

TITLE: Provider Coupon Guidelines

Date: 06/01/2013

Approval:

Original Approval: 06/01/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised: 02/14/2014

**Cross-Reference:

Purpose: To ensure the Corporate Sponsor Provider Coupons are distributed per compliance regulations, HFMA National and Colorado HFMA Chapter guidelines.

Policy:

1. A primary benefit for Sponsors (non-Providers) in our chapter is the opportunity to work and network with Providers at Chapter Events. To encourage expanded Provider participation in our educational programs, the Chapter is providing coupons exclusively for Providers as a part of the sponsorship program to attract more attendance.
2. The Sponsors agree not to claim these free registration coupons as a tax deduction as it would violate HFMA National's 501c6 tax status.
3. In order to be in compliance with hospital policies regarding acceptance of gifts, the provider registrations coupons can be only used by providers and not members of the sponsoring organization.
4. Coupons may not be assigned to a specific provider by the sponsor due to compliance issues. They will be placed in a "pool" for every meeting and recognition will be given to those Sponsors who had provider coupons available for that meeting. The more coupons that the company has available, the more recognition will be given.
5. The provider coupons must be utilized prior to the end of the sponsorship year.
6. The provider coupons are limited to a single provider receiving 10% of the total coupons available for an individual event. Exceptions may be made upon evaluation and approval by the Chapter President.
7. Provider non-members may receive available coupons to attend a meeting. The intention is to encourage provider non-members to attend a meeting and subsequently become members. Non-members may use one (1) provider coupon per Colorado HFMA fiscal year which is June 1st through May 31st.
8. Conference brochures will contain language regarding the coupons and how provider members and non-members may receive them.
9. Provider coupons will be distributed by the Chapter Office Manager.