

HFMA – Wisconsin Chapter

**Board of Directors
POLICIES & PROCEDURES**

Policy Title: Newsletter/Directory	Policy #: D-06	Page: 1 of 2
Policy and Procedure Manual Chapter: Administrative	Director Responsible: Newsletter Chairpersons	
Approval Date: 03/11/2016	Effective Date: 03/11/2016	

A. PURPOSE

The purpose of the Newsletter/Directory policy/procedure is to state the HFMA National requirements and the methods of accomplishing these requirements for the newsletter and directory.

B. GUIDELINES

HFMA National requires each chapter to produce a minimum of four newsletters, either hard copy or electronic and to report this work on a Chapter Newsletter Report form that is emailed to chapter@hfma.org by the 10th of the month following the quarterly reporting period in which the activity took place (Aug. 10, Nov. 10, Feb. 10, and May 10.)

HFMA National encourages each chapter to place a link on their website that goes to the HFMA on-line membership directory on the National website. This is the only requirement for the membership directory.

C. POLICY/PROCEDURE

NEWSLETTER

The newsletter committee is led by co-chairs. The publications present timely information on health care financial issues and other matters, inform members of upcoming meetings and events, recognize individual members, and provides an update to members on board-level activities.

The board is asked for input and assistance in producing material and content for each issue with a focus on member and human interest stories in each issue.

DIRECTORY

The director committee is led by co-chairs. The directory is provided to all members with the most up-to-date information available. The directory is published in the fall and must be completed by November 10 to satisfy the HFMA National requirements.

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If distributing an electronic directory or a .pdf directory, the directory must be formatted and distributed in a way that prevents anyone from copying and pasting information, or from forwarding it to anyone for any purpose. The introductory page of the directory must state that the information is for the exclusive personal use of the member who received it and it cannot be shared with others.

If a chapter specific membership directory is produced, it must be distributed to chapter members only.

All chapter directories whether paper or electronic or web-based must include:

Important Legal Notice

Chapter Membership Roster (located on the National Website)

Publication of the chapter's membership roster to a chapter website is prohibited unless it is on a secure, password-protected area of the website. Web-based directories must include the following language in a prominent place on the page:

This membership file was downloaded on (INSERT DATE) and may not reflect recent changes to your member record. To make edits to your member record, log in to www.hfma.org and update your information in My Account or call (800) 252-4362, ext. 2 to speak to a Member Services representative.

The chapter directory may include other information as decided by the committee and board.

D. REFERENCES

E. DOCUMENT HISTORY

Created Date: (month/year)

Revised Date: (March 2016)