

HEALTH CARE OFFICE PROFESSIONALS



Illinois Hospital Association
1151 East Warrenville Road
Naperville, Illinois 60566
(630) 276-5400

□ What is IHA?

The Illinois Hospital Association is a not-for-profit voluntary health care organization founded in 1919 to provide representation and advocacy within appropriate branches and levels of government for the Illinois hospital industry.

IHA helps its members identify and develop solutions to health care issues as they seek to serve the people of Illinois effectively and efficiently.

IHA provides extensive communication on pertinent health care issues. IHA serves as the primary resource for collecting, analyzing and disseminating health care industry information and data in Illinois.

Another provision offered by IHA is cost-effective educational programs and shared services to member hospitals and their related organizations through various affiliated corporations.

□ What is HCOP?

The Health Care Office Professionals (HCOP), an affiliate society of the Illinois Hospital Association, was organized in 1976. Membership in the HCOP is open to the support staff of the Executive and Management leaders of the Illinois Hospital Association member institutions pending approval of the governing board of directors.

Return to: IHA/HCOP Staff Liaison

Illinois Hospital Association

P.O. Box 3015

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Naperville, IL 60566

□ HCOP Purposes

- To provide hospital health care office professionals with a better understanding and appreciation for the issues and challenges facing the health care field in Illinois;
- To assist hospital health care office professionals in their professional development through an exchange of information and knowledge;
- To establish networks between Illinois hospital health care office professionals;
- To have available resources to assist the executive and management leaders with their contacts with member hospitals.

□ Governing Board

The Health Care Office Professionals governing board consists of the President, President-Elect, Immediate Past President, Secretary and Treasurer, as well as the Program, Membership and Newsletter Chairperson(s). Board members are elected to a two-year term.

□ Joining HCOP

HCOP enables health care office professionals to join at any time throughout the year. A membership application is attached to this brochure. More applications are available from the IHA staff liaisons.

□ Membership Benefits

Educational Programs

The Health Care Office Professionals offers two statewide meetings each year. The seminars include educational programs for professional and personal development.

Networking

A major benefit in HCOP is the opportunity for professional support. Both formal and informal networking can provide an opportunity to interact with your peers, enhancing your professional skills and your supervisor's effectiveness.

HCOP Newsletter

The Health Care Office Professionals publishes an electronic newsletter, *Etcetera*, addressing topics of professional development, HCOP activities and current health care issues.

Membership Directory

An annual publication listing all members' names, addresses, telephone number and e-mail addresses is compiled exclusively for HCOP members.

Listserv

A Listserv is also available to all members as a means to seek information, ask for feedback on projects, and share ideas. HCOP Board Members send a periodic message via a Listserv to maintain contact with our membership.

Staff Liaisons

IHA/HCOP staff are available to assist HCOP members with questions or suggestions. They facilitate activities of the membership and may be reached through the Illinois Hospital Association.

IHA Website

The IHA website, www.ihatoday.org and HCOP webpage, www.ihatoday.org/membership/affiliate-professionals.html, offers valuable tools and resources available to its members.

Please cut and place in an envelope before mailing

APPLICATION FOR MEMBERSHIP TO THE IHA HEALTH CARE OFFICE PROFESSIONALS

I apply for membership to the IHA Health Care Office Professionals: I understand that membership is open to the support staff of executive and management leaders of IHA member institutions, pending approval of the HCOP Governing Board, so long as he/she shall be employed by an IHA member institution.

Name: _____ Title: _____

Member Institution: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail: _____

Membership dues for the IHA Health Care Office Professionals are \$65 annually (half-price for retired members). A check or money order payable to the Illinois Hospital Association must accompany this application.

Signature of Applicant _____ Date _____

Signature of Manager/Supervisor _____ Date _____