



MISSOURI HEALTH CARE EXECUTIVE ASSISTANTS

WHAT IS MHCEA?

We are an organization that promotes and enhances the value and professional excellence of its members by providing opportunities for education, networking and recognition through innovation, collaboration and advocating health care.

Our Objectives

- To be the membership association in Missouri for individuals who provide administrative support in all health-related organizations
- To be the premier professional and educational resource inspiring its members to positively impact the delivery of quality health care in the Missouri communities they serve

We Value

- The individual worth of our members by responding to their professional needs and opinions
- The ability to embrace and promote the importance of our members' role in health care leadership and management
- The diversity of our members' talents and expertise
- The relationship between MHCEA and the Missouri Hospital Association and the collaborative partnership between members and MHA staff
- The ability to recognize the need to contribute to the health and well-being of the Missouri communities we serve
- The opportunity to contribute to the success of our members as health care professionals

BENEFITS OF MHCEA MEMBERSHIP

We Offer Our Members

- Opportunities to network and interact with more than 220 colleagues, to gain assistance and advice from others' experiences and to build lasting friendships
- Opportunities to attend educational conferences featuring nationally renowned speakers — 19th Annual MHCEA Conference, September 30-October 1, 2021, at The Lodge of Four Seasons in Lake Ozark
- Opportunities to participate in four to five webinars per year at no charge. Past webinars include:
 - How Leader Assistants Remain Steady in the Storms of Change
 - The New Normal: How Teams and Zoom Have Changed the World
 - What's New in PowerPoint 2019?
 - Switching to Office 365
 - Proofreading 101
 - Building a Diverse & Inclusive Culture
 - Surviving Organizational Change
 - Building Your Skills Through Certification
 - Utilizing Stress Management to Create Work-Life Balance
- District meetings to meet with colleagues in your area of the state to discuss health care and administrative issues and to build relationships
- Opportunities to gain leadership skills in a peer group setting by serving as an officer or chair of a committee on state and national levels
- Publications to keep informed, including newsletters containing feature stories about fellow members and information important to our careers, as well as updates about the latest in health care industry news

- Access to surveys and reports related to current health care and executive assistant issues
- Optional dual membership with Association of Healthcare Administrative Professionals national organization. Benefits of dual membership with AHCAP include:
 - Certified Health Care Administrative Professional designation through online educational courses
 - Increased networking opportunities on a national level
 - Additional opportunities for leadership growth, enabling members to serve on national committees and the AHCAP Advisory Council
 - Opportunities to participate in AHCAP webinars at no charge
 - Opportunities to share best practices with other members of AHCAP across the nation
 - *Notations* (AHCAP-member newsletter) and alerts online
 - Increased awareness by being part of a professional organization and enhancing our positions with our executives
 - For additional information on AHCAP benefits, please visit their website at ahcap.org.

MHCEA HELPS OTHERS

Each year MHCEA selects a local not-for-profit organization to assist.

- September 2021 Women’s Safe House
- April 2019 Hire Attire in Sedalia
- April 2018 Haven House of Poplar Bluff
- April 2017 Harmony House Family Violence Center in Springfield
- May 2016 Noyes Home for Children in St. Joseph
- March 2015 The Covering House in St. Louis
- May 2014 Women 2 Women in Osage Beach
- April 2013 Rose Brooks Center in Kansas City
- May 2012 Southeast Family Violence Council in Bonne Terre
- April 2011 Harmony House Family Violence Center in Springfield
- April 2010 Charities of Mid-Missouri in Columbia

BOARD OF DIRECTORS

Officers

- President Kyna Powers, SSM Health, St. Louis
- Past President Jan Henson, Bothwell Regional Health Center, Sedalia
- President-Elect Louise Hayden, Mercy, Chesterfield

Elected Directors

- District 1 Debbie Krumme, Mosaic Life Care at St. Joseph Medical Center
- District 2 Sue Chatham, Saint Luke’s Health System, Kansas City
- District 3 Karen Hiller, Hannibal Regional Hospital
- District 4 Tammy Litz, SSM Health – St. Louis
- District 5 Linda Evans-Konoff, Mercy Health Springfield Communities
- District 6 Brenda Bell, Poplar Bluff Regional Medical Center

At-Large Directors

- Carolyn Ross Smith, Mercy Health Springfield Communities
- Linda Wiedner, APS, Overland Park, Kansas

MHA Representative

- Darla Shipman, Missouri Hospital Association, Jefferson City

DISTRICT SPOKESPERSONS

District 1

Darcy Adams
Mosaic Health System
816-271-7066
darcy.adams@mymlc.com

District 2

Sue Chatham
Saint Luke's Health System
816-932-3213
schatham@saint-lukes.org

District 3

Karen Hiller
Hannibal Regional Hospital
573-248-5285
karen.hiller@hannibalregional.org

District 4

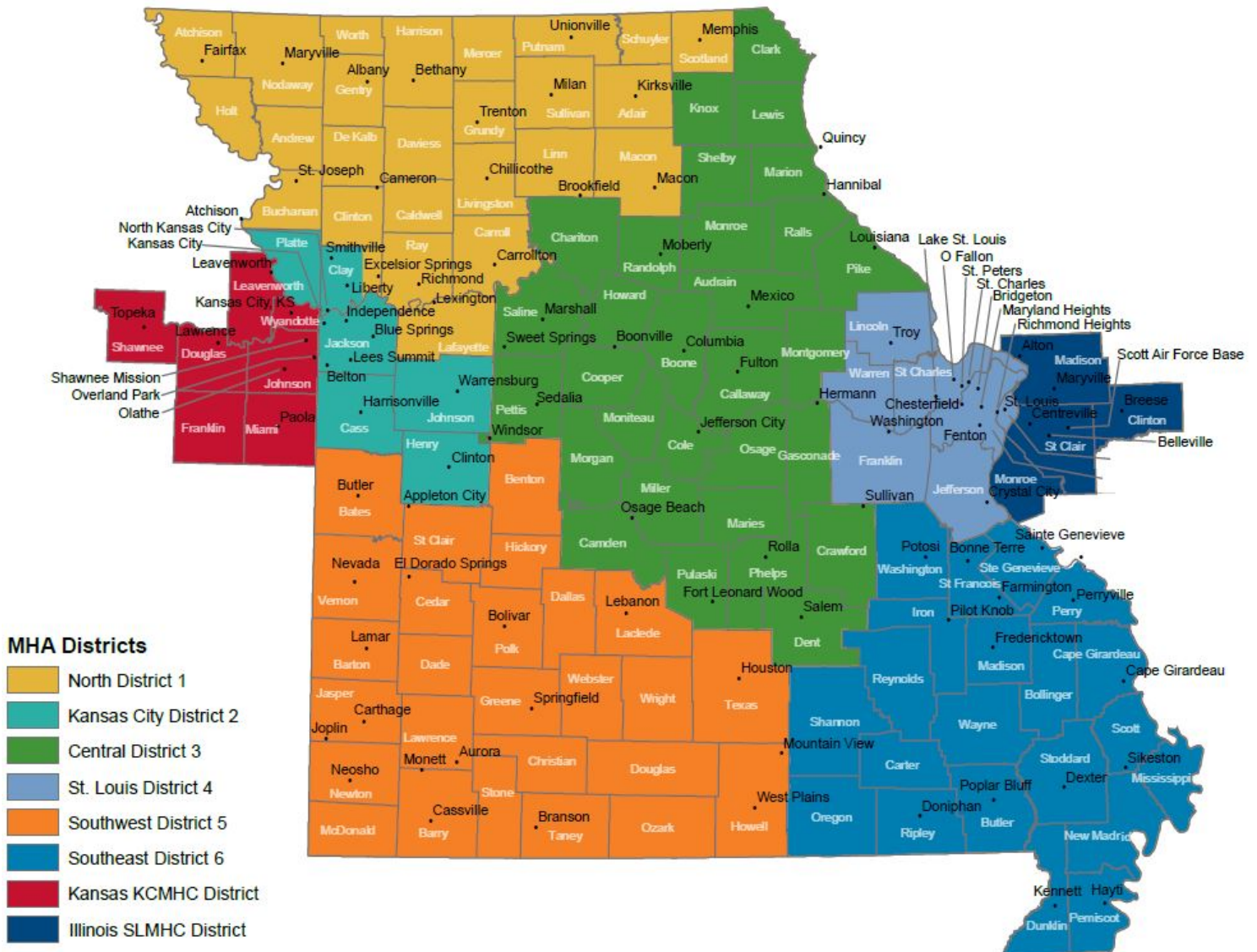
Tammy Litz
SSM Health – St. Louis
314-994-7926
tammy.litz@ssmhealth.com

District 5

Carolyn Ross Smith
Mercy Health Springfield
Communities
417-820-2705
carolyn.smith3@mercy.net

District 6

Sandy Bosner
Ste. Genevieve County
Memorial Hospital
573-883-7787
sbosner@sgcmh.org



COMMITTEES

Communications

Responsible for managing and updating the MHCEA website, Facebook page and other social media accounts, as well as organizing and publishing MHCEA newsletters.

Co-Chair Karen Hiller, Hannibal Regional Hospital

Co-Chair Jennifer Street, Southeast Missouri Mental Health Center, Farmington

Conference

Responsible for organizing and planning the MHCEA Annual Conference.

Chair Louise Hayden, Mercy, St. Louis

Education

Responsible for planning educational opportunities for MHCEA members through webinars.

Co-Chair Allison Miller, University of Missouri Health Care, Columbia

Co-Chair Reba Zebrowski, Mercy Hospital Jefferson, Festus

Membership

Responsible for recruiting new members and providing ideas to help districts grow and retain existing members.

Chair Sheila Adrian, SSM Health St. Mary's Hospital - Jefferson City

Nominating

Responsible for seeking and nominating potential MHCEA board members and officers for election by the membership at the annual conference.

Chair Kyna Powers, SSM Health, St. Louis

Operating Guidelines

Responsible for reviewing and updating the MHCEA operating guidelines, which guide the organization's operations and actions.

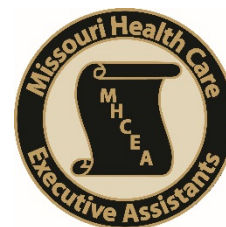
Chair Darcy Adams, Mosaic Health System, St. Joseph

QUESTIONS?

Contact: Tammy Siebert, 573-893-3700, ext. 1388, or tsiebert@mhanet.com.

Visit our website at MHCEA.com.

**MISSOURI HEALTH CARE
EXECUTIVE ASSISTANTS (MHCEA)
MEMBERSHIP APPLICATION**



The Missouri Health Care Executive Assistants organization promotes and enhances the value and professional excellence of its members by providing opportunities for education, networking and recognition through innovation, collaboration and advocating health care.

Staff liaison: Darla Shipman, Assistant to the MHA President, 573-893-3700, ext. 1332,
dshipman@mhnet.com.

Name: _____

Title: _____

Organization: _____

Business Address: _____

City, State, Zip: _____

Business Phone: _____

Business Email: _____

Date: _____

Submit by mail:

Active Member - \$30

An active member can participate in health care education, training and development sessions, as well as hold office, vote and serve on committees.

Dual Membership - \$220

Missouri Health Care Executive Assistants (MHCEA) - \$25 and Association of Healthcare Administrative Professionals (AHCAP) - \$195

Please make checks payable to: **MHA Health Institute**

Mail check with this application form to:

**Missouri Hospital Association
P.O. Box 60
Jefferson City, MO 65102-0060**

Payment Amount Enclosed: _____

Submit online:

Complete online application and pay by credit card, go to mhnet.com/pmg.

Membership dues are not deductible as charitable contributions for federal income tax purposes.