HIMAA and NCCH 2019 NATIONAL CONFERENCE
CALL FOR SUBMISSIONS

HIMAA and NCCH 2019 National Conference
Western Sydney Stadium, Sydney, New South Wales
23-25 October 2019

“Health Information Management: Celebrating 70 years of Strength in Diversity”

Abstracts are invited for the 2019 National Conference of the Health Information Management Association of Australia (HIMAA) and the National Centre for Classification in Health (NCCH). With the profession celebrating its 70th anniversary, the exciting collaboration between Australia’s two national leaders in health information management and clinical classification offers the defining annual opportunity for professional update and networking.

Health information management professionals have assumed the lead roles in the introduction of scanning and digital health solutions in health institutions, public and private, around the country. They are not just responding to a changing landscape in health service provision, they are creating and challenging it to perform effectively and efficiently, and then some. The integration of health care across the primacy and tertiary health care divide, and the dual benefits this will bring in improving quality of patient care and containment of costs, is now not just a goal, it is imminent.

This year’s theme celebrates the profession’s 70th anniversary, commemorating the transformation of the profession and strength at the heart of healthcare. Therefore, this year’s conference is aptly titled:

Health Information Management: Celebrating 70 years of strength in diversity.

The professions of health information management and clinical classification has come a long way over the past 70 years since the establishment of the New South Wales Association of Medical Records Librarians and the Victorian Association of Medical Librarians in 1949. Today’s Health Information Management Professionals are diverse in their skills and capabilities, continuing to be the heart of the healthcare system. This year’s call for submissions encourages presenters to share their research and practice solutions that demonstrate the strength in diversity in the field of health information.

The HIMAA and NCCH National Conference is an annual event which allows the sharing of knowledge and experiences gained from health information related projects and research. If you have been working on a project or undertaking research involving health information, do not keep this information hidden – share it with your colleagues! The conference will allow you to publicise how you and your organisations are meeting the current challenges in the management and use of health information. Please consider submitting to our conference and share your knowledge and experiences.
Session Topics:

1. **Digital Health/Health Informatics** – My Health Record, EMRs, personal health records, telehealth, consumer health informatics, aged care informatics, mobile technology in health, implementation of health information systems, social media and health.

2. **Health Analytics** – data analytics, business intelligence, predictive analytics.

3. **Health Classifications and Coding** – activity based funding, casemix, clinical costing, coding quality.

4. **Clinical Documentation Improvement** – best practice strategies, program development and evaluation, quality measures, advancing CDI through technology.


6. **Information Governance** – data standards, data quality, clinical data management.

7. **Medico-legal Issues** – privacy principles and policies, security.

8. **Leadership and Management** – human resource management, change management, strategic planning, accreditation, staff engagement.

9. **International Health Information Management** – practice and perspectives.


Conference Formats

**Submissions can be in four formats**

1. Research paper – 2,000 – 3,000 word submission. 15 minutes (+ 5 mins questions) presentation
2. Professional practice abstract – 650 word submission. 10 minutes (+ 5 mins questions) presentation
3. Student abstract – 500 word submission. 10 minutes (+ 5 mins questions) presentation
4. Poster – 250 word abstract submission. 1 PowerPoint slide displayed at conference. 5 minutes informal presentation opportunity at conference
5. Workshop – 650 word overview submission. 1 – 1.5 hours conference workshop.

See below with regards to the number of submissions allowed.

1. **Research papers**

We are seeking contributions which will provide participants with practical information and/or newly researched findings related to the conference program theme and session topics. Submissions should be 2,000 - 3,000 words in length (excluding title and references) using the template available by following the link to the template below. Please view the 2018 conference proceedings for examples. Presentations at the conference will be 15 minutes duration with an additional 5 minutes for questions from delegates.

**Research Papers submission guidelines**

- Paper to be between 2,000 - 3,000 words (excluding title and references) using the template available [HERE](#). Note: margins should be 2cm on all sides.
- Australian spelling should be used and conform to the Macquarie Dictionary.
- Authors should prepare manuscripts according to the Harvard (Author-Date) referencing style. For details, please refer to the Style Manual for Authors, Editors and Printers, Revised by Snooks & Co. (6th edition), 2002, Milton, QLD: John Wiley & Sons. The following website is also a valuable resource: [http://libguides.library.usyd.edu.au/citation](http://libguides.library.usyd.edu.au/citation).
- Paper must be submitted as a word document through the submission portal via the HIMAA website.
- Choose a session topic from the list above that is most relevant to your paper.
- Nominate that the submission is a research paper.
- Do not list author(s) or affiliations on the paper. Author details should be entered into the online submission portal only.
- Indicate the presenting author, with contact details and a 50 word biography to be included in the
submission form. Number of presenters is limited to one.

Research papers should include the following headings:

- Title of the paper in sentence case
- Structured abstract (with headings: introduction, method, results, discussion, conclusion)
- Body of paper with headings as in abstract (introduction, aim/objectives, method, results, discussion, conclusion)
- References
- Acknowledgements (if relevant).

Research paper review process

Research papers will be double-blind reviewed by two independent reviewers. The independent peer review process will be coordinated by the HIMAA NCCH Conference Committee’s Academic Panel. Papers will be assessed based on: originality; relevance to conference theme and session topics; clarity of description of method, results and discussion; and clarity of writing.

Notification

You will be notified via email by 14 June 2019 if your paper is accepted for presentation and publication. If your paper is accepted, you will be required to revise and resubmit based on reviewers’ comments. If the Academic Panel is not satisfied with the revisions, your paper will not be given final acceptance for presentation or publication.

Publication of research papers

Selected research papers will be published in the conference proceedings. During the submission process, you will have an opportunity to provide your consent for the paper to be published if selected. The conference proceeding is a peer-reviewed publication and is indexed with an International Standard Book Number (ISBN).

2. Professional practice and student abstracts

Professional practice or case study abstracts are designed to provide conference delegates with practical information from ‘real-life’ examples in health information management and classification/coding. They provide a forum to present and obtain feedback from peers regarding relevant problems and how solutions have been devised and implemented, lessons that have been learnt, and how could things have been done differently.

The student abstracts are an opportunity for health information students to present their work from their studies, such as research or professional practice findings, or a significant assessment result.

Abstract submission guidelines

- Abstract to be a maximum of 650 words (professional practice) / 500 words (student) (excluding title and references) using the template available HERE.
- Australian spelling should be used and conform to the Macquarie Dictionary.
- If references are used in the abstract, these should be according to the Harvard (Author-Date) referencing style. For details, please refer to the Style Manual for Authors, Editors and Printers, Revised by Snooks & Co. (6th edition), 2002, Milton, QLD: John Wiley & Sons. The following website is also a valuable resource: http://libguides.library.usyd.edu.au/citation.
- Abstract must be submitted as a word document through the submission portal via the HIMAA website.
- Choose a session topic from the list above that is most relevant to your abstract.
- Nominate that the submission is a professional practice abstract or a student abstract.
- Do not list author(s) or affiliations on the abstract. Author details should be entered into the online submission portal only.
• Indicate the presenting author, with contact details and a 50 word biography to be included in the submission form. Number of presenters is limited to one.

Abstracts should divide the content into sections using headings and sub-headings. Suggested headings include:

• Title of abstract in sentence case
• Introduction (background, setting, problem to be addressed)
• Professional practice/case study description
• Implementation/experiences
• Conclusion – lessons learnt
• References – whilst not essential, the use of references is encouraged.

Abstract review process

Abstracts will be double-blind reviewed by two independent reviewers. The independent peer review process will be coordinated by the HIMAA NCCH Conference Committee and its Academic Panel. Abstracts will be assessed based on originality, innovation, relevance to the conference session topics, and clarity of writing.

Notification

You will be notified via email by 14 June 2019 if your abstract is accepted for presentation. If your abstract is accepted, you will be required to revise and resubmit based on reviewers’ comments. If the Academic Panel is not satisfied with the revisions, your abstract will not be given final acceptance for presentation or publication.

Publication of abstracts

Selected abstracts will be published in the conference proceedings. During the submission process, you will have an opportunity to provide your consent for the abstract to be published if selected. The conference proceeding is a peer-reviewed publication and is indexed with an International Standard Book Number (ISBN).

3. Posters

Posters are invited detailing research, process or practice improvements, and education and training relevant to health information professionals and clinical coders. This medium ideally suits work in progress or presenters who prefer one-on-one communication of information.

Poster submission guidelines

• Abstract to be a maximum of 250 words (excluding title and references) using the template available HERE.
• The poster abstract should include headings appropriate to the study for example: introduction/ background, aim/objective, method, results, discussion, conclusion, references, but may include the headings suggested in the professional practice abstract section above.
• Australian spelling should be used and conform to the Macquarie Dictionary.
• If references are used in the abstract, these should be according to the Harvard (Author-Date) referencing style. For details, please refer to the Style Manual for Authors, Editors and Printers, Revised by Snooks & Co. (6th edition), 2002, Milton, QLD: John Wiley & Sons. The following website is also a valuable resource: http://libguides.library.usyd.edu.au/citation.
• Abstract must be submitted as a word document through the submission portal via the HIMAA website.
• Nominate that the submission is a poster.
• Do not list author(s) or affiliations on the abstract. Author details should be entered into the online submission portal only.

If accepted, you will be required to turn the abstract into a one PowerPoint slide poster. Graphic design is encouraged. An electronic copy should be submitted to events@himaa.org.au by 31 August 2019. Poster presenters will have 5 minutes allocated during a poster presentation session to speak to their poster.

**Poster review process**
Posters will be double-blind reviewed by two independent reviewers. The independent peer review process will be coordinated by the HIMAA NCCH Conference Committee and its Academic Panel. Poster abstracts will be assessed based on originality, innovation, relevance to the conference session topics, and clarity of writing.

**Notification**
You will be notified via email by 14 June 2019 if your poster abstract is accepted for presentation. If your poster abstract is accepted, you will be required to revise and resubmit based on reviewers’ comments. If the Academic Panel is not satisfied with the revisions, your poster abstract will not be given final acceptance for presentation or publication. Your submitted poster will be reviewed by the Academic Panel to ensure it contains the content from the abstract.

**Publication of abstracts**
Selected poster abstracts will be published in the conference proceedings. During the submission process, you will have an opportunity to provide your consent for the poster abstract to be published if selected. The conference proceedings is a peer-reviewed publication and is indexed with an International Standard Book Number (ISBN).

**Student posters**
The Conference Committee would like to highlight the work students undertake in their studies and as such students are encouraged to submit a poster to the conference. Students are not required to attend the conference if their poster is accepted. Please follow the above guidelines when submitting your poster.

**4. Workshops**
Professional development is not just about imparting information and sharing ideas. It is also about learning new skills and knowledge that you can apply in practice.

**Workshop abstract submission guidelines**
- An abstract of 650 words (excluding title and references) using the template available [HERE](#).
- Australian spelling should be used and conform to the Macquarie Dictionary.
- If references are used in the workshop abstract, these should be according to the Harvard (Author-Date) referencing style. For details, please refer to the Style Manual for Authors, Editors and Printers, Revised by Snooks & Co. (6th edition), 2002, Milton, QLD: John Wiley & Sons. The following website is also a valuable resource: [http://libguides.library.usyd.edu.au/citation](http://libguides.library.usyd.edu.au/citation).
- Workshop abstract must be submitted as a word document through the submission portal via the HIMAA website.
- Choose a session topic from the list above that is most relevant to your workshop abstract.
- Nominate that the submission is a workshop abstract.
- Do not list author(s) or affiliations on the workshop abstract. Author details should be entered into the online submission portal only.
• Indicate the presenting author, with contact details and a 50 word biography to be included in the submission form.

**Workshop abstracts should include the following headings**

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

Workshop abstracts will be double-blind reviewed by two independent reviewers. The independent peer review process will be coordinated by the HIMAA NCCH Conference Committee and its Academic Panel. Workshop abstracts will be assessed based on originality, innovation, relevance to the conference session topics, and clarity of writing.

**Notification**

You will be notified via email by 14 June 2019 if your workshop abstract is accepted for presentation. If your workshop abstract is accepted, you will be required to revise and resubmit based on reviewers’ comments. If the Academic Panel is not satisfied with the revisions, your workshop abstract will not be given final acceptance for presentation or publication.

**Publication of workshop abstracts**

Selected workshop abstracts will be published in the conference proceedings. During the submission process, you will have an opportunity to provide your consent for the workshop abstract to be published if selected. The conference proceeding is a peer-reviewed publication and is indexed with an International Standard Book Number (ISBN).
GENERAL SUBMISSION GUIDELINES

How to submit a paper or abstract

Filename: Use filename of Conference2019_sessiontitle_sessiontopic.docx
For example: Conference2019_Poster_DigitalHealth.docx
If submitting more than one paper or abstract use numbers to identify multiple abstracts, for example: Conference2019_Poster_DigitalHealth2.docx.

Papers and abstracts should be submitted through the 2019 HIMAA NCCH submission portals accessible via the HIMAA website from 20 March 2019.

Enquiries regarding the submission process can be directed to Milla Krivozhnya, Marketing and Events Manager, HIMAA on +61 2 9887 5821 or email, events@himaa.org.au

Number of submissions allowed
Whilst an author may submit more than one paper/abstract, the Conference Committee reserves the right to limit the acceptance to a specified number of papers/abstracts for that author. Where this occurs, the Conference Committee will take the author’s preference into account when making its decision.

Due date for submitting abstracts
All submissions must be received by 3 May 2019. All submissions will be acknowledged by email.

Key dates

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<tr>
<td>Call for submissions</td>
<td>7 February 2019</td>
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<tr>
<td>Submission Guidelines available</td>
<td>7 February 2019</td>
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<tr>
<td>Submission portals open</td>
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<tr>
<td>Papers/Abstracts due for submission</td>
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<tr>
<td>Paper/Abstract acceptance</td>
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Registration of presenters

Successful presenters are responsible for meeting all costs associated with attending the conference and the presentation of their research paper, abstract, poster or workshop. A discounted rate on conference registration is offered for presenters of research papers, professional practice abstracts, posters and workshops. The exception is successful student posters, whereby the student is not required to attend the conference.

Enquiries

Milla Krivozhnya
Marketing and Events Manager,
HIMAA