

AHCC BMSC Certification Committees: Scope of Work

AHCC/BMSC Contact

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Purpose and Terms of Service

Objective

The Association of Home Care Coding and Compliance's (AHCC) Board of Medical Specialty Coding and Compliance Certification Committees provide expertise and guidance on the development of exam content, candidate eligibility, and recertification requirements.

There are four certification programs. The Home Care Coding Specialist – Diagnosis (HCS-D), the Home Care Coding Specialist – Hospice (HCS-H), the Home Care Clinical Specialist – OASIS (HCS-O), and the Home Care Specialist – Compliance (HCS-C). The committee for each credential is charged with similar responsibilities.

Essential responsibilities

- Write new exam and self-assessment questions and review questions/answer choices to ensure they are up-to-date, accurate, and reflective of industry standards and practices on an annual basis.
- Contribute to endeavors to promote AHCC's certification programs. These activities will be limited to the scope of the certification programs. Activities may include (but are not limited to):
 - Presenting on AHCC Quarterly Conference Calls and/or AHCC Talk
 - Developing or reviewing surveys
 - Writing for or acting as a source for AHCC publications including *AHCC Insider*, the *AHCC Journal*, and the AHCC blog
 - Responding to member questions
 - Participating in discussions on the AHCC forum
 - Speaking to interested exam candidates in a panel session at the AHCC Annual Conference

Code of professional conduct

Certification Committee members are expected to exercise professionalism, diplomacy, and discretion when conducting all committee work.

When topics of discussion arise on which the committee members disagree, members are expected to treat one another with respect and dignity. Committee members should leave their personal biases at the door and bring an open mind to discussions.

If a committee member is assigned a task which they are either unable to complete or do not feel comfortable completing, they should contact the committee coordinator immediately to ensure the work is covered.

Certification Committee members must sign an NDA and Security and Item Contributor Agreement Form, agreeing that they will maintain the security of all materials at all times and return or destroy any materials entrusted to them in a secure manner.

Committee composition

Each AHCC Certification Committee will consist of 8-10 members, including:

- Six to eight (6-8) individuals who hold at least one active AHCC certification, with diverse backgrounds that broadly reflect the composition of the AHCC membership and the relevant professional specialty at large
- At least one AHCC board member subject matter expert
- An AHCC/BMSC staff member. This is a non-voting/contributing member charged with facilitating meetings (such as setting up the conference calls), setting meeting agendas, and following up on the committee's progress on various tasks as assigned between meetings to ensure the meetings run smoothly and everyone comes prepared.

Applicants for the Certification Committees must be active AHCC members.

AHCC Board liaison:

These committees will have members of the AHCC board who will serve as liaisons between the board and the committee. The AHCC board liaison will provide guidance, direction, and oversight to the committees.

Specific responsibilities:

- Report back to the AHCC board on committee meetings and work progress.
- Ensure committee members are doing their work and making progress on assigned tasks.
- Provide insight and guidance on work assignments and direction.
- Promotes committee membership and work.
- Help develop meeting focus and plans as needed.

Term duration and prerogatives

Committee members will serve for a two-year or three-year period, staggered to facilitate committee rotation. After at least a year hiatus, an individual may volunteer to serve on the committee again at the discretion of AHCC administration.

As committee members reach the ends of their terms, three to four committee members will rotate off the committee each year and AHCC will recruit volunteers to fill the four open positions.

Committee members that need to step down from volunteer duties due to a change in position, family obligations, or other matter may do so at any time, but should provide at least 30-day advance written notice to the AHCC/BMSC Membership Coordinator to maintain continuity of the group and to allow a replacement volunteer to be identified.

Any volunteer who does not fulfill the expectations of the committee and does not communicate with the AHCC/BMSC Membership Coordinator, AHCC administration, or the committee may be asked to step aside to allow a new volunteer to be chosen to maintain the continuity of the work.

In return for their important work, active committee members will receive the following benefits for the duration of their service:

- Public recognition on the AHCC website, as well as attribution in published articles and materials
- Complimentary Premium level AHCC membership
- Complimentary renewal of their BMSC certification(s) during their tenure on the committee. The time spent on the committee meets the 10 CEU requirement for recertification.

Scope of Work and Process

The Certification Committees meet on an as-needed basis to conduct business necessary to maintain the integrity of the certification programs. When exams require updates, the committees may meet monthly or more frequently. During non-exam update periods, the Certification Committees should expect to participate in quarterly meetings to discuss certification activities.

Although the Certification Committees' major activities center around exam development, exam review, and certification promotion, committee members are encouraged to remain engaged in their work throughout the year. The following are key ways to keep active:

- Submit written pieces on the importance of certification to AHCC's publications and to publications outside of AHCC to further awareness of the profession and the value of certification. These written pieces may be assigned by AHCC administration.
- Bring forward "hot topics" to AHCC administration for future coverage, editorially or otherwise
- Submit forms and tools (i.e., sample policies, query forms, job descriptions, educational materials, etc.) for consideration on the AHCC website
- Look for gaps, discrepancies, and other potential deficiencies in AHCC's offerings and inform the AHCC administration of potential opportunities for committee work
- Share suggestions for improving the effectiveness and efficiency of the committee's work

Please direct all feedback to AHCC Director Jan Milliman at JMilliman@decisionhealth.com.