

**Washington State Health Information Management Association Volunteer Form**

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Telephone # (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

E-mail address \_\_\_\_\_

Organization you currently work for: \_\_\_\_\_

Committee you would like to serve on: \_\_\_\_\_

**Detach and mail this to: WSHIMA, 6122 152nd Place SE, Snohomish, WA 98296-4242**

Washington State Health Information Management Association  
C/O 6122 152nd Place SE  
Snohomish, WA 98926-4242



**Volunteer  
Opportunities**

## WSHIMA Volunteer Information

There are many volunteer opportunities available in the Washington State Health Information Management Association (WSHIMA). Depending on your availability and interests, you can work with an ongoing committee or participate on short-term projects. The average time commitment will vary from two to ten hours each month depending on the committee in which you participate. Volunteering provides you with the opportunity to network with your colleagues from the entire state. You will stay abreast of the latest in technology and keep current on issues affecting our profession. In addition, you can expand your career by taking advantage of continuing education.

These volunteer opportunities include participation in the following committees:

### **Advocacy Committee (Legislative)**

- Responsible for researching and responding to current legislation as it relates to health care records and getting the members involved as a voice in the law making process
- Updating and maintaining a current legislative manual for the association
- Provide education and arrange for one seminar annually to be offered in two locations and for speakers for annual meeting track.

### **Coding and Data Quality Committee**

- Improve the quality and consistency of health data and health records throughout the state
- Arrange for two to four roundtable forums annually and for speakers for annual meeting track.

### **Health Information Technology Committee (HIT)**

- Provide education in HIM technology and e-HIM to the profession by arranging one seminar annually offered in two locations and for speakers for annual meeting track
- Assist in awarding grant monies from WSHIMA to HIM associate degree and baccalaureate degree education programs.

### **Annual Meeting Committee**

- Responsible for planning, coordinating, and scheduling annual meeting program
- Initiated and finalize speakers for two day annual meeting with assistance of WSHIMA advocacy, coding & data quality, and HIT committees
- Arrange catering, silent auction, vendor exhibits, and member activities for two-day annual meeting.

*Volunteers on the Annual Meeting Committee may qualify for reduced registration fees for the WSHIMA Annual Meeting.*

### **Public Relations/ Membership Committee**

- Create relationship with new and current members to increase retention of WSHIMA membership
- Recruit Corporate Partners
- Publicize the activities of WSHIMA and aid in recruitment of appropriate persons to the HIM profession.

### **History**

- Responsible for ordering plaques for board members and special awards
- Maintains the history of WSHIMA and updates Operations Manual section.

### **Publications Committee**

- Publish the Evergreen Bulletin
- Responsible for annual publication schedule, deadlines, submitting articles from Board, Delegates and Committee Chairs
- Assure accuracy, quality, and timeliness of publications.

### **Bylaws Committee**

- Responsible for review and update of the WSHIMA Bylaws to conform to AHIMA bylaws
- Responsible for dissemination of bylaw changes to membership and arranging voting on bylaw changes.

### **Community Education Coordinator (CEC) and presenters**

- Responsible for planning, coordinating, and scheduling facilitator training for myPHR
- Supports myPHR education

If you would like to become a volunteer, simply fill out the volunteer form attached to this pamphlet.

If you have questions or would like additional information, please contact WSHIMA at:

Phone: 206-285-3842

E-mail: [wshima@wshima.org](mailto:wshima@wshima.org)

Mail: 6122 152<sup>nd</sup> PI SE  
Snohomish, WA 98296