



2021 CMA (AAMA)[®] Employer of the Year Award



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

Entry Form

Categories

Award categories are based on the total number of employees in the medical institution at the time of submission (e.g., physicians, nurses, and allied health professionals):

- Section A:** 1-25 employees
- Section B:** 26-50 employees
- Section C:** 51-75 employees
- Section D:** 76 or more employees

Required: Include documentation within the submission, such as employer confirmation of the totals in a letter of recommendation.

Entry Deadline

Entries must be postmarked or emailed no later than **July 1, 2021**. 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 65th AAMA Annual Conference, Friday, Sept. 24, 2021, in Houston, Texas. 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 AAMA 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 recommendation.

All areas of the entry form must be completed, including the accurate reporting of the total number of employees (CMAs (AAMA), medical assistants, and all employees) with proof from the institution. If all information is not received, the submission will not be considered.

Letters of Recommendation

Send at least two letters of recommendation as Microsoft Word attachments (PDFs are acceptable but not preferred) via email to 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) by employing significant percentage of CMAs (AAMA) 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 recommendation 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): _____

Job Title: _____

Street Address: _____

City/State/ZIP: _____

Daytime Phone: _____

Evening Phone: _____

Email Address: _____

Medical Institution

Name: _____

Address: _____

Representative's Name: _____

Representative's Position Title: _____

Representative's Email Address: _____

Total Number of Employees and Category (A, B, C, D): _____

Number of All Medical Assistants Employed: _____

Number of CMAs (AAMA) Employed: _____

Submissions: Submit your email entry into the 2021 Excel Awards. Be sure your submission includes this completed entry form, proof of employee totals, and required letters of recommendation (at least two are required) 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, visit the AAMA website, call 800/228-2262, or email MarCom@aama-ntl.org.