

# WHIMA VOLUNTEER OPPORTUNITIES

The Wisconsin Health Information Management Association (WHIMA) annually seeks volunteers for the teams and activities that advance the mission and programming for members of WHIMA. Information regarding purposed, responsibilities, and time commitment for the teams may be found below.

**How to Participate:** Contact WHIMA at 608-787-0168 or [sbissen@whima.org](mailto:sbissen@whima.org) to volunteer on a team and include your name, the team on which you wish to participate.

## **Annual Conference Team**

*Purpose:* Develop the program for the Annual Conference which includes determining the time frame of conference, program topics, and speakers to present at the conference. Contact speakers and presiding officers; work at registration table.

*Time:* 6-8 conference call meetings of 1-2 hour duration; email and telephone conversations with team members occur between meetings. A team member individually spends 2-5 hours total per year, in addition to attending meetings, contacting speakers and organizing portions of the program.

## **Fall Conference Team**

*Purpose:* Develop the program for the Fall Conference and determine time frame of conference, program content, and speakers to present at the conference. Contact speakers and presiding officers; work at registration table.

*Time:* 6-8 conference call meetings of 1 hour in duration over a 10 month period; email and telephone conversations with team members occur between meetings. A team member individually spends 2-5 hours per year, in addition to attending meetings, contacting speakers and organizing portions of the program.

## **Leadership Conference Team**

*Purpose:* Determine topic for the conference and select speakers to present at the conference. Contact speakers and presiding officers; work at registration table.

*Time:* 2-4 conference call meetings of 1-2 hours duration; email and telephone conversations with team members occur between meetings. A team member individually spends 2-3 hours total per year, in addition to attending meetings, contacting speakers and organizing portions of the program.

## **Workshops**

*Purpose:* Collaborate with Board and teams to determine topics, program content and speakers for 2-3 day-long seminars.

*Time:* 2-3 face to face meetings of 3-4 hour duration determining content and speakers. Email and telephone calls.

## **Health Information Link**

*Purpose:* To obtain articles and determine layout and content of the quarterly membership publication. Encourage members to write or submit ideas for an article.

*Time:* NO face-to-face meetings, all are via telephone conferences, which total approximately 2-4 meetings, lasting about 1 hour. Members determine the content for issues including feature article and assignment of team member to make telephone call to potential authors, which takes approximately 1 hour. Teleconferences take place Oct/Nov (winter issue); Mar/Apr (spring & summer issues) and summer for the fall issue.

## **Legal Resource Manual Team**

*Purpose:* Prepare annual update of manual to address statutory changes and other professional practice and legal aspects of health information. Research the changes in WI law and regulations that impact the access and release of patient health information.

*Time:* ONE face to face meeting of 3-4 hours duration to determine sections to update. Email and telephone calls between team members assists in completion. Depending on the content of the updated section, the member may spend up to 12 hours writing the update over the course of the year.

### **Professional Practice Manual Team**

Purpose: To build template policies, procedures and forms related to the practice of health information management. Review annually the Professional Practice Manual content for revisions and updates. Research the literature for policies and procedures for practice models and HIM practice issues such as legal guidelines, long term care, acute care, quality improvement, managed care, and ambulatory care.

Time: ONE face to face meeting of 2-4 hours duration to determine sections to update. Email and telephone calls between team members assists in completion. Depending on the content of the updated section, the member may spend up to 4 hours writing the policy or procedure over the course of the year.

### **E-Communications Team**

Purpose: To plan and implement enhancements to WHIMA web site and WHIMA Community of Practice (CoP). Act as facilitators for the WHIMA CoP.

Time: Email and telephone conferencing with team members and team leaders of information to be added spending up to four hours to determine how to apply the enhancement. Develop new web site pages.

### **Spirit Team**

Purpose: The team with fun as its purpose! Plan, organize, and carryout various activities at the Annual Conference to provide socializing, learning, and networking opportunities. To recognize and reward members volunteering their time to WHIMA by planning the recognition award luncheon and choosing the award winners. Prepare nominations of members to AHIMA Triumph Award Committee seeking recognition of WHIMA members for national awards.

Time: Meetings take place when theme has been determined via teleconference. Work with the vendors co-sponsoring party. Buy decorations and awards. Set up decorations for the Volunteer Luncheon and the party at the Annual Conference. Team members spend approximately 10 hours over the course of the year in addition to attending the meetings.

### **Policy and Legislative Action Team**

Purpose: To monitor and evaluate legislation that affects health information management, write letters to State representatives regarding bills when necessary, initiate lobbying efforts by members, and inform WHIMA members of current legislation. Plan one workshop regarding legal aspects.

Time: 2-3 face to face meetings of 3-4 hours duration. Emails and telephone calls to team members and WHIMA members for opinions on introduced bills take approximately 2-3 hours to help formulate the content of the letter to be sent. Writing the letter can take up to 2 hours depending on the content of the bill whereas some bill's letter takes a half-hour to write.

### **Scholarship Team**

Purpose: To oversee WHIMA's scholarship program, including funding of the program and awarding funds to qualified applicants. Team members contact vendors, association members and others to obtain financial support for the scholarship programs. Coordinates the set-up of the Not-So-Silent Auction held annually at the Annual Conference.

Time: 2-4 conference call meetings of 1 hour durations. Sends emails and makes telephone calls to team members and WHIMA members about solicitation success. Contact potential donors for the No-So-Silent Auction.

### **Ambassador Team (aka Recruitment and Marketing)**

Purpose: This team shares knowledge of the HIM profession in both internal and external venues. Creates networking opportunities for peers at the Annual and Fall Conferences. Recruit members for volunteer teams and team leadership positions. Advances the WHIMA mission, vision, and activities through exhibits at HIM related and targeted state allied health organizations (i.e.: State Medical Society Coding Symposium). Partner new members with current members who will serve as their mentor during the first year of membership.

Time: Six to eight teleconferences/year. 1-2 on-the-road exhibits/year. May include work outside of meeting time.

## **VIP Team (aka Volunteer Recognition/Awards)**

*Purpose:* This team focuses on getting nominations for and selecting our Leadership Award winners (Distinguished Member, Rising Star, Motivator, Educator, and Distinguished Service), and Submits information to AHIMA for the FORE Triumph Award Nominees. The team plans the volunteer recognition that is held during the Annual Conference, including the design of the volunteer recognition brochure and certificates, and uses their creative skills to plan new ways to recognize volunteers on WHIMA teams. Prepares and sends press releases to generate coverage of award winners and recommendation of members' successes. Works with WHIMA President to draft script for volunteer awards luncheon.

*Time:* Six to 12 teleconference meetings per year. Meetings may be more concentrated around months prior to the Annual Conference. May include work outside of meeting time.

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