



Canadian Health Information Management Association

**Accountability and Business Report
2006/2007**

Respectfully submitted by:



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CEO & Registrar*



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CHIMA Board Chair 2006/07*

Farewell from the 2006/07 Chair

Wow! What a great year and what a great Conference in Québec City! I know the Conference Committee was pleased to hear all the positive feedback from our attendees. It was definitely a celebration befitting a 65 year young Association!

With a record number of attendees, there were quite a few people to network with and learn from. I was especially impressed with the panel members and speakers who gave their own time and energy to prepare and present such informative sessions. Everyone has it in them to be a teacher, and the folks who sat on panels or presented sessions by themselves are truly assets to our industry. I hope the subject matter will help make positive changes in your professional life but most of all, I hope you had fun in our learning environment.

And what's a Conference without networking? I witnessed all of this year's Conference attendees catching up with old friends and making some new friends. I know I made some new friends while (gasp) singing karaoke...

When I attended my first CHIMA Conference in 1998, I never dreamed I would ever be on the Board of Directors. Then when I was elected to the Board of Directors in 2005, I never dreamed I would be the Chair. Yet, there I was making a speech during the opening session. I realized 'it does take a village to grow a successful Association'. No one can do this alone – you need a good team around you and luckily I had the membership to help me.

The two most important things I learned this past year as Chair were:

- 'Stuff' Happens', (you know what I mean), and most of the time there's nothing you can do about it. We live in stressful times and humor helps me get through it. I had the privilege of working closely with Tamara Stefanits and Kelly Abrams at Head Office who follow that same philosophy. Thanks for the laughs; especially when they were needed the most.
- There is nothing more important than the support of family and friends when you're trying to accomplish a task. I had an amazing Board of Directors who will no doubt continue as friends for life and of course, the best husband and sons in the world.

When I stepped down as Chair on June 2nd, I had mixed emotions. I had a sense of relief at being free from the demands associated with being Chair, and a sense of excitement for Barb Stevens, the incoming Chair, who will have a year of awesome memories in front of her. Serving as Chair of the Canadian Health Information Management Association has been both challenging and an enormous privilege. In this, my last message, I would like to thank the Board, Head Office, our support staff, our volunteers and all the members whose magnificent efforts have enabled us as Health Information Management (HIM) professionals to emerge in a position of strength and optimism. Last, but not least, I want to take this opportunity to thank Gail Crook. Never have I known someone who works so tirelessly so others can shine – we are extremely fortunate to have her as our CEO and Registrar and I feel blessed to know her.

Without further ado, may I present the CHIMA Accountability Report for 2006/2007.

Lili Levesque, CHIM

Activities of the Board of Directors

Governance Structure – CHIMA Board of Directors

The current structure of the Board of Directors and all of the Committee's and Task Teams of the Board are a decade old. From a due diligence process, the Board of Directors want to look at the current and possibly a new structure for the Board. The leadership recruitment process is quite complex for seeking members to the Board of Directors and Council on Education (COE) so we will do an "environmental scan" of other not-for-profit Associations to look at other approaches for recruitment. The Board of Directors also undertook a literature search on Governance Structures for not-for profit Boards and we had a half day session at the March 2007 Board meeting to discuss how we would approach doing an analysis of the current Board and COE structure.

It has been decided to strike a "small" task team from the Board of Directors to do a further review and bring some information and/or recommendations for "next steps" back to the Board of Directors to their next Fall/Winter in person meetings. The results of these meetings and discussions will be shared with the National Health Information Management Association (NHIMA) – the Provincial Presidents, for their input from a provincial perspective. This information will also be shared with the membership certainly prior to any final decisions being made.

Bylaws – Policies and Procedures

The Bylaws for 2007/08 were reviewed by the Board of Directors, updated and a mail-out ballot went out to the general membership in March 2007. Ballot results were presented at the Annual General Meeting and voted on. (See more details for results in the article regarding the Bylaw Changes on page 4 of the newsletter). The Bylaws were then sent to Industry Canada for approval. This approval was completed by August 2007, and the new Bylaws for both the Association and the College are on the CHIMA website.

Long Range Scenario Planning

In previous articles we have discussed the fact that the CHIMA Board of Directors have undertaken a process to look at the roles for HIM professionals in the future – 5, 10 or 20 years from now. We all know that the Electronic Health Record (EHR) will have an affect on the way that we do our work in all three (3) of our Domains of Practice. Already we are aware of computerized programs that will facilitate "auto coding"; and will map the current ICD-10/CA-CCI to other nomenclatures such as SNOMED. How will that affect the way we code today? What will be the need for an auditing function of "coding classifications or nomenclatures" and will that be a role for HIM professionals? There are many unknowns of how we will transition all of the processes we do now, into the electronic environment, and we need to be aware of these changes and to be proactive as to how we will "embrace" and be ready for these changes. The following are some steps that the Board of Directors have taken to look at the future roles for HIMs.

- June 06 – CHIMA was approached by the Ontario Ministry of Health and Long-Term Care (MoHLTC) to review their model of Long Range Scenario Planning (LRSP). This model has been used previously by other "clinical care" professions to look at their long range plans.

We continued to have meetings with the Ontario MoHLTC and eventually submitted a proposal for "seed" funding to begin a CHIMA process.

- July 07 – CHIMA held an internal/external stakeholder retreat – we invited members from NHIMA, Program Coordinators; the Ontario MoHLTC, Marketing; Finance and business leaders to ask them "What will the HIM landscape" look like in 5, 10, and 20 years?
- The Board continued to discuss LRSP throughout 2006 and 2007, while looking at other national HIM Association plans.
- CHIMA is part of two national research grant applications "capacity and competency". If successful with these bids, funding would be available early 2008. The objective of the research grant would allow CHIMA to look at "Gaps" in our training for the current members and to develop a strategy for continuing education to ensure that HIM professionals have a role in the EHR.
- We shared the CHIMA LRSP with the American Health Information Management Association (AHIMA) to learn from their process, and to ensure we had not missed any critical steps.
- July 07 – We continued with "environmental scans". During the Annual Conference week, we shared the LRSP model with the Provincial Presidents, with the Program Coordinators; and with the HIM membership during some focus group sessions.
- Next Steps – includes one or two surveys to our members and to employers in health care – again to get further understanding of what we see the HIM role being in the future. The information gleaned from all of the above, will allow the Board to work with the COE and you, the members on how we will "prepare" ourselves for the future. This may include further education and training.

Accountability – Three Domains of Practice

1. Accountability in Data Quality

- CHIMA staff and HIM professionals have finalized their roles in the re-abstraction studies in Ontario and Alberta
- Numerous recommendations were made to ensure CHIMA and HIM professionals are part of data quality solutions in the future
- CHIMA will continue to be involved in re-abstraction studies, ministry activities, and education strategies for students and current members

2. Accountability in e-HIM

HIM Voice across Canada: Infoway Working Group

CHIMA has representatives on the many committees. A lot of work continues to move ahead, lead by Infoway. It will be imperative that CHIMA and HIM members are aware of this work, and that we are participating on the working groups that Infoway has established. Please see the detailed article on Infoway's working groups on page 11 of the newsletter.) Whenever Infoway puts out a call for participation on working groups, CHIMA as a corporate member will do an email blast to our members, informing them of the working groups. We encourage you to call into these "web cast meetings" – as this might be the only opportunity that HIM professionals have to give input to the Canada Health Infoway (CHI) work.

3. Accountability in Privacy

The following are some initiatives that CHIMA has been involved in:

- Review of CHIMA Privacy Publications – updates will be coming forth in 2007/08.
- CHIM Information Consulting Inc. completed a Privacy Review for a Public Health Unit. This was our first attempt at such a review, and we learned a great deal from this.
- Infoway developed and disseminated a “White Paper on the Governance of iEHR – a Privacy Framework”. This White Paper addressed many issues and concerns for privacy, confidentiality and security of information. CHIMA reviewed the White Paper and responded with a “CHIMA brief” outlining the role CHIMA and HIM professionals should have in an EHR environment.

Accountability in Strategic Directions

Education and Professional Practice

The Council on Education (COE) councilors continues to do an incredible amount of volunteer work on behalf of CHIMA members. They are to be applauded and commended for the work they do over and above their busy day jobs. The following are some highlights of this work.

Association & College Name Change

- The Association name – **Canadian Health Information Management Association (CHIMA)** – was officially changed and registered with Industry Canada 2003
- Following this members voted to change the College name to match the Association name. The College name was officially changed to: “*Canadian College of Health Information Management (CCHIM)* – and was registered with Industry Canada in 2007
- Based on studies/recommendations from COE and Board of Directors the credential has now changed to: “*Certified in Health Information Management (CHIM)*”
- The Individual Professional Name for CHIMA Members is: **Health Information Management professional (HIM professional)**

Other Activities

- Professional Practice eLearning Assessment Tool: (PPeAT) Ontario MoHLTC engaged CHIMA to develop an educational and communication strategy for Ontario HIMs to fit with their MoHLTC Data Quality strategy
- Nine (9) educational modules were developed by an Ontario HIM/CIHI/Salomatics expert group (please see article on page 26)
- A Communities of Practice (CoP) was also developed for Ontario and this went live in Ontario in June 2006
- The PPeAT modules were ready for use and modules were available 24/7 to Ontario HIMs who code (August to September 2006)

- Five sets of reports were produced for Ontario MoHLTC and hospitals
- As of March 1, 2007 project completed, and Ontario MoHLTC turned the product over to CHIMA for our use
- CHIMA ready to roll-out PPeAT and CoP to other Provinces

Current Recognized Academic Institutions

- CHIMA is continuing to negotiate with both public and private institutions encouraging them to apply to CHIMA for recognition of HIM program
- COE meets regularly with Program Co-ordinators from thirteen (13) Colleges and two (2) Universities
- Negotiations are currently under discussion with five (5) new Colleges and nine (9) Universities.
- All of the current Québec programs were officially recognized in 2006/07. A fourth program, “O’Sullivan College” is currently under review.

Credentialing Requirements & Maintenance of Credential

The COE continues to discuss the benefits and process for the mandatory Continuing Professional Education (CPE) program for the following reasons:

- Ensuring CHIMA Bylaws are upheld by ensuring those using the credential have:
 1. Successfully graduated from a CHIMA-recognized academic institution
 2. Successfully challenged the national certification exam
 3. An active CHIMA membership
 4. Completed 36 mandatory CPE credits in a 3-year period
- It has been determined by COE and the Board of Directors that the consequences of not meeting the above requirements will result in decertification. This means you will not be eligible to use the recognized designation of a certified HIM professional or the credential of “CHIM” after your name. The process for informing all current and former HIM members will be decided by the Board of Directors at their winter meeting. An extensive “marketing and communication strategy” will take place to ensure that HIM professionals are aware of the “decertification” process and have the opportunity to “reinstate” with CHIMA.

Member Products and Services

The following are current and planned products and services.

Publications

- CHIMA is now a publisher and registered with Library and Archives Canada: This included publishing and registering the Learning Outcomes in Health Information Management (LOHIM) published in 2007

- Professional Practice Briefs coming (2007): These briefs have been developed by AHIMA and are currently being “Canadianized” by CHIMA task teams. Once they are completed they will be available on the CHIMA website “for members only”.
- Categories include:
 - Technology
 - Hybrid Record
 - General HIM Roles/Functions in the EHR
 - Legal EHR/Records
 - Document Management
- Canadian Textbook (2008). The Council on Education in conjunction with the Program Coordinators has decided to publish a Canadian HIM textbook. The task teams are developing a working plan. We will keep you updated on this very exciting initiative.

The Board of Directors has been discussing an opportunity to develop a Mentorship Program for HIM Professionals. Some of the activities surrounding this program include the following:

- Discussion of a program that would be created for the enrichment of CHIMA members
- Official launch at Conference in Québec City (June 2007)
- Linked with continuing professional education
- Opportunity to learn from someone who has “been there, done that”

Marketing

The following is a list of activities that the Marketing Committee has been working on:

- HI&T Week 2006 and for November 2007 – this is a Joint AHIMA/CHIMA Event – watch for the 2007 information highlighted on page 25 of the newsletter
- Internal and External Press Kits: CHIMA Awareness Kits:
 - Create awareness for CHIMA
 - Position CHIMA in the marketplace
 - Support professionalism and clout of the organization
- What will be in the Kit?
 - Media package for CHIMA members and employers
 - These kits (once finalized) will be sent to CHIMA Partners, Associates and Stakeholders
- The Source: Bigger and Better in 2006. The Editorial Advisory Committee continues to bring you more updated information in the form of articles from HIM professionals across the country.
- Annual Conference and Annual General Meeting (AGM): The 2007 Conference in Québec City was a great success. Members had an opportunity to network and learn first hand from keynote speakers and HIM professionals on the “cutting edge”. The pre and post conference workshops were well attended and feedback was very positive. The social event celebrating “CHIMA’s 65th year” was a wonderful, fun-filled, fanciful evening.

We had great attendance at this year’s Conference and by the look of the pictures from the evening, everyone had a great time. As usual the Conference and AGM ended in a formal Pinnacle Award luncheon. What a great way to end the Conference and to recognize HIM professionals for their work. There was not a dry eye in the house during the acceptance speeches. We hope more HIM’s will get involved and nominate their peers for their hard work. We hope to see all of you next June in Niagara Falls.



Promote HIM Expertise

The Board of Directors continues to work with many stakeholder groups to ensure that HIM professionals and their roles are recognized in our 3 Domains of Practice. Most of 2006/07 activities were directed to the Infoway work for the Electronic Health Record (EHR). During the conference the Provincial Presidents met to ensure that HIM professionals continue to be recognized across the country. CHIMA and AHIMA continue to meet and discuss North American Strategies in regards to HIM initiatives. CHIMA presented at the International Federation of Health Record Organization (IFHRO) Congress in Seoul Korea in May 2007. Please refer to Gail Crook’s article Schematic for the Promotion of the HIM Portfolio. This schematic outlines all of the committee/task teams that CHIMA hosts or have representatives on.

There are a lot of unknowns for the HIM profession. With the advent of the EHR, there will be major changes to the way we do our work. These will be the biggest changes we have ever seen in our careers, and they can be very exciting but also very daunting. The work that you currently do within the 3 Domains of Practice will be done very differently in the EHR environment. At CHIMA we are more convinced now than ever in our past that HIM professionals need to be much more involved in the Infoway work and to have more of a say in the standard principles for health information. CHIMA and the Board of Directors have opened many doors at Infoway, committees/working groups and now HIM professionals must get involved. Give your opinion now – don’t “wait to see what will happen”– make sure you have your say now, about how the changes will happen. HIM professionals need to have a “louder voice” in the development of the EHR and these voices need to be heard now. **So get involved.**

The Board of Directors will continue to lobby Infoway to have members on committees and working groups, but you the individual member must also educate yourself and be aware of what is coming and how it will affect you.

CHIMA Financial Report

Viability – Fiscal 2006/07

- The picture is much brighter than 2005/06
- The year end bottom line resulted in a positive variance of \$31,615
- Highlights: Increase in new members (students) / Increase in re-instatements
- Continuing with the recovery plan to build up the reserve
- CHIM continues to seek new consulting contracts

Summary of Statements of Financial Position and Fund Balances (unaudited) As at February 28, 2007

				2007	2006
	Operating Fund \$	Property & Equipment Fund \$	Endowment Fund \$	Total \$	Total \$
<i>Assets</i>					
Current	574,998	-	21,983	596,891	230,098
Long term	55,652	895,495	-	951,147	114,239
Total assets	630,650	895,495	21,893	1,548,038	344,337
<i>Liabilities</i>					
Current	831,025	81,509	-	912,534	232,301
Long term	-	515,424	-	515,424	29,042
Total liabilities	831,025	595,933	-	1,427,958	261,343
<i>Fund balances</i>					
Opening	35,013	26,066	21,915	82,994	285,002
Excess of revenues over expenses (expenses over revenue) for the year	58,528	(26,891)	(22)	31,615	(207,588)
Earnings from CHIM Information Consulting	5,471			5,471	5,580
Interfund transfers	(299,387)	299,387		-	-
Closing	(200,375)	298,562	21,893	120,080	82,994
Total liabilities and fund balances	630,650	895,495	21,893	1,548,038	344,337

Summary Statements of Revenues and Expenses (unaudited) As at February 28, 2007

	2007		2006
	Budget \$	Actual \$	Actual \$
Revenues	1,375,570	1,223,107	704,479
Expenses	1,378,584	1,191,492	912,067
Excess of revenues over expenses (expenses over revenues) for the year	(3,014)	31,615	(207,588)

The auditing firm of PricewaterhouseCoopers LLP was appointed as CHIMA – CCHIM's auditors for the term of 2007/08 at the Annual General Meeting held in Québec City in June of this year.

the auditors for the Canadian Health Information Management Association and the Canadian College of Health Information Management for the term of 2007/08.

Following discussion it was MOVED by Sue Schneider, SECONDED by Helen Whittome THAT: PriceWaterhouseCoopers LLP be appointed as

CARRIED.

CHIMA – Balanced Scorecard

“Measures That Drive Performance & Outcomes”

Element											
Measures	% Membership Increase (Decrease)			% Revenue Increase (Decrease)			# New Formal Partnerships		#New Formal Projects (CHIMA & CHIM Inc.)		
2004-2005	1.47			2.96			10		21		
2005-2006	1.21			3.95			0		6		
2006-2007	26.61			73.61			2		10		
Element											
Measures	# Publication	# CPE's	# Website Visits	% Increase (Decrease) by Membership Status (2006-07-Baseline year #'s)						% Successful Examination Candidates	% New Program Recognitions
				A	I	RI	AT	AF	S		
2004-2005	5	6								67	2
2005-2006	7	7								68	0
2006-2007	5	7	25,737	2522	251	282	19	15	209	68	5
2007-2008				% Increase (decrease)							

% Increase by Membership Status Legend		
A - Active	RI – Re-Instatement (active/inactive)	AF - Affiliate
I - Inactive	AT - Attrition (Resigned-Retired-Deceased)	S- Student

Budget Highlights

• Highlights

- 2006/07 projected deficit
- Recovery from 2005/06 deficit (\$208k)
- Achieved 2006/07 Balanced Budget as promised
- PPeAT/CoP/Data Coding Audit Tool Projects revenues flowed through CHIMA

• Strategies to Increase Annual Revenues and Reserves

- Reinstatement/mandatory certification
- CHIM revenues to support CHIMA activities
- COLA Clause for yearly membership dues

The Future

There's an old saying, "intelligence has no value if it's not shared" and I think it speaks directly to CHIMA's reason for being. The success, accomplishments and viability of our Association is the result of the direct contribution of our members.

Our future rests with you. This year's Accountability and Business Report provides an overview of how we as certified HIM professionals have influenced our industry across all provinces. It's my hope that it might also encourage further dialogue from you as members. Are we doing enough? How can you help us do better?

It's up to those of you who know what CHIMA does, and who have benefited from our hard work in the past, to help us continue our mission to improve health information management education, awareness and to influence positive change. And those who have benefited include clerks, coders, analysts, directors, researchers, instructors... that's you!

As always, I welcome any comments or feedback at lili.levesque@echima.ca. Take care and see you next year in Niagara Falls!



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