



**ARIZONA HEALTH INFORMATION MANAGEMENT ASSOCIATION
2012 CALL FOR PRESENTATIONS
71st Annual AzHIMA Convention and Exhibition
June 21-23, 2012
WIGWAM
Litchfield Park, AZ**



WIGWAM

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Name:



EDUCATIONAL PRESENTATIONS INFORMATION AND APPLICATION – FOR CONVENTION PROGRAMS

2012 AZHIMA Convention:
June 21-23, 2012
Wigwam
Litchfield Park, AZ

Rules

All proposals must be submitted via AzHIMA's speaker information/application form.

All proposals **must be** complete and must be submitted no later than January 20, 2012.

Incomplete forms will be returned to the applicant and will NOT be considered for presentation.

A potential presenter may submit up to four proposals for consideration.

A maximum of two proposals can be accepted per presenter.

AzHIMA will evaluate all submitted presentation applications and will notify both those accepted and not accepted on or about February 20, 2012. Upon acceptance, speakers will be informed of timeline requirements and format restrictions for handout materials and will be required to complete AzHIMA's Speaker Contract.

Fast Facts

- AZHIMA audiences are composed of health information management (HIM) professionals, their staffs and other healthcare professionals.
- Learning levels are diverse and range from students/entry level/introductory to mid level/practical, to high level/theoretical.
- Audience size can range from 15 to 250.
- Session types include general sessions, and track (breakout) sessions.
- General Sessions and concurrent track sessions are all one hour in length and are held June 21 through June 23, 2012.
- AZHIMA's speaker budget is extremely limited. Convention proposals are generally pro-bono; **therefore please** consider this as an opportunity to increase your visibility to AZHIMA and the HIM audience. Complimentary registration to the AZHIMA Convention on the day of presentation may be approved for speakers who request it.
- We try to make the AZHIMA Convention as "green" as possible. Handouts will be posted on AZHIMA's website prior to the convention and will **not** be printed by AZHIMA for distribution onsite.
- Sessions may not include sales, commercialism or product promotion of any kind!
- Presenters are required to utilize the AZHIMA-provided PowerPoint template for presentations and to comply with AZHIMA's presentation and handouts specifications.
- Presenters may utilize their presentation as the handout for their session or may provide a separate non-Power point handout.
- AZHIMA may seek modifications to a proposal before a final decision is made and presenters may be asked to combine, expand or modify elements of their presentations.
- Attendees earn Continuing Education Units (CEUs) for attending sessions according to AHIMA's CEU guidelines.

Proposal Review Process:

Reviewers will evaluate the proposals using the following guidelines:

- Completeness of application INCLUDING all items 1-6 in Section III.
- Relevance to the HIM profession
- Timely or innovative topic
- Overall quality and well-defined focus
- Practical application of materials
- Clearly identified objectives
- Teaching/speaking experience of the presenter(s)
- Freedom from commercial bias

Name:

Suggested Presentation Topics:

- Accountable Care Organizations (ACOs)
- ARRA
- Clinical Documentation Improvement
- Compliance
- Data Management and Analysis
- eHIM Best Practices
- EHR Implementation and/or Planning
- HIM and the Law
- ICD-9-CM Coding
- ICD-10-CM/PCS Coding/Implementation/Planning/Training
- Legal Health Record
- Legislative and Advocacy
- PHR
- Physician Practice
- Privacy and Security
- Revenue Cycle Management
- Technology

I. PRESENTER INFORMATION: *(As you would want it to appear in print) If you have co-presenters, each presenter must complete the following, and you may copy this form for that purpose.*

Presenter Name:

Presenter Degree/Credentials:

Position/Title:

Organization Name:

Organization Address:

Presenter Work phone:

Presenter Cell phone:

Presenter Email:

Presenter Fax:

Office Contact Person:

Office Contact Phone:

Office Contact Email:

Is Presenter a current AZHIMA member?:

Name:

II. PROPOSED TITLE OF PRESENTATION: (10 words or less)

III. PROGRAM INFORMATION Please attach the following items with this completed form. Please indicate each required attachment that you have included with this form.

- 1 Yes No Executive Summary (description) of your presentation (at least 75 to 100 words.) This will be included in the marketing and onsite program materials. Consider one powerful, focused sentence or two that summarizes your session.
- 2 Yes No Session Description. Descriptive paragraph and three/four bulleted learning outcomes. Descriptions should be suitable for publication in conference materials with minimal editing. "At the conclusion of this program, participants will understand..." AND/OR "Important topics to be covered include....."
- 3 Yes No Brief outline of your presentation. This should be only a one-page summary to illustrate how you will meet your stated objectives.
- 4 Yes No Target audience for this session.
- 5 Yes No Speaker profile. This is a brief narrative biography. It will be used to introduce the presenter at the educational program and may be included on marketing brochure and onsite materials.
- 6 Yes No A curriculum vitae or resume for each presenter. This should include a listing of recent presentation experience. (Not required if you have been a presenter for AZHIMA in the past three years).
- 7 Yes No Picture of yourself (color) for the program, if requested. (For convention programs, a picture will be requested and is appreciated. - JPEG, TIFF or EPS formats are acceptable)

IV. HONORARIUM AND/OR OTHER EXPENSE REIMBURSEMENT BEING REQUESTED, IF ANY. As noted above, Convention proposals are generally pro-bono. Include description and expense for each item you are requesting: (Check only one).

- A. _____ Reimbursement for expenses is not requested.
- B. _____ Reimbursement for expenses is not requested. I only request complimentary registration to the day of my presentation.
- C. _____ Reimbursement for expenses is not requested. My company will sponsor my presentation (including convention registration, if needed). In exchange for my company covering my expenses, AZHIMA will recognize my company's sponsorship of my presentation in the program marketing materials (includes pre-convention announcements & materials, and the onsite brochures).

D. _____ Reimbursement for the following expenses is requested, as follows:

Honorarium	\$ _____		
Ground Travel	\$ _____	From _____	To _____
Coach Air Travel	\$ _____	From _____	To _____
Lodging	Number of nights _____		
Other	\$ _____	Describe _____	

V. PROPOSED PROGRAM FORMAT:

- _____ Convention General Session. General session presentations are one hour in length
- _____ Keynote address. Keynote address is generally one hour in length.
- _____ Convention Track session. Concurrent Track sessions are 1 hour in length.

Name: _____

VI. LEARNING LEVEL

The learning level that best describes this session is (check one)

_____ Entry level – Introductory _____ Mid level – Practical
_____ High level – Theoretical _____ All

VII. AUDIOVISUAL REQUIREMENTS:

_____ LCD projector and Screen _____ AZHIMA-provided laptop computer
_____ Flip Chart(s). Number of flip charts: _____
_____ Other (Describe): _____

If requesting LCD Projection equipment for a track session, will you be able to provide a laptop? _____ Yes _____ No

Printed Name: _____

Signature: _____ Date _____

Email or Fax Educational Presentations Information and Applications to Becky Buegel, RHIA, CHP, CHC

E-mail to bb82153@gmail.com