



## Association Agreement

This Agreement is between the Association of Clinical Documentation Improvement Specialists (ACDIS, or National) and the \_\_\_\_\_, a local chapter of ACDIS (hereinafter LOCAL CHAPTER).

ACDIS believes in the inherent benefit of appropriate and complete medical record documentation on the quality of healthcare. Its mission is to serve as the premier healthcare community for clinical documentation specialists, providing a medium for education, professional growth, program recognition, and networking.

To enhance that mission, ACDIS endorses the formation of state and local networking organizations, encourages the collaboration of such groups with the national body, and supports the alliance of the local and national groups for mutually favorable principles.

ACDIS and the LOCAL CHAPTER (hereinafter “the parties”) commit to adhere to the ACDIS *Code of Ethics* and act together for the primary purpose of facilitating respective members’ opportunities to network, share resources, obtain educational opportunities, and enhance the mission of the profession without increasing the fiscal burden or obligation of either party.

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## Description of Services Rendered

To that end, ACDIS agrees to:

- Act in a manner compliant with its *Code of Ethics* and within the best interest of the Association and its membership.
- Assist LOCAL CHAPTER leadership in support of the ACDIS mission statement to address the educational and networking needs of the CDI community.
- List LOCAL CHAPTER information on its website [www.acdis.org](http://www.acdis.org) and other networking mediums subject to internal policies as well as space and resource limitations.
- Provide members of the LOCAL CHAPTER with a discount on national membership.
- Provide official members of the LOCAL CHAPTER a group discount rate to attend the annual ACDIS national conference.
- Donate ACDIS-related products free of charge (two times annually, at the discretion of the ACDIS leadership) to facilitate LOCAL CHAPTER events.
- Provide the LOCAL CHAPTER with additional ACDIS marketing collateral for the LOCAL CHAPTER's use and dissemination, as available and at the discretion of ACDIS leadership.
- Provide LOCAL CHAPTER leadership general guidance with meeting facilitation, including use of the LOCAL CHAPTER toolkit.
- Provide quarterly conference calls for LOCAL CHAPTER leadership in conjunction with the Chapter Advisory Board to address ongoing concerns and provide insight on effective local chapter management.
- Participate in LOCAL CHAPTER leadership meeting calls, as needed and at the discretion of ACDIS leadership, to assist meeting planning and leadership transitions.
- Provide LOCAL CHAPTER leadership (the three leaders executing this agreement) discount of 50% off ACDIS membership for the subsequent year, at the discretion of National, for successful completion of leadership responsibilities.
- Provide the LOCAL CHAPTER with limited use of the ACDIS LOCAL CHAPTER logo, including permission to use on LOCAL CHAPTER websites, collateral, or chapter correspondence.

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The LOCAL CHAPTER agrees to:

- Choose three officers who **must be** from different healthcare organizations and **who are current ACDIS members** to act as liaisons between the parties.
  - If any member of the leadership team can no longer fulfill his or her duties, that individual must inform the two remaining team leaders within 30 days.
  - Should any member of the leadership team be found to have lapsed in his or her duties (largely absent from leadership meetings and/or non-responsive to communication from the leadership team within any 30-day period, or no longer maintains active national ACDIS membership), the remaining team members shall contact National and work to identify a replacement leader.
- Regularly provide and update member and leadership information, including the following:
  - Officers' contact information and signed Association Agreement form (this form).

This information is crucial. In instances where an officer changes positions, facilities, or location, contact Associate Director Melissa Varnavas at [mvarnavas@acdis.org](mailto:mvarnavas@acdis.org) as soon as possible.

Whenever a change in leadership occurs, a new agreement form **must be** completed and sent to ACDIS national within 30 days
  - LOCAL CHAPTER membership rosters, using the ACDIS provided [online membership roster](#).

If for any reason this online membership roster cannot be used, the leadership team **must** reach out to National to discuss viable alternatives.

Rosters should be emailed to National on a quarterly basis (March, June, September, December).
- Hold at least two meetings per year for its LOCAL CHAPTER membership.
  - *ACDIS National recommends quarterly meeting cadence.*
  - If difficulties arise with meeting planning, LOCAL CHAPTER leadership should inform National as soon as possible.
- Provide ACDIS National with ongoing updates regarding LOCAL CHAPTER organizational structure and developments as well as meeting and event information, which ACDIS National shall publish at its discretion.
- Apply for Certified Clinical Documentation Specialist (CCDS) continuing education credits where applicable.
- Include ACDIS National representative(s) on all official LOCAL CHAPTER leadership communications.
- Strongly encourage all LOCAL CHAPTER members to join the National ACDIS organization, reminding members of the importance and benefits of National offerings, and that ACDIS requires all participating chapter members, not just leaders, to be members of National.

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### Terms of agreement

The nature of the collaboration between ACDIS and the LOCAL CHAPTER is not considered a business partnership in any way. Neither party may make or accept any official commitment on behalf of the other, or express the assumed intent or wishes of the other organization. No fiscal obligations should be assumed concerning this agreement.

Nothing in this agreement grants LOCAL CHAPTER rights to ACDIS's intellectual property. "Intellectual property," includes copyrighted/paid membership materials and membership data (i.e., membership roster information). Certain features and functions of the ACDIS website are generally *available only to ACDIS members* through the use of a unique user ID and password (hereinafter referred to as "IDs"). An ACDIS member's ID is personal and should not be shared by multiple people within an organization as outlined in the ACDIS membership "Terms of Use agreement."

Should the LOCAL CHAPTER wish to share/use ACDIS copyrighted/paid membership materials with individuals, the LOCAL CHAPTER leadership should contact ACDIS National representatives for permission. Limited use of copyrighted/paid membership materials by LOCAL CHAPTER leadership to facilitate meetings may be allowed in certain circumstances.

This Agreement remains in effect for *one year* and ***must be renewed annually by December 31*** unless previously terminated.

Termination may be made by either ACDIS or the LOCAL CHAPTER after a 30-day written notification. In the event of termination by LOCAL CHAPTER, ACDIS reserves the right to solicit new leadership for the LOCAL CHAPTER with the opportunity to continue LOCAL CHAPTER activities. Should the LOCAL CHAPTER wish to continue operating after termination of this agreement, ACDIS revokes rights to use the ACDIS LOCAL CHAPTER logo.

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Signed:

ACDIS ASSOCIATE DIRECTOR: s:// Melissa Varnavas

DATE: **02/22/16**

LOCAL CHAPTER OFFICER 1:

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCAL CHAPTER OFFICER 2:

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCAL CHAPTER OFFICER 3:

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact phone: \_\_\_\_\_ DATE: \_\_\_\_\_