



Health Information Management Association of Australia Pty Ltd

HIMAA Kingdom of Saudi Arabia (KSA) Clinical Coding Community of Practice (CoP)

Terms of Reference

Document Information

This is a document controlled by the Co-Charis of the HIMAA KSA Clinical Coding CoP.

0.1. Version history [includes date of most recent TOR]*

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 Abdelrhman Alsoat 28 Nov 2021
2. Reviewed by Racha Naim 28 Nov 2021
3. Revised and Reviewed by Jae Redden HIMAA CEO 22 Dec 2021
4. Reviewed by HIMAA KSA Clinical Coding CoP members 27 Jan 2022
5. Approved HIMAA Board 02 Feb 2022

0.2. Sign off*

Endorsed by: Abdelrhman Alsoat

Co-Convenor, HIMAA KSA Clinical Coding CoP

Date: 07 Feb 2022

Endorsed by: Racha Naim

Co-Convenor, HIMAA KSA Clinical Coding CoP

Date: 07 Feb 2022

Approved by: Cheens Lee

President, Health Information Management Association of Australia



Date: 07 Feb 2022

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1. Purpose

1.1. Context / Reason for committee

The Kingdom of Saudi Arabia's health sector, as part of Vision 2030, is undergoing major transformational reforms aimed to deliver a high-quality care. The demand for the clinical coding profession has increased as part of the transformational in Saudi healthcare. Hence, clinical coding professionals within KSA need to maintain up to date knowledge and skills throughout their working career, and to regularly take part in educational activities that maintain and further develop competence and performance not only in medical coding but also in relevant domains such as CDI, costing, DRGs, and health information management.

To this end, the Health Information Management Association of Australia (HIMAA) has supported the formation of HIMAA KSA Clinical Coding Community of Practice as a structured forum under its umbrella to support the clinical coding within KSA. The primary aim of the HIMAA KSA Clinical Coding CoP is to share information and facilitate ongoing updates and professional development to promote best practice in the local region.

The HIMAA KSA Clinical Coding CoP membership is open to HIMAA members. Non-members will be considered upon application. The membership is voluntary, catering to those who are keen to develop their own knowledge and serve their peers and profession.

2. Functions

2.1. Responsibilities and role(s) of the committee current strategic framework

- 2.1.1 Develop content ideas for webinars for the region.
- 2.1.2 Providing a platform to share information and facilitate ongoing updates and professional development relevant domains such as clinical coding CDI and HIM.
- 2.1.3 Providing support and guidance on industry trends to the HIMAA KSA Clinical Coding CoP and discusses issues of common interest.
- 2.1.4 Discuss raised challenges encountered by KSA clinical coders and make suggestions to support best coding practice.
- 2.1.5 Encouraging HIMAA membership.

2.1.6 Upon request and approval from HIMAA, may participate in any national dialogue and strategy development concerning the clinical coding profession within the region.

2.2. **Scope / Key relationships [includes relevant committees, relevant CoPs]**

2.2.1 The scope of HIMAA KSA Clinical Coding CoP is related to clinical coding topics and relevant areas such as CDI and HIM.

2.2.2 **Key relationships include:** HIMAA Board, HIMAA Clinical Coding Committee and The Clinical Documentation Improvement CoP

3. Composition

3.1. The HIMAA KSA Clinical Coding CoP is consisted of two Co-chairs

3.1.1 Two Co-chairs appointed by HIMAA's CEO and HIMAA Board (two years minimum)

3.1.2 Responsibility includes:

3.1.2.1. Organising and facilitation meetings, event etc.

3.1.2.2. Approve meeting agenda content ideas for webinars

3.1.2.3. Liaison between HIMAA and KSA CoP members regarding any topic pertaining to scop of this CoP and support needed from HIMAA

3.1.2.4. Approve induction of new members

3.1.2.5. Any other responsibilities as required by HIMAA

3.1.2.6. The Co-chairs may delegate any of functions if deemed appropriate

4. Membership

4.1. The HIMAA KSA Clinical Coding CoP membership is open to HIMAA members. Upon application, non-members will be considered by the CoP, in consultation with the HIMAA National Office.

4.2. Members should commit for a minimum period of two years

4.3. Responsibilities include, but not limited to:

4.3.1 Nominate topic and suggest ideas

4.3.2 Being an active participant in meeting, events etc.

4.3.3 Send apology if unble to attend meetings

4.3.4 Any additional responsibility as needed and requested by Co-chairs

4.4. Serve secretariat functions including:

4.4.1 Review minutes format,

4.4.2 Send meeting invites and agenda

4.4.3 Review formatting of reports.

5. Meetings

- 5.1. A quorum will be 4 members
- 5.2. Frequency: quarterly, or more often as required by the Co- Chairs
- 5.3. Minutes to be created 2 weeks prior to next meeting

6. Accountability

- 6.1. Reports to the HIMAA CEO under the guidance of the HIMAA Board
- 6.2. Written reports will be provided annually to the HIMAA CEO in time for the Annual Reports
- 6.3. Report any challenges encountered by KSA clinical coders and suggestions as needed.

7. Other

- 7.1. A sub working group may be established based on the needs with approval from HIMAA
- 7.2. Annual Review - this document will be reviewed two years from date of approval. The next review date is February 2024.
- 7.3. The HIMAA Kingdom of Saudi Arabia (KSA) Clinical Coding Community of Practice (CoP) is governed by the HIMAA National Office, who will engage the HIMAA Board for their endorsement of any significant items as required.