



Corporate membership in AHCAP is available to hospitals, healthcare facilities, state and metropolitan healthcare associations, or other organizations that have healthcare as their primary mission. Annual membership dues are billed on a sliding scale based on the number of individuals rostered under the membership. All rostered individuals will hold a Regular membership in AHCAP.

Regular membership is available to individuals who serve as administrative support staff to the executive and senior management teams in hospitals, healthcare facilities, state and metropolitan healthcare associations, or other organizations that have healthcare as their primary mission. Active members may hold committee and leadership positions.

What is the Association for Healthcare Administrative Professionals (AHCAP)?

AHCAP is the premier organization for healthcare administrative professionals. We are dedicated to advancing the professional development, leadership, value and excellence of healthcare administrative professionals through education, recognition, communication and advocacy. One of the primary benefits of membership is AHCAP's Educational Conference – the only event of its kind.

What is the Strategic Value of AHCAP?

AHCAP membership is the first choice for education because it is the ONLY national professional association that provides not only education in administrative topics but also focuses specifically on the healthcare environment and the many unique challenges and considerations you face.

What Will Your Staff Experience as a Member of AHCAP?

AHCAP membership provides targeted support in three critical areas:

EXCEPTIONAL EDUCATION focused on balanced professional growth. Topics cover key areas of competency for executive administrative professionals including organization and productivity, communication and interpersonal skills, board management and organizational support, new technology and software skills, time management and personal growth and development.

INCREDIBLE NETWORKING with the contacts that will support your staff in their career for years to come. Members can connect with peers facing the same challenges and concerns and learn from other healthcare executive assistants how to improve office operations and provide the best possible support to their executive and team.

INDUSTRY-SPECIFIC KNOWLEDGE targeted specifically to the healthcare environment. AHCAP education is delivered by knowledgeable and experienced healthcare executives and is focused on the unique content you need and challenges you face in healthcare.

Does AHCAP membership Make the Most of Your Budget?

AHCAP membership is an excellent value. With reasonable annual dues and special rates for AHCAP events, it provides a cost-effective source for professional development and continuing education.

AHCAP Membership Benefits Your Staff and Your Organization

Member Benefits

- An association focused on healthcare Administrative Professionals
- Annual Educational Conference featuring administrative topics and experts in healthcare
- Certified Healthcare Administrative Professional (cHAP) Certification
- FREE Webinars on administrative topics and the latest news and trends in healthcare
- FREE Online Discussion Forum and Member Directory
- FREE Notations, quarterly e-magazine that includes articles on increasing professional skills and features on the healthcare industry
- FREE Book Club featuring books on administrative topics and important issues in healthcare
- Conference Scholarships
- Tuition discounts with educational partners
- Professional recognition opportunities like the annual Award of Distinction
- Professional Development opportunities like committee service

Primary Contact Information

Please assign a primary contact for this membership. This contact person is responsible for the payment of annual dues and will be listed as a regular member of AHCAP.

Last Name _____ First Name _____

Position/Title _____

Company _____

Address Line 1 _____

Address Line 2 _____

City _____ State _____ Zip _____

Work Phone _____ Ext. _____

Email _____

	# OF MEMBERS	TOTAL	DISCOUNT	GRAND TOTAL
<input type="checkbox"/>	5	\$ 975	\$ 100	\$ 875
<input type="checkbox"/>	10	\$ 1,950	\$ 200	\$ 1,750
<input type="checkbox"/>	15	\$ 2,925	\$ 300	\$ 2,625
<input type="checkbox"/>	20	\$ 3,900	\$ 400	\$ 3,500
<input type="checkbox"/>	25	\$ 4,875	\$ 500	\$ 4,375
<input type="checkbox"/>	More than 25		Custom	Call for pricing

Payment

Enclosed is my annual corporate membership dues payment in the amount of \$ _____

Check/Money Order Please charge my: Visa Mastercard American Express Discover
(made payable to AHCAP)

Credit Card # _____ Expiration Date _____

Name as it Appears on Card _____

Signature of Cardholder _____

Mail, fax or email your completed application and payment to:

326 E. Main St. ■ Louisville, KY 40202
ahcap@hqtrs.com ■ Fax: (502) 589-3602

Questions?

Contact AHCAP Headquarters: Phone: (502) 574-9040 ■ Toll-Free: (888) 320-0808



326 E. Main St. ■ Louisville, KY 40202
ahcap@hqtrs.com ■ www.ahcap.org
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Roster of Members *(please complete all information for all applicants)*

Last Name _____ First Name _____
Position/Title _____
Company _____
Address Line 1 _____
Address Line 2 _____
City _____ State _____ Zip _____
Work Phone _____ Ext. _____
Email _____

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