

UPCRA
POLICY/PROCEDURE

COMMITTEE/CHAIR: Reimbursement

SUBJECT: Role and Responsibilities

PURPOSE: To clearly define the role/responsibilities of the Reimbursement Chairperson and to provide continuity when a new chairperson is elected. To also assist the chairperson in delegating duties to members of the committee.

POLICY: The UPCRA Reimbursement Chairperson shall be appointed by the Nominating Committee. This individual shall be responsible for oversight of national, regional, and state reimbursement issues regarding Cardiac and Pulmonary Rehabilitation.

LENGTH OF TERM: Two (2) years, with a maximum of two consecutive terms. (Bylaws Section 5.10)

PROCEDURE: a. Oversight of the Reimbursement Committee by the chairperson will include, but may not be limited to the following duties:

1. Serving as a liaison between UPCRA membership and the AACVPR reimbursement committee for issues regarding Cardiac and Pulmonary Rehabilitation reimbursement.
 2. The chairperson shall be responsible for updating all member facilities of any changes in state, regional and national reimbursement guidelines through the use of the ND/SD calling/e-mail tree.
 3. Serving an additional dual role if desired as the liaison between UPCRA and the Medicare Administrative Contractor.
 4. Serving as the association's delegate(s) to national reimbursement/lobbying events as often as deemed appropriate by the association's board of directors.
 5. Serving as a troubleshooter for facilities that have questions/concerns with reimbursement-related issues.
 6. Presentation of current relevant reimbursement information at the annual UPCRA conference, Board of Director's meetings, and periodic association webinars as requested.
- b. The Reimbursement Chairperson and/or UPCRA Executive Board shall choose UPCRA members to serve on this committee. The committee shall include both cardiac and pulmonary representation.
- c. The Reimbursement Chairperson will keep a 3 ring binder of all past, present, and future relevant information and documentation. This will be passed on to the chairperson's successor when his/her term expires.
- d. If the committee chair is unable to attend the board retreat or an UPCRA meeting, he/she will submit a written report to the president beforehand.