

## Coding & Payment Committee Charter

<b>Purpose</b>	<p>The Payment Committee helps members stay current on coding practices and reimbursement issues. The committee provides practical education, answers coding questions, and supports the Government Affairs Committee in their advocacy efforts to support fair payment for providers working in long-term care.</p>
<b>Ongoing committee Activities / Charges</b>	<p>The committee undertakes the following activities:</p> <ul style="list-style-type: none"> <li>• Annually update the <i>Guide to PALTC Coding, Reimbursement, and Documentation</i></li> <li>• Create and dissemination coding fact sheets (as needed)</li> <li>• Educate members on coding and payment issues:             <ul style="list-style-type: none"> <li>• Annual Coding Session (in person at the Annual Conference)</li> <li>• Business of Medicine session on payment (virtual, as needed)</li> <li>• Coding Webinars (virtual, as needed)</li> <li>• Writing articles/tips and tricks for Coding Alerts (as needed)</li> </ul> </li> <li>• Participate in the Ask the Coding Expert member benefit. Committee members respond to member coding questions through PALTconnect (the member online community)</li> <li>• Share information regarding the Proposed Medicare Physician Fee Schedule Rule and contribute to PALTmed’s comment letter(s).</li> <li>• Monitor actions by AMA CPT, RUC, CMS, and Congress on payment issues that impact PALTmed members.</li> <li>• Represent long-term care providers’ payment interests as advisor to the RUC and CPT.</li> <li>• Advise the Board and Government Affairs Committee on coding and payment issues as needed.</li> </ul>
<b>Roles and Responsibilities</b>	<p>Chair</p> <ul style="list-style-type: none"> <li>• Help structure agenda for meetings.</li> <li>• In conjunction with the committee staff liaison, develop committee report for PALTmed Board (3x per year).</li> <li>• Run an effective meeting to ensure involvement of members and the advancement of activities and charges.</li> <li>• Communication with the Board liaison before and after each Board meeting to share updates from the Sub-committee and to hear about new Board initiatives. Report back to the full committee on each discussion with the Board liaison.</li> <li>• Identify, mentor, and prepare the next Chair.</li> <li>• Assist with structure and selection of the membership.</li> <li>• Serve on the Government Affairs Committee.</li> </ul> <p>Vice Chair</p> <ul style="list-style-type: none"> <li>• Support the Chair to ensure responsibilities are met in a timely manner.</li> <li>• Serve as interim Chair in the absence of the Chair.</li> <li>• Recommend individuals to serve as the next Vice Chair.</li> <li>• Ascend to the position of Chair.</li> </ul> <p>Advisor(s) to the RUC</p> <ul style="list-style-type: none"> <li>• Attending RUC and SAGSA meetings.</li> <li>• Participate in RVU review of CPT codes as needed at the RUC</li> <li>• Assist in the activities of the Payment Committee.</li> </ul>

	<p>Representative to CPT committee</p> <ul style="list-style-type: none"> <li>• Attending CPT meetings.</li> <li>• Participate review, create, and clarify CPT codes as needed at the CPT Committee meetings</li> <li>• Assist in the activities of the Payment Committee</li> </ul> <p>Members</p> <ul style="list-style-type: none"> <li>• Be prepared and actively participate in all conference calls and meetings.</li> <li>• Work on projects as delegated by the Chair.</li> </ul>
<b>Expected Commitment</b>	<p>The committee meets monthly via conference call. Members are expected to review all agenda/materials prior to each meeting, attend the conference calls as scheduled. The estimated monthly time commitment is 1-2 hours.</p>
<b>Committee Composition</b>	<p>The Payment Committee is comprised of a Chair, Vice Chair, and at least 8 additional members. The RUC Advisor and CPT Representative are members of this committee. The immediate past chair will serve an additional 1 year term and may be reappointed as a committee member.</p> <p>Committee members with significant experience and expertise in billing and coding.</p>
<b>Committee Terms</b>	<p>Terms run July – June.</p> <p>All committee members serve a one (1) year term and are eligible for reappointment annually. Members must actively participate in calls and assigned committee projects to be eligible for reappointment.</p> <p>The Committee Chair and Vice Chair will each serve a two-year term. The Vice Chair ascends to the role of Chair upon completion of their term as Vice Chair.</p>
<b>Selection/ Appointment</b>	<p>Members are appointed by the President with input from the Chair. The Committee Chair and/or Vice Chair is recommended by the outgoing Chair and appointed by the President.</p>

<b>Committee Requirements</b>	<p>Members:</p> <ul style="list-style-type: none"> <li>• Express desire to serve with a special interest in billing and coding.</li> <li>• Desire to advance the mission of PALTmed.</li> <li>• Ability to make the necessary time commitment.</li> <li>• Must be an association member in good standing.</li> <li>• Must disclose all financial relationships on an annual basis.</li> <li>• Ability to attend and actively participate in conference calls.</li> </ul> <p>Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Chair should have previously served as the Vice Chair.</li> </ul> <p>Vice Chair:</p> <ul style="list-style-type: none"> <li>• In addition to the above requirements, when possible, the Vice Chair should have previously served as a member.</li> </ul>
<b>Committee Members</b>	<ul style="list-style-type: none"> <li>• Chair:</li> <li>• Vice Chair:</li> <li>• Members</li> <li>•</li> </ul>
<b>Staff Liaison(s)</b>	<p>Gaby Geise</p>