



ACDIS Physician Advisor Committee: Scope of Work

ACDIS Contacts

Karla Kozak

Editorial Manager, Products and Events

karla.kozak@hcpro.com

Purpose and Terms of Service

Objective

The Association of Clinical Documentation Integrity Specialists' (ACDIS) Physician Advisor Committee provides collective expertise and written guidance for physician advisors in CDI. The Physician Advisor Committee will meet monthly. Through individual feedback and group discussion, committee members will determine ACDIS recommendations and publish guidance.

Volunteer members will be sought annually in June during ACDIS' standard committee application period.

Essential responsibilities

- Draft industry guidance in the form of white papers or position papers
- Create tip sheets, quick reference guides, and other resources for physician advisors
- Provide helpful guidance through articles in the *CDI Journal* or *CDI Strategies* weekly email newsletter
- Join fellow committee members and the ACDIS administration on regular meetings conducted virtually, to discuss ongoing projects and relevant industry updates
- Contribute to other committee efforts as interest, expertise, and availability permit

Code of professional conduct

ACDIS Physician Advisor Committee members are expected to exercise professionalism, diplomacy, and discretion when evaluating field-sourced materials and conducting all other committee work. 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.

Committee 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 chair immediately to ensure the work is covered.

Term duration and prerogatives

Physician Advisor Committee membership will be evaluated annually, and reappointment decisions will be rendered based on editorial needs, as well as on the given committee member's past contributions and continued desire to serve.



Committee members may not serve for 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.

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 or ACDIS administration over two cycles 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 for the duration of their service.

ACDIS members in good standing may apply to serve on the committee. Volunteers will be sought every June with responsibilities beginning in July. For additional information, please contact Karla Kozak (karla.kozak@hpro.com).

Scope of Work and Detailed Processes

The Physician Advisor Committee was formed in 2023 and is comprised of physician advisors whose task is to craft guidance and best practices for other physician advisors in CDI.

Create resources for physician advisors

The primary responsibility of this committee is to create resources for physician advisors. At the start of each term, the committee will brainstorm potential projects (e.g., tip sheets, case studies, a white paper) and topics and determine their path forward for the next 12 months.

Committee Meetings

Committee members will participate in monthly calls with the committee chair. The committee chair will schedule the meetings at least one month in advance and send out any documents under discussion.

On the day of the call, committee members should come prepared to share their thoughts about the current work being discussed. Following the call, the committee chair will send around any follow-up items to be completed.

Ongoing duties

Although the Physician Advisor Committee's main activities revolve around the scheduled meetings, committee members are encouraged to remain engaged in ACDIS throughout the year. The following are key ways to keep active:

- Volunteer for at least one additional responsibility such collaboration on, or creation of, an article for ACDIS' publication
- Notify the chair 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 chair 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 Director of Programming Rebecca Hendren at Rebecca.hendren@hcpro.com.