



**HEALTH INFORMATION MANAGEMENT
ASSOCIATION OF AUSTRALIA PTY LTD (HIMAA)**

HIMAA CLINICAL CODING COMMITTEE (HCCC)

**TERMS OF REFERENCE
November 2020**

VERSION HISTORY

The following outlines the high level changes that have been made to each version of this document and who made them:

Version Notes Changes made by Date

1. Initial draft James Katte, Board Liaison to the HIMAA Board (October 2020)
2. Endorsed by the HIMAA Board (November 2020)

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1. BACKGROUND

1.1 This document establishes the responsibility of the Committee so that it may function effectively as part of the governance of the Association.

1.2 The Committee will report to the National Board as required.

2. PURPOSE

2.1 The role of the Committee is to:

- a) Contribute to the development and implementation of HIMAA's strategic plan as it relates to the professional position of Clinical Coders in the health information sector
- b) Advise the board on issues pertaining to clinical coding in a diverse range of admitted care settings such as:
 - a. Public and private sectors
 - b. Metropolitan and remote/rural locations
 - c. Other specialist facilities (e.g. paediatric, mother/baby etc)
- c) Identify issues pertaining to clinical coding management which potentially impact on the provision of accurate, consistent and timely health care data
- d) Receive feedback from members of the National Coding Special Interest Group
- e) Review and advise on changes to the Clinical Coding Practice Framework
- f) Collaborate with other HIMAA committees as required
- g) Provide consultation and advise the board on clinical coding matters when required.

3. MEMBERSHIP

3.1 Membership of the Committee consists of the following:

- Chair, appointed by the HIMAA Board
- Deputy Chair
- HIMAA Board Liaison
- Representative members with Clinical Coding qualifications who can provide technical and strategic advice on matters of importance for clinical coders in Australia:
 - Private sector representative(s)
 - Public sector representative(s)
 - Rural health service representative
 - Metropolitan health service representative
 - Other members agreed by
- HIMAA Education Services representative
- Convenor of the National Coding Special Interest Group

In attendance:

- HIMAA Chief Executive Officer (CEO)
- HIMAA Executive Support Officer (ESO)
- Other HIMAA Education Service representatives, as observers
- Other executive members of the National Coding Special Interest Group

3.2 A person acting in any of the above positions is considered to be a member of the Committee for the term of the acting arrangement, which is two years unless otherwise specified.

3.3 The Committee will call for new members by Expression of Interest through HIMAA communication channels as required.

3.4 If the Chair is temporarily unable to attend and Chair the meeting, the responsibility of Chair will be given to Deputy Chair.

4. MEETINGS

4.1 The Committee will meet quarterly, or more often as required by the Chair.

4.2 Meetings will be conducted by teleconference.

4.3 Meetings will be conducted on a formal basis and be minuted.

4.4 Where decisions to progress an issue to the HIMAA Board quorum consists of a total of half of the membership of the committee plus one.

5. AGENDA

5.1 An agenda is to be prepared for meetings with relevant issues papers attached and distributed to members, at least 2 working days prior to the meetings.

5.2 Agenda items may be considered out of session by electronic or other means and should be minuted at the next available meeting.

5.3 Financial concerns from this committee are to be referred to the Finance and Risk Management (FARM) Committee.

6. MINUTES

6.1 Minutes of the meeting will be forwarded to members within 2 weeks following the meeting.

6.2 The Minutes must record the following:

- Date of meeting
- Attendees, apologies and absentees
- Agenda items discussed
- Action items (including responsibility and timeframe)
- Decisions taken (including rationale for decisions)

6.3 Minutes of the preceding meeting must be confirmed at each subsequent meeting, which includes a review of the action items outstanding.

6.4 The Minutes must be approved by the Chair.

7. REPORTS

7.1 The following report will be tabled as described:

- Report to the HIMAA Board on matters of importance as raised by Committee members of those deemed important from the NC SIG
- Contribute to the HIMAA Annual Report
- Provide other reports as requested by the HIMAA Board

8. SECRETARIAT

8.1 Secretariat support will be provided by HIMAA staff.

8.2 The Secretariat (in liaison with the CEO) will be responsible for the preparation and circulation of the meeting agenda (and supporting papers) and minuting meetings.

8.3 The CEO will ensure that electronic copies of all relevant documents to the Committee (including agendas, position papers & minutes) are stored in central file that is backed up.

9. INDUCTION OF NEW MEMBERS

9.1 As a form of induction, it is the responsibility of the Chair to provide new Standing Members and Invited Members with a copy of the following prior to their first meeting:

- the Terms of Reference (if not already supplied)
- the minutes of the last two meetings of the Committee