

## **HIMAA and NCCH 2015 NATIONAL CONFERENCE CALL FOR ABSTRACTS**

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***HIMAA and NCCH invites the submission of abstracts for their 2015 National Conference  
The conference will be held at Sydney Masonic Conference & Function Centre, Sydney  
27<sup>th</sup> – 29<sup>th</sup> October 2015***

***“Diversify, Innovate and Transform”***

Health systems are changing at an astonishing pace. Growing information needs and demands are driving much of this change. The current health reform journey will depend on capacity to accurately manage not only the electronic health record, but also the underlying systems that enable timely digital access to data for clinical management, funding, research and service planning. Quality and quantity will be paramount in reform success, as will confidentiality and privacy.

At a time when HIM and Clinical Coder skills have never been more important, in order to manage the change it is also vital that health information professionals embrace the need to diversify, innovate and transform.

Set in Sydney’s CBD this year at a purpose-built conference and function centre, with a range of accommodation to meet every pocket, public transport and all-day parking at knock-down prices within 5 minutes of the venue, this year’s HIMAA and NCCH National Conference is sure to attract more health information professionals than ever before.

An added bonus this year is that delegates will be joined by members of the Council of the International Federation of HIM Associations, so the proceedings will offer a truly international flavour.

### Conference Streams

- Health Information Management
- Clinical Coding Workshops
- Health Classification, Costing and Funding

### Session topics

- eHealth – EMRs, Telehealth, PCEHR, patient portals
- Funding, casemix and costing
- Service management – reporting, planning, analytics, data quality
- Management – relationship building, HR, change management
- Medico-legal issues – privacy principles and policies, documentation
- Research
- International Perspectives
- Workforce, Training and Professional Pathways

Abstracts are called for conference contributions in four formats:

- Papers – Practice and Academic/Research – 15 minutes + 5 mins questions
- Practice Bytes – 5-8 minutes + discussion
- Posters – 7.5 minute informal presentation opportunity
- Workshop – 1 – 1.5 hours, outcomes-focussed

### **Practice Bytes**

For HIMs or Coders who have had an 'aha!' recently, and have made an improvement to the way they practice that they'd like to share with their peers. Or they may have had a brilliant idea, or been following a particular development at the frontline of clinical coding or HIM delivery that they think others may benefit from. Or it may be a case study of a problem they are yet to find a solution to, and would like the benefit of their peers' advice.

In a Practice Bytes session, you will have 5-8 minutes to describe your case, outline your innovation/improvement, or impart your idea. The session chair will then field immediate responses, and at the end of the session the reflective thinker who takes time to formulate their response will also be given the opportunity to provide feedback.

Abstracts for Practice Bytes should describe the innovation, improvement, case or idea in no more than 250 words, and should include your name, occupation, employer (if relevant), contact details, and a brief 50 word biography.

Abstracts can also nominate the stream and session topic to which they recommend themselves (see general introduction above).

### **Posters**

Posters detailing process or practice improvements, or developments in standards or curriculum, education and training relevant to health information professionals are also invited. Poster abstracts should describe the objective of the poster, its content, and why it is best suited to poster presentation. An indication of graphic design intent will be viewed favourably.

This medium ideally suits presenters who wish to give conference goers the opportunity to absorb and reflect on conceptual or systems complexity, or view a whole project, and who prefer one-on-one communication or with small groups.

Poster presenters will have 7.5 minutes allocated during a poster presentation session to speak to their poster. Posters should be on one sheet of A2 size. Graphic design is encouraged. A 50 word biography for authors to be included please.

### **Workshops**

Professional development is not just about imparting information and sharing ideas. It is also about learning new or updating skills and knowledge that you can apply in practice. Abstracts for interactive workshops of 1 to 1.5 hours in length are invited. Abstracts should indicate the workshop's:

- Target audience (HIMs, Clinical Coders, and special interest groups etc.)
- Learning needs/objectives
- Structure and learning strategies
- Intended outcomes
- Evaluation
- AV/room layout requirements

Workshops should also identify the HIMAA competency domains they address (see general introduction above) and can also nominate the streams and session topics to which workshop facilitators wish to recommend them.

Abstracts should provide contact details for the workshop facilitators including name, occupation, employer, phone, address and email, and include short biographies for facilitators of 50 words.

## **Papers Submission Guidelines**

Papers, both Academic/Research and Practice-based, to address conference program theme and session topics are invited. Papers should be of 15 minutes duration in delivery. Presenters can expect to be allocated an additional 5 minutes for questions from delegates. This may be immediately following paper presentation or in a block of time for questions at the end of the session in which the paper is scheduled.

### **Criteria for Selection**

Paper selection for oral presentation will be made by the Conference Committee using the following criteria:

- Relevance or significance of the topic
- Method/Research/Descriptive
- Presentation of information
- Originality
- Discussion or interpretation
- Clarity of writing

Criteria will be applied through different procedures depending on whether the submission is a Practice paper or an Academic/Research paper.

- Academic/Research papers will be double-blind reviewed by at least two independent subject matter experts in the paper's content area. The independent peer review process will be coordinated by the HIMAA and NCCH Conference Committee's academic panel.
- Practice paper abstracts will be reviewed against the criteria by a panel of Conference Committee members. Members review each abstract independently of each other but then meet to reach consensus on their responses.

Papers will also be eligible for publication in full in conference proceedings. Academic/Research papers placed by double-blind peer review will be acknowledged as such in proceedings publication.

The Committee is seeking contributions which will provide participants with practical information and/or newly researched findings.

### **Submission information for intending paper authors**

Papers submitted for inclusion in the Conference program should comply with the following submission criteria. Please follow these criteria carefully, as submissions that do not include all relevant details will not be considered.

- Papers should be original and the author's own work. Work which has been previously published or presented must include details of when and where presented, which may be included at the discretion of the committee.
- All submitted manuscripts must be complete and legible
- All manuscripts are to be submitted in English
- File format of Word .doc
- Academic/Research papers needs to be submitted in full by the due date and will be double-blind reviewed by at least two independent peers – see further submission details below
- Practice papers are submitted by abstract and reviewed by a Conference Committee panel – see

further submission details below

- Both Practice and Academic/Research papers will be eligible for inclusion in conference proceedings, Practice papers by abstract and Academic/Scientific papers by full paper
- The HIMAA and NCCH Conference Committee understands that authors of Academic/Research papers may wish to reserve them for first publication rights elsewhere.

Authors may also nominate the Conference Stream and Session Topic to which they recommend their submission.

Conference Streams:

- Health Information Management
- Clinical Coding Workshops
- Health Classification, Costing and Funding

Session Topics:

- eHealth – EMRs, Telehealth, PCEHR, patient portals
- Funding, casemix and costing
- Service management – reporting, planning, analytics, data quality
- Management – relationship building, HR, change management
- Medico-legal issues – privacy principles and policies, documentation
- Research
- International Perspectives
- Workforce, Training and Professional Pathways

Papers which address a theme within the context of one or more of the HIM competency domains will be viewed favourably. The domains are:

- Generic Professional Skills
- Health Information and Records Management
- Language of Medicine
- Healthcare Terminologies and Classification
- Research Methods
- Health Services Organisation and Delivery
- Health Information Law and Ethics
- eHealth
- Health Information Services Organisation and Management

### **What to include when submitting a paper**

The following information must be submitted with each Academic/Research paper or Practice paper abstract:

#### ***Practice Papers***

- Name of principal author. Family name should be shown in **bold**. Please include your title
- Names of all contributing authors
- Name of author's organisation
- Full mailing address, phone and fax numbers, e-mail address

- Brief (50 word) curriculum vitae (CV) for each author
- An **abstract** of up to 600 words, including the following sections:
  - Title
  - Introduction
  - Outline of project/study
  - Conclusion
- Competency domain/s addressed by the paper (optional)
- Recommended Conference Stream and Session Topic (optional)
- Presentation title to be in sentence case and abstract to be written in British English spelling.

### ***Academic/Research Papers***

- Author and affiliation details **not to be included** on paper to allow for double blind peer review. Details to be added if paper is accepted.
- Submit **full written paper** of between 2000 – 3000 words, including:
  - Title
  - Abstract
  - Introduction to topic area and paper objectives or hypothesis
  - Background and concise literature review
  - Methodology
  - Results
  - Discussion
  - Conclusion
  - References and acknowledgements
- Competency domain/s addressed by the paper (optional)
- Conference Stream and Topic Session recommended (optional)
- Presentation title to be in sentence case and paper to be written in British English spelling.

### **GENERAL SUBMISSION GUIDELINES**

#### **How to submit an abstract or paper.**

Filename: Use filename of HIMAANCCH\_2015\_authorsurname.doc (if submitting more than one abstract use numbers to identify multiple abstracts e.g. HIMAANCCH\_2015\_authorsurname2.doc).

E-mail Abstracts can be sent to events@hima.org.au.

OR

Mail Please send a CD/DVD/USB and two hard copies of all documents to:

HIMAA & NCCH 2015 National Conference  
C/- Marketing and Events Coordinator  
HIMAA  
Locked Bag 2045  
North Ryde NSW 1670  
AUSTRALIA

#### **Due date for accepting abstracts**

Abstracts must be submitted by **30<sup>th</sup> March 2015**. All abstracts will be acknowledged by e-mail or in writing.

### Notification of acceptance

Authors will be notified in writing of the result of their submission by **29<sup>th</sup> May 2015**. Notification will include advice regarding acceptance for oral presentation; allotted duration for oral presentations and preliminary information (which may be subject to change) about the session time for the presentation. At this time authors will be offered the opportunity to revise the paper/abstract. Upon acceptance authors will also be advised about submitting full-text copies of their presentation for publication in the Conference Proceedings.

### Key dates

Call for abstracts	12 <sup>th</sup> December 2014
Abstracts due for submission	30 <sup>th</sup> March2015
Abstract acceptance	29 <sup>th</sup> May 2015
Conference dates	27 <sup>th</sup> – 29 <sup>th</sup> October 2014

### Costs

Successful presenters are responsible for meeting all costs associated with attending the conference and the presentation of their paper, poster, practice byte or workshop. A discounted rate on conference registration is offered for presenters of Papers, Posters and Workshops.

### Enquiries

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