



**hfma**

healthcare financial management association

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## The Louisiana Chapter of HFMA needs committee members for 2009/2010!

Please consider volunteering your time and talents on a committee that interests you.

A brief description of each committee is attached.

*I am interested in \_\_\_\_\_ committee(s).*

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
E-mail \_\_\_\_\_

Please return this form to the registration table or any HFMA officer or committee chairperson. For additional information email Roger Mattke at [rmattke@lgmc.com](mailto:rmattke@lgmc.com) or call 337-289-8678.

***Thank you for your active involvement in  
YOUR chapter!***

## LOUISIANA CHAPTER COMMITTEES

### ADVANCED PROGRAMMING

**Purpose:** To involve CFO's in chapter educational programs.

### ADVISORY

**Purpose:** To provide advice and support to the current president.

### AUDIT

**Purpose:** To audit the financial records of the Chapter and to submit a report of the audit to the Board of Directors.

### AWARDS

**Purpose:** To formulate procedures for recognizing the efforts of volunteers in HFMA, i.e. Committee chairpersons, committee members, and officers. To coordinate presentation of awards at the installation banquet during the annual institute.

### BYLAWS

**Purpose:** To recommend changes in the constitution and bylaws to the Board of Directors and membership as necessary. To revise the chapter bylaws in accordance with recommendations of the Board of Directors and report such revisions to the Board for approval.

### CERTIFICATION

**Purpose:** To promote professional certification of members as HFMA "Fellow of the Healthcare Financial Management Association" (FHFMA) and "Certified Healthcare Financial Professional" (CHFP)

### COMPLIANCE

**Purpose:** To keep the Chapter informed on compliance issues by working with the program chairman and newsletter editor to get speakers and articles on compliance issues and changes

### CORPORATE SPONSORSHIP

**Purpose:** To solicit financial support in the form of corporate sponsorships in return for recognition in Chapter publications and at Chapter events.

### DAVIS CHAPTER MANAGEMENT

**Purpose:** To submit to National HFMA the information needed to score the Louisiana Chapter for Davis Chapter Management points. To check National's scoring for accuracy and report the chapter's progress during the year.

### GENERAL ACCOUNTING

**Purpose:** To provide speakers and ideas for education sessions on general accounting topics

## **INTERNET**

**Purpose:** To maintain chapter website to keep members informed of chapter activities

## **MANAGED CARE**

**Purpose:** To involve the managed care organizations in chapter educational programs and keep the Chapter informed regarding managed care issues.

## **MEDICARE/MEDICAID**

**Purpose:** To work with the intermediaries and Louisiana Department of Health and Hospitals on issues that arise relating to healthcare and to assist with Medicare and Medicaid programming.

## **MEMBERSHIP**

**Purpose:** To encourage new and advanced members and promote reinstatement of those who have not renewed their membership. To identify target areas for membership recruitment. To maintain an up-to-date membership roster.

## **MEMBERSHIP DIRECTORY**

**Purpose:** To publish the chapter membership directory which contains chapter and national information, as well as a list of all members in the Louisiana Chapter.

## **NEWSLETTER**

**Purpose:** To provide members with information about chapter and National HFMA activities and to provide a forum for reporting state and national issues relating to the healthcare finance industry.

## **NOMINATIONS/LEADERSHIP DEVELOPMENT**

**Purpose:** To select as nominees for chapter officers and vice presidents those who have proven their ability in service to the chapter.

## **PATIENT FINANCIAL SERVICES**

**Purpose:** To involve patient accounting representatives in chapter educational programs and keep the chapter informed on patient financial services issues.

## **PROGRAMS**

**Purpose:** To plan and conduct educational activities that meet the needs of the members and maximize the participation of all members in a meaningful learning process.

## **PUBLIC RELATIONS**

**Purpose:** To issue timely press releases to the media on chapter programs, activities, officers and special recognitions.

## **REGISTRATION**

**Purpose:** To register healthcare professionals attending chapter meetings. This includes providing nametags, ribbons, and lists of attendees, as well as collection of personal data and registration fees.

**SOCIAL/NETWORKING**

**Purpose:** To plan and organize entertainment, refreshments, and social activities to supplement the education portion of meetings presented during the course of the year.

**STATISTICAL**

**Purpose:** To record and maintain the Founders Award points earned by each chapter member.

**STRATEGIC PLANNING**

**Purpose:** To design and implement a multi-year strategic plan to meet criteria established by National HFMA.

**VENDORS EXHIBIT**

**Purpose:** To allow members and guests to meet with representatives of collection agencies, healthcare consulting firms, accounting firms, software companies, and other healthcare support companies in an informal and unhurried atmosphere.