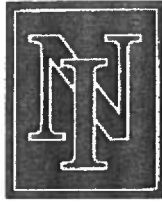


Crossville Commons
560 W. Crossville Rd., 104
Roswell, GA (Atlanta) 30075
Phone – (770) 649-7150
Fax – (770) 649-7552
www.AAMMW.com



TESTING DATE: _____ _____ FOR OFFICE USE ONLY
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Please keep a copy for your records.

Application for Certified Medical Staff Recruitment Credentials, CMSR

We are pleased to provide you with the application for the Certification in Medical Staff Recruitment (CMSR) credential. The final step in the application process will be verification of your eligibility and to sit for the examination. Please read and complete the following information to continue the process of obtaining your status as a Certified Medical Staff Recruiter, or to receive your *Career Advancement Certificate*, if you pass the exam but are lacking another final requirement.

OPTION ONE: (NO EXAM OPTION) REQUIREMENTS:

- I. **Currently active** in medical staff recruitment.
- II. Preparation of an **employment letter, denoting your position and dates of employment (signed by employer)** and a **resume** of qualifying experience (minimum of two years experience).
- III. Full completion of the **Official Certification Application** and **ALL** supporting documentation.
- IV. Required attendance at the 5-day Physician Recruitment Intensive Training and the Certificate of Completion for this coursework must accompany application.
- V. **Continuing education totaling 60 hours** during the past three years from The American Academy of Medical Management in any area of physician recruitment, physician relations or practice start-up. Certificate of Completion for this coursework must accompany application.
- VI. **Current American Academy Membership.**

OPTION TWO: (WITH EXAMINATION) REQUIREMENTS:

Note: As you see below, the examination is only one of the requirements; therefore the order in which you complete the requirements is of your own choosing. However, you MUST have a minimum of 18 months full time experience to sit for the examination.

- I. **Currently active** in medical staff recruitment.
- II. **Required attendance** at the 5-day Physician Recruitment Intensive Training.
- III. Have **successfully passed** the CMSR certification exam.
- IV. Have **two or more years experience** as a medical staff recruiter. However, you can take the CMSR Exam within six months of reaching this two year requirement.
- V. Over the past two years, have attained at least **14 units of Experience, Professional, Continuing Education Units, Awards, Professional contributions, and Association memberships** (see below). *Attach all support documents as needed, including the Certificate of Completion for the 5-day Physician Recruitment Intensive Training.*
- VI. **Current Membership** in The American Academy of Medical Management

If after units are applied for experience and education and the applicant does not yet have 14 units, the following may also be applied:

- A. **Professional Contributions:** Earned in Physician Recruitment or other directly related areas, over the past three years, one unit for each hour taught or each page published (up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A COPY OF THE ARTICLE AS WELL A COPY OF THE PERIODICAL'S COVER.**
- B. **Awards, Professional Designations, or related Credentials:** Earned in Physician Recruitment or other directly related areas of the business of Recruitment, over the past three years (up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A CERTIFICATE OR LETTER FROM THE ORGANIZATION, WHICH GRANTED THE AWARD OR CREDENTIAL.**
- C. **Association Membership:** Over the past three years (one unit per full-year membership, up to two total units). **YOU MUST PROVIDE DOCUMENTATION IN THE FORM OF A COPY OF YOUR MEMBERSHIP CARD OR LETTER DENOTING YEAR(S) OF MEMBERSHIP.**

Units are measured as follows:

1. Medical Staff Recruitment Experience Units (over the past three years) **one unit for each quarter** year full-time equivalent (up to 12 total units).
2. Continuing Education Units (over the past three years) **one unit for each accepted six hours** of instruction (no limit on the number of units).

If the applicant does not have 14 total units, the following may also be applied.

3. Professional Contributions (over the past three years and up to 3 total units) **one unit for each hour taught or each page published.**
4. Awards and Professional Designations (over the past three years and up to 3 total units).
5. AAMM Association Membership (over the past three years and up to 3 total units).

FEES:

- **Application Fee, Study Guide and Study Session:** \$259 members only

STUDY GUIDE: This guide will be made of select faculty handouts from The American Academy's educational programs. The guide is not meant to be comprehensive and does not necessarily ensure higher test scores.

2012 CMSR EXAMINATION SESSIONS

Saturday, March 24, 2012 (Sheraton Sand Key, Clearwater Beach, FL)

Saturday, May 12, 2012 (University Center, Chicago, IL)

Saturday, July 21, 2012 (The Breaker's Resort, Myrtle Beach, SC)

Saturday, September 22, 2012 (The Bay Club Hotel & Marina, San Diego, CA)

Saturday, November 19, 2012 (Doubletree, New Orleans, LA)

Registration: 7:30 a.m. - Exam Forms Preparation: 8:00 a.m.

Administration of the CMSR Examination: 8:30 a.m. – 12:30 p.m.

Study Sessions: Thursday afternoon after daily PRIT sessions and/or Friday afternoon after PRIT program conclusion (depending on location)

If you have tight travel plans, first call to verify exact times as schedule could slightly change.

Keep a copy for your records.

CMSR APPLICATION FORM

Name: _____
(As you would like it to appear on your Certification certificate, should you meet application requirements.)

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

Indicate your experience in physician recruitment at the projected date of the Certification Examination (must have at least 18 months experience in physician recruitment to sit for exam).

- 18 - 23 months 24-35 months
 36-47 months 48-60 months over 60 months

Indicate the type of organization you work with:

- Managed Care Company Hospital or Hospital System
 Clinic/Physician Group Practice Military or Government
 Integrated Delivery System Search Firm or Consultant

Experience in Medical Staff Recruitment

Unit credit: During the past three years, one unit for each quarter full-time equivalent, up to 12 total units.

This section seeks information about the number of years and percentage of time spent in medical staff recruitment over the past three years. This recognizes that a professional often has various recruitment responsibilities. Please provide appropriate employment data beginning with your current position, and describe your professional experiences. Attach a separate sheet if more space is needed. Please forward a letter from each employer to verify this information.

1. Current Title/Responsibility: _____

Description of responsibility: _____

% of time spent in these medical staff recruitment area(s): _____

Organization: _____

Address: _____

Employment: From ____/____ to ____/____ Total Years: _____
Mo/Yr Mo/Yr

2. Title/Responsibility: _____

Description of responsibility: _____

% of time spent in these medical staff recruitment area(s): _____

Organization: _____

Address: _____

Employment: From ____/____ to ____/____ Total Years: _____
Mo/Yr Mo/Yr

3. Title/Responsibility: _____

Description of responsibility: _____

% of time spent in these medical staff recruitment area(s): _____

Organization: _____

Address: _____

Employment: From ____/____ to ____/____ Total Years: _____
Mo/Yr Mo/Yr

Continuing Education

Unit Credit: During the past three years, one unit for each six contact hours of approved instruction.
Contact hours are the actual number of hours spent in classroom educational activity, excluding breaks. For each, please provide 1. verification of attendance, 2. course outline.

1. Name of Program: _____

Sponsor: _____

Date: _____

Location: _____

Contact Hours: _____

Type of Program: _____

2. Name of Program: _____

Sponsor: _____

Date: _____

Location: _____

Contact Hours: _____

Type of Program: _____

3. Name of Program: _____

Sponsor: _____

Date: _____

Location: _____

Contact Hours: _____

Type of Program: _____

4. Name of Program: _____

Sponsor: _____

Date: _____

Location: _____

Contact Hours: _____

Type of Program: _____

If the applicant does not have 16 units, the following may apply.

**Professional Contributions in the Field of
Medical Staff Recruitment (Optional)**

Up to 2 total units, one unit for each hour taught or each full page published **during the past two years**.

This can be accomplished through publishing articles, teaching at continuing education programs or universities or serving in leadership capacities in Medical Staff Recruitment related associations.

All of the contributions listed below should be substantially related to the profession of Medical Staff Recruitment in the past three years.

A. Authoring or Publishing an Article

In order to receive credit, attach a reprint of the article(s) in one or more Medical Staff Recruitment areas that you have authored and published in recognized national or regional publications. A quote attributed to you in an article does not apply.

B. Teaching and Speaking at Programs and Meetings

Please list teaching or speaking assignments at meeting and educational programs on Medical Staff Recruitment. Please attach verification of your speaking, with a copy of the promotional brochure and course outline. (Serving as a panelist will count as half credit.)

1. *Program or Publication:* _____

Title of Course or Publication: _____

Sponsoring Organization: _____

Meeting or Publishing Date: _____ Location of Meeting: _____

Your specific session length: _____ or article length: _____

Speaking assignment: Speaker _____ Panelist _____
(full credit) (half credit)

2. *Program or Publication:* _____

Title of Course or Publication: _____

Sponsoring Organization: _____

Meeting or Publishing Date: _____ Location of Meeting: _____

Your specific session length: _____ or article length: _____

Speaking assignment: Speaker _____ Panelist _____
(full credit) (half credit)

3. *Program or Publication:* _____

Title of Course or Publication: _____

Sponsoring Organization: _____

Meeting or Publishing Date: _____ Location of Meeting: _____

Your specific session length: _____ or article length: _____

Speaking assignment: Speaker _____ Panelist _____
(full credit) (half credit)

Awards and Professional Designations

Up to two total units, one for each qualifying award and professional designation. **During the past three years**, any individual awards recognizing your medical staff recruitment expertise or professional designations, such as related certification or fellowship credentials.

Please provide complete information on the name, purpose, sponsoring organization, date, qualifications and any other data relevant to the award/recognition that you have earned.

1. _____

DATE RECEIVED: _____

2. _____

DATE RECEIVED: _____

3. _____

DATE RECEIVED: _____

Association Memberships

Up to three total units, one unit for each full-year membership of a national association or one-half unit for a local or state association **during the past three years** which is directly within the realm of medical staff recruitment.

Membership in professional associations related to the field of recruitment is strongly encouraged. Such membership exposes the member to industry trends as well as opportunities for professional enhancement.

**The American Academy of
Medical Management**

Actual year(s) of membership: _____

Other recognized national, state or local association(s) to which you currently, or previously held, membership:

Name of Association: _____

Actual year(s) of membership: _____

Name of Association: _____

Actual year(s) of membership: _____

I certify that all information contained in this application is accurate. I understand that all of the information I have provided herein may be verified, and I authorize such verification. I also agree, if awarded Certification status, to abide by the rules and regulations set forth by The American Academy of Medical Management.

Mail, scan/e-mail or fax completed and signed application with all supporting documentation and non-refundable application fee (\$259). Make sure you keep a copy for your records. Application must be dated and signed.

Print Name: _____

Signature: _____

Date: _____

The American Academy of Medical Management

Credentialing Department – Attention: Linda Hailey

560 West Crossville Road, Suite 104

Roswell, GA (Atlanta) 30075

Phone: (770) 649-7150

Fax: (770) 649-7552

E-Mail: LHailey@AAMMWeb.com

www.AAMMWeb.com

**PLEASE KEEP A COPY OF APPLICATION AND ALL
DOCUMENTATION FOR YOUR RECORDS**

CMSR Fee (fees are non-refundable): \$259

Fee Includes:

CMSR Application Fee

CMSR Study Guide

CMSR Study Session

CMSR Exam

How Do I Keep My CMSR Credential?

The initial CMSR designation is bestowed for a period of three years. During that time, Recertification requirements must be achieved in order to continue the designation for three additional years. This enhanced credential will document the professional's ongoing commitment and experience, as well as provide credentials more advanced for the medical staff recruitment professional's career. To obtain Recertification status, CMSRs must continue their AAMM membership and meet the following requirements:

CMSR RECERTIFICATION REQUIREMENTS:

- I. **Current employment** in one or more areas of medical staff recruitment. You must include with this application an **employment letter, denoting your position and dates of employment (signed by employer)** and a **resume** of qualifying experience.
- II. Three full years as a **CMSR (Certified Medical Staff Recruitment)**.
- III. Full completion of the **Official Re-Certification Application** and **ALL** supporting documentation.
- IV. Continued American Academy membership.
- V. **Over the past three years a total of 21 units calculated as:**
 - one unit for each quarter year full-time experience (up to 12 total units),
 - one unit for each six hours of approved Continuing Education Units
 - one unit for professional contributions, awards and professional designations

If you do not meet the above 21 units of experience and educational requirements, successful completion of the current CMSR Examination will qualify you.

To obtain the total of 21 required units **your options include:**

1. **Medical Staff Recruitment Experience Units:** Over the past three years, **ONE UNIT FOR EACH QUARTER YEAR**, full-time equivalent (up to 12 total units).
2. **Continuing Education Units:** Over the past THREE years, **ONE UNIT FOR EACH SIX HOURS** of instruction (no limit on the number of units). For this requirement, The American Academy will consider verifiable education from various associations and institutions of higher learning. **HOWEVER, COLLEGE COURSES ARE NO MORE THAN ONE UNIT PER ACCEPTED CLASS.**

EXAMINATION TOPICS WILL INCLUDE from the perspective of the Medical Staff Recruiter:

Planning/Recruitment Role, Marketplace, Sourcing, Interviewing/Closing, Screening/Credentialing,

Physician Extenders, Retention/Start-Up, Legal and Compensation/Benefits

FEES:

CMSR Recertification Application: \$170 members (non members are not eligible) (non refundable)

AAMM SEMINARS THAT APPLY TO THE CMSR CREDENTIALS

- Practice Management Intensive Training
- Practice Management Boot Camp
- Financially Managing the Practice for Maximum Profits
- Physician Salaries, Compensation and Productivity
- Executive Academy for Practice Administrators
- Physician Recruitment and Retention Intensive Training
- Advanced Physician Relations
- Making Immigration Work for Your Recruitment & Retention Needs
- Physician Recruitment & Retention Legal Issues, Contracts & Policies

Note: AAMM has offered numerous other seminars that may also be acceptable, as well as In-House/On-Site seminars.



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