



hvipa
Huron Valley
Physicians Association P.C.

Guidelines for Submitting Information to the HVPA Weekly Update

Practices that would like to utilize the HVPA Weekly Update to communicate information to our members may do so by submitting information to HVPA. Below are guidelines for submission:

- HVPA will accept the following types of information including, but not limited to:
 - Changes to practice information (e.g. address, phone, fax, etc.)
 - Addition or departure of physician/staff
 - Addition or deletion of practice-related services
- HVPA will NOT accept the following types of information including, but not limited to:
 - Direct solicitations for monetary donations
 - Employment postings
- **Information submitted must be 250 words or less and should be worded exactly as you want it to appear. HVPA will not be responsible for making grammatical changes or for proofreading (typos, wrong information, etc.)**
- Deadline for submitting information is Friday by 5pm. Information submitted by this deadline will appear in the following week's Update unless otherwise specified.
- Information should be sent to Tara Weaver-Hawley via email at hawleyt@hvpa.com.
- If you would like include a practice logo it must be submitted in JPG format, along with the information, by the previously stated deadline.

If you have any questions please contact Tara Weaver-Hawley via email at hawleyt@hvpa.com or phone at 734-973-0137 ext. 402.