



Policy Manual

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| Policy Title: | Education Event guidelines | Adopted Date: | 8/12/2015 |
| Policy Category: | Educational | Review Date: | |
| Policy Number: | | Amended Date: | |

Purpose: To ensure that the Education Chair and/or Co-Chair is involved in, or aware of, each education event held or co-sponsored by the TN HFMA Chapter to ensure proper reporting of the education hours and ensure proper supporting documentation is available to support the NASBA Education Record Retention policy.

Policy: If a TNHFMA member is acting on behalf of the Education Committee for an education event or co-sponsored education event, the member will be required to inform the Education Chair or Co-Chair of the event prior to the event and then provide the following data:

Event Agenda and/or brochure

Sign in sheet (with indication of HFMA membership status)

Contact information for event coordinator

If TN HFMA is issuing NASBA CPE for the event, additional information is needed in accordance with the NASBA Education Record Retention Policy. See the related policy for the additional required information.

Procedure: All data should be provided to Education Chair or Co-Chair within 30 days of the actual event unless the event occurs within the last 10 days of the HFMA quarter end. If so, the information is needed by the 5th of the month to ensure timely reporting.

July 21-31 event information is due August 5

October 21-31 event information is due November 5

January 21-31 event information is due February 5

April 20-30 event information is due May 5