

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

Policy: A06

Title: Procedure for updating the FOCUS Magazine and Website Maintenance.

Date Approved by the Board of Directors: March 9, 2010

Last Reviewed: April 11, 2017

Effective Date: March 9, 2010

Policy: The Chapter has provided specific instruction on the HFMANJ website that will serve as the recognized Policy & Procedure for the processes outlined below.

Purpose: The intent of this policy is to identify the source and pathway to obtain these instructions.

Procedures: The categories and source of instruction listed at the chapter website at **www.HFMANJ.org** is as follows:

Job Bank Advertising:

- Located under website tab, “**Job/Resume**”. Click on “Post a Job.”

FOCUS Article Submission:

- Located under website tab, “**Garden State FOCUS**”. Click on “Article Submission Policy.”

FOCUS Advertiser Opportunities:

- Located under website tab, “**Garden State FOCUS**”. Click on “Advertisers Link.”

Committee Minutes:

- Per Policy & Procedure E05 all committee minutes are to be forwarded to the Secretary and Chapter Administrator. The Secretary will utilize the minutes for DCMS reporting.