

NAHRI Education Committee: Scope of Work

NAHRI Contact

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Purpose and Terms of Service

Objective

The National Association of Health Revenue Integrity (NAHRI) Education Committee exists to maintain and update the NAHRI Scholarship Program. The committee works with NAHRI administration to maintain and update scholarship criteria and application processes, select scholarship recipients from a pool of applicants, and promote continued revenue integrity education among the NAHRI and broader revenue integrity communities.

Throughout their term, committee members will meet on a regular basis over conference calls to meet the above objectives. During certain times of the year, for example, when reviewing scholarship applications, the committee may meet as frequently as several times a month. At other times of the year, the committee may meet only on an ad-hoc basis.

Essential responsibilities

- Provide feedback on scholarship processes, such as award criteria and application processes
- Assist NAHRI administration in selecting award recipients annually
- Join fellow committee members and NAHRI staff on scheduled conference calls to discuss ongoing projects and potential opportunities
- Provide insight into current industry needs, evaluate opportunities and gaps in NAHRI's current offerings, and help chart the overall trajectory of committee activity
- Contribute to other committee efforts as interest, expertise, and availability permit

Participants should have the full support of their administrators and other staff before volunteering.

Code of Professional Conduct

Networking and Events committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work. Professionally, committee members should hold themselves to the guiding principles of the [NAHRI Code of Conduct](#).

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

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator or committee chair immediately to ensure the work is covered.

Committee Composition

The NAHRI Education Committee will consist of roughly 6-10 members, including:

- A group of individuals with diverse backgrounds that broadly reflect the composition of the NAHRI membership and the revenue integrity profession at large, plus:
 - One NAHRI national staff member. The NAHRI staff member will facilitate meetings (i.e., set up the conference calls), set meeting agendas, and follow up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

NAHRI members in good standing may apply to serve on the committee. For additional information, please contact NAHRI Director Nicole Votta at nicole.votta@hcpro.com.

Term Duration and Prerogatives

NAHRI Education Committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, the given committee member's past contributions and continued desire to serve.

Those needing to step down from volunteer 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 coordinator 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 committee and does not communicate with the coordinator, NAHRI administration, or the committee's chair/chair elect over two cycles (two months' time and two meetings) 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 committee members will receive the following benefits for the duration of their service:

- Public recognition on the NAHRI site's [Boards and Committees page](#), as well as attribution in published articles and materials
- Discounted and/or complimentary access to products such as NAHRI books or webinars at the discretion of the coordinator and NAHRI administration

- Requests for such discounts should be made to the committee coordinator via email

Scope of Work and Process

The NAHRI Education Committee will meet to discuss ongoing projects, the NAHRI Scholarship program, and discuss individual plans for furthering education at committee members' organizations.

The main duties of the committee consist of maintaining the scholarship program and selecting scholarship recipients annually.

Note: All descriptions of committee activities, including projected time frames, are approximations. The scope of the committee's work may vary between seasons due to changing administrative needs and NAHRI industry trends. That said, the coordinator will work to modulate the expected due dates for materials as necessary to ensure the committee's workload remains balanced and manageable throughout the year.

Task 1: Maintaining and updating the scholarship program

NAHRI administration will provide the committee with the various scholarship materials, such as the award criteria and application form, for annual review.

Committee members will then review the materials and come to the meetings prepared to discuss the items under review and suggest any needed updates or improvements. All scholarship materials will be reviewed annually.

Task 2: Reviewing applications and selecting scholarship recipients

The coordinator will provide committee members with the completed scholarship applications when the application period closes along with an evaluation matrix.

Committee members will review scholarship applications using the evaluation matrix provided by the committee coordinator and provide feedback on a number of candidate traits, including but not limited to: professional background and time in the revenue integrity field, existing educational resources and budget, recommendations from peers, and overall application strength. This process may go through a series of review rounds should any candidates receive equal scores.

During the meetings, the committee members will professionally discuss the candidates, their strengths and weaknesses, and make recommendations for which candidates move forward in the review process and potentially receive the scholarship awards.

Between meetings, the coordinator will send the committee members notes from the meetings and follow up on any outstanding tasks or reviews. Once the committee has completed their

reviews and made selections, the committee coordinator will reach out to the recipients and publicize the chosen winners.

Should concerns arise, further discussion may occur at the next committee meeting for additional review.

Ongoing duties

Although the NAHRI Education Committee's major activities will center around the scheduled meetings, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Notify the coordinator when something on the NAHRI website appears to need updates
- Bring forward "hot topics" to NAHRI administration for future coverage editorially or otherwise
- Present on NAHRI Quarterly Calls
- Submit articles to the *NAHRI Journal* and *Revenue Integrity Insider*
- Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the NAHRI website
- Look for gaps, discrepancies, and other potential deficiencies in NAHRI's offerings and inform the committee coordinator of potential opportunities for committee work
- Share suggestions for improving the effectiveness and efficiency of the committee's work

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