

PHYSICIAN ADVISOR COMMITTEE SCOPE OF WORK

ACDIS Contact

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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 on a monthly basis. 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
- Provide helpful guidance through CDI Journal articles, or tips for publication in CDI Strategies weekly email newsletter
- Join conference calls with fellow Committee members and the ACDIS administration on regular meetings conducted via conference call, to discuss ongoing projects and relevant industry updates. (No meetings will be held in December and May.)
- 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.

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 the following benefits for the duration of their service:

- Public recognition on the ACDIS site's [Boards and Committees](#) page
- Discounted and/or complimentary access to products such as ACDIS books or webinars at the discretion of the coordinator and ACDIS administration

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 Rebecca Hendren.

Scope of Work and Detailed Processes

The Physician Advisor Committee is a new committee formed in 2023 and comprised of physician advisors whose task is to craft guidance and best practices for other physician advisors in CDI. Among its tasks, the group will author a white paper on the role of the physician advisor in CDI and recommend best practices.

Responsibility 1: Publish white paper on “Physician Advisors Role in CDI:

The first responsibility of the committee will be to draft a white paper to provide guidance on the role of physician advisors in CDI. In its first year, the committee will also determine the scope of work for the committee.

Stage 2: Committee Meetings

Committee members will participate in monthly calls with the committee coordinator.

The committee coordinator will schedule the meetings at least one month in advance and send out a tentative agenda at least 48 hours before the scheduled meeting time, along with 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 coordinator will send around meeting minutes and 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:

- Volunteering for at least one additional responsibility such collaboration on, or creation of, an article for ACDIS' publication.
- Participating in initiatives with external associations and industry workgroups as a representative of ACDIS.
- Bringing forward "hot topics" to ACDIS administration for future coverage.
- Sharing candid suggestions for improving the effectiveness and efficiency of the Committee and the association as a whole including modifying or expanding the scope of work outlined in this document.

Please direct all feedback to ACDIS Director of Programming Rebecca Hendren at rhendren@acdis.org.