

HFMA **Certificate of Insurance Request**

HFMA can provide a Certificate of Insurance for your upcoming chapter meeting.

- Please provide the following information and direct your request to Perla Gallegos, HFMA's Chapter Accountant
email accounting@hfma.org
- If you have questions, you can speak with Perla at (800) 252-4362, ext. 316.
- All requests should be submitted a minimum of 30 days before the certificate is needed.
- Please allow 48-72 hours for a response

Here's the info you need to provide:

1. Date you need insurance rider by:
2. Chapter Name:
3. Name of chapter meeting:
4. Type of coverage required by the facility:
5. Date of Event:
6. Name of Facility:
7. Address of Facility:
8. City, State, Zip:
9. Contact person at the facility:
10. Their Phone:
11. Their Fax:
12. Their Email: