CDI Practice Guidelines Committee

Purpose, composition, terms of service, and scope of work

Purpose

The purpose of the CDI Practice Guidelines Committee is to define and publish best practice for the CDI profession and provide commentary to the appropriate coding authorities and/or medical specialties. The CDI Practice Guidelines Committee shall publish best practice in the form of ACDIS-branded white papers, subject to review by the ACDIS Advisory Board.

In addition the CDI Practice Guidelines Committee shall submit coding/clinical concerns or considerations through official comment mechanisms (i.e., AHA Coding Clinic Advisor) and/or other official correspondence, and share responses with the ACDIS membership as appropriate.

Committee composition

The CDI Practice Guidelines Committee shall consist of no more than 12 members. Members must be in good standing as a member of the Association of Clinical Documentation Improvement Specialists and also possess the Certified Clinical Documentation Specialist (CCDS) credential with a minimum of 3+ years of experience in the CDI profession. Committee members agree to have their names/bios published on www.acdis.org and adhere to the scope of work below.

The 12-member committee shall consist of the following:

- One at-large member of the ACDIS Advisory Board. The at-large ACDIS advisory board member shall have full committee privileges and responsibilities and also shall serve as liaison to the ACDIS Advisory Board.
- One appointed Chairperson (aka., “Chair”). The Chair shall be responsible for running meetings, including setting agendas, facilitating discussion, assigning work, and ensuring work is followed through to completion. A Chair-Elect will be appointed to serve at the conclusion of the Chair’s term.
- One ACDIS national editorial staff member. The ACDIS national editorial staff member shall participate in assistance with meeting facilitation and/or writing/editing responsibilities. The ACDIS national editorial staff member shall also facilitate publishing the work of the Practice Guidelines Committee on www.acdis.org.
- A group of individuals with diverse backgrounds (i.e., RN, MD, HIM/coding, and other related fields) that broadly reflect the composition of the ACDIS membership and the CDI profession at large.

Scope of work

The CDI Practice Guidelines committee shall:

- Meet at least bi-monthly via telephone conference call
• Review official ACDIS publications including but not limited to Position Papers and White Papers published on www.acdis.org
• Develop and prioritize work list of best practice topics, based on the perceived needs of the industry, group discussion, and/or through surveys deployed to the ACDIS membership
• Review quarterly issues of AHA Coding Clinic for ICD-10-CM-PCS
• Review additional releases that impact the CDI profession, including but not limited to the CMS Inpatient Prospective Payment System (IPPS) proposed and final rules, transmittals, and MedLearn Matters articles
• Publish quarterly official ACDIS White Papers on CDI best practice
• Issue questions/commentary to coding and clinical authorities as needed
• Assist with publishing responses to questions/commentary on www.acdis.org (including but not limited to ACDIS Journal)

Terms of service

• Term of service for the CDI Practice Committee is one year, after which committee members who wish to continue must reapply.
• No committee member can serve more than three consecutive years.
  o Exceptions include ACDIS advisory board liaison, Chair-Elect, ACDIS national staff member

All work of the CDI Practice Guidelines Committee shall be subject to review/approval of the ACDIS Advisory Board.

Updated Dec. 2016