



Maine Hospital Association

Representing community hospitals, healthcare organizations and the patients they serve.

MEMORANDUM

TO: Chief Executive Officers
Chief Financial Officers
Chief Nursing Officers
Chief Operating Officers

FROM: Steven R. Michaud, President

DATE: August 28, 2008

RE: **Maine Association of Healthcare Administrative Professionals**

In the coming month, administrative assistants to the leaders in your hospitals will receive registration materials for the Maine Association of Healthcare Administrative Professionals (MAHAP) Fall Conference and Business Meeting. The October conference will be held at The Aroostook Medical Center in Presque Isle.

MAHAP's objective is to offer administrative professionals an avenue for personal and professional growth by organizing informational, career-related meetings and networking opportunities across the State. In addition to the Fall Meeting, MAHAP hosts a "less formal" but interesting and educational meeting each spring. The conferences are a full day and have been hosted by Mid Coast Hospital, Acadia Hospital, New England Rehabilitation Hospital of Portland, Eastern Maine Medical Center, Goodall Hospital, Franklin Memorial Hospital and Inland Hospital, to name a few. The meetings always include a facility tour, so they are a wonderful avenue to showcase your phenomenal hospitals and staff.

I hope that you will give consideration to the value that this professional organization could have to the administrative professionals who support your executive level staff. Candace Goggin, our MHA Executive Assistant, was involved in the rekindling of MAHAP in Maine and is currently serving as Parliamentarian of the group. She has shared with me the many valuable programs and tools that the MAHAP meetings have afforded her through a variety of team building activities.

As leaders in your hospital, you know that training and education are vital components in the clinical areas of every hospital. In that same vein of providing excellence across the board, we owe it to our assistants and ourselves to encourage the development of our dedicated administrative professionals in their pursuit of excellent performance and personal satisfaction within their organizations. Their contributions to a well-run hospital are invaluable.

The registration for the fall meeting will be sent to assistants in September. I hope that your endorsement for participation will result in record participation. MAHAP looks forward to seeing assistants from across the State who have not yet had a chance to participate in a conference, along with those who are already active members. Thank you