

## **HFMA Organization Overview 2007-08**

The Healthcare Financial Management Association (HFMA) is a national organization with more than 34,000 members who are employed by hospitals, integrated delivery systems, managed care organizations, medical practice groups, long-term and ambulatory care facilities, public accounting and consulting firms, insurance companies, government agencies, and other organizations.

### **Chapters**

The chapter is the fundamental level of the organization and provides the primary service opportunity for individual members. Sixty-eight chapters are chartered in the United States and Puerto Rico. Chapters are separately incorporated and operate in accordance with individual constitutions and bylaws. Elected officers and directors manage chapter affairs. Members are assigned to chapters (although they may request a particular chapter affiliation) based on where they live and/or work.

### **Regions**

Regions provide an intermediate organizational grouping within which chapters are encouraged to grow and develop. The 68 chapters are divided into 11 regions. Each region elects a Regional Executive, who serves an average of seven chapters.

### **National HFMA**

HFMA is a 501(c)(6) Illinois corporation. Governed by HFMA's constitution and bylaws, elected National officers and directors manage HFMA affairs. Through the chapter and regional structure, all members have a role in providing input to HFMA's Board of Directors as they evaluate and determine HFMA's policies and direction. National HFMA uses its collective voice to speak out on issues and works to strengthen cooperative relationships with other groups and associations.

### **HFMA's Staff Organization**

Within policy guidelines set by HFMA's Board of Directors and under the leadership of its President, Richard L. Clarke, DHA, FHFMA, HFMA staff carry out the day-to-day affairs of the Association and serve members. In addition to providing leadership to HFMA's staff organization, the President serves as primary liaison with the voluntary leadership network and, together with HFMA's elected Chairman, represents HFMA to a broad variety of groups and organizations.

HFMA's corporate office is located 15 miles west of downtown Chicago and 20 minutes south of Chicago's O'Hare Airport. Most functions are carried out from this office.

HFMA established its Washington, DC, office in 1973 to fulfill members' needs for timely information and action on legislation and regulatory issues. In 1996, in response to the growing demand for additional technical information, the Washington Office Group began developing the HFMA Knowledge Network®, a technical data and consulting service. The Knowledge Network in turn evolved into the current HFMA Resource Center, which comprises a wide-ranging on-line collection of technical information, HFMA's technical library, and reference services.

**National Office**

Office hours: 7:30 am - 5:00 pm  
(Central Standard Time)  
HFMA  
Two Westbrook Corporate Center  
Suite 700  
Westchester, IL 60154  
Telephone (708) 531-9600  
FAX: (708) 531-0032  
Toll-free (800) 252-HFMA

**Washington, DC Office**

Office hours: 8:00 am - 5:00 pm  
(Eastern Standard Time)  
HFMA  
1301 Connecticut Ave., NW  
Suite 300  
Washington, DC 20036  
Telephone (202) 296-2920  
FAX (202) 223-9771  
Toll-free (800) 252-HFMA

**HFMA National Mission****Vision**

HFMA's vision is: "To be an indispensable resource for healthcare finance."

**Purpose Statement**

"To define, realize and advance the financial management of health care by helping members and others improve the business performance of organizations operating in or serving the healthcare field."

**Quality Statement**

Quality is the foundation of the association and the keystone of its efforts to ensure member and customer satisfaction. HFMA's objective is to:

- Consistently provide services and products that meet the quality expectations of its members, customers, and employees.
- Actively pursue a program of continuous quality improvement that enables employees and volunteers to do their jobs right the first time.

Quality is a major, strategic association goal. It lies at the heart of everything done for members and customers. HFMA strives continually to improve the quality of services and products offered, the processes and procedures used to produce them, and the manner in which they are delivered.

## **Values Statement**

- We believe that service to members is our highest priority.
- We believe in excellence in all that we do.
- We believe that teamwork is essential in meeting the objectives of HFMA.
- We believe in the importance of individuals.
- We believe in encouraging innovation and creativity.
- We believe in conducting HFMA with financial responsibility and a prudent approach to business.

## **Code of Ethics**

As a member of the Healthcare Financial Management Association, I will endeavor to promote the highest standards of professional conduct by:

- Practicing honesty and maintaining personal integrity, including avoidance of conflicts of interest with those of my employer or the Healthcare Financial Management Association.
- Striving for the objective and fair presentation of financial information.
- Fostering excellence in healthcare financial management by keeping abreast of pertinent issues.
- Maintaining the confidentiality of privileged information.
- Promoting a greater understanding of financial management issues by others in the healthcare field, and seeking increased public understanding through communication about such issues.
- Seeking to maintain a reasonable balance between the quality and cost of healthcare.

## **HFMA's Statement on Diversity**

The following is HFMA's statement on diversity:

“The Healthcare Financial Management Association (HFMA) values and respects diversity. Individual differences are viewed as assets that promote the growth and success of HFMA and its members. In principle and in practice, HFMA encourages and supports diverse individual viewpoints and contributions. HFMA believes that a diverse membership is a quality membership.”

## **HFMA Membership**

Members are the lifeblood of HFMA. Over 34,000 members provide the focus for the broad range of services and benefits that HFMA delivers. Members also provide the ideas and effort to help create and ultimately to administer these activities. With a broad range of professional titles and settings, from accountant to senior financial manager, from hospitals and nursing homes to consulting firms and insurance companies, members express a wide variety of viewpoints on key healthcare issues facing the industry, thereby guiding HFMA in representing the profession.

## **Membership Classifications**

The five basic categories of HFMA membership as defined in HFMA's bylaws are: Regular Member, Student Member, Faculty Member, Advanced Member, and Retired Member. The first of these categories are available to members when first joining HFMA. A member who is approved as a Faculty Member, Retired Member, National Life Member or Chapter Life Member retains their classification (Regular, Advanced) and all the rights and privileges of that status.

### **Regular Member**

A regular Member is a person interested or involved in healthcare financial management. All prospective members (except full-time students) join HFMA as regular members.

### **Faculty Member**

A faculty member is a person who holds a full-time academic position with an appointment in a graduate or undergraduate program in a health or business-related field. Regular Members pay the full dues rate. Faculty Members pay at a reduced rate.

### **Student Member**

A Student Member is a person who, during the academic year, is a full-time college student at an educational institution that normally maintains a regular faculty and curriculum, and has an organized body of students at the place where its educational activities take place, or is a full-time intern, resident, or co-op student affiliated with an accredited educational program, and **is not employed full-time**. Regular Members pay the full dues rate. Student Members pay at a reduced rate.

When a student leaves school, he/she is reclassified as a Regular Member and must pay full dues in accordance with the Regular Member rate. When the Student Member converts the membership, the application fee is waived.

### **Advanced Member**

An Advanced Member has earned this status by voluntary participation in the programs and services of the Association, including service as a volunteer, as delineated in policies established by the Board of Directors.

### **National Life Member**

A National Life Member (not to be confused with Chapter Life Member) is a Regular or Advanced Member upon whom life membership has been conferred by the National Board of Directors. To be considered, the member must have served as an HFMA National Officer or Director or as a member of a HFMA National Committee. National Life Membership is conferred to recognize meritorious service to HFMA or an outstanding contribution to the healthcare financial management profession. A National Life Member is

exempt from all further dues and assessments. This status may not be conferred on a member while he or she is serving as an elected Officer or Director of HFMA National.

### **Retired Member**

A member who is approved as a Retired Member or Chapter Life Member retains his/her classification (Regular, Advanced) and all the rights and privileges of that status.

Any HFMA member in good standing who has completely retired from an active career, or who has attained the age of 70, may apply for Retired Member status. To apply for that status, a member should notify HFMA's Director, Member Service Center, via a personal letter submitted through the chapter president. If approved, the Retired Member pays dues at a reduced rate (currently \$35/year) and retains all rights and privileges of the person's primary classification.

### **Chapter Life Member**

Chapter Life Membership may be conferred upon the member to recognize outstanding chapter accomplishments. To initiate the process, a member must be a Retired Member in good standing. The Chapter's Board of Directors must act to recommend conferral of Chapter Life Membership on the Retired Member. The Chapter President should write a letter to the Director, Member Service Center:

- Confirming chapter board action;
- Explaining, based on the individual's biographical information, why the chapter is recommending Chapter Life Membership;
- Enclosing a chapter check for \$175 covering five years of retired dues (\$35 per year); and
- Recommending that HFMA's Board of Directors approve the conferral of Chapter Life Membership.

If approved by the National Board, the chapter president will be notified and a Chapter Life Member certificate will be processed and sent to the Chapter President. A Chapter Life Member is exempt from all further dues.

### **Voting Power**

Of these four categories, only Regular, Advanced, and National Life Members have voting rights on HFMA National issues, e.g., electing leaders and voting on proposed bylaws revisions.

### **Membership Year**

HFMA's membership year begins on June 1 and ends on May 31. With respect to the Davis Chapter Management System, the year begins May 1 and ends April 30. One month offset allows chapter leaders to wrap up the Davis Chapter Management System reporting before the membership year is up and allows for completing judging in time for recognition at HFMA's Annual National Institute.