

HIMAA CONFERENCE COMMITTEE



ROLES AND RESPONSIBILITIES

Role: Senior HIM Representative – Coding Stream

1. OVERVIEW OF THE ROLE

The Senior HIM Representative – Coding Stream is responsible for sourcing Clinical Speakers in consultation with the HIMAA Education Services Director to deliver the Clinical Updates Sessions at the Conference.

2. RESPONSIBILITIES:

In addition to the functions as a member of the Conference Committee, the Senior HIM Representative – Coding Stream will undertake the following functions.

Prior To The Program Development

1. Identify areas of interest together with the HIMAA Education Services Director;
2. Liaise with local hospitals and local HIMs/CCs to identify potential speakers;
3. After consultation with the Conference Committee, approach potential speakers with an invitation to speak;
4. Put them in contact with the HIMAA Education Services Director;
5. Pass on Keynote speakers' details to the Marketing and Events Manager to follow up with a formal invitation;
6. Respond to speakers' enquiries if required;
7. Thank the invited speakers on behalf of HIMAA.

During and after the Conference

1. Assist with satchels filling on pre-Conference day;
2. Chair sessions as required;
3. Meet and greet clinical speakers at the Registrations desk. Escort them to the room where they will be speaking;
4. Offer them refreshments from catering tables if time permits;
5. Ensure PowerPoint presentations are uploaded before a session starts.

3. APPOINTMENTS

The following individual is appointed to the Senior HIM Representative – Coding Stream position

Name	Title	Signature	Date