



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 attend educational conferences featuring nationally renowned speakers — 21st MHCEA Annual Conference, April 25-26, 2024, at Camden on the Lake in Lake Ozark
- Opportunities to participate in four to five webinars per year at no charge. Past webinars include:
 - Adobe Acrobat
 - How to Create an Organized Workspace That Helps You Focus & Work More Efficiently
 - Capturing Data in Microsoft Forms
 - Cybersecurity Basics: How to Protect Yourself and Your Organization
 - Time Saving Tips in Microsoft Office
 - Living Mindfully: Less Stress, More Joy
 - Influencers: How to Maximize the Performance Review
 - 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?
- 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
- Newsletters containing information important to administrative professional 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

- Opportunities to network and interact with more than 180 colleagues, to gain assistance and advice from others' experiences
- District meetings to meet colleagues in your area of the state to discuss health care and administrative issues and to build relationships
- Opportunities to gain leadership skills by serving as an officer or chair of a committee
- 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
 - 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
 - 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.

- April 2023 Ronald McDonald House Charities Kansas City
- April 2022 Christine's Place in Kansas City
- September 2021 Women's Safe House in St. Louis
- 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

BOARD OF DIRECTORS

Officers

- President Jennifer Street, Dept. of Mental Health, Farmington
- President-Elect Linda Evans-Konoff, Mercy Health Springfield Communities
- Past President Louise Hayden, Mercy, Chesterfield

Elected Directors

- District 1 Darcy Adams, Mosaic Health System, St. Joseph
- District 2 Nannette Rippee, Saint Luke's East Hospital, Lee's Summit
- District 3 Karen Hiller, Hannibal Regional Hospital, Hannibal
- District 4 Jamie Bass, NAVVIS, St. Louis
- District 5 Kelley Bolton, CoxHealth, Springfield
- District 6 Melody Morris, John J. Pershing VA Medical Center, Poplar Bluff

At-Large Directors

- Dawn Leslie, MU Health Care, Columbia
- Carolyn Ross Smith, Mercy Clinics Springfield Communities, Springfield

MHA Representative

- Darla Shipman, Missouri Hospital Association, Jefferson City

DISTRICT SPOKESPERSONS

District 1

Kathy Midgyett
Hedrick Medical Center
660-214-8102
kmidgyett@saint-lukes.org

District 2

Nannette Rippee
Saint Luke's East Hospital
816-347-4801, ext. 74801
nripee@saintlukeskc.org

District 3

Dawn Leslie, Co-Chair
MU Health Care
573-882-8700
lesliedf@umsystem.edu

District 4

Cindy Graham, Co-Chair
University Hospital
573-882-4141
cindy.graham@missouri.edu

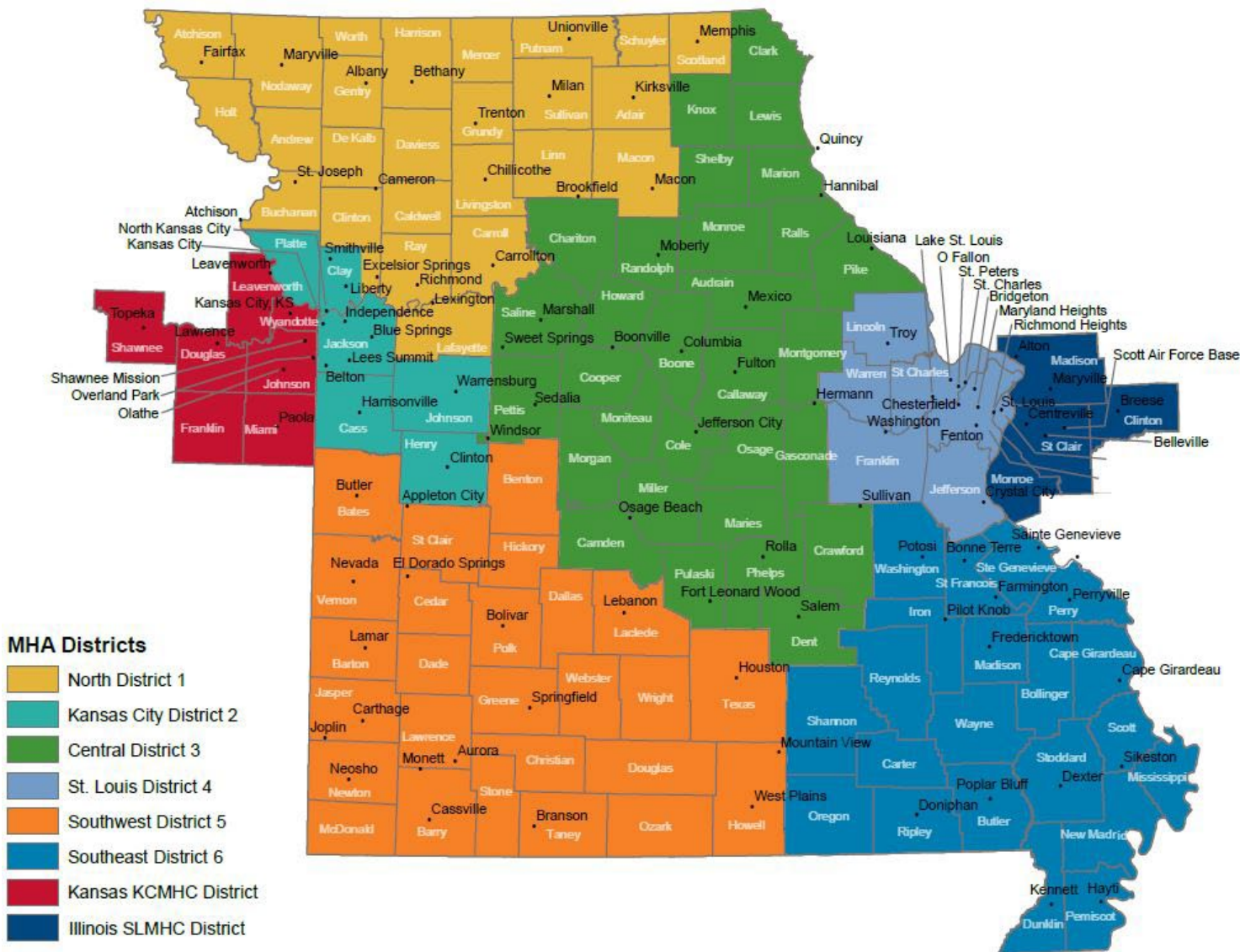
Jamie Bass
NAVVIS
636-536-9443
jamie.bass@navvishealthcare.com

District 5

Carolyn Ross Smith
Mercy Clinic 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, 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 Linda Evans-Konoff, Mercy Health Springfield Communities

Education

Responsible for planning educational opportunities for MHCEA members through webinars.

Co-Chair Kimberlie Dyer, SSM Health – St. Louis

Co-Chair Kathy Midgyett, Hedrick Medical Center, Chillicothe

Membership

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

Chair Morgan Johnson, Missouri Hospital Association

Nominating

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

Chair Jennifer Street, Dept. of Mental Health, Farmington

Operating Guidelines

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

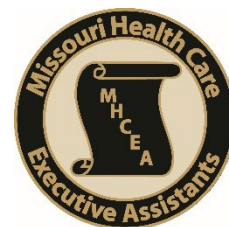
Chair Darcy Adams, Mosaic Health System, St. Joseph

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.

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 - \$275

Missouri Health Care Executive Assistants (MHCEA) - \$25 and Association of Healthcare Administrative Professionals (AHCAP) - \$250

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 mhanet.com/pmg.

For questions contact:

Darla Shipman, Assistant to the MHA President, 573-893-3700, ext. 1332, dshipman@mhanet.com
Tammy Siebert, Assistant to Brett Moorehouse, 573-893-3700, ext. 1388, tsiebert@mhanet.com