

***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: May 11, 2004

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 and the Chapter Administrator will submit the minutes to the webmaster for updating on the website. All committee minutes can be accessed by going to the website **Committees** tab and clicking on the specific committee.