ARRANGEMENT COMMITTEE POLICIES & PROCEDURES

Registration Fees for MdHIMA Sponsored Educational Sessions and Business Meetings with Programs

Objective:

- To establish a registration fee charge structure
- To identify those individuals who are eligible for waived or discounted fees

Policy Statement:

All attendees of educational sessions and programs offered with business meetings must register during the announced registration period, regardless of any special fee considerations. The Association shall charge program registrants a registration fee that is appropriate for the sound financial management of the Association. The Finance Committee Chair, along with the program chair, shall recommend a charge structure for educational program registration fees during the budget process, and at other times that might be deemed necessary.

Members/Nonmembers - Registration fees shall not be the same for members and non members of the Association. Persons who are not a member of MdHIMA or AHIMA shall be charged an additional fee of a minimum of 25%.

Members Attending Business Meeting Only - There is no registration fee for any member who attends only the business portion of a business meeting with a program.
Seniors - A member who is 65 years of age or older shall be granted a 25% discount on the registration fee, excluding the luncheon fee.

Students - For students enrolled in an approved health information management (HIM) or health information technology (HIT) program, the registration fee, excluding costs of luncheon shall be waived for business meeting with programs.
For educational programs that are separate from business meetings a 50% discount will be given, excluding the luncheon fee.
(Exception: Luncheon will be covered at the Quarterly Business Meeting (QBM) honoring distinguished students)

HIM/HIT Program Directors - The registration fee, excluding costs of luncheon, shall be waived for directors of HIM or HIT programs that are located in Maryland. The director of such a program may indicate a designee faculty member from that program in lieu of personal attendance at the educational session or business meeting with program.
(Exception: Luncheon will be covered at the Quarterly Business Meeting (QBM) honoring distinguished students)

President - The registration fee, including the luncheon fee, shall be waived for the President of the Maryland Health Information Management Association for all programs, educational meetings and workshops sponsored by the Association.
Committee Chairs - As the budget allows, the registration fee, including the luncheon fee, shall be waived for the Committee Chair (or Co-chairs) who attends an educational session or a business meeting with program that their committee was responsible for planning.

No Shows - Registration Fees will not be refunded to a registrant who is unable to attend an educational meeting, workshop or program. However, the registrant may send a substitute.

Registration Fees will be refunded when a meeting is postponed or cancelled by the Association.

Rationale:
A primary goal of the Association is to keep the membership up-to-date on critical issues through continuing education, while maintaining financial viability of the organization. Another goal is to increase public and industry awareness of the profession; therefore, persons wishing to attend MdHIMA educational sessions need not to be a member of MdHIMA.

The policy regarding seniors offers an incentive for senior members to remain active, gives recognition for years of service, and provides for consistent policy between state and national associations.
The student policy provides for price breaks for students, increased participation, and a better understanding and appreciation of the Association.

The policy for the president is to facilitate and encourage the president’s attendance at all MdHIMA sponsored programs.

The policy for directors of educational programs encourages directors and assists them in keeping up-to-date on critical issues.

The no refund policy for no shows is necessary, since planning committees finalize details and make commitments based upon the actual number of registration forms and the amount of money received. Registrants will be encouraged to send substitutes.

**Effective Date:**
July 10, 1997
Revision, September, 2011

**Revision:**
This policy revises and supersedes the following policies: Registration Fees for Educational Sessions and Business Meetings with Programs, 4/93; Registration Fees for Non-Association Members 4/93, Registrant Fee for Students 4/93; Registration Fees for the President of the Maryland Health Information Management Association, Inc. 11/2/92; Registration Fees for Directors of Educational Programs for Health Information Professionals, 5/93; and Disposition of Registration Fees for No-Shows, 5/93.