



**VIRGINIA HEALTH INFORMATION MANAGEMENT
ASSOCIATION
POLICY & PROCEDURES**

POLICY:	VHIMA Newsletter Guidelines		
EFFECTIVE DATE:	July 1997	REVISION DATE:	May 2011

Purpose: To provide an informational and timely newsletter to the VHIMA membership on a quarterly basis.

Guidelines:

1. Request news items from the VHIMA Board Members for the newsletter with a 30 days submission deadline. Items to include are as follows:
 - President's Address
 - Local Association News
 - Pertinent Articles and Issues from AHIMA
 - Informational Articles from VHIMA members
 - Calendar of Events
 - Opportunities for Employment
 - Opportunities to serve the organization
 - VHIMA Board Member List
 - Article Submission Deadlines
 - Advertisements
 - Scholarship information
 - Legal updates
 - Directory and Resource manual information
 - Membership profiles

2. Using publishing software, develop the newsletter to create the newsletter based on the following schedule:
 - Newsletter should be published quarterly.
 - July-August Issue: In addition to items already mentioned, issue needs to include Team Talks, Leadership Conference and State Convention.
 - October-December Issue: To include National Convention.
 - January-March Issue: To include upcoming State Convention and information about Distinguished member Award.
 - April-May Issue: To include State Convention.

3. The newsletter will be submitted to membership via e-mail.



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4. Maintain an electronic file of all issues of the VHIMA News.
5. Established Advertisement fees:
 - \$100.00 – Full Page Ad
 - \$50.00 – Half Page Ad
 - \$25.00 - Quarter Page Ad