

NAHRI Advisory Board

NAHRI Contact

Nicole Votta

Director, NAHRI

nicole.votta@hcpro.com

Purpose and Terms of Service

Objective

The National Association of Healthcare Revenue Integrity's (NAHRI) Advisory Board is tasked with providing leadership, expertise, and an industry voice for the NAHRI membership.

Essential responsibilities

- Monitor and discuss key public policy issues that affect revenue integrity professionals.
- Contribute to meeting dialog by providing feedback and recommendations to fellow Advisory Board members.
- Provide insight into current industry needs and evaluate the impact of federal regulations, payer policies, and other technical and regulatory issues.
- Join fellow Advisory Board members and NAHRI leadership on conference calls to discuss ongoing projects and potential opportunities. At minimum, calls will be held on a quarterly basis.
- Contribute to the quarterly *NAHRI Journal* on a rotating basis with their fellow Advisory Board members.
- Contribute to the NAHRI Resource Library and other educational projects.
- Present on NAHRI Quarterly Member Calls on a rotating basis with their fellow Advisory Board members.
- Contribute to other Advisory Board efforts as interest, expertise, and availability permit.

Code of professional conduct

Advisory Board members are expected to exercise professionalism, diplomacy, and discretion when conducting all board work. Professionally, Advisory Board members should hold themselves to the guiding principles of the NAHRI Mission and Values.

When topics of discussion arise on which the Advisory Board members disagree, members are expected to treat one another with respect and dignity. Advisory Board members should leave their personal biases at the door and bring an open mind to discussions.

If an Advisory Board member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the NAHRI Director immediately to ensure the work is covered.

All Advisory Board members must sit for and pass the Certification in Healthcare Revenue Integrity (CHRI) credential exam. Advisory Board member exam fees will be waived for the first exam attempt.

Term duration and prerogatives

Advisory Board members serve four-year terms. New members will be sought in June or July with responsibilities beginning in October.

A small number of Advisory Board members may be designated as Permanent Board Members. These individuals are designated by NAHRI administration and serve at the discretion of the individual designated and NAHRI administration.

Those needing to step down from Advisory Board duties due to a change in position, family obligations, or other matter may do so at any time but should provide at least 30-day advance notice to the NAHRI Director to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the Advisory Board and does not communicate with NAHRI administration in a timely manner may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active Advisory Board members will receive the following benefits for the duration of their service:

- Complimentary NAHRI membership for the length of their Advisory Board service.
- Public recognition on the NAHRI site's Boards and Committees page, as well as attribution in published articles and materials.
- Complimentary registration to NAHRI's annual conference, the Revenue Integrity Symposium.
- Discounted and/or complimentary access to products such as NAHRI books or webinars at the discretion of NAHRI administration. Requests for such discounts should be made to the NAHRI director via email.

Scope of Work and Process

The Advisory Board will meet on an ongoing basis to discuss opportunities for leadership.

Ongoing duties

Advisory Board members are expected to fulfill several duties.

Contributing to the *NAHRI Journal*

Advisory Board members are expected to regularly volunteer to author the "Note from the Board" column which is published in the quarterly *NAHRI Journal* (January, April, July, and October). The "Note from the Board" column must be a minimum of 600 words and must be the author's own, original work. Any references, quotes, etc., must be cited in APA style.

The "Note from the Board" must be specifically directed at revenue integrity professionals/NAHRI members. It cannot be directed at a "general" or "layperson" audience and should assume the reader has a level of experience and knowledge expected in a professional peer. Although Advisory Board members may choose any revenue integrity topic, the article should include elements, such as examples from the author's own personal experience and knowledge gained over the years, that make it distinct, specific, and meaningful to the reader.

Advisory Board members may additionally contribute articles to the *NAHRI Journal* on an ad hoc basis. The same expectations described above apply to all other articles submitted by Advisory Board members.

NAHRI administration will provide details to Advisory Board members regarding deadlines and will provide editorial feedback. All “Note from the Board” articles, or other articles Advisory Board members submit for publication, will go through our internal editing and copyediting process.

Quarterly Member Calls

Advisory Board members are expected to regularly attend and actively participate in Quarterly Member Calls (January, April, July, and October). Advisory Board members may present education on a revenue integrity topic or they may participate in a panel discussion; in either case, Advisory Board members must be prepared to participate in planning meetings and discussions and submit slides. NAHRI administration will lead planning discussions, provide a slide template to Advisory Board members, and communicate deadlines.

Providing feedback on news and regulations

Advisory Board members are expected to offer commentary on revenue integrity news and regulations, including CMS’ proposed and final prospective payment system rules. This may include:

- Providing feedback on specific topics and angles to cover in news and education for NAHRI members
- Providing commentary and quotes to be included in articles published in the *NAHRI Journal* or the weekly *Revenue Integrity Insider*
- Contributing to comment letters submitted to regulatory agencies

NAHRI administration will reach out to the Advisory Board to request this information or Advisory Board members may bring these issues to the attention of their fellow Advisory Board members and NAHRI administration.

Resource development

Advisory Board members are expected to participate in developing resources (i.e., sample policies, job descriptions, educational materials, etc.) for NAHRI members on an annual basis. Advisory Board members may submit resources they have already developed for review by their fellow Advisory Board members and NAHRI administration or they may collaborate with other Advisory Board members to develop a new resource.

NAHRI committees

Advisory Board members are encouraged to participate in NAHRI’s committees. This allows the Advisory Board to be represented throughout NAHRI’s activities and initiatives and helps to ensure consistency and continuity. Advisory Board members wishing to serve on a committee must apply through the annual application process and will be subject to the same review and acceptance standards as all other applicants.

Revenue Integrity Symposium

Advisory Board members are expected to attend NAHRI’s annual conference, the Revenue Integrity Symposium (RIS). Attending RIS is the best way for Advisory Board members to stay connected and

visible to the NAHRI membership and larger revenue integrity community. Advisory Board members will receive free registration to RIS.

Advisory Board members are encouraged to apply to speak at RIS. Advisory Board members wishing to speak at RIS must apply through the annual application process and will be subject to the same review and acceptance standards as all other applicants.

Other opportunities for engagement

Advisory Board members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Notify the NAHRI director when something on the NAHRI website appears to need updates
- Bring forward “hot topics” to NAHRI leadership to future coverage editorially or otherwise
- Look for gaps, discrepancies, and other potential deficiencies in NAHRI’s offerings and inform the NAHRI director of potential opportunities for Advisory Board work
- Share suggestions for improving the effectiveness and efficiency of the Advisory Board’s work

Please direct all feedback to NAHRI Director Nicole Votta at nicole.votta@hcpro.com.