ACDIS Advisory Board member qualifications

Members of the Association of Clinical Documentation Improvement Specialists (ACDIS) advisory board must meet the following qualifications:

- Be an active and current national ACDIS member
- Possess the CCDS credential
- Adhere to the ACDIS Code of Ethics
- Practice the highest standard of ethical and personal conduct in the fulfillment of the role
- Be presently engaged in the practice of CDI with a minimum of 5 years in the CDI profession (e.g., involved with a CDI department in a hospital, serving as an advisor to a CDI program, or working in the broader CDI industry)
- Be professionally credentialed as one or more of the following (examples): RN, MD, DO, PA, CCS, CHC, RHIA, RHIT, CPHQ, CPC-H, MBBS, etc.
- Possess demonstrated subject matter expertise on CDI issues in a given setting or settings (e.g. acute care, LTAC, SNF, etc.)
- Possess demonstrated verbal, written and electronic communication skills (e.g., through facility, state, and/or nationally published articles and/or speaking)
- Possess a demonstrated ability to envision long-term needs and translate these into short-term goals
- Be well-informed about current issues that impact CDI practice. These include but are not limited to; Medicare regulations (including the Inpatient Prospective Payment System and the Recovery Audit Contractor program), coding guidelines including updates to ICD-10-CM/PCS, AHA Coding Clinic on ICD-10-CM/PCS, and physician/hospital billing issues.
- Possess a demonstrated ability to provide effective, accountable leadership. Examples include:
  - Current or past employment as a manager, coordinator, chairperson, ACDIS local chapter officer, community leader, or similar role
- Possess the ability to be an active supporter of the goals and values of ACDIS, including expression of the advisory board’s opinion rather than personal opinion in a public forum
- Possess the ability to embrace openness and diversity within the association and other organizations
- Accept the time, responsibility and travel commitments of the position
  - Anticipate up to 12-16 hours per month and at least one annual travel commitment (attending the ACDIS annual conference)
  - Secure permission from his or her employer to participate in the commitments required by this position
- Cannot have served on the ACDIS advisory board within the last three Calendar Years
ACDIS Advisory Board member responsibilities

Members of the Association of Clinical Documentation Improvement Specialists (ACDIS) advisory board accept the following responsibilities:

- Participates in three out of four ACDIS membership quarterly conference calls
- Participates in at least 75% of ACDIS advisory board conference calls / face-to-face meetings (conducted roughly six times/year, including once at annual conference)
- Serves as a resource for articles/interviews, including contributing to the following:
  - Forms and Tools Library (contributing forms/policies, etc.)
  - ACDIS Blog
  - CDI Journal (one article/contribution per year)
  - CDI Strategies (serving as an occasional source)
  - ACDIS Forum (monitoring the group and answering questions as necessary)
- Participates in the process of formal and informal commentary to CMS, AHIMA, and other agencies as required (e.g., responding to CMS during the IPPS proposed rule commentary period, etc.)
- Co-writes and contributes to ACDIS Position Papers and White Papers in conjunction with other Advisory Board members
- Upholds the goals, philosophy and mission of ACDIS in all professional encounters
  - At all times refraining from expressing opinions or making statements that diminish the goals and values of the organization
- Responds to questions submitted by the membership
  - Questions forwarded by the Director
  - Questions received from members via email
- Serves on at least one sub-committee (as chairperson, liaison, or a member of the committee) or a local chapter of ACDIS
ACDIS Advisory Board nomination and election process

ACDIS shall create a nominating committee led by the Director of ACDIS (non-voting member) to identify candidates for the ballot to allow the membership to elect new members of the ACDIS advisory board. Details are as follows:

- The committee shall be comprised of five members, including four members of the ACDIS advisory board, and one at-large member from the association.
  - The at-large member shall be a member of an ACDIS local chapter.
- The nominating committee shall assist with candidate solicitation efforts (i.e., e-mail efforts, blog posts generating publicity, ACDIS Forum posts, etc.)
- The application period for the ACDIS Advisory Board opens in January and will remain open for approximately 3 weeks. Late applications will not be accepted, unless the nominating committee deems the application pool insufficient.
- The nominating committee shall be responsible for two layers of candidate review in February:
  - An initial review of electronic/hard copy applications
  - A second review conducted via phone interviews
- Following these two layers of review, the final pool of applicants shall be voted on by the membership.
  - Finalists must submit headshot photo (.JPG image), statement of qualifications, and reasons they desire to serve on the Advisory Board, to be published on the electronic voting page.
  - Voting shall be conducted electronically, by the ACDIS membership.
  - Four new advisory board members shall be elected each year to replace four exiting members. The four new members shall be decided upon by a popular vote of the ACDIS membership.
- Voting shall take place during a two-week period in mid-March (approximately March 15-31)
- New ACDIS Advisory Board members will be announced approximately April 1 of each year.

Elections timeline (revised Nov. 2016, effective January 2017):

- January: Application period opens
- February: Nomination committee reviews and vets applicants, selects finalists
- March: ACDIS membership conducts popular vote
- April: New ACDIS advisory board members announced