

TITLE: Speaker Data Sheet

Date: 10/01/2013

Approval:

Original Approval: 09/18/2013

Colorado HFMA Chapter Board President

Reviewed: Majority Board Approval

Revised:
**Cross-Reference

Purpose: To obtain necessary educational program speakers' information and maintain compliance with NASBA certification requirements.

Speaker Data Sheet

Topic Title:			
Have you given this presentation before or spoken on this topic at similar professional meetings? Please describe:			
Speaker Name: Title: Organization: Mailing Address: Email Address: Office Number: Cell Number:			
Speaker Credentials (i.e. CPA, JD, MD, etc.):			
Date & Time:			
Topic Length of Time:			
Speaker Fee:		Speaker Expense Estimate (airfare, hotel and ground transportation):	
HFMA Colorado Chapter Contact Name:		Office Number: Cell Number:	

Description of Session for Brochure (Sell it in 50 Words or Less):

Presentation Learning Objectives by Completing the Following Sentence, ““Upon completion of this session, participants will be able to _____.” Fill in the blank with up to 3 bullet point objectives.

Examples:

- Upon completion of this session, participants will be able to explain the most recent changes in healthcare reform
- Upon completion of this session, participants will be able to identify key performance indicators to measure revenue cycle performance

Level of Presentation:

Beginner

Intermediate

Advanced

Advanced preparation required by attendees of your presentation? Please describe:

Brief Speaker Bio for Brochure (60 words or less):

Power points due by:

Additional AV Requirements (we will provide LCD projector, computer, electrical hook ups, screen, lavalier microphone):

Requirement:

Requirement: