

2007/08 Accountability and Business Report



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CEO & Registrar*



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CHIMA Board Chair 2007/08*

2007/08 Activities of the Board of Directors

CHIMA is pleased to report the activities of this year's 2007/08 Board of Directors and a summary of the report presented at the Annual General Meeting held June 14, 2008 in Niagara Falls, Ontario.

Governance

The Board of Directors made a change this year in our Board responsibility structure with the extension of the Board term of Lili Levesque who kindly agreed to extend her service to CHIMA for one year to contribute to the active Long Range Scenario Planning (LRSP). The LRSP process has consumed much of the Board's time and efforts this year and requires ongoing dedication of a Board Director to champion this endeavor. Thank you Lili, for all your hard work in advancing our goals for LRSP!

One of the remaining issues yet to be specifically tackled is a review of the overall governance structure of the Board of Directors' positions. As an outcome of the current Long Range Scenario Planning and subsequent Strategic Planning, we will be in a better position to restructure Board member requirements, positions required and reorganization of responsibilities.

Long Range Scenario Planning

In follow up to the Focus Group which was started at the Conference and Annual General Meeting in Québec City in June 2007, the Board has spent a tremendous amount of time and energy on planning for the future of our profession and our members' interests.

We know that the future of our profession will be impacted by the automation of many of the traditional functions in Health Information Management. Expansion of our existing knowledge and skill sets, such as Health Informatics and Information Technology is required to actively participate in the development of the Electronic Health Record (EHR). The medium may change but the previous business requirements will remain important – just louder and faster.

The key activities included:

- Funding for LRSP obtained from the Ontario Ministry of Health and Long-Term Care
- Key Stakeholder Meetings
- National Member Survey
- Multiple planning & collaboration meetings with the Board of Directors, Canada's Health Informatics Association (COACH) Board of Directors, Canadian Health Information Technology Trade Association (CHITTA) Board of Directors, Canadian Institute for Health Information (CIHI) and Canadian Healthcare Association (CHA), Academia, Ministries of Health and other interested external partners

- LRSP Scenario Development
- Telephone Interviews with Stakeholders
- Final Report with Themes & Priorities for the future
- LRSP Task Team (and Board Lead responsibility established – Lili Levesque)
- LRSP Work Plan – underway
- Potential Health Informatics Credential or opportunity for specializing in health informatics
- Presentation of LRSP and Health Informatics (HI) initiatives at the Annual General meeting for consideration and feedback from CHIMA members
- Presentation also included the Program Coordinators and NHIMA (National Health Information Management Alliance) members

The key themes stakeholders see emerging in healthcare included:

1. Individual at the Centre (full integration and linear health information sharing across sectors – including the patient)
2. Collaboration with all healthcare sectors/groups/associations
3. Transformation and the Pace of Change

The key priorities for CHIMA included:

1. Listen to the voices of our future, not our past
2. Keep company with the front-runners
3. Spend time with those who are designing and funding the jobs that will replace us
4. Merge for strength – connect with others who are keen to change
5. Where is CHIMA's value? What can we stop? What should we protect? What future should we invest in?
6. Pick and occupy only those spots where our voice as CHIMA adds value.

Further work, meetings and discussion continues on this very important initiative to design and progress into our future roles.

Other Board of Directors Activities for 2007/08 included:

Bylaws, Policies and Procedures – while not as exciting or controversial as LRSP activities and sometimes somewhat tedious, we managed to review and update our bylaws, policies and procedures during 2007/08. This will continue to be a structured process to ensure our organization is kept current.

Coding Audit Tool

We are happy to report that the Coding Audit Tool (CAT) for the Ontario Ministry of Health and Long-Term Care is now completed and available for marketing to provincial health ministries and other organizations.

Updates on Strategic Directions

Promote Health Information Management (HIM™) Expertise

CHIMA recognizes that we must collaborate and partner with other organizations to work towards mutual goals. As mentioned, we have had multiple meetings with COACH, CHITTA and the Academic community regarding our Long Range Scenario Planning process.

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During this year, we have also had quarterly Canadian Institute for Health Information (CIHI)/CHIMA Executive Meetings, American Health Information Management Association (AHIMA)/ CHIMA – North American Strategy meetings with our U.S. counterparts, as well as increased visibility and renewed membership with the International Federation of Health Record Organizations (IFHRO).

Marci Macdonald is our IFHRO representative and is a member of the IFHRO Executive. We are investigating the possibilities for hosting the 2013 IFHRO congress about which you will hear more as soon as we have confirmed plans.

Association Québécoise des archivistes médicales (AQAM)

One of the exciting projects which has advanced significantly forward this year is the renewal and repatriation of our members from Québec. We are hoping to increase involvement of our members from La Belle Province and are actively engaged in discussions with their provincial Executive Director and Board Executive.

Canada Health Infoway (CHI)

CHIMA has sponsored many members to participate in the Standards Collaborative Working Groups (SCWGs). The SCWGs are designing some of the key pan-Canadian Electronic Health Records Standards. This project commands significant time, work effort and resources from CHIMA and from CHIMA members but is considered very valuable both to the quality of the final outcomes of standards in the EHR, as well as the visibility and contributing role of the HIM™ professionals.

André Boudreau, Project Manager for SNOMED-CT® Translation Project – CHI facilitated the pre-conference workshop on June 12, 2008 to further inform the membership on this initiative. Several of the Standards Working Group leaders and members had an opportunity to present updates of the work in progress.

Education Standards & Certification, Professional Practice

Professional Practice Briefs

We are delighted to report that we have made significant progress this year with the publication of nine professional practice briefs for the following topics:

- A Checklist for Assessing HIM™ Department Readiness and Planning for the EHR
- Delving into Computer-Assisted Coding
- Health Data Access, Use and Control
- Visioning eHIM™: A Process for Imagining and Anticipating – HIMs Future
- Data Standards, Quality and Interoperability
- EHR Career Opportunities
- Speech Recognition
- Electronic Document Management as a Component of the Electronic Health Record
- Essential People Skills for EHR Implementation Success

Kudos to the team, coordinated by Sandra Cotton – Executive Office, who worked with material from the American Health Information Management Association (AHIMA) to produce our Canadian version of these briefs.

Textbook

CHIMA is pleased to announce the Canadian textbook, “Fundamentals in Health Information Management” which is soon to be published through the Canadian Healthcare Association and scheduled to be ready in Summer 2009.

Team members from all over Canada contributed as authors, editors and reviews to produce the first Canadian version of a Health Information Management textbook, under the the leadership of Kathy Gilmore, Lakeridge Health, Ontario, and Gail Crook, CEO & Registrar, CHIMA. Sandra Cotton, was the lead CHIMA editor and continues to work with the Canadian Healthcare Association Press to finalize the textbook.

A marketing strategy is in progress and we look forward to updating you on the sale of the textbook to our members in the near future.

French Certification Examination

We are nearing completion of a French language version of the national certification examination to enable CHIMA to provide this service in both official languages.

Many thanks to the Council on Education, AQAM, Claire Bernatchez, Andree Martin Desjardin, Margaret Ann Brennan and members of this Task Team who are currently engaged in developing a French Exam.

Applied Research and Innovation Grants

CHIMA was successful in receiving a research application in conjunction with George Brown Community College with Heather Donovan and Taras Gula on the topic “HIM™ learning outcomes: preparing for changes in the profession; what the stakeholders say”. Using a qualitative approach, the plan is to gain an understanding of the expectations being placed on current HIM™ professionals and other stakeholders in order to begin the process of refining the learning outcomes of current professionals. We look forward to this report to support the development of a new blueprint for HIM™ curriculum.

HIM™ Program Reviews

We are pleased to report the successful review of the following HIM™ Programs:

- Nova Scotia Community College
- O’Sullivan College – Québec
- Red River College – Manitoba (Re-recognition)

Mandatory Continuing Professional Education (CPE) – Credit Support

The Board of Directors has confirmed the requirement for mandatory CPE credits and confirmed the consequences of non-compliance as decertification. Further information will be supplied to guide the membership in this requirement.

Educational Sessions to Support CPE

Six teleconferences and four on-line educational sessions were presented to assist HIM™ professionals to expand educational opportunities through distance education and to reduce travel costs.

We also partnered with AHIMA to present three (3) on-line sessions in conjunction with our American colleagues.

Sessions from the June 2007 Annual Conference were also made into online education sessions.

Decertification/Recertification

The policy for Decertification and Recertification is now in place and has been activated as of February 2008. We have had a good response from our members who have reinstated their membership and support of their profession. Similar to other professional colleges and certifying associations, all members in good standing are listed on the www.echima.ca website.

We remind all departmental managers that it is important to support certification of your HIM™ professional staff with CHIMA. As well to support educational opportunities – it’s a win/win for your organization, department and staff and CHIMA.

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Membership Products and Services

Publications

As of February 2008, the CHIMA newsletter “The CHIMA Source” became an electronic version only. The benefits of this process include the ability for CHIMA to produce the newsletter faster, make last minute changes, and provide on-line access to members in a more timely fashion. We are better able to publish any late breaking news proactively, particularly as we progress with issues that require immediate notification to our members.

Production costs are reduced allowing CHIMA to redirect needed resources to other priorities and projects.

Membership Increases

In 2007/08 we had an increase in the overall membership of 721 members. A key contributing factor in this increase was the implementation of the decertification process (300 reinstatements). Overall members now total over 3,900.

Health Information and Technology Week – November 4-10, 2007: Accuracy You Can Count On, Information You Can Trust

The week was an excellent opportunity to promote, recognize and educate healthcare professionals about the importance of the profession and the practices behind health information management.

We had member feedback throughout the year requesting CHIMA-specific products for purchase. We are pleased to be able to offer CHIMA logo coffee mugs, writing pens, note pads and stainless steel water bottles for purchase to promote your profession and support your HI&T Week November 2-8, 2008.

We continue to work collaboratively with AHIMA to promote and support the HIM™ profession and will make all the AHIMA and CHIMA products available for order on the website. Please watch the website for announcements regarding HI&T week November 2-8, 2008.

You may order online through jen.crook@echima.ca or download the order form and fax your order to 519-438-7001.

Annual Conference and Annual General meeting 2008

The 2008 Annual Conference was held in the spectacular city and natural wonder that is Niagara Falls.

This conference lived up to previous events and was sold out with record breaking attendance of over 240. The packed agenda included presentations and keynote speakers on topics from our three domains of practice – Privacy, Data Quality and eHIM, as well as Pre and Post Conference Workshops – four very full days. Many thanks are extended to the Conference planners at CHIMA, the Ontario Health Information Management Association (OHIMA), our speakers and of course our sponsors and exhibitors – Cactus, Crescendo, Salumatics, CIHI, HOV Services, BSharp, 3M, Dictaphone, SolCom, Lanier, MedEKS, Med2020, Capital Health, GAIN and the Scotiabank.

Website – Source for Professional Practice Briefs:

As described in the Education and Professional Practice section, CHIMA staff and a team of dedicated hard working volunteers were able to develop Canadian versions of nine AHIMA Professional Practice Briefs and make these accessible through the website. More will be available online as they are developed and we are grateful that this resource from AHIMA is shared with us for the benefit of CHIMA members.

Other Website Enhancements

Improving our “face to the world” via our website continues as an ongoing goal as we move our eCHIMA world forward. In 2007/08 we posted “Members in Good Standing” listings which are updated monthly and provide a valuable tool for employers and members. Plans for 2008/09 include continuing improvement of the member database, redesigning content, functionality, eCommerce, members’ only sections, CPE tracking as well as starting to provide services in both official languages.

Website eCommerce

Planned for implementation in 2008/09 is the ability to pay your membership on-line through a secure payment system. In 2007/08, we streamlined the payment/ invoice/receipt combination to provide timely receipts for those members who paid their membership in full as a stop gap measure until this website enhancement was fully developed. Of note, website hits totaled over 26,000 in 2007/08.

Email Blasts

CHIMA was pleased to provide communications electronically to over 75% of our members through email blasts. This allows CHIMA to distribute timely information efficiently and effectively. It is important that CHIMA has your correct email address and that firewalls/spam filters allow these important CHIMA emails through to you. (Firewall/spam issues must be addressed through your Information Technology (IT) Departments in your organizations, if you have provided your employer email address or through your home computer firewall/spam filter set-up).

Professional Practice Electronic Assessment Tool (PPEAT) and Coding Audit Tool (CAT): CHIMA has now acquired PPEAT and CAT from the source vendors/developers and this tool is now ready to market to other provinces and organizations. (See BSharp Ad, Page 2)

Marketing

Other marketing opportunities included attendance with presentations & display booths at key Health oriented events such as the Ontario Hospital Association (OHA) Conference – November 2007, eHealth Conference – May 2008.

Viability

Financial viability is the key to CHIMA’s continuing professional viability, the ability to continue our services to our members and the promotion of our future.

We are pleased to report that although we had a projected deficit for 2007/08, we actually ended with a positive variance of \$31,615 (as at February 29, 2008).

At the start of the 2007/08 year, we were aware that we needed to recover financial stability and used the following strategies to achieve this favourable position:

- Reduced spending to control our deficit
- Increased reinstatement efforts for lapsed members
- Increased educational opportunities online and teleconferences for CPEs
- Minimal increase of membership dues as per by-laws

Pages 6 and 7 outline the summary of the 2007/08 financial statements. Full financial statements are available upon request by any members.

**Canadian Health Information Management Association and
Canadian College of Health Information Management**



Summary Statements of Financial Position and Fund Balances
(Unaudited)
As at February 29, 2008

				2008	2007
	Operating Fund	Property and Equipment Fund	Endowment Fund	Total	Total
	\$	\$	\$	\$	\$
Assets					
Current	661,323	-	22,239	683,562	596,891
Long term	64,910	892,498	-	957,408	951,147
Total assets	726,233	892,498	22,239	1,640,970	1,548,038
Liabilities					
Current	896,355	85,238	-	981,593	912,534
Long term	-	506,748	-	506,748	515,424
Total liabilities	896,355	591,986	-	1,488,341	1,427,958
Fund balances					
Opening	(200,375)	298,562	21,893	120,080	82,994
Excess of revenues over expenses (expenses over revenue) for the year	55,267	(32,322)	346	23,291	31,615
Earnings from C.H.I.M. Information Consulting	9,258			9,258	5,471
Interfund transfers	(34,272)	34,272		-	-
Closing	(170,122)	300,512	22,239	152,629	120,080
Total liabilities and fund balances	726,233	892,498	22,239	1,640,970	1,548,038

A full set of "reviewed" financial statements for the fiscal year ending February 29, 2008 are available upon request. Please contact Cathy Brooks at 519-438-6700 extension 226 or via email at cathy.brooks@echima.ca

**Canadian Health Information Management Association and
Canadian College of Health Information Management**



Summary Statement of Revenues and Expenses
(Unaudited)
As at February 29, 2008

	2008		2007
	Budget \$	Actual \$	Actual \$
Revenues	944,800	1,215,947	1,223,107
Expenses	1,254,224	1,192,656	1,191,492
Excess of revenues over expenses (expenses over revenues) for the year	(309,424)	23,291	31,615

CHIMA - Balanced Scorecard														
"Measures That Drive Performance & Outcomes"														
Element	Maintain Viability (Finance)						Promote Health Information Management Expertise (Business)							
Measures	% Membership Revenue Increase (Decrease)			% Overall Revenue Increase (Decrease)			# New Formal Partnerships			# New Formal Projects (CHIMA & CHIM Inc.)				
2005-2006	1.21			3.95			0			6				
2006-2007	26.61			73.61			2			10				
2007-2008	28.62			(.6)			0			7				
Element	Provision of Membership Programs & Services (Satisfaction)						Provide Education Standards & Certification (Learning/Innovation)							
Measures	# Public ations	# CPE s	# Web Visits	*Membership Status Numbers by Member Category									% Successful Examination Candidates	# New Program Recognitions
				A	I	R	D	T	F	S	E			
2005-2006	7	7										68	0	
2006-2007	5	7	25,737	2522	251	282	NA	19	15	209	1	68	5	
2007-2008	10	13	26,231	2955	200	582	154	43	17	246	2	76	1	
% Increase (Decrease)				17	(20)	106		126	13	18				

* Membership Status Legend		
A - Active Renewals	R - Recertified Active	F - Affiliate
I - Inactive	T - Retired	S - Student
D- Decertified (incl. resigned)	E - Expired	