

# ACDIS CDI Practice Guidelines Committee: Informational Documents

## ACDIS Contact

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## Quick-Reference Bookmarks

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## Purpose and Terms of Service

### Objective

The Association of Clinical Documentation Improvement Specialists' (ACDIS) CDI Practice Guidelines Committee defines and publishes best practices for the CDI profession and provides feedback on ACDIS' offerings to ensure the association delivers premiere materials suited for today's CDI professional. Through incisive individual research and group discussion, committee members will help develop resource updates, white papers, articles, and other items for the ACDIS community.

### Essential responsibilities

- Provide insight and revisions to ACDIS' current CDI resources
  - For 2017-2018, the review and update of the CDI Roadmap falls into this category
- Contribute articles and white papers on "hot topics" in CDI, new coding or documentation guidance, or other topics as requested by editorial or brought forth by the committee members
- Join fellow committee members and ACDIS editors on monthly conference calls (excluding December) to discuss ongoing projects and potential article opportunities
- Provide insight into current industry needs, evaluate opportunities and gaps in ACDIS' current offerings, and help chart the overall trajectory of committee activity
- Contribute to other committee efforts as interest, expertise, and availability permit

### Code of professional conduct

CDI Practice Guidelines 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 ACDIS Code of Ethics.

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, the chair, and the chair-elect immediately to ensure the work is covered.

### Committee composition

The CDI Practice Guidelines Committee will consist of roughly 12 members, including:

- A group of nine individuals with diverse backgrounds that broadly reflect the composition of the ACDIS membership and the CDI profession at large, plus:
  - One at-large member of the ACDIS Advisory Board. This member will attend meetings, offer advice on behalf of the Advisory Board, and serve as a liaison between the committee and the board.
  - One appointed chairperson. The chair will be responsible for running meetings, including setting agendas, facilitating discussion, assigning work, and ensuring work is followed through to completion. A chair-elect (a currently serving committee member) will be appointed to serve at the conclusion of the chair's term.
  - One ACDIS national editorial staff member. The ACDIS staff member will facilitate meetings (i.e., set up the conference calls) 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.

ACDIS members in good standing may apply to serve on the committee. For additional information, please contact ACDIS Editor Linnea Archibald ([larchibald@acdis.org](mailto:larchibald@acdis.org)).

### Term duration and prerogatives

CDI Practice Guidelines 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. Volunteers will be sought every October with responsibilities beginning in January.

Committee members may not serve more than a three-year period. After at least a one-year hiatus, an individual may volunteer to serve on the committee at the discretion of the coordinator and ACDIS administration.

The committee member serving as the Chair-Elect will serve two years (in the absence of extreme circumstances)—the first year as the chair-elect assisting the chair, and the second year as their chair him or herself. The Chair-Elect will be selected by the committee members in conjunction with the committee coordinator through a voting process. Should a committee member not want to serve, they can decline the nomination before the voting process commences.

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

## Scope of Work and Process

The CDI Practice Guidelines Committee will meet on a monthly basis (excluding the month of December) to discuss ongoing projects and potential new projects for committee consideration.

The main duties of the committee consist of updating existing ACDIS resources to reflect current CDI best practice and changing industry needs and contributing written commentary and guidance on "hot topics" as needed in the form of articles in the *CDI Journal* and as ACDIS white papers.

**Note:** All descriptions of review activities, including projected time frames, are approximations. The scope of the committee's work may vary between seasons due to changing editorial needs and CDI industry trends. That said, the coordinator, chair, and chair-elect 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: Reviewing and updating existing materials

ACDIS administration will identify resources offered by ACDIS for committee review on an as-needed basis. The committee coordinator will send the materials to the chair and chair-elect with an expected timeline. The coordinator will then work with the chair and chair-elect to create a timeline for the final review and the review process.

Committee members will then work on their respective tasks between meetings, providing written commentary on the resources under consideration. Should a committee member lack the time to review their assigned section in the time allotted, they will contact the coordinator, chair, and chair-elect as soon as possible to ensure adequate coverage.

During regular meetings, committee members will share their review findings and recommendations for updates. Committee members will then volunteer to revise sections, as needed, in advance of the next meeting.

The chair, chair-elect, and advisory board liaison will review the changes and ensure they align with industry best practices. Those changes will then be considered final and the section will no longer be reviewed.

Should the chair, chair-elect, or advisory board liaison have questions during their final review, they will reach out to the committee member immediately (CCing the coordinator) and attempt to resolve any confusion outside of taking time during the meeting. The coordinator can also facilitate a smaller group call if warranted.

Committee reviews of materials should be completed in 2-3 months' time (allowing for one project per quarter). When their revisions are finalized, the coordinator will ensure the updated resources are published to the ACDIS website and publicized appropriately.

*Please note, for the 2018 committee, the CDI Road Map fulfills this task.*

### Task 2: Submitting written materials on “hot topics”

Committee members will submit articles on “hot topics” in CDI to align with editorial needs as defined by the committee coordinator. These articles may be used in any of ACDIS' publications, most often the *CDI Journal* or as ACDIS white papers.

The coordinator will disseminate the editorial needs to the committee members in advance of the meetings (typically in the form of the editorial calendar, but may also share questions from ACDIS membership).

During the meetings, the committee members will be given the chance to discuss the topics and volunteer to write materials on any topics they're particularly interested in. The coordinator will provide the volunteer with guidance regarding the article's length and content as needed, and provide a deadline for submission.

Between meetings, the coordinator will follow up with the writer (CCing the chair and chair-elect) regarding their progress and any questions that arise. When the writer submits the article, the coordinator and ACDIS editorial staff will review for copy editing and formatting and send to the whole committee for final review.

Once the article is approved, the coordinator will place it appropriately within ACDIS' editorial schedule and notify the writer and committee members when it is published.

Should concerns arise as to the article's contents or direction, further discussion may occur at the next committee meeting for additional review.

### Ongoing duties

Although the CDI Practice Guidelines 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, chair, and chair-elect when something on the ACDIS website appears to need updates
- Bring forward “hot topics” to ACDIS administration for future coverage editorially or otherwise

- Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the ACDIS website
- Look for gaps, discrepancies, and other potential deficiencies in ACDIS' offerings and inform the committee coordinator, chair, and chair-elect of potential opportunities for committee work
- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to ACDIS Editor and Committee Coordinator Linnea Archibald at [larchibald@acdis.org](mailto:larchibald@acdis.org) and the chair/chair-elect of the committee.