

InSight Application Form
Consultant Membership
January 1 - December 31

Please print

Date / /

PART I: ELIGIBILITY REQUIREMENTS

Eligibility for Consultant membership is open to a person who is contracted to work at an organization that is a license holder of McKesson Information Solutions products and is sponsored by that organization. S/he is not eligible to hold an elected or appointed office within InSight. The Consultant must attach a Verification of Contractual Agreement Form, completed by the McKesson license holder demonstrating the term of the consulting contract.

Consultant membership must be approved and validated, therefore applications and Verification of Contractual Agreement Forms must be submitted no later than eight weeks prior to the beginning of the annual conference each year to be eligible for attendance at the annual conference. If the term of contract expires prior to the conference dates, an updated Verification of Contractual Agreement Form will be required.

PART II: GENERAL INFORMATION (REQUIRED)

Name (First MI Last)	Nickname
Title	Department
Telephone	Fax
Email	
Employer Information (REQUIRED)	
Employer	
Street	Home Address (Optional) <input type="checkbox"/> Use my home address for mailing
City	Street
State/Province	Zip Code
	State/Province
	Zip Code

By completing the Consultant membership application and paying the membership fee, I certify that I am eligible for the category of membership for which I have applied. I agree to abide by the bylaws, policies and Code of Ethics of InSight. I understand as a Consultant member that I must validate my contractual agreement with the sponsoring hospital annually as well as at the time of conference registration.

→ **Applicant Signature (REQUIRED)** _____

PART III: MEMBERSHIP FEE

<input type="checkbox"/> New Member	\$90	
<input type="checkbox"/> Renewing Member (by Jan 31)	\$60	ID # <input style="width: 100px; border: 1px solid black; height: 1.2em; vertical-align: middle;" type="text"/>
<input type="checkbox"/> Renewing Member (after Jan 31)	\$90	ID # <input style="width: 100px; border: 1px solid black; height: 1.2em; vertical-align: middle;" type="text"/>

(found on InSight membership card)

(found on InSight membership card)

After January 31, all renewing members will be considered New Members and must pay the New Member fee. Membership fees are paid on a calendar year basis. Membership fees are non-refundable, non-transferable and not prorated. Incomplete applications or applications submitted without payment will not be processed. We also will not accept purchase orders.

PART IV: PAYMENT METHOD (Check One)

Check Attached OR American Express MasterCard Visa

Credit Card Number	Expiration Date
<input style="width: 100px; border: 1px solid black; height: 1.2em; vertical-align: middle;" type="text"/>	<input style="width: 100px; border: 1px solid black; height: 1.2em; vertical-align: middle;" type="text"/>
Cardholder Name	
<input style="width: 100px; border: 1px solid black; height: 1.2em; vertical-align: middle;" type="text"/>	
Cardholder Signature	
<input style="width: 100px; border: 1px solid black; height: 1.2em; vertical-align: middle;" type="text"/>	

Make checks payable to InSight or complete the credit card information. Mail completed application to:
 InSight, 4500 Hugh Howell Rd., Suite 340, Tucker, GA 30084. Applicants paying via credit card can fax the completed application to 770.270.0632.

CONSULTANT MEMBERSHIP FACTS ARE LISTED ON REVERSE

THANK YOU!

OFFICE USE ONLY	Member Type	Approved by	Comments
	User Name	Password	CC Approval Code
	Paid \$	Check #	Check date

BEFORE MAILING OR FAXING THIS FORM, BE SURE YOU...

...have completed the application in its entirety
...have obtained a completed Verification of Contractual Agreement for Consultant Membership Form from your sponsor hospital
...have attached a check or provided credit card information. Credit card applications can be faxed to 770.270.0632.
...have allowed your accounting department sufficient time to process a check to mail with application if meeting a voting or conference deadline.

Consultant Membership Facts

- Membership fees are paid on a calendar year basis, January 1 - December 31. Membership fees are non-refundable, non-transferable and are not prorated.
- Advance notice of annual conference information.
- Eligible to attend annual conference.
- Eligible for attendance at **selected sessions** at the conference.
- Eligible for continuing education credits.
- "Member's Only" Web site access.
- Ability to access and print member information from the Web site. (Unauthorized use of the member data is strictly prohibited.)

Membership Does Not Include:

- Eligibility to attend education sessions deemed closed by the InSight Education Committee.
- Voting Privileges.
- Eligibility to attend Affiliate Member sponsored workshops or sessions without invitation from Affiliate who is providing the workshop or session.
- Eligibility to hold **elected or appointed** positions.



Verification of Contractual Agreement for Consultant Membership

(REQUIRED FOR ALL CONSULTANT MEMBERS)

Form MUST be completed by Sponsor Organization AND attached to the Membership Application and will be required for conference registration.

Sponsor Hospital Information

Sponsor Hospital:	McKesson Customer #:	
Address:		
City:	State:	Zip:
Department:	Name of Department Director:	
Phone:	Fax:	
Email:		
Name of Consultant Providing Services:		
Consultant Employed By:		
Product(s) Supporting:		
Services Provided:		
Consultant is <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Contract Start date: ____ / ____ / ____ End date: ____ / ____ / ____	
●→ Signature of Director: _____		
Is the Consultant listed above providing services to other organizations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please list other organizations:		
●→ Signature of Consultant: _____		

CODE OF ETHICS AND PROFESSIONAL CONDUCT

POLICY:

It is the policy of InSight to establish a code of ethics and professional conduct.

PURPOSE:

To ensure highest standard of professional conduct and honorable behavior of members.

PROCEDURE:

As a member of InSight, the Association for Education in Healthcare Information Technology, I pledge myself to the highest standard of professional conduct and honorable behavior in my relationships with other members, my employer, fellow employees, vendors, community and other stakeholders of InSight.

Furthermore, I join with InSight to commit to:

- Demonstrate respect for all persons.
- Professional conduct, in all my activities, which is not only legal but ethical.
- The long-term success of all stakeholders in terms broader than simply financial measures.

Ethical Principles:

Our ethical principles represent the shared values that are the foundation for all that we do. These ethical principles are:

- Treat all individuals with DIGNITY and RESPECT.
- Act with the highest level of HONESTY and INTEGRITY.
- Create and foster an environment of FAIRNESS.
- Promote positive LEADERSHIP and lead by example.
- Maintain LOYALTY to the institution that employs me, and pursue its objectives in ways that are consistent with the public interest.

Guidelines:

In working to maintain the highest standards of ethical and professional conduct, I pledge to:

- Serve all members of InSight impartially and provide no inappropriate privilege to any individual member.
- Act in the best joint interests of InSight, McKesson, and the customers of McKesson, and refuse to engage in activities that detract from these joint interests.
- Maintain the confidentiality of information of a privileged or private nature entrusted or known to me by virtue of my office or position.
- Refuse to engage in activities for personal gain that may conflict with the interests of InSight or my employer.
- Communicate internal and external statements in a truthful and accurate manner.
- Refuse to engage in, or tolerate, discrimination on the basis of race, gender, age, sexual preference, ethnicity, or religious affiliation.
- Cooperate in a spirit of collegiality with other members, and work with them in the advancement of the profession of information technology.

Obligations of Members:

It is the obligation of all InSight members to actively participate in the user group. Active participation, in addition to paying dues, shall include one or more activities such as:

- Participation in committees and special interest groups.
- Attendance at user conferences.
- Attendance at Business Meetings and other key meetings of the organization.
- Contribution of experience, information and advice when requested.

ELIGIBILITY REQUIREMENTS FOR CONSULTANT MEMBERSHIP

POLICY:

Consultant membership eligibility is defined as follows:

Eligibility for Consultant membership is open to a person who is contracted to work at an organization that is a license holder of McKesson Information Solutions products and is sponsored by that organization. S/he is not eligible to hold an elected or appointed office within InSight. The Consultant must attach a Verification of Contractual Agreement Form, completed by the McKesson license holder demonstrating the term of the consulting contract.

Consultant membership must be approved and validated, therefore applications and Verification of Contractual Agreement Forms must be submitted no later than eight weeks prior to the beginning of the annual conference each year to be eligible for attendance at the annual conference. If the term of contract expires prior to the conference dates, an updated Verification of Contractual Agreement Form will be required.

The Board reserves the right to deny consultant membership for each applicant.

PURPOSE:

Membership shall be defined by the policy of the Board of Directors for the purpose of defining eligibility.

PROCEDURE:

Membership guidelines and benefits are as follows:

Guidelines

1. Membership is not transferable.
2. Membership dues are established annually by the Board of Directors and are not prorated or refundable.
3. Membership applications will be accepted between January 1 and no later than eight weeks prior to the beginning of the annual conference.
4. Membership dues are payable by January 1.
5. Dues cannot be prepaid as sponsorship must be validated each membership year
6. Members must certify eligibility annually for this category of membership.

Benefits of Consultant Membership

1. Advance notice of annual conference information.
2. Eligible to attend annual conference.
3. Eligible for attendance at selected sessions at the conference.
4. Eligible for continuing education credits.
5. "Member's Only" Web site access.
6. Ability to access and print member information from the Web site. (Unauthorized use of the member data is strictly prohibited.)

Consultant Membership Does Not Include

1. Eligibility to attend education sessions deemed closed by the InSight Education Committee.
2. Voting Privileges.
3. Eligibility to attend Affiliate Member sponsored workshops or sessions without invitation from Affiliate who is providing the workshop or session.
4. Eligibility to hold elected or appointed positions.

CONFERENCE ATTENDANCE ELIGIBILITY

POLICY:

Eligibility for attendance at Corporation conferences will be restricted.

PURPOSE:

To avoid potential liability for the discovery and/or divulging of proprietary information outside the Corporation.

PROCEDURE:

Eligibility for attendance at Corporation conferences will be restricted to four (4) categories of individuals, as follows:

Individual Member

Any individual holding an **Individual Membership** as defined in the bylaws. Individual members are eligible to attend all events at Corporation conferences.

Consultant Member

Any individual holding a **Consultant Membership** as defined in the bylaws and policies. Consultant members are eligible to attend the conference if sponsored by their customer (a license holder of McKesson products) or by McKesson. Verification of current employment will be required at the time of conference registration by completing the Verification of Contractual Agreement Form along with the conference registration form. At the discretion of the President and in accordance with the bylaws, attendance at all or part of any business meeting may be restricted. **Consultant Members** are not allowed to exhibit in the Product Solution Center or Poster Presentation session or to attend any workshop or educational session provided by or conducted by an Affiliate member without the consent of the Affiliate or educational sessions deemed closed by the InSight Education Committee. Refer to the Eligibility Requirements for Consultant Membership Policy for membership deadlines.

Affiliate Member

Any employee of a corporation or business holding an **Affiliate Membership** as defined in the bylaws. At the discretion of the President and in accordance with the bylaws, attendance at all or part of any business meeting may be restricted. Although all categories of **Affiliate Membership** are provided with the opportunity to attend Corporation conferences, **Associate Affiliate Members** are not allowed to participate in the Product Solution Center, the Board approved social events, or any educational session provided by or conducted by another Affiliate member or deemed closed by the InSight Education Committee. **Partner and Business Affiliate Members** are eligible to attend all events at Corporation conferences.

Non-Member

Any individual, approved by the Membership Director and at least one (1) other Board member, who:

- a. is employed by an institution holding any type of Board approved vendors' products or services, which is not covered under one of the preceding categories; **or**
- b. has selected one of the Board approved vendors' products or services as the Vendor of Choice; **or**
- c. is determined would receive information beneficial to his/her ability to make an informed vendor selection and whose subsequent participation would not detract from the conference objectives.

Attendance at selected Corporation conference events may be restricted and will be determined by the Director-Membership and one other Board member. Consideration for attendance to Corporation conferences should be forwarded to the Director-Membership of the Corporation or the Corporation's Administrative Office by the vendor account executive or other appropriate person such as an Independent Consultant. Determination will be made within 30 days of receipt.

**All Members and Non-Members are subject to all current Conference registration processes and fees. Non-Members, once approved for conference attendance, will not pay membership dues.