



Health Care Administrators Association

The Value of Connection

Web Site Job Posting Submission Form

If you would like to post a job opening at your company to the HCAA Web site, please complete the form below. If you are not currently a member of HCAA, there is a **fee of \$95**. Please e-mail this form along with your position summary, requirements and application instructions to hcaainfo@hcaa.org.

For more information on how to become a member of HCAA please contact us at 888.637.1605 or hcaainfo@hcaa.org.

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

Total Amount Due: \$ _____

Method of Payment: Check Enclosed (payable to HCAA) Visa MasterCard AMEX

Visa/MC/AMEX #: _____

Expiration Date: _____ Security Code: _____ Billing Zip Code: _____

Authorized by: _____

Job openings will not be posted to the Web site until payment has been received. HCAA reserves the right to refuse any job posting that does not support the interest of our association and its members.

Positions will be automatically removed after 30 days, after which the posting can be re-listed at the same rate. If a position is filled sooner, please e-mail hcaainfo@hcaa.org to have it removed.

E-mail completed form with job posting details to hcaainfo@hcaa.org

You can also submit your information by fax: 703.435.4390

or mail to: HCAA Job Posting
12100 Sunset Hills Rd., Suite 130 • Reston, VA 20190

For questions, call the HCAA office at 888.637.1605