

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

RULES AND REGULATIONS MANUAL

November 2002

Revised May 2006

Revised December 2009

North Carolina Association Medical Staff Services
Policy and Procedure Manual
Table of Contents

ORGANIZATIONAL MISSION

ANNUAL CONFERENCE

ANNUAL DUES

BUDGET

BYLAWS

ELECTIONS

EXPENSE REIMBURSEMENTS

FINANCIAL RECORDS – REPORT

JOB DESCRIPTIONS

- President
- President Elect
- Immediate Past President
- Secretary
- Treasurer
- At-Large Board Member
- Nominating Committee
- Program Committee
- Membership and Marketing Committee
- Education Committee
- Bylaws Committee
- Certification Committee
- Industry and Government Relations Committee

Meetings

- Board
- Quarterly

MEETING CALENDARS

MEMBERSHIP

OFFICERS/COMMITTEE LISTING

OUTGOING OFFICERS

PROGRAM APPROVALS

ORGANIZATIONAL MISSION

Promote quality health care.

Provide educational opportunities which will assist in improving the skills and competence of credentialing professionals.

Assist members in understanding the overall changes occurring in the health care industry and how these changes affect the credentialing professional.

Increase recognition of the value and importance of credentialing professionals in hospitals, managed care organizations, credentials verification organizations and physician offices.

Promote a positive and professional image for the members of the Association.

Encourage members to pursue certification as a CPMSM Certified Professional Medical Services Management and/or CPCS Certified Provider Credentialing Specialist.

ANNUAL CONFERENCE

Held annually in May in lieu of a quarterly meeting on dates determined by the Board.

Coordinated by Association Program Chairman.

TOPICS: Topics are selected based on recommendations from Association membership and availability of speakers, within budget.

SPEAKERS: Slate of speakers/topics is presented to Board for approval.

Speakers are confirmed in writing by the Program Chairman and/or President. Confirmation is to include date, time, location, amount of stipend and request for handout material at least 30 days prior to the conference, list of audio-visual, accommodation/travel requirements, curriculum vitae for introduction, name of contact person during conference, etc.

BUDGET: To be developed with input from Board and with a current Treasurer's report.

Conference site: Program Chairman coordinates all activities including, but not limited to:

- Setup for meetings
- Food functions – continental breakfasts/lunches/breaks
- Audio-visuals
- Reservations for speakers and board members

- Group functions
- Registration

Program Chairman maintains close contact with meeting site. Site visit to finalize all conference activities is to be made four to six weeks prior to conference date.

BROCHURES: The Chairman is to develop and solicit input, as needed, from President and/or any members of the Board

The brochure should include: speaker info, program topics, time for programs, breaks, lunches, group activities, registration fees, contact persons, cutoff dates for program and room accommodations, types of accommodations available, how accommodation arrangements are to be made, information about the site, etc.

Registrations are to be mailed to Treasurer together with fee.

Conference Protocol:

- Meeting convened by President
- President introduces Program Chairman
- Program Chairman reviews conference agenda, covers housekeeping items, introduces committee, officers
- Program Chairman introduces speakers

STIPENDS: Checks are to be delivered to speakers after their presentation.

CONTINUING EDUCATION CREDITS: Copy of program brochure, together with required NAMSS form and check is to be submitted to NAMSS for program approval. Certificates of Attendance are to be available at the conclusion of the conference.

NAME TAGS: Coordinated with Treasurer.

PROGRAM MATERIALS: Program Chairman coordinates duplication for conference.

PROGRAM SURVEY: Is developed and distributed to attendees. Results are tabulated and utilized in planning future quarterly and annual conferences.

REGISTRATION FEES: Are set by the Board of Directors.

LOCATIONS: Location of the annual meeting will be determined through survey of the members. The Board will strive to rebook conferences in facilities in order to strengthen this relationship and to enhance the image of the association.

DONATIONS: Donations will be solicited in the form of services, including printing of brochure, mailings, prizes for drawings, etc.

VENDORS: Requests by vendors for displays will be considered by the Board of Directors (Refer to Vendor Policy) available on the NCAMSS Website.

POST MEETING ACTIVITIES: Thank you gifts will be given at the close of each meeting as an expression of gratitude. Summary of evaluations compiled and distributed to Board of Directors for planning future meetings/ conferences.

WAIVED FEES: All Registration fees for the President, President Elect (Program Chairman) Secretary and Treasurer shall be waived given their enormous responsibility for conference activities.

ANNUAL DUES

Annual dues for membership will be assessed as outlined in the Bylaws.

BUDGET

Board members are to submit requests/items to the President/Treasurer for inclusion in budget. The Association budget will be developed by the Treasurer and President with input from the Board.

BYLAWS

Current Bylaws shall be distributed to membership.

Amendments shall be presented to the Bylaws Chairman for consideration and presentation to the Board of Directors. They will then be presented to the membership for final action.

Bylaws, as amended, will be submitted to National Association Medical Staff Services, as specified in its requirements for state association.

Chapter Bylaws shall be submitted as outlined in state association bylaws.

ELECTIONS

Shall be conducted in October bi-annually (each two years) in accordance with Bylaws, as follows:

Officers

President

President Elect

Secretary

Treasurer

At-Large Members of the Board of Directors

Five (5) at-large members (One of which shall be the President of the Triangle Chapter)

Nominating Committee

Immediate Past President

Two (2) members appointed by the Board

EXPENSE REIMBURSEMENTS

Requests for reimbursement of pre-approved expenses will be submitted to the Treasurer or designee.

FINANCIAL RECORDS – AUDIT

An audit of Association records shall be conducted annually by the Board. The audit period shall be January 1 – December 31.

The Association Treasurer shall submit necessary records to the Board of Directors in a timely manner in order that the audit may be performed.

Financial report shall be presented to general membership quarterly. Extended Quarterly financial reports shall be made to the Board of Directors.

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – PRESIDENT

Committee Responsibilities:

- Serve as Chairman of the Board of Directors
- Chairs quarterly meetings and annual meeting
- Appoints, as needed, standing committees, special committees and chairpersons
- Ensures that Committee chairmen are fulfilling their responsibilities as outlined in the NCAMSS Bylaws
- Oversees Nominating and Industry and Government Relations Committees

Meeting Responsibilities:

- Presides over State meetings
- Assist in the planning process for quarterly and annual meetings

Other Duties:

- Acts as liaison between NAMSS and State Association, making sure that pertinent information is brought to the attention of members via website, letter, memo, Newsletter or at meetings.
- Keep abreast of new issues and information regarding credentialing and regulatory standards to share with members.
- Sends pertinent information about NCAMSS to NAMSS for Synergy. Inform NAMSS of any changes within the organization.
- Orients new President at end of tenure and transfers all information pertinent to office to the new President
- Shall continue, during two years following term, to help in any way requested by the new President and others.

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – PRESIDENT ELECT

Responsibilities:

- Serves as Chairman of the Program Committee
- Serves as voting member of the Board of Directors
- Oversees Education and Certification Committees

Duties:

Arranges for speakers for quarterly meetings (February/August/November). Speakers are selected based on needs identified by survey of general membership. Annual State meeting (May) – responsible for all activities and/or preparation, including, but not limited to:

- Identifying topics based on survey of membership
- Identifying potential sites and recommendations based on survey of membership.
- Obtaining speakers for conference and procuring contracts for Board signature.
- Development of conference brochure and mailing(s) to specified states (VA, SC, GA, FL, TN).
- Arranging with Treasurer for payment of speakers' stipends/expenses.
- Arranging with meeting site all group functions, including meals, breaks, etc.
- Making room reservations and any other reservations required for speakers.
- Hosting meal functions, etc. for speakers.
- Assimilation of meeting materials, duplication, etc., for meeting participant.
- Distribution of survey to meeting participants prior to end of conference to evaluate programs, speakers, facility, etc., and to be used as a tool in planning future conferences.

NATIONAL ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – IMMEDIATE PAST PRESIDENT

Responsibilities:

- Serves on Board of Directors
- Serves as consultant to the President and Board of Directors
- Chairman of Nominating Committee
- Member of the Program Committee
- Serves as Historian of the NCAMSS (The NCAMSS shall provide the historian with a digital camera and accessories to use to maintain a pictorial directory.)

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – SECRETARY

Board of Directors Meetings:

- Serves as a voting member of the Board
- Prepares information to be distributed at meetings, as directed by President
- Takes minutes of meetings and forwards to President for review (After review by President, signs and files original minutes in Association record book)
- Oversee the Bylaws Committee

Quarterly Meetings:

- Takes minutes of meeting (includes any reports presented at the meeting)
- Forwards minutes for review of President, then signs and files in Association record book

Annual Conference:

- Assists as needed

Other:

- Mails quarterly and annual meeting announcements to each association member
- Maintains association Website by forwarding information in a timely manner for upload
- Other duties as required by President
- Orients new Secretary at end of tenure and transfers association accounts/records

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – TREASURER

Board of Directors Meetings:

- Serves as a voting member of the Board
- Pays accounts for association
- Reports on financial status of association
- Makes recommendations regarding expenditures
- Oversees Membership and Marketing Committee

Quarterly Meetings:

- Collects registration fees for meetings, makes deposits and maintains payment roster
- Maintains a roster of conference registrants
- Pays costs in connection with quarterly meetings (i.e., meeting rooms, food functions, speakers fees, etc.)

Annual Conference:

- Prepares in conjunction with President-Elect, projected budget of conference expenses and submits for Board approval
- Receives conference registration fees and deposits in association account
- Maintains a roster of conference registrants
- Pays all conference expenses
- Prepares report of income and expenses for review of Board at next meeting

Other:

- Coordinates audit of financial records
- Receives membership dues
- Other duties as required by President
- Orients new Treasurer at end of tenure and transfers association accounts/records

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – AT-LARGE BOARD MEMBER

Purpose

To act as a voting member of the Board with full authority and responsibility to develop policies, procedures and regulation for the operation of the organization, including monitoring the organizations financial health.

The Full Board's Responsibilities

- Establish policy
- Secure adequate funding for the organization
- Monitor organization finances
- Create and update a long-term plan bi-annually for the organization by identifying mechanisms to assure the future of the organization and development of long range plan which includes addressing current and future needs of the membership and plans for achievement
- Adopt key operating procedures
- Approve contracts as appropriate

Individual Board Member's Responsibilities

- Attend and participate in board meetings and activities
- Contribute to meetings by expressing points of view, make constructive suggestions and help the Board make decisions that benefits members of the organization
- Represent the organization to individuals, the public and other organizations
- Assume board leadership roles when asked
- Keep the President informed of any concerns from membership
- Assist, as needed, with various tasks at the quarterly and annual meetings
- Serves as Committee Chairman as appointed by the President

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – NOMINATING COMMITTEE

The Nominating Committee is composed of the Immediate Past President and two members appointed by the Board.

Duties of Committee:

Responsible for development of a slate of nominees to be presented to the Association general membership for:

- President
- President Elect
- Secretary
- Treasurer
- Five (5) At-Large Board Members (One of which shall be the President of the Triangle Chapter)

The committee chairman is responsible for ensuring names of newly elected officers are submitted to the National Association Medical Staff Services (NAMSS).

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – PROGRAM COMMITTEE

The Committee is composed of the President Elect as Chairman, the Immediate Past President and other Association members.

Duties of Committee:

Arranges for speakers for quarterly meetings (February/August/November). Speakers are selected based on needs identified by general membership.

Annual meeting (May) – responsible for all activities and/or preparation, including but not limited to:

- Identifying topics based on survey of membership
- Identifying potential sites and making recommendations to the Board. General membership will be surveyed to determine location.
- Development of annual conference budget
- Obtaining speakers for conference and procuring contracts for Board signature
- Development of conference brochure and mailing(s) to specified states
- Obtaining CEU credits from National Association Medical Staff Services
- Arranging with Treasurer for payment of speakers' stipends/expenses
- Arranging with meeting site all group functions, including meals, breaks, etc.
- Making room reservations and any other reservations required for speakers
- Hosting meal functions, etc., for speakers
- Assigning to each speaker a member of the committee as a contact
- Assimilation of meeting materials, duplication, etc., for meeting participants
- Distributing of survey to meeting participants prior to end of conference to evaluate programs, speakers, facility, etc., and to be used as a tool in planning future conferences.

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION - MEMBERSHIP AND MARKETING COMMITTEE

The Membership Committee is composed of an Active Member who shall serve as Chairman of the Committee and at least two other members of the Association as identified by the Chairman.

Duties of Committee:

The Committee shall be responsible for maintaining the roster of current members, recruiting new members, marketing the Association and promoting the retention of current members.

The Committee shall perform their activities within the budget provided by the Board.

The Committee shall propose membership dues to the Board and may propose changes to the Bylaws, Rules and Regulations and/or policies in regard to Association membership.

The Committee shall report to the Board on a quarterly basis and shall perform other duties as requested by the Board.

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION - EDUCATION COMMITTEE

The Education Committee is composed of an Active Member who shall serve as Chairman the Committee and at least two other members of the Association as identified by the Chairman.

Duties of Committee:

The Committee shall assess and facilitate other educational opportunities for the Association membership.

The Committee shall assist with obtaining CE credits from NAMSS.

The Committee shall assist the Program Committee as needed.

The Committee shall report to the Board on a quarterly basis and shall perform other duties as requested by the Board.

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION - BYLAWS COMMITTEE

The Bylaws Committee is composed of an At-Large Board Member who shall serve as Chairman of the Committee and at least two other Active members of the Association as identified by the Chairman.

Duties of Committee:

The Committee shall be responsible for the tri-annual review of the Bylaws, Rules and Regulations and/or policies as applicable.

Members may submit proposed changes to the Chairman of the Committee for consideration and presentation to the Board of Directors. They will then be presented to the membership for final action.

Bylaws, as amended, shall be distributed to the membership and submitted to the National Association Medical Staff Services, as specified in its requirements for State Association.

Chapter Bylaws shall be submitted as outlined in the State Association Bylaws.

The Committee shall make a report to the Board of Directors accordingly.

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – CERTIFICATION COMMITTEE

The Certification Committee is composed of an At-Large Board Member who shall serve as Chairman of the Committee and at least two other members of the Association as identified by the Chairman.

Duties of Committee:

The Committee shall be responsible for assessing the ongoing certification needs of the membership, promoting certification and overseeing recognition among the Association membership and others, as applicable.

The Committee shall make a quarterly report to the Board of Directors.

NORTH CAROLINA ASSOCIATION MEDICAL STAFF SERVICES

JOB DESCRIPTION – INDUSTRY AND GOVERNMENT RELATIONS

The Industry and Government Relations Committee is composed at an Active Member who shall serve as Chairman of the Committee and at least two other Association members. Committee could include non-members to serve as consultants to the Committee.

Duties of Committee:

The Committee shall monitor industry and government changes in North Carolina and on a national basis, as applicable.

The Committee shall seek opportunities to promote the mission and vision of NCAMSS among industry and government in North Carolina and on a national basis, as applicable.

The Committee shall make a quarterly report to the Board of Directors.

NCAMSS MEETINGS

BOARD

Calendar shall be established annually and distributed to Board members. For efficiency of Board members' time, the Board meeting shall be held in the evening prior to the quarterly and annual meetings, unless circumstances dictate otherwise.

Dates: Thursday prior to quarterly general meetings and the evening prior to the beginning of the annual meeting.

Minutes: Responsibility of Secretary. Are to be distributed to Board members once approved by President.

Location: Location indicated by President, usually restaurant in or near hotel where sleeping rooms have been arranged.

Notice: Sent by President at least two weeks in advance.

Calendar: Will be distributed to all members

In consideration for serving, the Association will be responsible for one night's lodging for elected officers who travel distances requiring an overnight stay.

QUARTERLY

Dates: Quarterly meeting shall be held the third Friday in the months of February and August. The November meeting dates will be the second Friday or on a date identified by the Board.

Minutes: Responsibility of Secretary. Are available on the NCAMSS Website prior to the next scheduled meeting.

Location: Meeting location shall be determined annually and prior to the first meeting of the calendar year (February). Input shall be solicited from membership concerning interest in hosting meetings.

Notices: Quarterly meeting notices, together with registration form, shall be sent by the Secretary. Because of the requirement that registration must be prepaid, the notices will be sent at least 45 – 60 days prior to the meeting to allow the membership adequate time to request checks and make hotel reservations.

MEETING CALENDARS

Shall be established annually for the quarterly meetings and annual conference and will be published in the Newsletter, as well as published on the NCAMSS website.

MEMBERSHIP

The fiscal year begins January 1st and ends December 31st.

OFFICERS/COMMITTEE LISTING

Will be provided to membership as soon as possible after elections and/or appointments.

OUTGOING OFFICERS

At the first meeting of new terms, outgoing officers shall be recognized at the quarterly meeting. The outgoing President shall be awarded a plaque in recognition of term of service. In addition, a letter shall be sent to each outgoing officers' supervisor recognizing contributions to the association.

PROGRAM APPROVALS

The Treasurer shall be responsible for submitting requests for program approval to the National Association for continuing education credit. Requests shall be submitted in advance in order that approvals may be obtained prior to the meeting and Certificates of Attendance distributed at the meeting.