

## ACDIS Advisory Board: Scope of Work

### ACDIS Contact

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## Purpose and Terms of Service

### Objective

The Association of Clinical Documentation Improvement Specialists' (ACDIS) Advisory Board provides collective leadership, expertise, and written guidance for the ACDIS membership and the broader CDI profession. Through individual work on specific projects (e.g., joint authorship of white papers and position papers), group discussion, and oversight and review of the work of sub-committees and conference presenters, Advisory Board members provide ACDIS members and CDI professionals with defined, compliant policy as well as a growth-oriented, forward-thinking vision of the CDI profession.

### Essential responsibilities

Members of the ACDIS Advisory Board:

- Draft industry guidance in the form of position papers and white papers, for publication on [acdis.org](http://acdis.org).
- Participate in quarterly conference calls with the ACDIS membership. These are live web-based calls, run by ACDIS staff, on which board members serve as subject matter experts and answer member questions.
- Join fellow Advisory Board members and the ACDIS Director on board meetings (conducted approximately 6-8 times annually, excluding December and May), via conference call, to discuss ongoing projects and relevant industry updates.
- Participate in a once-annual face-to-face meet-and-greet/strategy session prior to the ACDIS national conference in May.
- Volunteer for at least one additional responsibility (e.g., serving as a committee liaison, writing a column for *CDI Journal*, participating on the ACDIS Advisory Board nomination committee, serving as ACDIS Forum moderator). [See the full breakdown of additional duties here.](#)
- Review the work of ancillary/sub-committees, as needed, for completeness, accuracy, and compliance, as assigned by ACDIS staff.

- Review materials to be presented at the ACDIS national conference for completeness, accuracy, and compliance, as assigned by ACDIS staff.
- Answer e-mail questions from the ACDIS membership, as assigned by ACDIS staff.

### Code of professional conduct

ACDIS Advisory Board members are expected to exercise professionalism, diplomacy, and discretion when conducting their responsibilities. Professionally, Advisory Board members must adhere to the guiding principles of the ACDIS Code of Ethics.

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

If an ACDIS Advisory Board member is assigned or volunteers for a task for which they are either unable to complete or feel uncomfortable with completing, they should contact the ACDIS Director immediately to ensure the work is covered.

### Advisory board composition

The ACDIS Advisory Board will consist of 14 members, including:

- The ACDIS Director: The ACDIS Director serves as a de-facto chairperson and will facilitate meetings (i.e., set up the conference calls, prepare agendas) and follow up on the committee's progress on various tasks as assigned between meetings.
- The ACDIS CDI Education Director: The ACDIS CDI Education Director serves as a full participant and shares the Advisory Board's essential responsibilities described above. In the absence of the ACDIS Director, the CDI Education Director serves as the chairperson.
- Twelve (12) individuals with diverse backgrounds that broadly reflect the composition of the ACDIS membership and the broader CDI profession. This includes:
  - Eight (8) clinicians or professionals with advanced clinical training or experience, which may include registered nurses possessing an RN licensure, physician assistants (PA) or nurse practitioners (NP), or foreign medical graduates (MBBS, etc.)
  - Two (2) individuals possessing HIM/coding certifications
  - Two (2) physicians possessing an MD or DO licensure.

ACDIS members in good standing, with a minimum of five years' experience in CDI and who possess the CCDS certification, may apply to serve on the Advisory Board. A nomination committee will review and determine whether applicants meet qualifications. A popular vote of the ACDIS membership will determine the four new board members from these finalists. For additional information, please contact ACDIS Director Brian Murphy at ([bmurphy@acdis.org](mailto:bmurphy@acdis.org)).

### Term duration and prerogatives

ACDIS Advisory Board service is a three-year term running from April-April. The application period opens each January, voting is conducted in March, and board service begins in April. The ACDIS Director and ACDIS CDI Education Director, as ACDIS employees and administrators, serve permanent posts.

Those needing to step down from board service due to an urgent matter must provide at least 30 days' advance notice to the Director to maintain continuity of the board, and to allow a replacement volunteer to be identified.

Any Advisory Board member who does not fulfill the expectations of board service and does not communicate with the ACDIS Director or ACDIS administration may be asked to step aside to allow a new volunteer to be chosen.

In return for their important work, Advisory Board members will receive the following benefits for the duration of their service:

- Free (waived) ACDIS membership fees
- Free (waived) conference admission. *Note: Since board service begins in April, this does not include the May conference in the month following election, but does include the three subsequent conferences (including the May conference immediately following the expiration of their three-year term)*
- One free hotel night, on the evening prior to the annual face-to-face strategy session at the May ACDIS national conference.
- Public recognition on the ACDIS website's [Boards and Committees](#) page, as well as attribution in papers published by the group.

### Scope of Work and Process

The ACDIS Advisory Board meets via conference call to discuss ongoing projects and relevant industry updates. In May, the Advisory Board meets in a face-to-face setting the day prior to the ACDIS national conference.

The main duties of the Advisory Board consist of evaluating the present state of the CDI profession, prioritizing industry opportunities, needs, and concerns, with ACDIS administration, and providing guidance to the ACDIS membership in the form of position papers, white papers, articles in the *CDI Journal*, advice on quarterly conference calls, and individual responses to ACDIS members.

Note: All descriptions of review activities, including projected time frames, are approximations. The scope of the Advisory Board's work may vary between seasons due to changing editorial needs and CDI industry trends. The ACDIS Director will work to modulate the expected due dates for materials as necessary to ensure the Advisory Board's workload remains balanced and manageable throughout the year.

### Task 1: Meeting participation and collaboration

ACDIS administration will schedule regular meetings with the Advisory Board. The ACDIS Director will provide an agenda prior to the meeting, and disseminate minutes and follow-up items after the meetings. During these board meetings, Advisory Board members will share the progress of ongoing paper writing or other board work, insights on the operation of their CDI departments, observations from the field working with clients, and recommendations on association strategy. Participation in 75% of these calls are expected.

The ACDIS Advisory Board will also participate in quarterly conference calls with the membership. These are structured, one hour calls that include association updates and in-depth review and presentation of the contents of recently completed white or position papers. ACDIS administrators will book these calls and provide an agenda at least two weeks prior to the call. Advisory Board members will engage in dialogue with the quarterly call moderator and each other on the assigned topic as well as additional questions submitted by members listening to the call. These questions will be fielded to the Advisory Board by the call moderator. The Advisory Board may also be asked to answer unaddressed questions after the call, via email, within the week following the call. Participation in the Quarterly Calls is strongly encouraged, and while extenuating circumstances may arise, ACDIS administration expects board members to make every effort to actively participate.

### Task 2: Writing formal and informal industry guidance

Advisory Board members will develop industry best practice in the form of position papers and white papers:

- **ACDIS Position Papers** are the association's official, consensus stance on an issue. ACDIS Position Papers set a recommended standard for the CDI industry to follow. They advocate on behalf of a certain position or offer concrete solutions for a particular problem. All current members of the ACDIS Advisory Board must review/approve a Position Paper and are encouraged to materially contribute to its creation.
- **ACDIS White Papers** discuss CDI best practice, advance new ideas, increase knowledge, or offer suggestions for administrative simplification. These can be written by a single ACDIS Advisory Board member, a smaller subset of the board, or can be written by external sources (when they are, they are clearly labelled as such). White Papers are less formal than a Position Paper but are peer-reviewed.

These papers address industry and membership needs that emerge from board discussions, perceived industry trends and regulations/regulatory compliance, and input from ACDIS administration. These will be published approximately quarterly. Upon completion these papers will be posted to [acdis.org](http://acdis.org).

During regular monthly meetings, Advisory Board members will discuss possible topics, prioritize work, and volunteer to participate as writer on topics that best suit their areas of experience and expertise. The ACDIS Director will schedule meetings with any sub-group of volunteers, at which volunteers will develop an outline for the scope and completion of the

project. The ACDIS Director will assign writing duties, deadlines, and a review process as needed.

Between meetings, the ACDIS Director will follow up with the writers regarding their progress and any questions that arise. ACDIS editorial staff conduct final copy editing and formatting. In the case of a position paper, the contents of the paper will be submitted to the entirety of the ACDIS advisory board for review, and if necessary additional external sources.

Once the paper is approved, ACDIS editorial staff will place it appropriately within ACDIS' editorial schedule and notify the writer and Advisory Board members when it is published.

Should concerns arise as to the paper's contents or direction, it will be brought forward at the next Advisory Board meeting for review.

### Task 3: Additional responsibilities and ongoing duties

Although the ACDIS advisory board's major activities will center around scheduled meetings and paper writing, committee members also participate in other activities:

- Volunteering for at least one additional responsibility ([see related document](#)). These include, but are not limited to committee liaison, *CDI Journal* columnist, Advisory Board nomination committee member, or ACDIS Forum moderator.
- Answering informal email questions submitted by the ACDIS Director or other ACDIS administration.
- Reviewing PowerPoint presentations or other materials submitted by speakers at the annual ACDIS conference, for completeness, accuracy, and compliance.
- Reviewing white papers drafted by the CDI Practice Guidelines Committee or other relevant committees, as necessary.
- Adjudicating issues elevated to the Advisory Board by other committees and workgroups.
- Participating in initiatives with external associations and industry workgroups as a representative of ACDIS.
- Bringing forward "hot topics" to ACDIS administration for future coverage.
- Submitting forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website.
- Sharing candid suggestions for improving the effectiveness and efficiency of the advisory board's ongoing work, and modifying or expanding the scope of work outlined in this document.

Please direct all feedback to ACDIS Director Brian Murphy at [bmurphy@acdis.org](mailto:bmurphy@acdis.org).