

# American Academy of Medical Administrators

## **ADVANCEMENT APPLICATION**

### **For Fellow of the American Academy of Medical Administrators (FAAMA) and for Diplomate in Healthcare Administration Status**

You can be proud of your membership in the American Academy of Medical Administrators (AAMA). Through membership, you display a commitment to healthcare delivery throughout North America and the world. By advancing within the Academy, you attain a level of verified prominence in the healthcare field. It means that you have accomplished a high level of excellence professionally and as a leader in a major decision-making role.

- **To determine if you meet the qualifications to advance to Fellow, go to page 2.**
- **If you are applying for Diplomate status, go to page 3.**
- **Note:** Advice is available to help guide applicants through the advancement process. If you have any questions regarding opportunities or criteria, please contact the Academy's Membership staff at (847) 759-8601 or [membership@aameda.org](mailto:membership@aameda.org).

### **ELECTRONIC SUBMISSION IS ENCOURAGED**

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Your Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail \_\_\_\_\_

Advancement Applied for  Fellow  Diplomate

Enclosed is my check for \$250\*

Please charge \$250\* to my Visa  AMEX  Master Card  Discover

\*The \$250 fee is a non-refundable application and processing fee.

Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

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### ***Be sure to include:***

1. **The appropriate paperwork for your Fellow or Diplomate Project** (see page 3 for complete details).
  - **Personal Achievement Documentation (PAD) alone:** Attach documentation for points applied to local AAMA and non-AAMA activities such as CEUs, diplomas, and awards received, etc. Documentation of national AAMA activities is not needed.
  - **Case Studies alone:** One copy of each.
  - **Case Studies in combination with the PAD:** Attach completed PAD and pertinent information such as copies of diplomas, awards received, CEUs, etc., PLUS one copy of each case study.
  - **Thesis:** One copy.
2. **A letter to Academy Headquarters** with the required number of references (detailed on page 2), requesting advancement.
3. **This completed page.**
4. **A copy of your current resume.**
5. **The \$250 advancement fee.**

**To participate in the formal advancement ceremony at AAMA's Annual Conference, the application deadline is August 15 in the planned year of advancement.**

# CRITERIA FOR ADVANCEMENT (\* If you are applying for Diplomate status, see page 3.)

## Qualifications to Apply for Advancement

Check the following table to determine the qualifications you must meet to advance. Choose either option 1 or 2 and check across the row for the criteria you must meet to qualify.

Minimum Requirements		<u>Years of Full AAMA Membership*</u>	<u># of Professional References</u>	<u>Conference Attendance</u>	<u>Healthcare Management Experience</u>	<u>Documentation of Fellow from another NON-AAMA healthcare association</u>
<input type="checkbox"/>	<b>1</b> If you hold a Fellow from another approved NON-AAMA healthcare association, FOLLOW across >>>>>>→	<input type="checkbox"/> 2 required	<input type="checkbox"/> 2 references <ul style="list-style-type: none"> <li>• 1 Academy Fellow</li> <li>• 1 other reference (names and contact information)</li> </ul>	<input type="checkbox"/> At 1 AAMA Annual Conference in the past 4 years  This may include attendance at the Annual Conference at which member is to advance	<input type="checkbox"/> At least the past 6 years	<input type="checkbox"/> Documentation to be provided by applicant for review and approval by the AAMA Advancement Committee, on a case-by-case basis.
<input type="checkbox"/>	<b>2</b> If you <u>DO NOT</u> hold a Fellow in another approved healthcare association FOLLOW across >>>>>>→	<input type="checkbox"/> 4 required	<input type="checkbox"/> 2 references <ul style="list-style-type: none"> <li>• 1 Academy Fellow</li> <li>• 1 other reference (names and contact information)</li> </ul>	<input type="checkbox"/> At 1 AAMA Annual Conference in the past 4 years  This may include attendance at the Annual Conference at which member is to advance	<input type="checkbox"/> At least the past 6 years	

\*Years may include those as a Student Member in an accredited Masters Level degree program.

## Choose one Advancement Project from either PATH A if you are NOT FACCA, or FACCP credentialed, or PATH B if you are FACCA or FACCP credentialed

For Advancement, each successful application requires selection of a different “path”, i.e. if you already submitted three case studies, you must use another PATH such as a Thesis or PAD points to obtain your next desired advancement level.

### PATH A: Applicants who are NOT FACCA or FACCP credentialed, choose ONE Advancement Project below

1. **Submit the Personal Achievement Documentation (PAD) form** (page 4), detailing 35 points earned through professional achievement, formal education, continuing professional education, and AAMA service, including sufficient documentation of all points claimed.
2. **Submit Three Case Studies**, to be evaluated by the AAMA Advancement Committee, for 12 points each.
3. **Submit Case Studies in combination with the PAD form** for a total of 35 points.
4. **Submit an original thesis of graduate school quality**, to be evaluated by the AAMA Advancement Committee, for a total of 35 points.

### PATH B: Applicants who are a Fellow of the American College of Cardiovascular Administrators (FACCA) or Fellow of the American College of Contingency Planners (FACCP) choose ONE Advancement Project below:

1. **If you advanced to FACCA or FACCP by completion of an original thesis**, you are eligible to achieve the FAAMA credential by earning 35 points on the Personal Achievement Documentation (PAD) form **OR** by completing three case studies.
2. **If you advanced to FACCA or FACCP by completion of three case studies**, you are eligible to achieve the FAAMA credential by earning 35 points on the Personal Achievement Documentation (PAD) form **OR** by completion of an original thesis.
3. **If you advanced to FACCA or FACCP by the Personal Achievement Documentation (PAD) form alone**, you are eligible to achieve the FAAMA credential by completing an original thesis **OR** three case studies.
4. **If you advanced FACCA or FACCP by a combination of the PAD form and case studies**, you are eligible to achieve the FAAMA credential by completing additional case studies to reach a total of three and earning additional PAD points to reach a total of 35 **OR** by completing an original thesis.

## **CRITERIA TO ADVANCE TO DIPLOMATE STATUS**

**Diplomate status is available only to Fellows of the American Academy of Medical Administrators (FAAMA).**

Being a “Diplomate in Healthcare Administration” is not an award or membership category. It is a status, an honor bestowed to indicate achievement of true excellence within the field of healthcare administration.

### **Qualifications to Apply for Diplomate Status**

Check the following table to determine the qualifications you must meet to advance to Diplomate.

<b>Minimum Requirements</b>	<b><u># of Professional References</u></b>	<b><u>Conference Attendance</u></b>	<b><u>Healthcare Management Experience</u></b>
<b>You must hold an FAAMA from the Academy to Advance to Diplomate &gt;&gt;&gt;&gt;→</b>	<input type="checkbox"/> 2 references <ul style="list-style-type: none"> <li>• 1 Academy Diplomate</li> <li>• 1 other reference (names and contact information)</li> </ul>	<input type="checkbox"/> At 2 AAMA Annual Conference in the past 7 years  This may include attendance at the Annual Conference at which member is to advance	<input type="checkbox"/> At least the past 6 years

### **Choose the appropriate Advancement Path**

For Advancement, each successful application requires selection of a different “path”, i.e. if you already submitted three case studies, you must use another PATH such as a Thesis or PAD points to obtain your next desired advancement level.

*To apply for Diplomate status, provide the Personal Achievement Documentation (PAD) form; submit an original thesis or case studies based on the following:*

1. **If you advanced to FAAMA by completion of an original thesis**, you are eligible to achieve Diplomate status by earning 35 points on the Personal Achievement Documentation (PAD) form **OR** by completing three case studies.
2. **If you advanced to FAAMA by completion of three case studies**, you are eligible to achieve Diplomate status by earning 35 points on the Personal Achievement Documentation (PAD) form **OR** by completion of an original thesis.
3. **If you advanced to FAAMA by the Personal Achievement Documentation (PAD) form alone**, you must complete an original thesis or three case studies.
4. **If you advanced to FAAMA by a combination of the PAD form and case studies**, you must complete additional case studies to reach a total of three or earn additional PAD points to reach a total of 35 **OR** by completing an original thesis.

## FOR BOTH FAAMA and DIPLOMATE

### **Complete applications require the following:**

- 1. The appropriate paperwork for your Fellow or Diplomat Project (detailed below).
- 2. A letter to Academy Headquarters requesting advancement, including the required number of references.
- 3. Completed "Application for Advancement."
- 4. A copy of your current resume.
- 5. \$250 advancement fee.

## **II. DESCRIPTION OF THE ADVANCEMENT PROJECT**

### **A. Personal Achievement Documentation (PAD)** (see page 4)

The PAD calculates points for achievements earned through professional achievement, formal education, continuing professional education, and AAMA service. Pertinent documentation is required. Attach documentation for points applied to local AAMA and non-AAMA activities such as CEUs, diplomas, and awards received, etc. Documentation of national AAMA activities is not needed. Advancement with the PAD requires one of the following methods:

1. 35 points documented on the PAD through professional achievements.
2. 35 points from a combination of the PAD and case studies (12 points each)

### **B. Case Studies**

1. If you chose to provide case studies alone or in conjunction with the PAD, each case study should relate to a segment or facet of healthcare administration and may describe or analyze an actual administrative problem encountered in your day-to-day activities in a healthcare organization and its success or failure. *If guidance is needed, contact AAMA headquarters.*
2. One case study may be a written presentation made at an AAMA national or local conference.
3. No specific length is required; however, accepted case studies have generally been in the range of ten to twelve double-spaced pages.
4. *If you choose to write a case study, contact Academy headquarters and request the Style Guidelines document.*
5. Each case study is worth 12 points.

### **C. An Original Thesis**

1. The thesis must be an original paper related to healthcare administration in the broadest sense. *If guidance is needed, please contact Academy headquarters.*
2. A Member may complete the thesis prior to meeting required membership years (see page 2, step 1); advancement will be awarded only when the membership requirement is met.
3. The Thesis is intended to be a contribution to the literature on healthcare delivery. Appropriate literature documentation (bibliography) is expected.
4. No specific length is required; however, approved thesis papers have generally been in the range of 30 double-spaced pages, excluding appendices and other documentation.
5. *If you choose to write a thesis, contact Academy headquarters and request the Style Guidelines document.*
6. The thesis paper is worth 35 points.

# PERSONAL ACHIEVEMENT DOCUMENTATION (PAD)

Pertinent documentation required. *Attach documentation for points applied to local AAMA and non-AAMA activities such as CEUs, diplomas, and awards received, etc.* Documentation for national AAMA activities is not needed.

35 points are required for advancement with the PAD alone.

	Points Available	Points Applied
<b>I. Service to your Academy (29 available points)</b>		
A. Points are awarded for <b>more than</b> five years of membership in the Academy. <b>One point for each additional year after five years</b> to a maximum of five points.	5	
B. Service as a Board member of the national Academy.	5	
C. Service as a committee member or State Director of the national Academy, or as a Board member, committee member, or Regional Director of a national specialty group, or a regional or local chapter of AAMA.	3	
D. For having received an Academy award, such as Healthcare Executive of the Year, State Director of the Year, Distinguished Service Award, or national specialty group or local chapter award.	2	
E. For having authored a peer-reviewed article in the <i>AAMA Executive Online</i> , or presented a peer-reviewed poster session during an AAMA Conference. Two points each, to a maximum of four points.	4	
F. For having authored a book review in the <i>AAMA Executive Online</i> . Three points each, to a maximum of 6 points.	6	
G. For having authored a non peer-reviewed article in the <i>AAMA Executive Online</i> . One point each, to a maximum of two points.	2	
H. For being the editor of a College, regional/state or chapter publication of the AAMA.	2	
<b>II. Formal Education Check only the highest degree achieved (7 available points)</b>		
A. Bachelor's degree	3	
B. Master's degree	6	
C. Other advanced professional degree beyond the master's level (such as Ph.D. or M.D.)	7	
<b>III. Continuing Education (30 available points)</b>		
A. Attendance at the AAMA Annual Conference this year or in the previous four years – this can include the Annual Conference at which you plan to advance. Three points each, to a maximum of nine points.	9	
B. Attendance at an AAMA specialty group conference (includes Federal Day, ACCA, and ACOA), state, or local AAMA educational conference in the past four years. One point each for a maximum of three points.	3	
C. Served as faculty or conference chairperson for an AAMA or AAMA specialty group educational conference in the past four years.	3	
D. Attendance at four AAMA <i>EduLink</i> webinars for a maximum of one point. Maximum of one point.	1	
E. For having served as the presenter at a non-AAMA webinar. Two points each, to a maximum of four points.	4	
F. For having served as the presenter at an AAMA <i>EduLink</i> webinar. Three points each, to a maximum of six points.	6	
G. For having served as faculty or conference chairperson for an approved <b>non-AAMA</b> healthcare educational conference in the past four years. A minimum of 8 hours for a national, state, or local conference to qualify.	2	
H. Attendance at an approved <b>non-AAMA</b> educational conference in the last four years. A minimum of 8 hours for a national, state, or local conference to qualify. One point each, to a maximum of two points.	2	
Go to our website, <a href="http://www.aameda.org">www.aameda.org</a> , to see the non-AAMA approved list.		

# PERSONAL ACHIEVEMENT DOCUMENTATION (PAD)

Pertinent documentation required. *Attach documentation for points applied to local AAMA and non-AAMA activities such as CEUs, diplomas, and awards received, etc.* Documentation for national AAMA activities is not needed.

35 points are required for advancement with the PAD alone.

## IV. Other Professional Achievements (38 available points)

A. Fellowship acquired in at least one approved <b>non-AAMA</b> healthcare professional association (submit documentation of the Fellow credential and the requirements met to earn the Fellow).	<b>10</b>	
B. Authored or co-authored a book in healthcare or published three articles in healthcare in the past four years (other than the <i>AAMA Executive Online</i> ).	<b>6</b>	
C. Authored at least one peer-reviewed article in a national healthcare journal, print or online, (other than the <i>AAMA Executive Online</i> ). The article used cannot repeat an article used as basis for points in IV.B.	<b>2</b>	
D. Having served as a board member of an approved <b>non-AAMA</b> national, state, or local healthcare organization during the past four years.	<b>3</b>	
E. Points are awarded for <b>more than</b> fifteen years in <b>healthcare management</b> . <b>One point for each additional year after fifteen years</b> to a maximum of five points.	<b>5</b>	
F. Having served as a chief executive officer of a healthcare organization for at least five years.	<b>2</b>	
G. Currently a Credentialed Member or Credentialed Fellow of the American Academy of Medical Administrators (CAAMA) or (CFAAMA).	<b>10</b>	
<b>Total Available Points</b>	<b>113</b>	

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_