



2017 Administrator of the Year Award

This award recognizes a medical group practice administrator affiliated with the Michigan Medical Group Management Association (MiMGMA) 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.

Required Documentation

Each 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. (Provided by the Nominee)

Exhibit F: Nominee's professional credentials and background (CV or resume). (Provided by the Nominee.)

All items must be submitted with the completed entry form no later than 8/1/17.

Please submit to:

MiMGMA Administrator of the Year
2123 University Park Drive, Suite 100
Okemos, MI 48864

Or email completed submissions to: khekler@mimgma.org

Questions? 517-253-8036

The awardee will be announced and presented with the award at the MiMGMA 2017 Fall Conference
September 25-27, 2017 at Mission Point Resort on Mackinac Island.



**2016 Administrator of the Year Award
Nomination Form
Deadline for Submission: March 31, 2016**

Candidate's Name _____

Medical Practice Name _____

Submitted by _____

Submitter's Phone _____ Submitter's Email _____

Exhibit A: A description of how the administrator 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. (Provided by the Nominee.)

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

For Office Use Only

Sent to Committee on _____

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