



NCMGMA & Medical Mutual Administrator of the Year 2019 Entry Form



This award recognizes a medical group practice administrator affiliated with the North Carolina Medical Group Management Association (NCMGMA) who has exhibited exceptional leadership management proficiency and enhanced the effectiveness in the delivery of health care in his/her practice and community through a recent, noteworthy achievement.

All nominated candidates will be notified of their nomination. Award recipient will receive:

- An attractive award piece
- \$3,000 in reimbursable funds towards NCMGMA, MGMA and/or ACMPE educational resources.
- Public recognition at the NCMGMA Annual Conference (May 8-10, 2019 in Wilmington, NC)
- Promotion through a press release to national trade and consumer media
- Recognition within the NCMGMA community and through the NCMGMA *E-News Blog*

Required Documentation - Each nominee should be an NCMGMA member and the nomination should be accompanied by a description of:

Exhibit A: How the administrator has demonstrated a commitment to the profession

Exhibit B: The ability to collaborate with other team members by implementing a recent, noteworthy activity or series of activities to accomplish such goals as:

- The design and delivery of systems to enhance patient satisfaction and care.
- The creation of organizational systems to enhance overall business operations and communications between administrative and clinical staffs.
- Programs of continuing education and/or mentoring for both administrative and medical staffs.
- Service to the community and the group practice profession through such vehicles as publications and community service programs.

Nomination materials should also include:

Exhibit C: A description of the noteworthy management activity or activities, including goals and outcomes.

Exhibit D: A description of the nominee's role in carrying out the activity.

Exhibit E: Maximum of 3 letters from superiors, colleagues and others involved or affected, testifying to the achievement and supporting the nomination.

Exhibit F: Nominees professional credentials and background (CV or resume).

Please submit to:

Email: Melissa@NCMGM.org OR

Mail: NCMGMA Administrator of the Year -1300 Baxter, Suite 360 - Charlotte, NC 28204

Questions? 704-365-0565 or 1-800-753-6462

DEADLINE FOR SUBMISSION: 5PM – MARCH 8, 2019.

North Carolina Medical Group Management Association

2019 Administrator of the Year Nomination Form

Candidate's Name _____

Medical Practice Name _____

Phone: _____ Email _____

Exhibit A: A description of how the Nominee has demonstrated a commitment to the profession.

Exhibit B: A description of the Nominee's ability to collaborate with other team members by implementing a recent, noteworthy activity or series of activities.

Exhibit C: A description of the Nominee's noteworthy management activity or activities, including goals and outcomes.

Exhibit D: A description of the Nominee's role in carrying out the activity.

Exhibit E: Attach letters from superiors, colleagues and others involved or affected, testifying to the achievement and supporting the nomination – no more than 3 letters.

Exhibit F: Attach a description of the Nominee's professional credentials and background (CV).

For Office Use Only

Sent to Committee on _____

Exhibit A Exhibit B Exhibit C Exhibit D Exhibit E Exhibit F