



## Medical Assistants Recognition Week October 19–23, 2009

### Observance Suggestions

Medical Assistants Recognition Week offers employers of medical assistants an opportunity to recognize the contributions that medical assistants make to overall health care delivery effectiveness. There are many ways to observe the week that fit any budget or style. Here are a few suggestions:

- ♥ Present medical assistants with an appropriate gift, using the Gift Ideas to the right.
- ♥ Present medical assistants with a letter of thanks, detailing their achievements and contributions to the organization. Maintain a copy for personnel records.
- ♥ Have a special event with all office staff to recognize the efforts of the medical assisting team. Have handouts available from the American Association of Medical Assistants (AAMA) and invite an AAMA representative from the local chapter or state society to speak.
- ♥ Hold a special medical assisting training seminar on company time.
- ♥ Dedicate the October issue of your own office newsletter to your medical assisting staff, recognizing exceptional efforts and overall contributions.
- ♥ Implement new policies for medical assistant staff training, educational assistance, benefits, flex time or other new programs.
- ♥ In honor of your medical assisting staff, order a subscription of *CMA Today* and display the issues in the office waiting area.
- ♥ Offer to display the Medical Assistants Recognition Week poster in a prominent place in your office.
- ♥ Every day of the year, treat medical assistants like part of the office team. Solicit input before decisions are made. Give recognition when it is due, and offer praise where it is warranted.

### Gift Ideas

Any gift that makes a medical assistant's job more effective can accrue long-term benefits, contributing to greater professionalism and increased productivity. Here are gift ideas to accommodate all budgets:

- ✓ Membership in the AAMA, to provide opportunities for networking, continuing education, and professional development\*
- ✓ Subscription to a professional magazine, such as *CMA Today*\*
- ✓ Monetary bonus, profit-sharing opportunities, or salary increase
- ✓ Day off with pay to use when needed
- ✓ Tuition reimbursement or fee payment for business-, computer- or medical-related classes and seminars
- ✓ Registration reimbursement for the AAMA Annual Conference\*
- ✓ Financial assistance to pursue higher education
- ✓ Gift certificate to a uniform store to assist in maintaining a professional image
- ✓ Organizer notebook or daily planner
- ✓ Business cards, name plaque, stationery or other related items to give visible professional recognition
- ✓ Plaque that conveys office recognition and gratitude for year-long contributions

\*Available through AAMA at [www.aama-ntl.org](http://www.aama-ntl.org).