



**HEALTH INFORMATION MANAGEMENT  
ASSOCIATION OF AUSTRALIA PTY LTD (HIMAA)  
CLINICAL CODING ADVISORY COMMITTEE**

**TERMS OF REFERENCE**

## DOCUMENT INFORMATION

This is a document controlled by the Chair of the HIMAA Clinical Coding Advisory Committee.

## VERSION HISTORY

The following outlines the high level changes that have been made to each version of this document and who made them:

### Version Notes Changes made by Date

1. Initial Draft Jennifer Gilder, Director HIMAA Board September 2013
2. Signed off in principle by HIMAA Board 26 September 2013
3. Final draft Version 3 based on further feedback from HIMAA Board 16 October 2013 and 28 November 2013
4. Approved by the CCAC 6 March 2014, becoming Version 1.
5. Reviewed by CCAC 2 March 2017 and approved, becoming Version 2
6. Version 2 Approved by the HIMAA Board 2 June 2017

## SIGN OFF

Endorsed by:

Chair

HIMAA Clinical Coding Advisory Committee

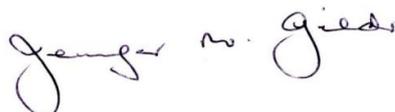


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Date: 2 March 2017

Approved:

President: HIMAA



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Date: 2 June 2017

## REVIEW DATE

This document will be reviewed every year from date of approval.

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## 1. BACKGROUND

1.1 The Board of the Health Information Management Association of Australia (HIMAA) has established the Clinical Coding Advisory Committee as part of its governance framework.

1.2 This document establishes the authority and responsibility of the Committee so that it may function effectively as part of the governance framework of the Association.

1.3 The Committee will report to the National Board quarterly or as required.

## 2. PURPOSE

2.1 The role of the Committee is to:

- a) Contribute to the development and implementation of HIMAA's strategic plan as it relates to clinical coding;
- b) Provide a representative to the Education Committee and its sub-committees to advise on education and training and professional development opportunities for coding members;
- c) Provide a representative to the HIMAA National Conference Committee to advise on conference proceedings relevant to clinical coding;
- d) Provide industry advice as required to the development of HIMAA's Education Services Business Plan in relation to education, training and professional development for clinical coders.
- e) Prioritise and discuss issues of relevance to clinical coding in order to provide expert advice to the HIMAA Board;
- f) Identify, recommend to the HIMAA Board and progress clinical coding related initiatives;
- g) Monitor the resources section of the HIMAA website related to clinical coding to ensure resources for members remain current and comprehensive;
- h) Consider and draft responses on HIMAA's behalf to clinical coding-relevant submissions and papers;
- i) Review reports from the National Coding Special Interest Group, including State Reports;
- j) Monitor and report on activity and changes in the clinical coding sector that may be of strategic interest or concern to HIMAA
- k) Liaise with local branches and networks to keep informed of local coding matters.

### 3. MEMBERSHIP

3.1 Membership of the Committee consists of the following:

- HIMAA Board-appointed Chair
- HIMAA Board Director (Deputy Chair)
- HIMAA Members with HIMAA endorsed Clinical Coding qualifications who are eligible for Senior Associate or Full membership of HIMAA (number x 8 – one from each State/Territory)
- Nominee representing the National Centre for Classification in Health, of the Faculty of Health Sciences, University of Sydney.
- HIMAA Education Services representative

In attendance

- Chief Executive Officer (CEO), HIMAA
- Executive Support Officer (ESO) HIMAA

3.2 It is a requirement that a deed of confidentiality is to be signed by all members of the Committee before participating in any Committee activity.

3.3 A person acting in any of the above positions is considered to be a member of the Committee for the term of the acting arrangement.

3.4 All committee members are to be members of HIMAA.

3.5 The Committee will call for new members by Expression of Interest through HIMAA communication channels as required.

3.7 If the Chair is temporarily unable to perform their duties (e.g. they are unable to attend a meeting) the Deputy Chair will act as Chair.

3.8 Membership of the Committee is endorsed by the HIMAA Board.

3.9 Each State/Territory representative will be appointed for a period of 2 years, at which time a re-nomination process will occur.

3.10 The Chair shall retire after 5 years.

### 4. MEETINGS

4.1 The Committee will meet quarterly or as required by the Chair.

4.2 Meetings will be conducted by teleconference.

4.3 Meetings will be conducted on a formal basis and be minuted.

4.4 A quorum consists of a total of half of the membership of the committee plus one.

## 5. AGENDA

5.1 An agenda is to be prepared for meetings with relevant issues papers attached and distributed to members, at least 72 hours prior to the meetings.

5.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

5.3 Financial concerns from this committee are to be referred to the Finance and Risk Management (FARM) Committee.

## 6. MINUTES

6.1 Minutes of the meeting will be forwarded to members within 2 weeks following the meeting.

6.2 The Minutes must record the following:

- Date of meeting
- Attendees, apologies and absentees
- Agenda items discussed
- Action items (including responsibility and timeframe)
- Decisions taken (including rationale for decisions)

6.3 Minutes of the preceding meeting must be confirmed at each subsequent meeting, which includes a review of the action items outstanding.

6.4 The Minutes must be approved by the Chair.

6.5 Once approved, the Minutes of the meeting will be emailed to all members and submitted via email for noting and distribution.

## 7. REPORTS

7.1 The following report (known as Standing Reports) will be tabled regularly:

- Deliver a quarterly report to the HIMAA Board.

## 8. SECRETARIAT

8.1 Secretariat support will be provided by HIMAA staff.

8.2 The Secretariat (in liaison with the CEO) will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.

8.3 The CEO will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers & minutes) are stored in central file that is backed up.

## **9. INDUCTION OF NEW MEMBERS**

9.1 As a form of induction, it is the responsibility of the Chair to provide new Standing Members and Invited Members with a copy of the following prior to their first meeting:

- the Terms of Reference (if not already supplied)
- the relevant framework
- the minutes of the last three meetings of the Committee

## **10. ANNUAL REVIEW**

10.1 Each November the HIMAA National Board will undertake a review of the operation and functioning of the Committee with particular reference to the extent to which the committee has discharged its roles and responsibilities. Where appropriate the review should make recommendations for improvements.

10.2 A copy of the review report is to be provided to the Committee, and performance recommendations to the HIMAA Board for annual business planning.