

FREQUENTLY ASKED QUESTIONS



What is IHA?

The Iroquois Healthcare Association (IHA) is a regional trade organization representing 54 hospitals and health systems in 32 counties of Upstate New York.

What is included in the tour?

- ◆ **Airfare or Train fare** to our starting location. If you are from the area and plan to drive or use a ride-sharing service, IHA will reimburse your travel costs.
- ◆ **Transportation** upon arrival. A large passenger bus will transport participants to each tour stop.
- ◆ **Meals.** Please let Tour management know in advance if you have special dietary needs.
- ◆ **Two nights** hotel accommodations.

What does our itinerary look like?

The Tour will include hospital and outpatient office visits over a 3-day period. The **“Take A Look”** Tour is an educational experience; however, the itinerary will also include recreational group activities that highlight the communities and culture of Upstate NY. A draft itinerary will be provided upon confirmation.

How should I prepare for the tour?

Request appropriate time off **immediately**. You must arrive at the starting location no later than 12:00 PM on Wednesday, October 23.

Luggage is limited to one piece per person. Please dress in business casual attire for hospital/outpatient meetings and wear comfortable footwear as there will be a moderate amount of walking required.

What is expected of me once on the tour?

Participants are expected to participate in every tour activity (visits to outpatient practices, hospitals, local community attractions, and meals). This is an interactive event. Participants are encouraged to ask questions and learn as much as possible about practice opportunities and community engagement.

Our future success depends on you! Each participant will also be expected to complete an exit survey within one week following the conclusion of the Tour.

How will I be reimbursed for my travel expenses?

IHA staff will electronically send each participant a reimbursement form within one week following the tour. This form must be completed, signed and returned via email with copies of all travel receipts in order to receive a full reimbursement. Reimbursement checks will be distributed within 5 weeks of receipt of the completed and signed reimbursement form.

How do I register for a tour?

To register for the Tour, please visit:

www.iroquois.org/take-a-look-program/

or contact Amelia Trigg at IHA. **Participation is limited and space is available on a first-come, first-served basis.** Registration will be confirmed within two to three business days. **You are expected to attend once confirmed, unless notified of cancellation by IHA.**

Other questions?

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