Payment Policy Committee Fact Sheet

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What is the Payment Policy Committee?
The Payment Policy Committee reviews and monitors issues related to government and commercial insurance, workers compensation, and other healthcare-related payer organizations. The Committee provides informational resources to the membership and makes recommendations to the Board of Directors on possible actions.

How is the Payment Policy Committee organized?
The Payment Policy Committee is led by a Chair and supported by the Senior Policy Consultant and a staff liaison. The Committee is also supported by a Board liaison who represents the committee to the Board of Directors. The Payment Policy Committee uses task forces that support the completion of strategic plan objectives.

The volunteer is typically appointed for a three-year term and may be re-appointed for no more than a total of two consecutive terms of service. **Volunteers begin their term at the APTA Private Practice Annual Conference.**

How often does the Payment Policy Committee meet?
The Payment Policy Committee meets one time, in-person, each year at the APTA Private Practice Annual Conference. The Payment Policy Committee may hold 6 or more conference calls a year at the discretion of the chair.

Who pays my expenses?
Expenses incurred by attending in-person meetings will be reimbursed pursuant to the Section's Financial Policies and Procedures and the current year's budget. A reimbursement form with original receipts must be submitted to the office to receive payment.

What are my responsibilities?

Volunteers are expected to attend the APTA Private Practice Annual Conference.

Other responsibilities include active participation, prompt responses to messages, and the following:

1. Attend in-person meetings and scheduled conference calls.
2. Chair or participate on a task force if requested.
3. Assist with gathering and reviewing information and resources related to payment.
4. Develop, in collaboration with the Chair, strategies to promote Section resources.
5. Identify communication and educational needs to keep members informed.

What are the qualifications?

- Must be an APTA Private Practice member in good standing.
- Must be organized and detail-oriented to complete assignments.
- Must maintain a working e-mail address in the APTA Private Practice member database.
- Must be able to respond to queries promptly.
- Familiarity of how services are paid for and how payment policies affect providers, organizations, or the populations served.

Chair Position Description:

The key roles of the Chair are facilitation, coordination, communication, and volunteer group leadership – ensuring that the volunteers, including ad hoc volunteers, are actively engaged in the achievement of the scope of work and the Section's strategic plan. This individual, in collaboration with the staff liaison, actively participates in the work of the Payment Policy Committee, provides thoughtful input to the deliberations, and focuses on the best interests of APTA Private Practice section, its membership and partners, and works toward the accomplishment of the Committee's goals as described in the strategic plan.

The chair serves a three-year term and is appointed by the Board of Directors.

What are the Chair's responsibilities?

1. Attend all in-person meetings and scheduled conference calls.
2. Collaborate with staff liaison to develop meeting agendas.
3. Review all relevant materials prior to meetings to facilitate discussion and task completion.
4. Communicate regularly with committee members to ensure that volunteer responsibilities and commitments are fulfilled.
5. Assist in the identification and development of future Section leaders.
6. Appoint task force chairs for selected projects.
7. Accept and complete special assignments as requested.
8. Develop strategies to promote Section resources.
9. Identify and encourage potential speakers to submit education proposals on payment issues.
10. Review informational resources and links related to member benefits.
11. Attend APTA State Payment and Policy Forum.
12. Provide timely updates or to the Board of Directors on the activities of the committee, as requested.
13. Collaborate with other APTA Private Practice committee chairs for the benefit of the Section's members and completion of the strategic plan.