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Hospital Association of Southern California

## Administrative Professionals Forum

Friday, June 17, 2011

Hospital Association of Southern California  
515 Figueroa Street, Suite 1300, Los Angeles, CA 90071

Registration: 8:30 a.m.; Program: 9 a.m. to 12 noon

### Session Description

Attend the Administrative Professionals Forum for the essential knowledge you need to increase productivity, attain work/life balance, and understand what health care reform may mean for your facility. It's also a great opportunity to network with your peers in health care.

### Key Benefits

- Learn more about health care reform
- Sample Lean Six Sigma training
- Receive a live one-hour demonstration from Directors Desk, an online tool for calendar and documentation management

### Agenda

#### Registration and Continental Breakfast

8:30 – 9 a.m.

#### Welcome

Jamila Mayers, Program Director, Education Services  
9 a.m.

#### Roundtable Introductions

9:05 – 9:10 a.m.

#### Health Care Reform – What does it mean?

Jim Lott, EVP, Health Care Policy Development & Communications  
9:10 – 9:40 a.m.

#### Directors Desk – Board Portal

Tina Buringa, Directors Desk Demonstration  
9:40 – 10:40 a.m.

#### Break

10:40 – 10:45 a.m.

#### Lean Six Sigma Training

Michele Graynor, VP, Hospital Operations  
10:45 – 11:15 a.m.

#### Taking Control of Your Job and Your Life

Julia Slininger, Director, Quality Improvement  
11:15 – 11:45 a.m.

#### Q&A – Group Discussion

11:45 a.m. – 12:00 noon

#### Networking Lunch/Adjournment

12:00 noon

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Continental breakfast and lunch will be provided.

[Click here](#) for online registration or fax to Trudy Duncan at (213) 629-4272.

- I plan to stay for the networking lunch  
 I'm unable to stay for the networking lunch

### PLEASE PHOTO COPY FORM FOR MULTIPLE REGISTRATIONS

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Nickname \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email (**REQUIRED**) \_\_\_\_\_

#### Important Reminders

- Registration deadline is June 10, 2011.
- This event is free for administrative professionals from HASC member hospitals.

#### Special Needs and More Information

For ADA assistance or for more information, contact Trudy Duncan at (213) 538-0718 or [tduncan@hasc.org](mailto:tduncan@hasc.org).