

American Academy of Medical Administrators

Developing Excellence in Healthcare and Leadership

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AAMA Advancement Guidelines For Thesis Papers and Case Studies

Dear AAMA Advancement Applicant,

Congratulations on your decision to pursue advancement in AAMA. This is an important step in your career development process and we applaud your efforts. A portion of your advancement requirements can be achieved by submitting either an academic-based Thesis or an experiential Case Study analysis for review by the Credentials Committee. To assist you with document preparation, we offer the following guidelines:

General Information

1. Both the Thesis and Case Studies must be the applicant's own work, not previously published in a copyrighted environment, and suitable for conference presentation or publication. If the reviewer(s) suspect plagiarism (the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own) they will conduct a web-based plagiarism check. If the results reveal a high probability of plagiarism, the document will be returned without approval.
2. Because of rapidly changing technology and industry standards, documents presented for consideration must have been written within the last three years. If previously utilized by the author for any reason (college course, career requirement, certification, etc.) the document must be tailored specifically for AAMA prior to submission and include previous use(s) on the cover page.
3. The paper must be presented in correct American Psychological Association (APA) format.
4. Correct grammar, capitalization, punctuation, and spelling are required. Documents not meeting the standard will be returned to the author for correction.
5. A minimum of three references from peer-reviewed journals must be cited.
6. Documents must reflect original thought, analysis, and provide conclusions.
7. Three copies of the document must be submitted for review by Fellows and Diplomates of AAMA

Case Studies

1. The Case Study should be 10-12 pages in length and relate to a segment or facet of healthcare administration and describe an actual administrative problem encountered in your day-to-day activities within a healthcare organization.
2. The Case Study must contain an explanation of the issue, the setting or context, background information, what worked, what did not work, what still needs to be changed or improved, all cost factors involved, a comprehensive conclusion, and key recommendations.

Original Thesis

1. The Thesis must be an original, graduate-level paper related to healthcare administration.
2. The Thesis is intended to be a contribution to the literature on healthcare administration.
3. The body of a Thesis should be approximately 30 pages in length. Abstract, Table of Contents, Appendices and other documentation are considered additional pages, not included in the page count.

If you have questions or require clarification on any issue, please contact AAMA Headquarters. We look forward to receiving your documents.

Sincerely,

AAMA Advancement Committee