



NCMGM / Medical Mutual Administrator of the Year 2010 Entry Form

This award recognizes a medical group practice administrator affiliated with the North Carolina Medical Group Managers (NCMGM) 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. *Previous winners have included:*

*2005 – Linda Wooten 2006 – John Nosek 2007 – Robert E. Williams
2008 – Debbie Cashion 2009 – Michael Brohawn, FACMPE*

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.

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

All items must be submitted with the completed entry form.

**Please submit to:
NCMGM Administrator of the Year
400 East Blvd., Suite 210
Charlotte, NC 28203**

**Or email completed submissions to: Melissa@ncmgm.org
Questions? 704-365-0565 or 1-800-753-6462**

DEADLINE FOR SUBMISSION: APRIL 16, 2010

North Carolina Medical Group Managers

2010 Administrator of the Year Nomination Form



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.

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