POLICIES & PROCEDURES OF THE PHR COMMITTEE

COMMUNITY PRESENTER RESPONSIBILITIES

1. Attend a half-day Community Presenter training session offered by MdHIMA Consumer Education Coordinator (CEC) or AHIMA.
   Report Community Presenter training session attendance to AHIMA.

2. Deliver at least two (2) education presentations in the community annually.

3. Track and report the following performance measures:
   a. Number of consumer presentations delivered
   b. Date
   c. Location
   d. Hosting organization
   e. Number of attendees

4. Administer, collect, and return completed participant surveys in a timely manner to CEC for tracking and aggregation.

5. Actively participate in Community Education Campaign CoP.
6. Provide feedback to assist in improving presentation.

7. Notify CEC of Update contact information or resignation as soon as possible.