

HFMA NJ Chapter Procedures for Updating Website

Chapter Focus/Website Job Box

1. Job Bank Coordinator is contacted by employer to place job ad in Focus/NJ Chapter Website.
2. Job Bank Coordinator gets the ad information in required format.
3. Job Bank Coordinator bills the employer, or indicates what needs to be paid.
4. Job Bank Coordinator forwards job ad information onto appropriate contact at Focus for next publication, and also to Laura Hess (njhfma@aol.com) for immediate publication to NJ Chapter Website.
5. Job Bank Coordinator forwards job ad to HFMA NJ Chapter Administrator to send broadcast email to all NJ HFMA members that a new job is posted on the website and includes link to job posting.

Removal of Jobs

1. Every two months (when new issue of Focus comes out) jobs that have been on the NJ Chapter Website for 2 months or more are removed.