

NAHRI Networking and Events Committee: Scope of Work

NAHRI Contact

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Purpose and Terms of Service

Objective

The National Association of Healthcare Revenue Integrity (NAHRI) Networking and Events Committee works with the NAHRI administration to provide recommended learning, assess speaking proposals, and review speaking submissions to align the Revenue Integrity Symposium (RIS), its annual in-person educational and networking event, as well as its annual week of professional recognition, and select virtual and online activities with the association's core mission, the diverse needs of its membership, and the changing needs of the industry.

RIS Essential Responsibilities

- Provide advice and insight to the administration regarding industry trends and educational needs of revenue integrity professionals
- Contribute to meeting dialogue by providing educational recommendations and event considerations to fellow committee members
- Join fellow committee members and NAHRI staff on conference calls to discuss ongoing projects and potential opportunities
 - Note: Certain times of year will require the events committee to meet frequently (e.g., weekly) such as when evaluating speaker proposals for the national conference, while other times of year will only require bi-monthly or ad-hoc meetings
- 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.

Revenue Integrity Week Essential Responsibilities

- Plan activities for the annual Revenue Integrity Week festivities
- Provide feedback on topics covered in the annual State of the Revenue Integrity

Industry survey

- Provide commentary on the results of the State of the Revenue Integrity Industry survey to be included in the State of the Revenue Integrity Industry Report
- Participate in the State of the Revenue Integrity Industry webinar
- Develop and brainstorm resources to help people celebrate Revenue Integrity Week and recognize the efforts of revenue integrity professionals
- Further the mission of Revenue Integrity Week by being an outspoken advocate for the profession as a whole and a resource to the NAHRI and the broader revenue integrity community
- Assist with one's own Revenue Integrity Week internal celebrations bringing insight from committee work back to facility-specific endeavors
- Participate in at least one interview (conducted over email or phone with a NAHRI national staff member) on a topic covered by the annual Revenue Integrity Week State of the Revenue Integrity Industry Survey
- Provide insight into current industry needs, evaluate opportunities and gaps in NAHRI's current Revenue Integrity Week offerings, and help chart the overall trajectory of committee activity
- Join fellow committee members and NAHRI national staff on regular conference calls to discuss plans for Revenue Integrity Week and accomplish the tasks outlined above

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 Networking and Events Committee will consist of approximately 10 members, including:

- Volunteers from the previous year's committee team to ensure continuity of practice and oversight.
- Individuals with diverse backgrounds who broadly reflect the composition of the NAHRI membership and the revenue integrity profession at large.

- One to two NAHRI national staff member(s) to 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 Nicole Votta at nicole.votta@hcpro.com.

Term Duration and Prerogatives

Events committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs and 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 chair 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 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 committee members will receive the following benefits for the duration of their service:

- Discounted and/or complimentary access to products such as NAHRI books or webinars at the discretion of the chair and NAHRI administration
 - Requests for such discounts should be made to the committee chair via email
- Public recognition on the NAHRI site's [Board and Committees page](#), as well as attribution in published articles and materials

Scope of Work and Process

The Networking and Events Committee will meet on an ongoing basis to discuss educational offerings for the revenue integrity community. The group will discuss must-have sessions, topic areas, and areas for new opportunities for revenue integrity efforts. The Networking and Events Committee will review and evaluate all previous and new speaker proposals in a non-biased fashion with the oversight of the NAHRI administration and work collaboratively to develop out-of-the-box ideas for bringing education to the revenue integrity community.

RIS Task 1: Review speaker applications

The NAHRI administration will train incoming committee members regarding the process of evaluating speaker applications and set reasonable expectations for accomplishing reviews.

Committee members will evaluate speakers' experience, proposals, and potential for educational efficiencies. This requires several hours of offline time as well as several potential hours of committee meetings to provide for robust discussion of each speaker application and its ability to meet the needs of conference attendees.

RIS Task 2: Finalize speaker selection

The Networking and Events Committee shall come together to make final recommendations regarding speaker selections. These selections shall be based on the merits of the application and the speaker(s) ability to meet the needs of the attendees.

The NAHRI administration reserves the right to select a certain number of slots at its various events to provide information regarding the association and to meet emerging content needs.

RIS Task 3: Onsite and virtual event duties

Networking and Events Committee members are not mandated to attend RIS.

Committee members are encouraged to meet with each other socially and to engage with attendees regarding their volunteer experiences. Committee members will be expected to help nurture event participation by engaging in conversation with other attendees and participating in networking events as they are able.

Revenue Integrity Week Task 1: Planning activities for Revenue Integrity Week

Each year, Revenue Integrity Week has a theme chosen by NAHRI administration. The committee is tasked with planning activities related to that theme and sharing their own organization-specific plans with the community.

The committee coordinator will compile all the activities into a list to be published on the NAHRI website and publicized in the *Revenue Integrity Insider* e-newsletter, on NAHRI's social media accounts, and elsewhere as administration sees fit.

Task 2: Developing and brainstorming Revenue Integrity Week resources

NAHRI provides a number of resources to revenue integrity professionals to aid in their Revenue Integrity Week celebration. The committee members will use time during meetings to brainstorm resources that will aid this goal and individual members may be asked or volunteer to develop these tools outside of meeting time, presenting the finished product to the other members for review.

In the past, NAHRI has provided word searches, crossword puzzles, fact sheets, and press releases, but the committee is free to branch out from those ideas to create further resources for celebrating the work of revenue integrity professionals.

Task 3: Participating in Q&As related to the State of the Revenue Integrity Industry survey

NAHRI conducts an annual State of the Revenue Integrity Industry survey in conjunction with Revenue Integrity Week and publishes an accompanying report with insight from the Networking and Event Committee. In addition to the report, NAHRI publishes daily Q&As related to the topics covered by the State of the Revenue Integrity Industry survey and hosts a webinar

discussing the topics covered by and results of the survey. Committee members should participate in at least one of these activities by participating in a roundtable discussion or volunteering as a panelist.

In 2024, the State of the Revenue Integrity Industry Survey (and therefore the Q&As) covered the following topics:

- Background and experience
- Primary and supporting revenue integrity functions
- Chargemaster maintenance
- Charge reconciliation
- Denials management
- Claim edits
- Challenges and benefits

Please note that the topics covered by the survey may change annually and this scope of work will be updated accordingly.

Ongoing duties

Although the events 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* or *Revenue Integrity Insider*
- Submit forms and tools (i.e., sample policies, 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 chair 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.