**INDIANA CANCER REGISTRARS ASSOCIATION**

**POLICY AND PROCEDURE**

**Liaison: INDIANA HEALTH INFORMATION**

 **MANAGEMENT ASSOCIATION**

**Written by:** Diane Bulla, RHIT, CTR

**Date of Initial Approval:** 11/1994

**Last Revision by:** Martha Hill, AAS, CTR

**Revision Date:** 01/2012& 09/2012

**Date Last Reviewed:** 10/2017

**Liaison:** Per the By-laws is an assigned duty of the Secretary

**Term of Liaison:** One (1) year term

**Required Reports:** Progress reports for each Board of Directors meeting, special projects,

expense report and budget, *The Indiana Abstract* newsletter article(s)

and the Annual Report to members.

**POLICY:**

1.0 Attend all Indiana Cancer Registrars Association Board of Directors Meetings.

2.0 Communicate relevant information from the Indiana Health Information Management

 Association that is of interest to the Indiana Cancer Registrars Association.

**PROCEDURES:**

1.0 Term of Position:

 1.1 The term of the Liaison position begins at the end of the Annual Fall

 Conference and runs through the year to the following Annual Fall Conference.

2.0 Composition:

 2.1 The IHIMA Liaison is a duty of the secretary.

3.0 Responsibilities:

 3.1 Board Meetings:

3.1.1 Let the President know in advance if you cannot attend a meeting.

3.1.2 Contact the Indiana Health Information Management Association Central Indiana

 Health Information Management Association for information regarding their

 activities and conference.

 3.1.3 Prepare and complete status reports of activities relating to the

 Indiana Health Information Management Association.

 3.1.4 Make copies of reports for the President and the Secretary.

3.1.5 Maintain a copy of the article written by the Indiana Health Information

 Management Association Liaison for *The Indiana Abstract* and Annual Report.

3.2 Communication:

 3.2.1 Include relevant information in routine status reports or other special reports.

 3.2.3 Inform the Indiana Health Information Management Association of the Indiana

Cancer Registrars Association educational workshops and Annual Fall conference.

3.3 Resource for Indiana Health Information Management Association:

 3.3.1 Keep Board Members informed of new initiatives and activities through written

 and verbal communalization.

 3.3.2 Prepare special reports as needed.

3.5 Article for *The Indiana Abstract:*

 3.5.1 Write articles about activities from American Health Information Management

 Association that pertains to the Cancer Registry Profession.

3.6 Annual Indiana Health Information Management Association update during the Indiana

 Cancer Registrars Association Fall Conference Business Meeting:

 3.6.1 Write annual report of activities and accomplishments and submit to the

 Indiana Cancer Registrars Association President

 3.6.2 Address the membership at the Annual Business Meeting of the Indiana Cancer

 Registrars Association regarding accomplishments for the past year.

3.7 Policy & Procedures:

3.7.1 Before the last board meeting, review the policy and procedures, revise as

 necessary and request approval from the board for the revisions.

3.8 Tax Exempt Status:

 3.8.1 Use Indiana Cancer Registrars Association tax ID number to avoid sales tax on

 purchases for the association.