



OHIMA ANNUAL MEETING FEE WAIVER

BACKGROUND

The Ohio Health Information Management Association's policy for waiving the registration fee to the OHIMA Annual Meeting applies to officers, directors, committee chairman, project leaders, and those council members directly involved with Annual Meeting program planning. The intent is to offer this as a small benefit to those who have given their volunteer time to the association.

POLICY

PRESIDENT: On or around February 1, the President will evaluate the progress of each Strategy Manager. If satisfactory performance has not been achieved, the President will inform the Strategy Manager that his/her registration fee will not be waived for each day of the Annual Meeting. If, after evaluating the work of each Strategy Manager/Project Leader, a question arises regarding the merit of waiving an individual's Annual Meeting registration, the President should discuss the situation with the Strategy Manager. The President and/or Strategy Manager will reflect this in the individual's evaluation. By March 1, the Executive Director will be informed of anyone NOT receiving a waived registration.

ANNUAL MEETING STRATEGY MANAGER: On or around February 1, the Manager overseeing the Annual Meeting Strategy will evaluate the progress of each Project Leader directly involved with the Annual Meeting. If satisfactory performance has not been achieved, the Annual Meeting Strategy Manager will inform these Project Leaders that his/her registration fee will not be waived for each day of the Annual Meeting.

STRATEGY MANAGERS: On or around February 1, the Strategy Managers will evaluate the progress of each Project Leader and Committee Chairman. If satisfactory performance has not been achieved, their Strategy Manager will inform these Project Leaders and Committee Chairmen that one-day of his/her Annual Meeting fee will not be waived.

COUNCIL MEMBERS: On or around February 1, the Council Chairman of the Data Quality & Reimbursement Council and Special Interest Council will evaluate the progress of each committee member directly involved with the Annual Meeting. At the discretion of the Council Chairman, registration will be waived for the day of the council section meeting for individuals directly involved with planning the meeting. The maximum allowable waived registrations are five for the Data Quality & Reimbursement Council, and two for the Special Interest Council.

Evaluation Criteria to use in determining Annual Meeting fee waiver:

- 1) Strategy/project assignment has been completed or is in the process of successful completion.
- 2) Adequate communication has taken place between all people involved with the strategy/project.
- 3) The OHIMA Board and membership (if applicable) has been well informed about strategy/project activities or related news via timely reports and/or updates in the OHIMA website.
- 4) Attendance at all board meetings is expected. Reviewing the online orientation is mandatory in order to be considered for Annual Meeting fee waiver. Project leaders, committee chairs, and regional association presidents who are unable to attend must contact their Strategy Manager prior to the meeting for excused absence and to notify him/her of any project updates.