

**Policies and Procedures: WVU Physicians of Charleston**  
**Policy & Procedures Committee**

**Section: Compliance**

**Chapter: Billing**

**Policy: Policy & Procedures Committee Composition and Processes**

**I. Purpose**

The purpose of this policy is to set forth the composition of the WVUPC Policy & Procedures Committee, and the processes to be followed by such Committee in addressing the issues which come before it.

**II. Scope**

This policy is applicable to the Policy & Procedures Committee of WVUPC, and all individuals who are members of and render services in conjunction with such Committee.

**III. Statement of Policy/Procedure**

WVUPC is committed to ensuring compliance with all regulatory requirements regarding billing and coding for services rendered by WVUPC practitioners. To this end, WVUPC shall have in place a Policy & Procedures Committee whose function shall be to address particular billing and coding issues and concerns which are brought to it for consideration and to make recommendations regarding such issues and concerns as needed to the WVUPC governing board. The Policy & Procedures Committee shall also formulate policies and procedures on specific billing issues for consideration by the governing board of the WVUPC organization. This policy is intended to address the composition of that Committee, and to set forth the processes to be followed by that Committee and its members.

**IV. Procedure**

**A. Composition of Committee**

- The Policy & Procedures Committee of WVUPC shall be comprised of the following individuals:

The chief operating officer of WVUPC

The corporate compliance officer of WVUPC

The practice administrator of each clinical department

One certified coder from each clinical department

The manager of Charleston billing operations

**B. Processes**

1. The Policy & Procedures Committee of WVUPC shall meet on a monthly basis, and at such other times as deemed necessary by the Chief Operating Officer of the organization. The monthly meetings shall be held on the second Thursday of each month at 8:30 a.m. in the second floor conference room of the WVU Building.

2. Attendance at committee meetings is, except for illness or other reasons pre-approved by the Chief Operating Officer, mandatory.

3. Matters discussed by the members of the Policy & Procedures Committee shall, by nature, be deemed sensitive and confidential and may not be discussed with other individuals within or outside the organization except with the express permission of the Chief Operating Officer of the organization, or as otherwise required by law.

4. One member of the Policy & Procedures Committee shall be designated to prepare and circulate the agenda of each meeting of the Committee within five (5) days of each monthly meeting.

5. Issues which are identified as requiring the review of the Policy & Procedures Committee shall be communicated to the Committee designee with responsibility for circulating the meeting agenda within seven (7) days of the meeting at which such issue is intended to be presented.

6. Minutes shall be prepared of each meeting of the Policy & Procedures Committee, and shall be circulated to Committee members within twenty-four (24) hours of each scheduled meeting.

7. One member of the Policy & Procedures Committee shall be designated as the Chairperson of the Committee, shall call all meetings to order, and shall ensure that all meetings are conducted in an orderly and efficient manner consistent with recognized rules of order.

8. Any issue calling for a vote of the Committee shall be decided by majority rule.

9. Whenever matters brought to the attention of the Policy & Procedures Committee require the adoption of an organizational policy or procedure, such policy/procedure shall be submitted to the governing board of the WVUPC organization for formal approval.

**VI Implementation**

All organizational communications, policies and/or procedures generated as the result of action by the Policy & Procedures Committee shall, along with all minutes of committee meetings, be maintained by the WVUPC compliance officer in the corporate compliance manual of the organization.

**VII. Administration and Interpretations**

Questions regarding the provisions of this policy shall be directed to the chief operating officer or the corporate compliance officer of WVUPC organization

**VI. Amendment or Termination of this Policy**

This policy may be amended or terminated at any time.