

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

Policy: E01

**Title: NJ HFMA Checklist for Committee Member Planning for
the Quarterly Educational Programs**

Date Approved by the Board of Directors: 6/11/2009

Last Reviewed: April 11, 2017

Most Recent Revision: 6/11/2009

Effective Date: 6/11/2009

Policy:

This Chapter Policy will be utilized for Committee Members, Chapter Administrator, President Elect and Speakers for Planning the Chapter's Educational programs.

Purpose:

The intent of this policy is to provide a detailed checklist to assist in organizing and presenting Educational Programs for our membership. The specific responsibilities are as follows:

1. Meeting Date Setting
2. Meeting Committee Responsibilities
3. Meeting Lead Committee's Responsibilities
4. Participating Committee's Responsibilities
5. Chapter Administrator's Responsibilities
6. President Elect Responsibilities
7. Logistical Responsibilities
8. Checklist for Speakers

Quarterly Meeting Date Setting

1. Chapter Meetings are set on the same day as the scheduled Board meetings, which is the second Tuesday of the month, unless otherwise agreed to by the Board. If there are any conflicts with this date, the President-Elect (PE) will recommend an alternative date and request approval from the Board.
2. The dates for all other education meetings are determined by the specific committee with approval from the PE and the Board.

Meeting Lead Committee's Responsibilities

Preparation for the Meeting:

1. Develop theme.
2. Coordinate participation with other HFMA committees, as applicable.
3. Finalize the topics to be presented.
4. If applicable, and with feedback from the President, the lead committee should coordinate communication with any other participating associations (AAHAM etc.).
5. If a speaker requires payment, obtain Board approval prior to agreeing to any terms.
6. If the speaker fee exceeds \$599, the lead committee must obtain speaker's social security number and address and forward to the Chapter Administrator and Treasurer.
7. Prepare Educational Flyer:
 - a. Lead committee is responsible to develop flyer, sample attached – **Attachment A.**
 - b. Flyer is to be mailed 6 to 8 weeks in advance of scheduled meeting. Flyer must be presented before the Board so that approval may be given to meet the 6 to 8 week advanced mailing of the flyer.
 - c. Request CPE and CLE allowable credits by seeking approval from the CPE and CLE Coordinators. The Coordinators will require at least one week for review. The one week approval time should be considered in the delivery timing of the flyer as stated above.
 - d. Request ACHE award hours by seeking approval from the Assistant Director of Membership of ACHE by mailing the following documents:
 - Cover Letter – **Attachment B**
 - Copy of flyer with agenda
 - Brief Bio of each speaker
 - e. Any revisions to the flyer, once Board approved, must be forwarded to the PE for final determination. The PE will determine if the change/changes require Board approval. This approval can be obtained via email or conference call.
 - f. In all cases, PE reviews and approves flyer prior to final distribution
 - g. Submit flyer to Chapter Administrator for distribution **6 to 8 weeks prior** to conference date. (E-mail flyer will be sent first.
8. Develop a two paragraph meeting blurb to be utilized in the email to accompany the flyer. This blurb must be submitted to the PE for approval, who will email it to the Chapter Administrator for email and website distribution – **Attachment C.**

9. Submit the Event Date Reservation Form to the PE as soon as possible following the finalization of the agenda and logistics for the meeting – **Attachment D.**
10. Send an e-mail reminder to the speakers informing them of the various deadlines, sample attached. – **Attachment E.**
11. Obtain speaker bios for the purpose of introductions and as documentation for all continuing educational credits awarded.
12. Identify speakers requiring overnight accommodations and advise Chapter Administrator.
13. The lead committee is responsible to coordinate all speaker presentations onto one laptop and/or CD in advance of the meeting and provide a back-up laptop and CD of the presentations. The lead committee is responsible for providing a laptop.
14. Copies of the speakers' presentations must be forwarded to the Chapter Administrator so that they can be made available online for the attendees.
15. The lead committee finalizes and changes to audio-visual needs through the PE at least one week prior to the conference – **Attachment D.**
16. The Chapter Administrator will create the online evaluation using the Chapter's chosen survey platform.
17. Establish and distribute emergency/last minute contact list for speakers and moderators.
18. Develop at least two questions for each speaker to answer in the event there are no questions from the floor.

For the day of the meeting:

19. The Chapter projector is the responsibility of the committee.
20. A committee member must return the projector to the appropriate Board Member/.
21. Determine who will moderate the meeting.
22. Determine who will introduce speakers.
23. Before afternoon sessions starts, remind audience about the CPE and CLE sign-in sheets, social networking and completion of program evaluations.
24. Determine who will greet speakers arriving for the afternoon session.
25. Assign two committee members to walk around with wireless microphones.
26. Assign a committee member to verify that food and bartenders are set and are appropriately timed with the event of the day (i.e. if session is running short in the morning advise hotel Sales staff that lunch should be moved up).
27. Assign a committee member to work with the venue contact regarding any issues; such as air conditioning/heating, chairs, etc.
28. Towards the end of the day, a committee member must be responsible to sign the invoice to verify that all AV equipment has been utilized.
29. Assign a committee member to coordinate obtaining membership's badges at end of day.
30. Final evaluations are to be sent to CPE Coordinator after they are tallied. These are required for CPE back-up.

31. Send thank you and results of evaluation to speakers.

OTHER QUARTERLY EDUCATION PROGRAM RESPONSIBILITIES

Participating Committee's Responsibilities

1. Participate in scheduled conference calls for meetings.
2. Indicate whether the Committee can participate in Session.
3. Provide input on several topics, if participating.
4. Confirm with lead committee topic(s) to present.
5. Select speaker(s) for topic/topics.
6. Coordinate the speaker's presentation, ensure the presentation covers requested topic, determine audio-visual requirements, and travel arrangements.
7. Develop at least two (2) questions for the respective speakers, in the event there are no questions from the audience.
8. The two questions for the speaker will be provided by the roving microphone committee members.
9. Send speaker's presentations to the lead committee at least one week in advance of conference.

Chapter Administrator's Responsibilities

The Chapter Administrator (CA) prepares the limited information attendee list for distribution. The list only includes the name, title and employer. This list may be given to presenters and attendees. The Chapter Administrator will provide the following:

1. Bring the CPE and CLE credit sign-in sheet for both the morning and afternoon sessions. In the event there are breakout sessions, the CA will provide CPE sheets for each session.
2. .
3. Communicate the number of attendees to the PE, President and Co-chairs two weeks, one week and then 48 hours in advance of conference.
4. Bring the individual CPE sheet copies.
5. Bring an appropriate number of agendas.
6. .
7. Forward the original CPE sign in sheets to CPE Coordinator. And the CLE sheet to the CLE Coordinator.
8. Make arrangements with the hotel for the overnight stay of speakers, if applicable.

President Elect Responsibilities

1. PE books the meeting venue one year in advance of the Meetings.
2. PE is responsible for all venue event orders.

3. PE coordinates with the venue, with as much advance notice as possible, all AV, food and other logistical needs based on the information provided on the Event Date Reservation Form.
4. PE orders food and coordinates timeframes when coordinating session with the venue.
5. PE communicates number of attendees to the venue 48 hours in advance.
6. PE will be responsible for any session issues on the day of the conference or assigned Board member.

Logistics

1. The venue designs the set-up of the room, depending on the number of attendees. There is flexibility if the committee chairs suggest a different approach.
2. All contracts are to be signed by the Chapter PE or President (Policy B03)
3. The PE coordinates, in communication with the committee chairs, or designees, all logistics with the hotel.

Checklist for Speakers

1. Inform speakers of the conference date and scheduled time of discussion.
2. Inform speakers on length of discussion.
3. Establish a date and time for a speaker conference call:
4. Provide e-mail address for presentation submission in advance of meeting date, at least one week prior to conference.
5. Determine specific audio-visual requirements and coordinate with lead committee. Lead committee will coordinate through PE.
6. Inform speakers of the required 'non-sales' format.
7. Provide directions to speakers.
8. If travel is required, determine accommodation needs (if any). Inform Chapter Administrator, who will make arrangements.
9. Provide speakers with emergency contact name, e-mail address and phone number.
10. Obtain emergency/last minute contact phone numbers from speakers.

[Session Title]

[Committee Name], [Chairperson Information]

[Session Date] at [Session Location]

[Location Address]

For directions see [Location Website]

Registration and Breakfast	[Time]
Morning Session	[Time]
Lunch	[Time]
Afternoon Session	[Time]
Social Open Bar and hors d'oeuvres	[Time]

Morning Session (time – time)

- **[Session Title/Topic]**
 - [Presenter Name], [Company]
- **[Session Title/Topic]**
 - [Presenter Name], [Company]
- **Break**
- **[Session Title/Topic]**
 - [Presenter Name], [Company]
- **[Session Title/Topic]**
 - [Presenter Name], [Company]

Lunch (time – time)

Afternoon Session (time – time)

- **[Session Title/Topic]**
 - [Presenter Name], [Company]
- **[Session Title/Topic]**
 - [Presenter Name], [Company]
- **Break**
- **[Session Title/Topic]**
 - [Presenter Name], [Company]
- **[Session Title/Topic]**
 - [Presenter Name], [Company]

[Session Title]

[Session Date]

REGISTRATION INFORMATION

To register, please visit our web site at www.hfmanj.org, where online payment is also available but not required. You may also mail a check, but we ask that you still register online if at all possible.

NAME	ORGANIZATION	TITLE	MEMBER YES / NO	E-MAIL ADDRESS

FEE:	MEMBERS.....	\$135.00
	NON-MEMBERS	\$160.00
	CERTIFIED MEMBERS (HFMA, CHFP)	\$100.00
	STUDENT REGISTRATION (FULL TIME)	\$35.00
	ON-SITE REGISTRATION -- ON "SPACE AVAILABLE" BASIS.....	\$10 ADDITIONAL CHARGE

REGISTRATION INFORMATION:

- Make checks payable to **HFMA - NJ CHAPTER**, and please mail at least **10 days prior to the event**.
- Registration must be received **three working days prior to the event**.
- **REFUNDS WILL BE GRANTED ONLY IF CANCELLATION IS RECEIVED 48 HOURS PRIOR TO THE MEETING.**
- Dress is **Business Casual**
- Mail payment to:
 - HFMA – NJ Chapter
 - Laura Hess
 - PO Box 6422
 - Bridgewater, NJ 08807
- Phone number for questions is **(908) 963-2505**

NEW JERSEY BOARD OF ACCOUNTANCY CONTINUING PROFESSIONAL EDUCATION CREDITS
 Based on our understanding of the New Jersey State Board of Accountancy's continuing professional education (CPE) requirements, Sponsor No. 185, this course will qualify for **X.X** CPE credits in Accounting & Auditing.

AMERICAN COLLEGE OF HEALTHCARE EXECUTIVES CONTINUING EDUCATION CREDIT
 NJ HFMA is authorized to award **(X.X)** hours of pre-approved ACHE Qualified Education credit for this program toward advancement, or recertification, in the American College of Healthcare Executives. Participants in this program who wish to have the continuing education hours applied toward ACHE Qualified Education credit must self-report their participation. To self-report, participants should log into their MyACHE account and select ACHE Qualified Education Credit.

[Month, Date, Year]

Julianna Kazragys, CAE
Credentialing Manager, Member Services
American College of Healthcare Executives
One North Franklin Street, Suite 1700
Chicago, IL 60606

Dear Ms. Kazragys:

Please find attached information pertaining to the education session titled: “**Insert Title Here**” that will be presented on **Month XX**, 20**XX**, by the New Jersey Chapter of the Healthcare Financial Management Association. We are requesting your approval to offer Category II (Non-ACHE) Continuing Education Credit to participants of this program.

You will find the following attached:

- Event brochure/flyer
- Agenda
- Short bio of each faculty member

Very truly yours,

Name

NJHFMA **Committee Name** Co-Chair

Enc (3)

***Alternatively this can be emailed to: JKazragys@ache.org

[Session Title]

[Session Date]

Mark your calendars to join us at the upcoming [Session Title] on [Month, Date, Year]. This program will help attendees with [Enter Session Description]. The [Committee Name] committee, in coordination with the other NJ HFMA subcommittees, has prepared a schedule of impressive speakers that will provide practical information and tools to help [Enter Description Here]. Exciting topics of the day range from [Enter Session Topics Here].

WHO SHOULD ATTEND

-
-
-
-
-

The detailed flyer is available to download on the homepage of our web site:
www.hfmanj.org.

We look forward to seeing you there!
[Committee Chairpersons Names]

NEW JERSEY HFMA

EVENT DATE RESERVATION FORM

This form must be submitted to the NJHFMA President Elect no later than six (6) weeks prior to the planned event date for all NJHFMA events, regardless of location.

COMPLETE THE FOLLOWING FOR ALL EVENTS:

Committee Chair/Contact Name	
Contact Phone Number	
Contact Fax Number	
Contact Email Address	
Lead NJ HFMA Committee Name	
Facility name, address and phone number	
Function Name	
Event Date	
Event Time	Start: <input type="text"/> am/pm End: <input type="text"/> am/pm