

## **ACDIS Advisory Board frequently asked questions**

### **What is the ACDIS advisory board?**

The ACDIS advisory board is a group of professionals who provide expertise, CDI best practice direction, and an industry voice for the ACDIS membership and the wider CDI profession with honor and integrity. It is a volunteer position.

### **Who comprises the ACDIS advisory board?**

The ACDIS advisory board is a multidisciplinary group of professionals whose backgrounds include nurses, providers (physicians, PA, NP) and HIM/coding professionals. Consultants are welcome to apply for membership to the board, but no more than two consultants will be elected in any given year.

Because of the multi-disciplinary nature of the CDI profession, ACDIS will strive to keep the makeup of the board balanced with a cross-section of the membership.

Each year ACDIS elects four new advisory board members and four will rotate off following their term of service. This ensures a continual influx of new ideas and perspectives while maintaining some continuity.

Two additional, non-elected positions on the advisory board serve on a permanent basis (*ACDIS Director* and *ACDIS CDI Education Director*).

### **How is the advisory board selected?**

Every January, the ACDIS membership is invited via e-mail to submit an application for the advisory board. Completed applications are typically due by the end of the month.

Members of a nominating committee review these application forms and conduct a second layer of review via telephone. The nominating committee then produces an electronic ballot for the ACDIS membership to vote on the new board members. Voting occurs in March and new board members are announced in April.

### **What does advisory board service entail?**

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

- Participates in at least three out of the 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)
- 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.
- 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 and/or questions received from members via email
- Serves on at least one sub-committee or a local chapter of ACDIS

ACDIS advisory board members receive free ACDIS membership and their annual conference fees are waived.

### **How long do ACDIS advisory board members serve?**

Election to the ACDIS advisory board entails a three-year term of service. Former advisory board members may reapply but must wait a full term (three years) before doing so.

### **Additional questions?**

If you have any questions about the ACDIS advisory board, please e-mail ACDIS Director Brian Murphy at [bmurphy@acdis.org](mailto:bmurphy@acdis.org).