibility of the Professional Excellence Committee is to provide information and promotion of the importance of certification.

OBJECTIVES:

1. To inform Chapter membership of criteria to obtain FHFMA and CHFP certification.

2. To promote and encourage the membership to sit for the FHFMA and CHFP certification exams.

3. To coordinate with the Program Committee two (2) coaching courses to assist membership in preparing for examinations.

4. Submit a budget for coaching courses and study guides.

5. To develop a recognition project/program for those members who are certified.

6. To increase the number of certified Chapter members as specified yearly in the Chapter goals.

7. Maintain the recertification rate for all certified members set forth annually by the Board in line with the Chapter goals.

8. To prepare an article for publication in the Chapter newsletter.

9. Inform the membership of major changes to the certification program.

10. Inform the membership of changes in process for sitting for exam.
CERTIFIED REVENUE CYCLE ASSOCIATE- CRCA COMMITTEE

The primary purpose of the CRCA Committee is to provide certification opportunities to staff that are involved in the Revenue Cycle process. Additional supporting responsibilities are to develop, maintain and monitor the level of integrity of the SCHFMA CRCA Program.

OBJECTIVES:

1. Committee is responsible for the continued development of the CRCA program. (i.e. insuring that the certification questions are kept current by revising or deleting out-dated exam questions, overseeing the browser tool used for testing and exam preparation and monitoring exam results, and review and update of the training manual)

2. Setting goals for the upcoming year related to certification exams taken and insuring that the goals are met.

3. Advertising the certification across the state, thereby, creating interest in examinees. (Mailing fliers, articles in the SCHFMA chapter newsletter, etc.)

4. Planning and coordinating periodic educational sessions to emphasize the importance and value of obtaining the certification.

5. Providing data for reporting purposes to the President and Board on exams taken and passed.

6. Develop an annual budget for the overall administration of the CRCA program.

7. CRCA Committee, with the Board’s final approval, will establish reasonable fees to be charged to the examinees for the exam and any materials necessary to study for the certification.

8. Solicit feedback from examinees in order to continue to improve the CRCA program.
INFORMATION TECHNOLOGY COMMITTEE

The responsibility of the Information Technology Committee is to oversee the Chapter website and assure it is not only engaging and user friendly, but to make it an invaluable resource to the members of the South Carolina chapter.

OBJECTIVES:

1. Recruit an active committee to search out and address the IT needs of the membership.

2. Review the website and search for opportunities for improvement.

3. Assure that all chapter information of value to the membership is posted and easily available.

4. Maintain the chapter job bank and be sure postings are appropriate and are listed for the appropriate time periods.

5. Maintain the website information and assure that the information is kept up to date, i.e. directors, calendars, by-laws, strategic plan, etc. are always the most current version.

6. Write an article for the chapter newsletter.

7. Promote educational opportunities within the chapter that deal with information technology issues so members are receiving training important to their positions.

8. Offer guidance and act as a resource to the chapter for all things with information technology.
YERGER AWARDS COMMITTEE

The responsibility of the Yerger Awards Committee is to help identify opportunities for Yerger Award recognition early in the chapter year and help advise individuals and committees on planning ahead to meet the Yerger requirements.

OBJECTIVES:

1. Meet with individual Committee and Chairs to discuss possibilities for upcoming projects which may qualify for Yerger consideration.

2. Educate the Committees and Chairs so they are familiar with the Yerger requirements and can plan new projects to include steps that are required for Yerger qualification.

3. Share with Committee and Chairs past Yerger experiences and enlist the aid of Chapter members who are currently or have been Yerger judges in the past.

4. Hold a meeting early in each calendar year to reiterate the Yerger requirements and assure that Committees and Chairs are taking steps to help assure them of success.

5. Act as a resource to aid in review of and suggestions for improvement to chapter Yerger applications.

6. Provide additional meetings as required to help Committee and Chairs in the Yerger application process.

7. Write a Yerger article for the Chapter newsletter.