

FAQs for HFMA Electronic Member Directory

Q: Is my information secure?

A: Yes. Only members of the Maryland HFMA can access the directory and they must log in to see it at www.hfmamd.org. No website visitor can see the information or create a login to access the information.

Q: How do I access the directory?

A: The directory can be accessed from the Maryland Chapter HFMA website once the member is logged in.

Q: What information can other members see?

A: You decide who sees what information. All listings include: First name, Last name, Designation, Company name, E-mail address, and phone number. You can also decide to show: Informal Name, Image, and Biography. All of these settings can be controlled in the member area section under 'My Account Info'.

Q: Can I opt out of being listed in the directory?

A: Yes. You can opt out of being included in the directory entirely. You can also opt out of displaying specific information fields. For example, you may choose to only display your first and last name. Please see Appendix 1 for screenshots on how to opt out.

Q: If I decide to opt out but change my mind, can I opt back in?

A: Yes.

Q: Can I update or correct the information that is shared?

A: Yes. This has to be done on the national website at www.hfma.org. Any changes will be reflected when there is a membership data refresh. Please see Appendix 2 for screenshots on where to update information.

Q: What do I need to do to get listed on the directory?

A: Nothing. Every member of the Maryland Chapter is automatically included in the Maryland chapter member directory.

Q: How often is the directory updated?

A: The directory is updated approximately once per week.

Q: Under My Account Info, there is an option to hide my information from 'Other Listings'. What is this field?

A: This is not a relevant field for the HFMA Maryland Chapter as there are no additional places where the information can be listed.

Appendix 1: How to Opt Out

Step 1:

Use your e-mail address that is associated with your membership to login to the website.

Link: www.hfmamd.org

Step 2:

Click on the LOGIN icon on the top right-hand side of the web page.



Step 3:

Locate the Member Area and click on "My Account Info"

PLATINUM SPONSORS

MEMBER AREA



Welcome  [LOG OUT](#)

[Click here](#) to view all sponsors.

MEMBER AREA

[My Account Info](#)

[Surveys](#)

[Classifieds](#)

[Downloads](#)

[Add a New Prospect](#)

[View My Order History](#)



Step 4:

Click on the check box next to each field to elect which fields are not shared in the directory. A checkmark in the box indicates the field will not be publicly listed on the directory. (Note: The 'Other Listings' option does not pertain to the Maryland Chapter.) Click the save button to save the user preference.

MEMBER AREA

My Account Info
Surveys
Classifieds
Downloads
Add a New Prospect
View My Order History

Search

GO

QUICK LINKS

Photo Gallery
About Us
Calendar of Events

Confirm New Password

SAVE

Note: Fields marked in gray are not editable. Please [log in at National HFMA](#) to update your profile.

Primary Contact Information

First Name:	<input type="text"/>
Hide above field from:	<input checked="" type="checkbox"/> Directory <input type="checkbox"/> Other Listings
Last Name:	<input type="text"/>
Hide above field from:	<input checked="" type="checkbox"/> Directory <input type="checkbox"/> Other Listings
Designation:	<input type="text"/>
Hide above field from:	<input checked="" type="checkbox"/> Directory <input type="checkbox"/> Other Listings
Company Name:	<input type="text"/>
Hide above field from:	<input checked="" type="checkbox"/> Directory <input type="checkbox"/> Other Listings
Email address:	<input type="text"/>
Hide above field from:	<input checked="" type="checkbox"/> Directory <input type="checkbox"/> Other Listings
Phone:	<input type="text"/>
Hide above field from:	<input checked="" type="checkbox"/> Directory <input type="checkbox"/> Other Listings

SAVE

Step 5:

Select to enter information into the custom fields. Click on save once completed.

Appendix 2: How to Update or Correct Information Listed in the Directory

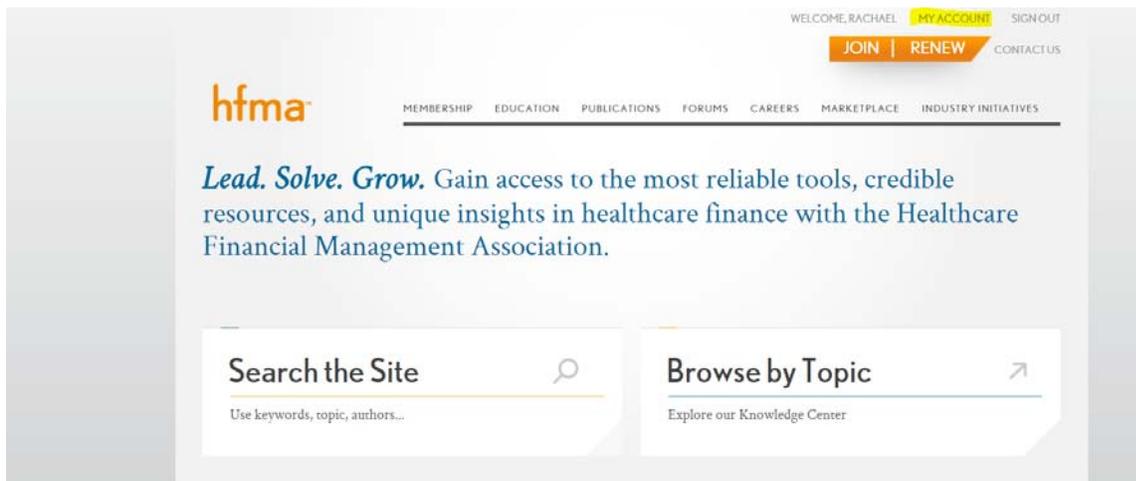
Step 1:

Sign into the HFMA website and enter your login information.

Link: <https://www.hfma.org/>

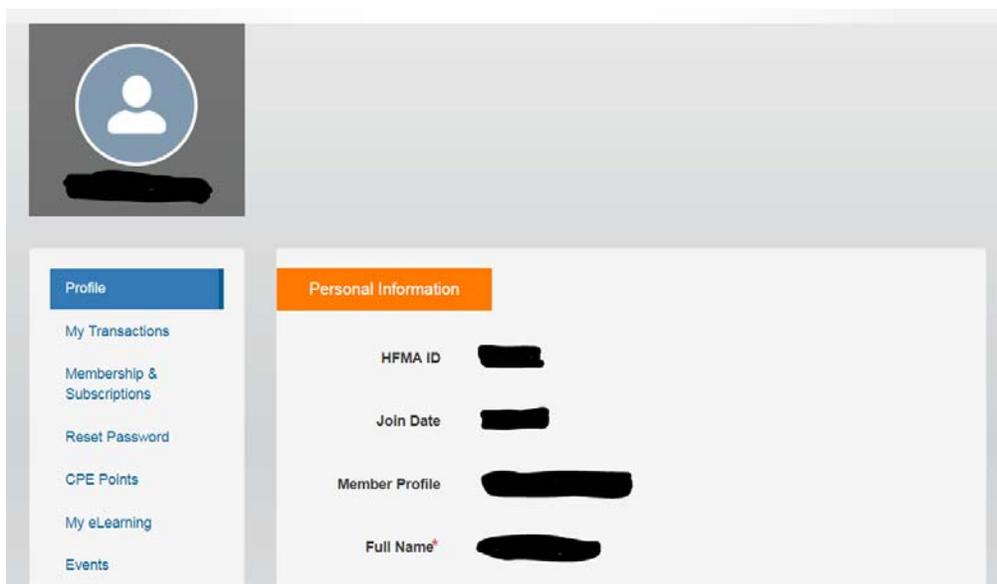
Step 2:

Click on My Account at the top right-hand side of the website.



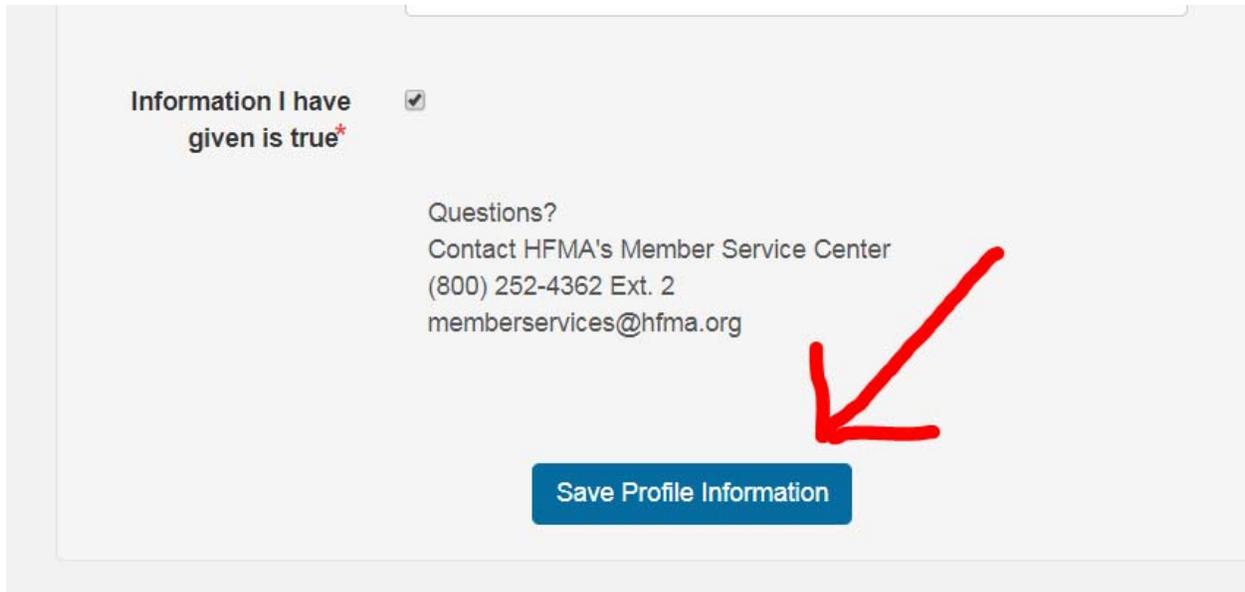
Step 3:

Update information under the Personal Information page. For name changes, contact HFMA's Member Service Center via phone at (800)252-4362 Ext. 2 or e-mail at memberservices@hfma.org.



Step 4:

Click 'Save Profile Information' once the update is complete. The information will be updated in the directory at the next refresh.



Information I have given is true*

Questions?
Contact HFMA's Member Service Center
(800) 252-4362 Ext. 2
memberservices@hfma.org

[Save Profile Information](#)