



National Association  
of Healthcare Revenue Integrity

## **Table of contents**

### I. Description of Services Rendered

I.a. Discounts for LOCAL CHAPTER members

I.b. Discounts for LOCAL CHAPTER Leadership

### II. Responsibilities of Core Leadership Volunteers

II.a. Responsibilities Related to Collaboration Between Parties

II.b. Responsibilities Related to Meeting Facilitation

### III. Terms of agreement

## **Association Agreement**

This Agreement is between the National Association of Healthcare Revenue Integrity (NAHRI, or National) and the \_\_\_\_\_, a local chapter of NAHRI (hereinafter LOCAL CHAPTER).

NAHRI believes in the inherent benefit of appropriate and complete medical record documentation on the quality of healthcare. The mission of NAHRI is to enhance the revenue integrity profession through standards, advocacy, networking, and the promotion of shared knowledge and resources.

To enhance that mission, NAHRI endorses the formation of international, state, local, and subject-specific networking organizations. NAHRI encourages the collaboration of such groups with the national body and supports the alliance of the local and national groups for mutually favorable principles.

NAHRI and the LOCAL CHAPTER (hereinafter “the parties”) commit to adhere to the NAHRI *Code of Conduct* and to act together for the primary purpose of facilitating respective members’ opportunities to network, share resources, obtain educational opportunities, and enhance the mission of the profession without increasing the financial burden or obligation of either party.

## **I. Description of Services Rendered**

To assist LOCAL CHAPTER leaders in their endeavors, NAHRI agrees to:

- Act in a manner compliant with its *Code of Conduct* and within the best interest of the Association and its membership.
- Assist LOCAL CHAPTER leadership in support of the NAHRI mission statement to address the educational and networking needs of the revenue integrity community.
- List LOCAL CHAPTER information on its website, [www.NAHRI.org](http://www.NAHRI.org).
- Provide LOCAL CHAPTER leaders general guidance with meeting facilitation, including use of the LOCAL CHAPTER Resources page.
  - Participate in LOCAL CHAPTER leadership meeting calls, as needed and at the discretion of NAHRI leadership, to assist with meeting planning and leadership transitions.
- Provide quarterly conference calls for LOCAL CHAPTER leadership in conjunction with the Chapter Advisory Board to address ongoing concerns and provide insight on effective local chapter management.
- Provide the LOCAL CHAPTER with limited use of the NAHRI LOCAL CHAPTER logo, including permission to use on LOCAL CHAPTER websites, collateral, or chapter correspondence.
- Provide the LOCAL CHAPTER with additional NAHRI marketing collateral for the LOCAL CHAPTER's use and dissemination, as available and at the discretion of NAHRI leadership.

### **I.a. Discounts for LOCAL CHAPTER members**

To foster the participation of LOCAL CHAPTER members with the national organization, NAHRI agrees to:

- Provide members of the LOCAL CHAPTER with a discount on national membership fees.
  - To obtain this discount LOCAL CHAPTER members must complete the online membership roster on a regular basis.
- Provide members of the LOCAL CHAPTER a group discount rate to attend the annual NAHRI national conference.
  - Members must choose to register together as a team to obtain group discount.
- Donate NAHRI-related products free of charge (two times annually, at the discretion of the NAHRI leadership) to facilitate LOCAL CHAPTER events.
  - Books or webinars must be raffled or used to facilitate an education session.
  - Must be requested by the LOCAL CHAPTER leader(s) through NAHRI Director Jaclyn Fitzgerald.

### **I.b. Discounts for LOCAL CHAPTER Leadership**

NAHRI understands the extensive efforts volunteer leaders commit to perform. In recognition of that effort, NAHRI agrees to:

- Provide LOCAL CHAPTER leadership (the three leaders executing this agreement) a **discount of 50%** off NAHRI membership (or related product *excluding Boot Camps and online learning*) for the subsequent year.
- *Note:* This discount may be applied only after the successful execution of the details included within this agreement at the discretion of national, for successful completion of leadership responsibilities.
  - Leaders must request this discount directly from Director Jaclyn Fitzgerald.

### **II. Responsibilities of Core Leadership Volunteers**

We the undersigned LOCAL CHAPTER leaders agree to:

- Choose three officers who **must be** from different healthcare organizations and **who are current NAHRI national members** to act as liaisons between the parties.
- Provide officers' contact information and signed Association Agreement form (this form) **by January 30 of each calendar year.**
  - This information is **crucial**. In instances where an officer changes positions, facilities, or location, contact NAHRI National Leadership as soon as possible.
  - Whenever a change in leadership occurs, a new agreement form **must be** completed and sent to NAHRI national within 30 days
- Inform the two remaining team leaders (within 30 days) if you can no longer fulfill your duties.
  - Should any member of the leadership team be found to have lapsed in his or her duties (being largely absent from leadership meetings and/or non-responsive to communication from the leadership team within any 30-day period, or no longer maintains active national NAHRI membership), the remaining team members shall contact national and work to identify a replacement leader.

### **II.a. Responsibilities Related to Collaboration Between Parties**

To foster the collaboration between the LOCAL CHAPTER and NAHRI, we the undersigned LOCAL CHAPTER leaders agree to:

- Strongly encourage all LOCAL CHAPTER members to join the national NAHRI organization, reminding members of the importance and benefits of national offerings.
  - NAHRI requires **all** participating chapter leaders to be members of national.
  - Local leaders are not required to police the national membership status of their chapter members, but they must encourage local chapter members to

complete the online membership roster and obtain their national membership discount.

- Regularly provide updates to national on its membership activities by:
  - Requiring LOCAL CHAPTER members update their contact information, using the NAHRI provided online membership roster, twice a year, no later than February 1 and August 1.
  - If for any reason this online membership roster cannot be used, the chapter leadership team *must* reach out to national to discuss viable alternatives.
- Provide NAHRI national with ongoing updates regarding LOCAL CHAPTER organizational structure and developments as well as meeting and event information, which NAHRI shall publish at its discretion.
  - Include NAHRI leadership on any correspondence between the leadership and its members.
  - Invite national representatives to attend leadership conference calls.

### **II.b. Responsibilities Related to Meeting Facilitation**

To facilitate LOCAL CHAPTER education and networking, we the undersigned LOCAL CHAPTER leaders agree to:

- Hold at least two meetings per year for its LOCAL CHAPTER membership.
  - *NAHRI National recommends a quarterly meeting cadence, including two in-person meetings and two virtual meetings.*
  - If difficulties arise with meeting planning, LOCAL CHAPTER leadership should inform national as soon as possible.
- Communicate with national prior to canceling any previously scheduled event to discuss alternatives.
- Apply for Certification in Healthcare Revenue Integrity (CHRI) continuing education credits where applicable at least 30 days prior to the live event.
  - For additional information, email CHRI Coordinator Penny Richards at [prichards@NAHRI.org](mailto:prichards@NAHRI.org).

### **III. Terms of agreement**

The nature of the collaboration between NAHRI and the LOCAL CHAPTER is not considered a business partnership in any way. Neither party may make or accept any official commitment on behalf of the other, or express the assumed intent or wishes of the other organization. No fiscal obligations should be assumed concerning this agreement.

Nothing in this agreement grants LOCAL CHAPTER rights to NAHRI's intellectual property. "Intellectual property," includes copyrighted/paid membership materials and membership data (i.e., membership roster information). Certain features and functions of the NAHRI website are generally *available only to NAHRI national members* through the use of a unique user ID and password (hereinafter referred to as "IDs"). An NAHRI member's ID is personal and should not be shared by multiple people within an organization as outlined in the NAHRI membership "Terms of Use agreement."

Should the LOCAL CHAPTER wish to share/use NAHRI copyrighted/paid membership materials with individuals, the LOCAL CHAPTER leadership should contact NAHRI national representatives for permission. Limited use of copyrighted/paid membership materials by LOCAL CHAPTER leadership to facilitate meetings may be allowed in certain circumstances.

This Agreement remains in effect for *one year* and *must be renewed annually by January 31* unless previously terminated.

Termination may be made by either NAHRI or the LOCAL CHAPTER after a 30-day written notification. In the event of termination by LOCAL CHAPTER, NAHRI reserves the right to solicit new leadership for the LOCAL CHAPTER with the opportunity to continue LOCAL CHAPTER activities. Should the LOCAL CHAPTER wish to continue operating after termination of this agreement, NAHRI revokes rights to use the NAHRI LOCAL CHAPTER logo.

Signed:

NAHRI DIRECTOR:

DATE:

LOCAL CHAPTER OFFICER 1:

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCAL CHAPTER OFFICER 2:

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCAL CHAPTER OFFICER 3:

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_ DATE: \_\_\_\_\_