MdHIMA Policy and Procedures

Miscellaneous Policies

1. All revisions to the policy and procedure manual for MdHIMA require the approval of the Board of Directors.

2. All MdHIMA board meeting minutes shall be completed and distributed by the Secretary or designee prior to the regularly scheduled meetings.

3. All committee chairpersons and board of director positions shall pass all minutes, records, procedures, and correspondence to their successor within two weeks of the end of their term.

4. As revisions of the MdHIMA (A Guide to the Disclosure of Health Information) are necessary, the Board of Directors will determine the appropriate mechanism by which revisions will be made available to the membership.

5. The following retention schedules shall be followed for the financial data for MdHIMA:
   - Bank Statements and Cancelled Checks - Ten Years
   - Expense Reports - Three Years
   - Treasurer’s Reports - Three Years
   - Check Registers - Permanently
   - Auditor’s Report - Permanently
   - IRS Reports (Tax returns) – Ten Years

6. Any individual who holds a student membership in AHIMA and elects to be a member of MdHIMA shall not be required to pay registration fees for educational meetings but will be responsible for any expenses such as meals.

7. A member can cancel their registration via email to the Chairperson of Arrangements or the MdHIMA Webmaster for a meeting or seminar if it is before the deadline date. If the registrant cancels before the deadline date they will be eligible to receive a refund for the meeting. No refunds will be given after the deadline for registration. The individual may however send someone else in their place to attend the meeting if they are unable to attend. Email or other means of communication is required if this is to occur.

8. MdHIMA board members, delegates, committee chairman and committee members are required to annually disclose and promptly update any disclosures previously made of all actual or apparent conflicts of interest to all necessary parties. A conflict of interest arises when a board member or committee member has a personal interest that conflicts with the interests of MdHIMA or can arise in situations where a board/committee member has divided loyalties. This policy also prohibits specific involvement in the affairs of the association by persons
having such conflicts. For conflicts of interest that are disclosed, the full Board of Directors will determine the action of MdHIMA. The board will review the disclosure to determine if there is a conflict of interest. If one is present, the individual will either need to step down from their present duties and/or board position or remove themselves from the conflict of interest.