

# CMA (AAMA) Employer of the Year Award



## Entry Form

Presented to the medical institution that employs CMAs (AAMA) and is a strong supporter of professional growth, particularly in the areas of certification and recertification, professional membership, and networking.

### Categories

Award categories are based on the number of employees in the medical institution at the time of submission:

**Section A:** 1-25 employees

**Section B:** 26-50 employees

**Section C:** 51-75 employees

**Section D:** 76 or more employees

### Entry Deadline

Entries must be postmarked or emailed no later than **July 1, 2019**. There will be no extensions to the deadline, and no exceptions will be made. Incomplete entries will be automatically disqualified.

### Reward

Award winners are formally saluted at the awards ceremony held during the AAMA 63rd Annual Conference, Friday, September 13, 2019, in Greensboro, North Carolina. The presentation, always a conference highlight, is open to all registrants.

Winners will be recognized on the AAMA website and in *CMA Today*, the association's official publication.

### Eligibility

Nominators must be AAMA members.

### Judges

Members of the Awards Committee of the American Association of Medical Assistants serve as the judges. Findings of the judges are subject to review by the AAMA Board of Trustees. The decision of the judges is final, and the judges reserve the right to grant no award if there are no entries of sufficient merit.

### Judging Criteria

Judging is based upon the medical institution's employment and professional support of CMAs (AAMA) and letters of commendation.

### Letters of Commendation

Send as Microsoft Word attachments via email to [MarCom@aama-ntl.org](mailto:MarCom@aama-ntl.org). (Include the information from the form below in your email message or fill out the form and attach it along with your letters.)

The letters may be from AAMA members and/or the medical institution's staff and should include information about any of the following areas of support (unreported areas will be assumed nonapplicable to the nominee):

### Certification and Recertification Support

- Supports hiring CMAs (AAMA): Percentage of CMAs (AAMA) employed out of all medical assistants
- Celebrates Medical Assistants Recognition Week
- Provides financial support for certification and recertification application fees
- Supports continuing education (e.g., financial support, paid time off for CE session attendance, article submissions for state newsletter)

### Professional Membership and Networking Support

- Supports AAMA membership (e.g., financial support for dues, purchasing AAMA logo products as gifts)
- Supports professional networking (e.g., donations to chapter and state meetings, financial support and paid time off for national conferences, acts as presenter or recommends speaker)

### Additional Support

- Letters of commendation providing inspirational testimonials attesting to other ways the employer recognizes the value of CMAs (AAMA) on the health care team (e.g., Employee of the Month Award, workplace newsletter story, other forms of workplace recognition)

### Nominator

Full Name (must be an AAMA member): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Medical Institution

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Representative's Position Title: \_\_\_\_\_

Representative's Email Address: \_\_\_\_\_

Number of all medical assistants employed: \_\_\_\_\_ Number of CMAs (AAMA) employed: \_\_\_\_\_

Percentage of CMAs (AAMA) employed of all medical assistants employed: \_\_\_\_\_

**Submissions:** [Submit your email entry into the 2019 Excel Awards](#). Be sure your submission includes this completed entry form and required letters of commendation attached to your email.

Nominators will receive an acknowledgement message verifying the receipt of their entries by the AAMA office.

### For More Information

If you have any questions about the Excel Awards, call 800/228-2262, or email [MarCom@aama-ntl.org](mailto:MarCom@aama-ntl.org).