

<b>Policy Title:</b>	Educational Events – Chapter Institutes	<b>Adopted Date:</b>	10-25-12
<b>Policy Category:</b>	Educational	<b>Review Date:</b>	06/30/2015
<b>Policy Number:</b>		<b>Amended Date:</b>	07/08/2015

**Purpose:** To outline the process of the Chapter’s key educational events.

**Policy:** The Chapter will provide major educational events throughout the year designed to offer member and non-member healthcare finance professionals educational opportunities covering top trends and issues facing healthcare finance.

**Procedure:** This policy will apply to the Spring Institute and Fall Institute.  
The Board of Directors of the Tennessee Chapter of the Healthcare Financial Management Association is responsible for determining the need for major educational programs (Institutes).

The board is also responsible for determining the appropriate general timing of the year and area of the state where Institutes will be held. General Sites are: Spring – Middle TN; Fall – East TN; Winter – West TN (Winter meeting is considered Tri-State Institute).

The President-elect will recruit a Program Chairperson for each event. The Program Chairperson shall be responsible for identifying and recruiting additional planning committee members to assist in the planning and operation of the Institute.

Specific Institute sites will be selected and negotiated by the President-elect and Regional Vice President unless a site has been previously committed by a prior (multi-year) contract. The planning committee shall be responsible for determining appropriate Institute content, engaging speakers, setting Institute fees and managing the overall operation of the Institute.

The following criteria will be applied in the fee setting process:

- Cancellation Fee - A \$50.00 fee will be assessed for any cancellation made fourteen (14) calendar days or less prior to the first day of the event. This applies to all sponsored HFMA events.
- Early Bird Registration - A discount of \$50.00 will be given to all attendees who register early (as defined by the Program Chairperson) for Institutes.

- Members vs. Non-Members - There will be a \$50.00 registration fee discount for members versus non-members.
- Student Members - The Institute registration fee will be waived for one TNHFMA Institute during the first year of HFMA membership. The student one-day registration fee will be reduced by 50%.
- Retired Past Presidents - Institute registration for any retired HFMA Tennessee Chapter President will be free.
- CHFP Certification - Upon receiving CHFP certification status one Institute will be free to Tennessee chapter members within the first year after certification.
- CRCR – CRCRs who are Tennessee chapter members will receive one free institute within the first year after certification. .
- Speakers - Institute registration for listed speakers will be free.
- Chapter Members - The registration fee for the Spring and Fall Institutes are waived for the President, President-elect, Institute Chairperson, Institute co-Chairperson, Secretary, and Treasurer.
- New Members – Within one year following initial membership to HFMA and the TN chapter, registration fees will be waived for attending either the Spring or Fall Institute. This excludes the free membership as provided for in the sponsorship benefit package.
- Chapter Lifetime Members – Any National Chapter Lifetime member registration fee will be waived.
- Institute Registration Substitutions – For paid registrations, substitutions will be allowed at the discretion of the Chapter President.