



Committee and Forum Overviews 2009-2010

Complete committee information can be found at the NJ Chapter website at <http://www.hfmanj.org/Chapter-committees.groups>

Auditing Committee (appointed Board committee)

The Auditing Committee conducts an annual audit of the financial records of the Chapter and submits an audited report to the Board of Directors. The committee also ensures that the Chapter Treasurer files the necessary information to National for the completion of the 990 tax return.

Certification Committee

The Certification Committee's main purpose is to increase members' awareness of the HFMA certification process. In addition, the committee assists members in achieving their certification goals through certification seminars and providing study materials to interested participants.

CARE Forum (Compliance, Audit, Risk & Ethics)

The CARE Forum assists NJ health care providers in developing and implementing best practice models for their compliance, ethics and governance programs. The forum promotes awareness of compliance, ethics and governance issues through membership surveys and articles in the *Garden State Focus* magazine. In addition, regular meetings provide a venue for health care provider education and discussion on compliance, ethics and governance issues.

Communications Committee

The Communications Committee develops and publishes a timely, informative Chapter newsmagazine, the *Garden State Focus*, six times a year through the solicitation of articles from the membership, committees, and non-Chapter sources. This includes information regarding Chapter and National activities in order to keep the membership informed. In addition, the committee manages the Chapter website.

Education Committee

The Education Committee strives to provide high quality, timely educational programs on topics of interest to the healthcare industry in NJ which are geared towards all levels of experience. In addition, the committee assists members in achieving their education objectives and meeting the education hour-per-member goals set by HFMA National. Partnering with other healthcare organizations to provide quality education programs is an additional focus for the committee. The committee coordinates activities and planning with the Board level Program Chair.

FACT Forum (Finance, Accounting, Capital and Taxes)

The FACT Forum provides a venue for discussion of current issues impacting health care finance, accounting, capital and taxes. In addition, the forum plans and presents the June Chapter quarterly program with respect to current issues that impact health care finance, accounting, capital and taxes. FACT also serves as a Chapter resource should new accounting and/or regulatory issues arise that impact health care finance, accounting, capital and taxes.

Institute Committee

The main focus of the Institute Committee is to plan, organize and implement the Annual Institute, which is designed to educate and enhance the professional knowledge of the membership. The objective is to target subject matter to the most pressing issues in the industry and work with the Membership and Networking Committee to maximize membership and vendor attendance. Coordination with the Education Committee and the Program Chair is also key.

Membership & Networking Committee



The Membership & Networking Committee monitors and develops new methods for increasing the Chapter's membership base. It develops action plans to target reinstatement of members that have allowed their HFMA membership to expire, send out new member packets, and develop and implement a Chapter membership recruitment plan. In addition, the committee provides Chapter members with social forums and networking opportunities with other individuals within the industry.

Nominating Committee (appointed Board committee)

The Nominating Committee nominates candidates from qualified members of the Chapter for the elective positions of Officers and Directors. In addition, the committee periodically nominates qualified Chapter members for National and regional positions.

Patient Access Forum

The Patient Access Forum provides a venue for members of the Patient Access community of HFMA to discuss patient issues, share ideas and develop best practices. This forum works closely with the Patient Financial Services Forum to discuss issues of mutual concern. In addition, it brings issues and topics to the NJ HFMA membership and Board for further discussion, anticipated support and action in order to assist in developing best practices.

Patient Financial Services Forum

The Patient Financial Services Forum promotes the Patient Financial Services profession and increases awareness of its contributions to the financial success of hospitals. The forum also encourages information sharing including meeting notices, agendas and minutes to provider-based Patient Financial Services Directors, or those with comparable responsibilities/titles, that are active NJ HFMA Chapter members. The forum functions as watchdog for managed care issues, including billing trends and contract compliance and provides an active forum to discuss broad Patient Account Management issues. Activities are coordinated with the NJ Chapter of AAHAM.

Policies & Procedures Committee (appointed)

The Policies & Procedures Committee periodically reviews policies and procedures currently in place for the NJ Chapter and makes recommendations to the Board for updates. As new situations arise, this committee ensures that the Chapter is in compliance with National and supports the Board to effect change.

Regulatory and Reimbursement Forum

The Regulatory & Reimbursement Forum represents the hospital/healthcare financial community and addresses issues through timely, interactive discussion and with proposals of legislation and regulatory changes that impact providers. In addition, the Forum consults with legislators, insurance payers, and others in order to resolve reimbursement issues. R&R also supports the publication of Chapter legislative comments and other newsworthy reimbursement information through the Chapter's publication, the *Garden State Focus*, and the National *HFM* magazine.

Scholarship Committee (appointed Board committee)

The Scholarship Committee seeks to encourage professional development and enhance the educational opportunities of Chapter members and their families by providing financial scholarships.

Strategic Planning Committee (appointed Board committee)

The Strategic Planning Committee annually publishes the multi-year *Strategic Plan for Service Quality and Growth*. In addition the committee annually reviews the *Chapter Mission and Value Statement*.