Society of Hospital Medicine
Hospitalists. Transforming Healthcare.
Revolutionizing Patient Care.

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Practice Management Committee

REPORTS TO: Board of Directors

COMPOSITION: Eight to 15 members at large, including the Chair (appointed by the President of SHM)

TERM: Chair shall serve for two years, with possible reappointment once (maximum four years). Members shall serve for one year, with possible reappointment up to four times (maximum five years). All terms begin and end one week prior to the Annual Meeting.

CHARGE:
The Practice Management Committee will advise the Society regarding issues related to the business aspects of hospital medicine and the management of hospital medicine groups, and will oversee the development of member communication, education and resources related to practice operations.

GOALS:

1. Serve as an advisory body to SHM's Practice Management Institute
2. Address legal and regulatory issues impacting hospital medicine groups, and recommend communication, education and resources to assist members in dealing with these issues
3. Recommend practice management-related topics for educational forums such as the annual meeting's practice management track, pre-courses, etc.
4. Serve as an editorial review board for practice management-related content on the SHM website
5. Promote innovation, validation and rapid adoption of best practices in managing hospital medicine programs
6. Advise the Society regarding its collaboration with other professional organizations involved in practice management, such as MGMA, ACPE, ACHE, etc.
7. Provide a liaison among other SHM committees/task forces that deal with aspects of practice management (e.g. PAC, Administrators TF, NPP Committee, Co-management TF, PPC)

RESPONSIBILITIES:

Chair

- Develop meeting agendas with input from SHM staff and committee members
- Assign responsibilities to committee members
- Set deadlines for completion of assigned responsibilities
- Present reports and recommendations to the SHM Board of Directors
- Communicate to the entire committee on actions and decisions of the SHM Board
- Coordinate meeting dates with staff
- Oversee and approve the minutes of committee meetings

Task Force Members

- Attend and participate in all committee meetings and teleconferences
- Prepare for meetings by reviewing agenda and reading background materials
- Respond in a timely fashion to requests for information from the Chair
- Complete all assignments in a timely fashion