

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 a Thesis Paper or Case Studies for review by the Credentials Committee. To assist you with document preparations, we offer the following guidelines:

General Information

1. Papers presented must be the applicant's own work, not previously published in a copyrighted environment, suitable for conference presentation or publication.
2. Because of rapidly changing technology and industry standards, papers presented for consideration should be under three years old.
3. AAMA can provide a sample Style Guide for you, however any Style Guide accepted at the University level is appropriate for advancement documents, provided the author remains consistent throughout the paper.
4. Correct grammar, capitalization, punctuation, and spelling are required. Documents not meeting the standard will be returned to the author for correction.
5. References should be included, where appropriate.
6. Documents should reflect original thought and analysis, new knowledge, and conclusions. Where available, background detailing what others have done in similar situations should be included in the paper.

Case Studies

1. A Case Study should relate to a segment or facet of healthcare administration and may describe an actual administrative problem encountered in your day-to-day activities in a healthcare organization.
2. Case studies should be 10-12 pages in length, double-spaced, and printed in 12 pt. type.
3. Each Case Study should contain a Conclusion Section that analyzes what worked, what didn't, what could be improved, and the cost factors involved.
4. Three copies of each Case Study must be submitted for review.

Original Thesis

1. The Thesis must be an original paper related to healthcare administration.
2. The Thesis is intended to be a contribution to the literature on healthcare delivery. Appropriate literature documentation (bibliography) is expected.
3. The body of Thesis documents should be approximately 30 pages in length, double-spaced, and printed in 12 pt. type. Abstract, Table of Contents, Appendices and other documentation are considered additional pages, not included in the page count.
4. Three copies of the Thesis must be submitted for review.

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