

**NEW YORK HEALTH INFORMATION MANAGEMENT ASSOCIATION, INC.**

**RULES FOR THE HOUSE OF DELEGATES**

1. Component Local Associations in compliance with the NYHIMA Bylaws and provisions made mandatory by the House of Delegates shall be entitled to seat a delegate.
2. The Credentials Officer shall report the number of seats to the House of Delegates by a roll call of delegates at the call-to-order.
3. Procedures for a roll call vote if necessary: When the Credentials Officer calls the delegate's name, the response is YES, NO, or PASS. The Chief Teller shall announce the result of votes by roll call.
4. Conference attendees who are not delegates may attend the House of Delegates meeting, except when the house is in executive session. Only delegates may make motions, vote and debate.
5. Delegates and other speakers shall address the chair, stating their name and Component Local Association to be recognized and in debate shall state their position, for or against.
6. Delegates shall be recognized before other speakers.
7. Speakers shall use the microphones.
8. Debate shall be germane to the motion, and the chair shall alternate between the pros and cons.
9. Speakers in debate shall be limited to two minutes.
10. No one may speak a second time until all who wish to speak have spoken.
11. Main motions and resolutions shall be in writing and signed by the maker.
12. The ballots shall be destroyed upon adjournment of the meeting declaring elections.
13. Delegate's Forum: If a Delegate Forum occurs, the purpose of the Delegate's Forum shall be to encourage the free exchange of ideas on defined topics of interest, to engage and encourage open dialogue without bias and to acquire feedback/input.
  - a. Board of Directors shall select at least three topics for discussion.
  - b. Delegates shall be randomly assigned to the discussion groups.
  - c. Each group shall be facilitated by an assigned Local Leader who is not a NYHIMA Board member.
  - d. Up to thirty minutes shall be allotted for discussion.
  - e. Up to thirty minutes shall be allotted for reports from each group.
  - f. The reports shall be included as an attachment to the minutes.

**2010 ANNUAL CONFERENCE - NYHIMA HOUSE OF DELEGATES**  
**June 6, 2010**  
**AGENDA**

- |     |   |  |
|-----|---|--|
| 1.  | Call to Order   | Julie L. Brucker, RHIA CCS<br><i>President</i>                       |
| 2.  | Roll Call and Announcement Regarding Quorum   | Susan Mack, RHIT<br><i>Credentials Officer</i>                       |
| 3.  | Announcement of Members Serving the House   | Julie L. Brucker, RHIA<br><i>President</i>                           |
| 4.  | Announcement of Voting Strength of the House  | Susan Mack, RHIT<br><i>Credentials Officer</i>                       |
| 5.  | Adoption of Rules Governing the House   | Tracy L. D'Errico, RHIA<br><i>President-Elect</i>                    |
| 6.  | Adoption of Agenda  | Julie L. Brucker, RHIA CCS<br><i>President</i>                       |
| 7.  | Report on the 2009 House of Delegates Minutes   | Julie L. Brucker, RHIA CCS<br><i>President</i>                       |
| 8.  | Announcement of the Distinguished Member Award, Hall of Fame Award, and Mentor Award Recipients | Julie L. Brucker, RHIA CCS<br><i>President</i>                       |
| 9.  | Annual Report of the Board of Directors   | Julie L. Brucker, RHIA CCS<br><i>President</i>                       |
| 10. | Report of the Accountant for 2008-09 Fiscal Year  | Julie L. Brucker, RHIA CCS<br><i>President</i>                       |
| 11. | Report of 2010-2011 Budget  | Julie L. Brucker, RHIA CCS<br><i>President</i>                       |
| 12. | Presentation of 2010-2011 Strategic Plan  | Tracy L. D'Errico, RHIA<br><i>President-Elect</i>                    |
| 13. | Orientation to Delegate's Forum   | Renato L. Estrella, MSHA RHIA<br><i>Past President Director</i>      |
| 14. | Delegate's Forum  | Tracy L. D'Errico, RHIA<br><i>President-Elect</i>                    |
| 15. | Awards  | Elizabeth Wheeler, RHIA CCS-P<br><i>Perspectives Editor Director</i> |
|     | A. Academic Achievement Awards for 2010   |  |
|     | B. Clinical Preceptor Awards for 2010   |  |
| 16. | Tellers Report  | Renato L. Estrella, MSHA RHIA<br><i>Past President Director</i>      |

**2010 ANNUAL CONFERENCE - NYHIMA HOUSE OF DELEGATES**  
**June 6, 2010**  
**AGENDA**

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|-----|--|---|
| 17. | Introduction of 2009-2010 Officers and Directors | Julie L. Brucker, RHIA CCS<br><i>President</i>    |
| 18. | Introduction of 2010-2011 Officers and Directors | Julie L. Brucker, RHIA CCS<br><i>President</i>    |
| 19. | Introduction of 2010-2011 Committee Chairs       | Tracy L. D'Errico, RHIA<br><i>President-Elect</i> |
| 20. | Business   | Julie L. Brucker, RHIA CCS<br><i>President</i>    |
| 21. | Open Forum                                       | Julie L. Brucker, RHIA CCS<br><i>President</i>    |
| 22. | Announcements                                    | Tracy L. D'Errico, RHIA<br><i>President-Elect</i> |
| 23. | Adjournment                                      |   |

**New York Health Information Management Association, Inc.**  
**2010 - 2011 Budget - Page 1**

**REVENUE:**

|   |                |
|---|----------------|
| Membership Dues - NYHIMA                        | 50,000         |
| Membership Dues - AHIMA Rebate                  | 65,000         |
| Annual Conference                               | 75,000         |
| Seminars - Education & Coding                   | 45,000         |
| Interest Income                                 | 15,000         |
| Publications - Medicolegal Manual               | 1,500          |
| Publications - Long Term Care Coding Guidelines | 1,000          |
| Publications - Perspectives Advertising         | 700            |
| Long Term Care Section<br>For The Record        | 2,500<br>600   |
| Consultants Listing                             | 1,500          |
| Web Site Revenue                                | 5,000          |
| <b>Total Revenue</b>                            | <b>262,800</b> |

**EXPENSES:**

Central Office

|  |                |
|--|----------------|
| Salaries                                       | 85,000         |
| Temporary Services (Member Services Assistant) | 0              |
| Payroll Taxes                                  | 9,100          |
| Professional Development                       | 200            |
| Rent   | 19,000         |
| Telephone                                      | 1,500          |
| Office Postage                                 | 500            |
| Dues Mailing                                   | 4,500          |
| Equipment Lease                                | 5,000          |
| Equipment Purchase                             | 3,500          |
| Supplies                                       | 1,000          |
| Printing                                       | 500            |
| Repairs & Service                              | 3,000          |
| Office Insurance                               | 1,200          |
| Depreciation                                   | 3,000          |
| Support/Consulting Services                    | 500            |
| Miscellaneous                                  | 500            |
| <i>Total Central Office Expenses</i>           | <b>138,000</b> |

Committee & Section Expense

|  |               |
|--|---------------|
| Long Term Care Section                 | 500           |
| Awards                                 | 200           |
| eHIM                                   | 250           |
| Seminars - Education & Coding          | 15,000        |
| Legislative                            | 750           |
| Medicolegal Manual                     | 750           |
| Membership                             | 750           |
| Nominating                             | 100           |
| PR                                     | 1,000         |
| Strategic Planning                     | 1,000         |
| Coding Guidelines (LTC)                | 300           |
| Community Education Campaign (MyPHR)   | 1,000         |
| <i>Total Committee/Section Expense</i> | <b>21,600</b> |

**New York Health Information Management Association, Inc.  
2010 - 2011 Budget - Page 2**

| <u>Administrative/General Expenses</u>         |                         |
|--|-------------------------|
| Professional Resource Network                  | 0                       |
| Accountant                                     | 3,300                   |
| Investment Fees                                | 100                     |
| Payroll Services                               | 650                     |
| UPS Service Fees                               | 0                       |
| Travel Insurance                               | 750                     |
| Directors & Officers Insurance                 | 2,500                   |
| Annual Fee to Department of State              | 100                     |
| Parliamentarian                                | 1,000                   |
| Legal Fees                                     | 1,000                   |
| Local President's Meeting                      | 6,000                   |
| President's Expenses                           | 750                     |
| President-Elect's Expenses                     | 500                     |
| Board of Directors                             | 5,000                   |
| Delegates                                      | 3,500                   |
| General  | 2,500                   |
| Credit Card Fees                               | 3,000                   |
| Bank Fees                                      | 50                      |
| Recognition & Service Awards                   | 1,500                   |
| AHIMA Team Talks/Leadership*                   | 4,000                   |
| Annual Report                                  | 200                     |
| Educators Forum                                | 1,200                   |
| Web Site Maintenance and Development           | 3,000                   |
| FORE Donation                                  | 500                     |
| Scholarships Distributed                       | <u>3,500</u>            |
| <i>Total Administrative/General Expenses</i>   | <u>44,600</u>           |
| <br>ANNUAL CONFERENCE                          | <br>55,000              |
| <b><i>Total Expenses</i></b>                   | <b><u>259,200</u></b>   |
| <br><b><u>EXCESS REVENUE OVER EXPENSES</u></b> | <br><b><u>3,600</u></b> |

\*Pres/Pres-Elect (Summer), Pres/Pres-Elect/Legislative Director (Winter)

**2010 NYHIMA HOUSE OF DELEGATES DISCUSSION FORUM # 1**  
Education

NYHIMA continues to experience as decline in attendance at its educational events, even though we have cut expenses to the bare minimum in order to offer programs at the lowest possible cost. Registration fees are currently at an all-time; e.g., \$39 for webinars and \$99-149 for onsite programs.

**A.** What suggestions do you have to increase attendance at onsites and webinars, keeping in mind that the webinar fee includes as many participants as you can gather around a single phone?

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**B.** Which of our education programs would better meet the needs of your facility?

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**2010 NYHIMA HOUSE OF DELEGATES DISCUSSION FORUMS # 2 & 4  
ICD-10-CM/PCS**

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| <p><b>A.</b> Should NYHIMA make a concerted effort to develop, provide/hold ICD-10 training for New York?</p>   |
|   |
| <p><b>B.</b> Would you attend AHIMA ICD-10 Academy intensive training if NYHIMA were to host it in New York?</p>  |
|   |
| <p><b>C.</b> If NYHIMA coordinated/provided training:</p> <ul style="list-style-type: none"><li>i. NYHIMA would potentially need to hire an ICD-10 Training Coordinator - would you be willing to accept this added expense in the form of increased fees for seminars, etc.?</li><li>ii. What kind of model would you suggest to provide this training; i.e., hold a train-the-trainer similar to the PHR model and train trainers for each location?</li><li>iii. Would you be willing to be a trainer? If yes, would you do this as a volunteer or would you expect payment for your time/efforts?</li><li>iv. Should NYHIMA focus their efforts on physician office staff as an area of need vs. all work settings, keeping in mind that many consultants are already offering ICD-10 training, etc.?</li></ul> |
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**2010 NYHIMA HOUSE OF DELEGATES DISCUSSION FORUM # 3**  
**NYHIMA Two Day Annual Conference**

The issue of changing our annual conference from 2.5 days to 2 days was brought up at the last House in June 2009 and referred back to the Board for further research. The Board has researched the issue and found some comparisons that could work; however, the cost of the conference may not change for NYHIMA but the participant may save in hotel costs. Or the conference could be cut to 2 days and less credits would have to be offered. Please review the attached sample comparisons as background for your discussion.

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| <b>A. Would you still want the conference shortened to 2 days if less credits were offered at the same cost?</b> |
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| <b>B. If the conference were shortened to 2 days and ended on day 2 at 6:00 pm, would you still travel back home that evening or stay over for another night? Or would you leave early on day 2?</b> |
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| <b>C. Would you want to offer programs on Sunday to have that be the half day so more credits could be offered and still end the conference at 5 or 6 pm on Tuesday?</b> |
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|                                | 2008           | 2009           | 2010           | 2012 (v. 1)     | 2010 Schedule                                  | 2012 Suggested Schedule (v. 1)                             | 2012 Suggested Schedule (v. 2)                             |
|--------------------------------|----------------|----------------|----------------|-----------------|--|--|--|
| Conference Ending Time         | <i>W/1pm</i>   | <i>W/12pm</i>  | <i>W/12pm</i>  | <i>T/4:30pm</i> |  | <b>Start Time @ 8 am</b>                                   | <b>Start Time @ 7 am</b>                                   |
| # of possibles ceus            |                |                |                |                 | <b>Sunday</b>                                  | <b>Sunday</b>  | <b>Sunday</b>  |
| Sunday                         | 4              |                |                |                 | 9-12 Educators Forum                           | 9-12 Educators Forum                                       | 9-12 Educators Forum                                       |
| Monday                         | 5              | 5              | 5.5            | 6               | 12-1 Gavel Club                                | 11-1 Gavel Brunch/Delegate Caucus                          | 11-1 Gavel Brunch/Delegate Caucus                          |
| Tuesday                        | 6              | 6              | 5              | 6               | 1-1:30 Delegate Caucus                         | 1-1:30 break   | 1-1:30 break   |
| Wednesday                      | 4              | 3.25           | 4.5            |                 | 2-4 House of Delegates                         | 1:30-4 House of Delegates                                  | 1:30-4 House of Delegates                                  |
|                                |                |                |                |                 | 7-8:30 Presidents Reception                    | 1-5 Exhibitor Setup  | 1-5 Exhibitor Setup  |
| Exhibits                       | 1              | 1              | 1              | 1               |  | 6-7 Presidents Reception exhibit hall                      | 6-7 Presidents Reception exhibit hall                      |
|                                |                |                |                |                 |  | 7-10/11 Welcome Party                                      | 7-10/11 Welcome Party                                      |
| <b>Total</b>                   | <b>20</b>      | <b>15.25</b>   | <b>16</b>      | <b>13</b>       |  |  |  |
|                                |                |                |                |                 | <b>Monday = 5.5 ceus</b>                       | <b>Monday = 6 ceus</b>                                     | <b>Monday = 7.5 ceus</b>                                   |
|                                |                |                |                |                 | 7:30-8 Opening                                 | 8-9 Opening/Install BOD<br>no breakfast                    | 7-8 Opening/Install BOD<br>incls continental breakfast     |
|                                |                |                |                |                 | 8-9:30 Keynote                                 | 9-10 Keynote   | 8-9:30 Keynote   |
| Cost/ceu @ \$250/blanket regis | <u>\$12.50</u> | <u>\$16.39</u> | <u>\$15.63</u> | <u>\$19.23</u>  | 9:30-11 Exhibit Hall Open                      | 10-11 Exhibit Hall Open                                    | 9:30-11 Exhibit Hall Open                                  |
|                                |                |                |                |                 | 11-12 General Session                          | 11-12 Breakouts (3 tracks)                                 | 11-12 Breakouts (3 tracks)                                 |
|                                |                |                |                |                 | 12-1 Lunch<br>buffet style food service        | 12-1 Lunch/Awards Distributed<br>family style food service | 12-1 Lunch/Awards Distributed<br>family style food service |
|                                |                |                |                |                 | 1-2 Breakouts (3 tracks)                       | 1-2 Breakouts (3 tracks)                                   | 1-2 Breakouts (3 tracks)                                   |
|                                |                |                |                |                 | 2-3 Exhibit Hall Open                          | 2-3 Breakouts (3 tracks)                                   | 2-3 Breakouts (3 tracks)                                   |
|                                |                |                |                |                 | 3-4 Breakouts (3 tracks)<br>+ HANYS User Group | 3-4 Exhibit Hall Open<br>no food service                   | 3-4 Breakouts (3 tracks)                                   |
|                                |                |                |                |                 | 4-5 Breakouts (3 tracks)                       | 4-5 Breakouts (3 tracks)                                   | 4-5 Exhibit Hall Open<br>light snacks service              |
|                                |                |                |                |                 | 6-7 Cocktail Party                             | 5-6 Breakouts (3 tracks)                                   | 5-6 Breakouts (3 tracks)                                   |
|                                |                |                |                |                 | 7-11 Welcome Party                             | 7-7:30 Cocktails   | 6-7 Breakouts (3 tracks)                                   |
|                                |                |                |                |                 |  | 7:30-9:30 Recognition Awards Dinner                        | 7:30-8 Cocktails   |
|                                |                |                |                |                 | <b>Tuesday = 5 ceus</b>                        |  | 8-9:30 Recognition Awards Dinner                           |
|                                |                |                |                |                 | 8-9 General Session                            |  |  |
|                                |                |                |                |                 | 9-10 General Session                           | <b>Tuesday = 6 ceus</b>                                    | <b>Tuesday = 6.5 ceus</b>                                  |
|                                |                |                |                |                 | 10-11:30 Exhibit Hall Open                     | 8-9 NYHIMA Update<br>no food service                       | 7-8 NYHIMA Update<br>incls continental breakfast           |
|                                |                |                |                |                 | 11:30-12:30 Breakouts (4 tracks)               | 9-10 AHIMA Update - Advocacy                               | 8-9 AHIMA Update - Advocacy                                |
|                                |                |                |                |                 | 12:30-1:30 Lunch/Vendor Giveaways              | 10-11:30 Exhibit Hall Open                                 | 9-10:30 Keynote  |
|                                |                |                |                |                 | 1:30-2:30 Breakouts (4 tracks)                 | 11:30-12:30 Breakouts (3 tracks)                           | 10:30-11:30 Exhibit Hall Open                              |
|                                |                |                |                |                 | 2:30-3 Afternoon Break                         | 12:30-1:30 Lunch/Vendor Giveaways<br>buffet food service   | 11:30-12:30 Breakouts (3 tracks)                           |
|                                |                |                |                |                 | 3-4 Breakouts (4 tracks)                       | 1:30-2:30 Breakouts (3 tracks)                             | 12:30-1:30 Lunch/Vendor Giveaways<br>buffet food service   |
|                                |                |                |                |                 | 6-7 Cocktail Party                             | 2:30-3:30 Breakouts (3 tracks)                             | 1:30-2:30 Breakouts (3 tracks)                             |
|                                |                |                |                |                 | 7-9 Installation/Awards Banquet                | 3:30-4:30 Closing General Session                          | 2:30-3:30 Closing General Session                          |
|                                |                |                |                |                 | <b>Wednesday = 4.5 ceus</b>                    |  |  |
|                                |                |                |                |                 | 7:30-8:30 NYHIMA Update                        |  |  |
|                                |                |                |                |                 | 8:30-9:30 AHIMA Update - Advocacy              |  |  |
|                                |                |                |                |                 | 9:30-12 Closing General Session                |  |  |

