POLICIES & PROCEDURES OF THE PHR COMMITTEE

MdHIMA DUTIES OF THE CONSUMER EDUCATION COORDINATOR

MyPHR

The Consumer Education Coordinator (CEC) will lead the state association’s public outreach and education efforts regarding MyPHR. The CEC will build a statewide network of trained members to deliver community-based education presentations and will serve as a liaison between the state association and AHIMA.

The CEC should possess a strong interest in working directly with the public as well as demonstrated public speaking and presentation skills.

This position will be appointed by and report to the Board of Directors. Length of the term is to be determined by the Board of Directors.

The duties of the Consumer Education Coordinator should include but not limited to:

1. Attend AHIMA train-the-trainers session(s).

2. Serve as a liaison between MdHIMA and AHIMA.
3. Conduct training session(s) for interested MdHIMA members at annual state association meeting and/or other times/locations during the year.

4. Coordinate statewide tracking and reporting of the following performance measures:
   a. Number of members trained
   b. Number of consumer presentations delivered
      i. Date
      ii. Location
      iii. Hosting organization
      iv. Number of attendees

5. Identify state and local partnership organizations that provide opportunities for members to deliver the consumer presentation.

6. Ensure timely collection and return of completed participant surveys to AHIMA for tracking and aggregation.

7. Participate in the Community Education Campaign CoP and other communications channels to share experiences and provide feedback on the campaign.

8. Develop annual goals and objectives.