



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

|                        |                            |                       |          |
|------------------------|----------------------------|-----------------------|----------|
| <b>POLICY:</b>         | VHIMA Webmaster Guidelines |                       |          |
| <b>EFFECTIVE DATE:</b> | July 2002                  | <b>REVISION DATE:</b> | May 2011 |

**Purpose:** To provide support and maintain the VHIMA web site

**Policy:** VHIMA is committed to providing the most accurate and timely information to its' association members. This goal is being fulfilled through the VHIMA web site, located at [www.vhima.org](http://www.vhima.org). The following guidelines and procedure detail how to maintain, support, and upgrade the web site.

**Guidelines:**

1. Submissions to the web site shall be loaded within 3-5 days of receipt.
2. Submissions will be reviewed and approved by the Webmaster. However, the Vice President will oversee the design and layout of the website and seek Board approval when applicable. Submissions must be forwarded to the Vice President prior to sending to the Webmaster.
3. The VHIMA Treasurer will oversee and responsibly administer the funds of the Association for the website storage/registration monthly and annual fees and revenue generated by advertisements and job postings. The web site contact information and fee schedules are as follows:

**Web Weaving**  
<http://www.webweaving.com/>  
 Ruckersville, VA 22968  
 (434) 990-1800

\$36.00/2 years to reserve the [www.vhima.org](http://www.vhima.org) address  
 Domain name effective for 2 years.

4. The VHIMA Board will determine the fee for vendor advertisements on the website. The revenue from such advertisements will be submitted to the VHIMA treasurer.
5. Vendor advertisements must meet the standards set forth by the VHIMA board.
6. The VHIMA Board will determine the fee for job postings from vendors and other organizations. Job postings must meet the standards set forth by the VHIMA board.
7. All web pages and supporting documentation must be maintained through Web Web Weaving.