ACDIS Regulatory Committee (2026-2027): Scope of Work

ACDIS Contacts

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Purpose and Terms of Service

Objective

The Regulatory Committee of the Association of Clinical Documentation Integrity Specialists (ACDIS) provides collective leadership, expertise, and guidance for the ACDIS membership and CDI profession in the sphere of government regulation and public policy. Through collaboration and thorough research, Regulatory Committee members advance the CDI profession toward better coding and clinical accuracy with instruction on recent updated regulatory measures.

Essential Responsibilities

Activities of the ACDIS Regulatory Committee may include, but are not limited to:

- Provide guidance for ACDIS and its members on proposed codes, rules, and regulations.
- Review and publish updates regarding regulatory initiatives that impact CDI strategies and operations.
- Maintain an active presence on the Regulatory Committee Insight page of the ACDIS website.
- Participate in special projects as needed.

Code of Professional Conduct

Regulatory 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. Though your private life is private, do note that your public social media posts and public presences do reflect on ACDIS and its committees. If they are found to not represent the mission of the association/this committee, you may be asked to step down from service.

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 event committee will consist of roughly 13 members, including:

- A group of individuals with diverse backgrounds who broadly reflect the composition of the ACDIS membership and the CDI profession at large and who have been ACDIS members for one year prior to and during their term of service
    - New membership will be considered with the prerogative to maintain a balance between clinical, coding, and quality backgrounds, in order to encompass the wide range of CDI activities in all clinical settings and populations
- One ACDIS national staff member as committee coordinator to facilitate meetings (i.e., set up the conference calls), record and distribute meeting recordings, set meeting agendas, and follow up on the committee's progress on various tasks as assigned between meetings
- One ACDIS national staff member to work with the volunteer members

All ACDIS members in good standing may apply to serve on the committee. For additional information, please contact Jess Fluegel at jess.fluegel@hcpro.com

Term Duration and Prerogatives

A call for volunteers to join the Regulatory Committee will be issued in June of each year, to be appointed by the end of July by the committee chair(s) in congress with the current committee membership. All regulatory committee members will commit to serve for three years, after which they can volunteer for an additional year. Reappointment decisions will be rendered based on editorial needs, the given committee member's past contributions, and their continued desire to serve.

Members must commit to attend 70% (or 7 out of 10) of the monthly meetings scheduled during the committee year and actively contribute to the work of the group. Additional meetings of the committee as a whole or in smaller work groups may occur as needed. These subgroup meetings will not be counted within the monthly meeting total, but members are encouraged to participate as much as possible.

Nominations for the upcoming year's committee chair will be taken in June, with the current committee members to vote by consensus in July. Depending on availability, nominees for chair should be an active member of the committee for at least a year prior to nomination. Chairmanship will pass to the newly-elected chair on August 1 of the committee year. Voting ballots will be sent out electronically. In the event of a tie, the immediate past Chair will act as tie-breaker.

Subcommittee chair appointments are made by the chair of the Regulatory Committee in August; members willing to serve in these roles are encouraged to volunteer.

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 ACDIS 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 public recognition on the ACDIS site's Boards and Committees page, as well as attribution in published articles and materials

Scope of Work and Process

The Regulatory Committee will meet on an ongoing basis online to discuss and follow up on projects related to providing the ACDIS community guidance on regulatory processes, with the exception of an in-person session at the ACDIS national conference. While other tasks may be assigned as needed, the following tasks encapsulate the committee membership work expected in a given committee year. All committee members are expected to attend general committee meetings as scheduled and participate as needed.

- During regular meetings, committee members will bring forward discussion of regulatory topics to the team. The group will then assign responsibility to committee members when further research and guidance is needed. Representation from coding, CDI, and physician backgrounds ideally should be involved in group projects.
- Regulatory Committee members will maintain the current quality map through the monitoring of Federal Register, Quality Net, and AHRQ Patient Safety Indicators, and make at least yearly considerations for expansion of the quality map.
- Members will attend or review recordings for the biannual CMS ICD-10 Coordination and Maintenance Committee sessions held typically in March and September. They will share insights with the CDI profession and submit any commentary to the AHIMA Advocacy and Policy Council.
- They will write regulatory hot topics on a bimonthly basis, chosen from submissions by the CDI community as well as internal discussion, to be published in *CDI Strategies* and the Regulatory Committee Insight page.
- Furthermore, the committee will review the IPPS final rule for updates and write guidance on important changes from a CDI perspective each year, to be published in the November/December edition of the *CDI Journal.*

Please direct all feedback to ACDIS Editor Jess Fluegel at jess.fluegel@hcpro.com