

***HEALTHCARE FINANCIAL MANAGEMENT ASSOCIATION
NEW JERSEY CHAPTER***

Policy: A13

Title: Use of Another Chapter's Membership List

Date Approved by the Board of Directors: August 12, 2008

Last Reviewed: July 1, 2008

Most Recent Revision: July 1, 2008

Effective Date: August 12, 2008

Policy: The Board of directors recognizes the benefit of advertising NJ chapter educational and networking events to other HFMA Chapters within the region.

Purpose: To be in compliance with the National HFMA policy relative to the use of other Chapters' mailing lists.

Procedure: The Committee Chair or Board Liaison responsible for the event is to complete the official request form (below) and forward it to the Chapter President for review.

The Chapter President will forward the request to the Chapter where permission for advertising is being requested asking for an officer of the Chapter to complete the form and return it.

Completed request forms authorizing the use of another Chapter's mailing list are to be forwarded to chapter@hfma.org for fulfillment.

Chapter or Region Requesting Permission fill in this portion:

On behalf of the _____ Chapter or Region, I am requesting permission from you for a one-time mailing to your chapter's members for the following event:

Title:

Date:

Location:

Labels/List Needed By: _____

Label Format *CHECK ONE*:

_____ Electronic Download (Excel)

_____ Mailing Labels

Please complete the form below indicating your permission and email to chapter@hfma.org. If you need more details about this meeting, you can contact me at:

Chapter Granting Permission fill in this portion:

To be completed by chapter officer granting permission
(*Insert your name and volunteer position*) _____

(*Today's date*) _____

On behalf of the _____

I grant permission for **one-time use** of my chapter's membership mailing list *CHECK ONE*:

_____ Email

_____ Mailing

_____ Both email and mail

OR

☐ No, I do not grant permission.

Questions?
Contact Chapter Relations
(800) 252-4362, or chapter@hfma.org