

# NAMSS Policies and Procedures

**POLICY NAME: EDUCATION SCHOLARSHIP AWARDS**

**Number:** Awards 200.10  
**Effective Date:** 11.19.08

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## **POLICY STATEMENT:**

NAMSS will provide financial assistance to its members through an educational scholarship program.

## **PURPOSE:**

It shall be the duty of the Education Committee to award scholarships to provide financial assistance to an active member of NAMSS currently employed in the profession of medical staff or provider credentialing services, to be applied toward continuing education or leadership development programs. Examples include an accredited program of study, local state conference, NAMSS' Annual Conference, Webinars, in person courses, online courses or other NAMSS CE opportunities as available on the NAMSS Website. Up to \$9,500 in scholarships will be awarded annually.

## **PROCEDURE:**

1. Scholarships may be awarded for the following:
  - A. **Accredited Program of Study.** The Charlotte Cochrane Scholarship Award provides financial assistance, in an amount not to exceed \$1,500, to an active member of NAMSS currently employed in the profession of medical staff or provider credentialing services or holds the NAMSS CPCS or CPMSM and is currently seeking employment in same. Applicant must also be currently enrolled in a program of study. Recipients of the Charlotte Cochrane Award will be recognized at the Annual Conference during the Business Luncheon and as such receive complimentary registration and one night hotel.
  - B. **NAMSS Annual or Local State Annual Conference.** Provides financial assistance, in an amount not to exceed \$2,000 for the NAMSS Annual Conference or \$1,000 for a State or Chapter Annual Conference, to an active member of NAMSS who is currently employed in the medical services profession or holds the NAMSS CPCS or CPMSM and is currently seeking employment in same. The scholarship may be used to cover the cost of registration fees, accommodations, travel and per diem.
  - C. **Leadership Development.** The Leadership Development Scholarship provides financial assistance to an active member of NAMSS who would like to develop their leadership skills. The scholarship may be used to cover the cost of the Leadership Certificate Program online modules, or registration fees for the in-person workshop, as well as the registration fees for the Virtual Executive Roundtable.
  - D. **Other Continuing Education.** Provides financial assistance, in an amount not to exceed \$1,000, to an active member of NAMSS who is currently employed in the medical services profession or holds the NAMSS CPCS or CPMSM and is

currently seeking employment in same. The scholarship may be used for tuition/registration fees, accommodations or travel expenses for the education event, or for educational materials. Applicable CE opportunities include live and recorded Webinars, online or in person courses and educational products.

2. Scholarship awards are given annually as determined by the Education Committee.
3. Applicants must submit a completed application (appended to this policy). Applicants must provide the following with the application:
  - A. Charlotte Cochrane Scholarship (Accredited Program of Study)
    - i. Proof of enrollment
    - ii. A degree plan/schedule of classes/transcripts if applicable
    - iii. Descriptive materials relating to the current accredited program
    - iv. A personal statement of educational goals, objectives and a time-table
    - v. A current CV/resume
  - B. NAMSS Annual Conference or State/Local Annual Conference
    - i. Registration form highlighting registration fees
    - ii. Conference program or descriptive materials relating to the program
    - iii. A personal statement of educational goals, objectives and a time-table
    - iv. A current CV/resume
    - v. A budget highlighting the expenses to be covered by scholarship
  - C. Leadership Development Scholarship
    - i. A budget highlighting the expenses to be covered by scholarship
    - ii. A personal statement of educational goals, objectives and a time-table for completion
    - iii. A current CV/resume to include years of industry experience.
  - D. Other Continuing Education
    - i. Descriptive materials relating to the program including program cost
    - ii. A personal statement of educational goals, objectives and a time-table
    - iii. A current CV/resume
    - iv. A budget highlighting the expenses to be covered by scholarship
4. Candidate Criteria - All applicants will be measured by the following criteria:
  - A. Commitment toward educational growth as a medical services professional or provider credentialing professional
  - B. Commitment toward the enhancement of professionalism in the field of medical staff or provider credentialing services
  - C. Enthusiasm for and support of the goals of NAMSS
  - D. Future benefits to NAMSS resulting from educational assistance to the applicant
  - E. Confirmation of dedication to higher aspirations and to the achievement of excellence consistent with the standards espoused by NAMSS and its Education Committee
5. Candidate Eligibility:
  - A. Individuals serving as Board members/Committee members and/or instructors are not eligible to apply.
  - B. Applicants must be NAMSS members.
  - C. Applicants must be currently employed in the profession of medical staff or provider credentialing services or hold the NAMSS CPCS or CPMSM and currently seeking employment in same.

D. To be eligible for a Charlotte Cochrane Scholarship, applicant must also be enrolled in an accredited program of study.

E. Submission of Application:

- A. Charlotte Cochrane Scholarship (Accredited Program of Study) - Applications are to be submitted to the Education Committee Chair through the NAMSS Executive Office by June 1 of each year. Measuring all completed applications and supporting documentation against the criteria listed above, the Committee will determine the recipient(s) by July 1 and will notify all applicants by July 15. Announcement of the award will be made at the Annual conference and a notice will appear in *Synergy*.
- B. NAMSS Annual Conference, or State/Local Annual Conference –Applications are to be submitted to the Education Committee Chair through the NAMSS Executive Office by June 1 of each year. Measuring all completed applications and supporting documentation against the criteria listed above, the Committee will determine the recipient(s) by July 1 and will notify all applicants by July 15.
- C. NAMSS Leadership Scholarship and Other Continuing Education Scholarships – applications are to be submitted to the Education Committee Chair through the NAMSS Executive Office by June 15 and December 15 of each year. Measuring all completed applications and supporting documentation against the criteria listed above, the Committee will determine the recipients by July 15 and January 15.

Originating Workgroup or Committee	Education Committee 9/11
Bylaws Committee	
NAMSS Board	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or policy/procedure	Cochrane Scholarship application
Communication Methodology	

Amended Date	Education Committee Review Date	Board Approval Date
9/07	7/07; 9/07; 09/11	11/19/08; 11/15/2011

**POLICY NAME: CRITERIA AND SELECTION PROCESS FOR GOLDEN KEY AWARD**

**Number:** Awards 200.20

**Effective Date:**

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**POLICY STATEMENT:**

The Golden Key award was established by the Certification Commission of NAMSS (CCN) and is intended to acknowledge an individual recognized by peers for his/her efforts to promote certification. It is the highest honor awarded by the CCN. The Golden Key is further intended to acknowledge nominees who exemplify the Certificant's Code of Ethics, through their dedication to certification. A nominee shall demonstrate this dedication by sharing knowledge, fostering education, and encouraging personal/professional growth in the medical services profession that lead individuals to certification.

**PURPOSE:**

The Golden Key is intended to acknowledge nominated Certificants who exemplify the Certificant's Code of Ethics, through their dedication to certification and professional growth through certification.

**DEFINITION(S):**

CCN = Certification Commission of NAMSS

Certificant = Medical Services Professional who holds current NAMSS certification(s).

**PROCEDURE:**

1. The CCN will periodically review and revise, as necessary, the established criteria and nomination process/deadlines for the Golden Key Award. Historically, the deadline for submission of applications is June 15<sup>th</sup> of each year, selection takes place in July, and the presentation is made at the NAMSS Annual conference.
2. Nominees for this award must currently hold either an active CPMSM or CPCS credential in good standing. Current members of the NAMSS Board of Directors, NAMSS instructors current members of the CCN are not eligible for nomination during their term of service and for three years following service on either Board.

3. Nominators must be professional colleagues of the nominees who can attest to the certified MSP's dedication to certification (peers, employers, subordinates, physician leaders, etc.). Nominators are not required to hold NAMSS membership or a credential.
4. Nominators must submit an official nomination form (Attachment A), as well as a narrative statement which does not exceed 500 words.
5. The nomination form and narrative statement should reference any programs taught, articles written, study groups formed, peers mentored, leadership activities or other efforts undertaken by the nominee to the furtherance of certification. Specific examples should be included.
6. Once submitted, all nominations become the property of the CCN and will not be returned. Nominations will be valid for two years from submission. The CCN will not retain copies of nominations following the two-year period. The CCN reserves the right to reprint the nominations in official CCN or NAMSS publications as necessary.
7. It is the responsibility of the nominator to ensure that the nomination is complete, legible, valid, and that it is submitted prior to the stated deadline. The CCN reserves the right to hold all nominators and nominees responsible for strictly adhering to the criteria as stated.
8. The CCN will consider all nominations received which comply with this policy. Selection will be by a majority vote of CCN members.

All nominees will be recognized in official CCN and NAMSS publications. The nominee selected each year, along with the nominator, shall be notified by the CCN Chair. The award given will include an engraved plaque, a "golden key" pin, and complimentary registration for the NAMSS annual conference in the year of selection. The awards will be given at the annual NAMSS Business Meeting at the annual conference.

Originating Work Group and/or Committee	Certification Commission of NAMSS (CCN)
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	Golden Key Award Nomination Form
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
8/2005, 8/2006, 10/2009, 7/2011, 6/2013, 4/2014, 4/2016	6/20/2006	11/19/08

**POLICY NAME: JOAN COVELL CARPENTER EDITORIAL AWARD**

**Number:** Awards 200.30  
**Effective Date:**

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**POLICY STATEMENT:**

The Joan Covell Carpenter Editorial Award shall be given to a NAMSS member who has authored a Synergy article that meets the award qualifications.

**PURPOSE:**

The award will recognize, support and encourage the efforts of NAMSS members who author informational articles for publication in Synergy.

**PROCEDURE:**

1. In order to meet timelines for award presentation at the Annual Conference the articles will be selected from the July/August issue through the current May/June issue.
2. Following the publication of the May/June issue of Synergy, the Synergy editor will collect the articles that meet the award qualifications.
3. The articles will be distributed to the members of the Synergy Editorial Committee for review and judging.
4. Articles will be judged on the content, clarity and relevance to medical services professional industry.
5. The Synergy Editor will notify the NAMSS Board of the recommendation for the recipient of the award.
6. Upon approval of the NAMSS Board, the Editor will draft an award letter to be sent to the applicant. Executive Office will mail out the letter will notify the award winner.
7. The Synergy Editor will present the award at the Annual Conference.

Award Qualifications:

1. Articles considered must have been written by NAMSS members.
2. Articles co-written with persons outside NAMSS will not be eligible for the award.
3. Articles written by two or more NAMSS members will be accepted and if selected for the award, the financial award will be divided between the authors.
4. Articles will address one of the competency areas of the CPMSM and/or CPCS exam.

Originating Work Group and/or Committee	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	
Communication Methodology	

Amended Date	Bylaws Committee Review Date	Board Approval Date
		11/19/08

**POLICY NAME: NAMSS LEADERSHIP AWARD**

**Number: 200.40**  
**Effective Date:**

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**POLICY STATEMENT:**

The NAMSS Leadership Award shall be given to an individual who has demonstrated support for NAMSS or for the activities and role of the Medical Services Professional.

**PURPOSE:**

The award will recognize an individual who is a Medical Services Professional, physician or healthcare administrator who is serving or has served in a leadership position on a hospital staff or healthcare organization.

**PROCEDURE:**

1. Nominations must be submitted by a NAMSS member in good standing (through the Executive Office) by April 30th of each year.
2. The Board of Directors will consider all properly submitted nominations in accordance with the criteria provided above.
3. The President will contact the winner by telephone and the NAMSS office will follow-up with an award letter which will be sent to the recipient.
4. The President will present the award at the Annual Conference.

Originating Work Group and/or Committee	
Bylaws And Other References	
NAMSS Bylaws	
Pertinent documents or other policy/procedure	



Communication Methodology	
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Amended Date	Bylaws Committee Review Date	Board Approval Date
		11/19/08