

CONNECTICUT ASSOCIATION MEDICAL STAFF SERVICES

POLICIES AND PROCEDURES

Revised 9/6/2018

SCHOLARSHIP TO ATTEND THE NAMSS ANNUAL CONFERENCE

CTAMSS will provide a member financial support to attend the NAMSS Annual Conference. The financial support will be in the amount of the conference registration fee. The Board of Directors may elect to award the scholarship to more than one member, based on the availability and evaluation process outlined below.

- A. Availability of Scholarship
 - 1. The availability of the scholarship will be determined annually by the Board of Directors depending on:
 - a. The financial resources of CTAMSS; the amount is subject to change by vote of the membership.
 - b. The availability of suitable candidates.
 - 2. Applicants for the scholarship must complete and submit the designated application form (sample copy appended) to the Board of Directors within the established timetable.
- B. Evaluation of applications by the Board of Directors will be based on the following criteria
 - 1. Described need for financial assistance; financial resources are available (hospital, medical staff, personal); but without this additional aid, member would not be able to attend.
 - 2. Described reasons member would like to attend conference (what member expects to gain from experience; potential value personally and professionally).
 - 3. Other possible factors (whether or not member has had prior opportunities to attend, etc.).
 - 4. Simple majority vote by the Board of Directors will determine the recipient of the scholarship.
- C. Notification and Announcement of Recipient

The recipient of the scholarship will be informed and announced to the membership by the President.

GRANT AVAILABLE TO PRESIDENT OF CTAMSS

- A. Policy

A \$750 grant shall be available to the President of CTAMSS to attend the NAMSS Annual President's Retreat, the NAMSS Annual Conference or a conference of choice related to the medical staff services profession during his/her term of office. (The amount is subject to change by vote of the Active membership.) If the President declines the grant, the grant shall be made available to the Vice President to attend the NAMSS Annual President's Retreat, the NAMSS Annual Conference or a conference of choice related to the medical staff services profession during his/her term of office.
- B. Availability of Grant

The availability of this grant will be determined by the Board of Directors depending on:

1. Financial resources of CTAMSS.
2. Availability of travel/education funds from employer.

SCHOLARSHIP TO APPLY FOR NAMSS CERTIFIED PROVIDER CREDENTIALING SPECIALIST (CPCS) or CERTIFIED PROFESSIONAL MEDICAL SERVICES MANAGEMENT (CPMSM) CERTIFICATION

CTAMSS may provide a member financial support to apply for NAMSS certification as a Certified Provider Credentialing Specialist (CPCS) or Certified Professional Medical Services Management (CPMSM). The financial support will be in the amount of the certification application fee.

B. Availability of Scholarship

1. The availability of the scholarship will be determined annually by the Board of Directors depending on:
 - c. The financial resources of CTAMSS; the amount is subject to change by vote of the membership.
 - d. The availability of suitable candidates.
2. Applicants for the scholarship must complete and submit the designated application form (sample copy appended) to the Board of Directors within the established timetable.

B. Evaluation of applications by the Board of Directors will be based on the following criteria

5. Described need for financial assistance; financial resources are available (hospital, medical staff, personal); but without this additional aid, member would not be able to apply for certification.
6. Described reasons member would like to obtain certification (what member expects to gain from experience; potential value personally and professionally).
7. Other possible factors.
8. Simple majority vote by the Board of Directors will determine the recipient of the scholarship.

C. Notification and Announcement of Recipient

The recipient of the scholarship will be informed and announced to the membership by the President.

CERTIFICATES OF APPRECIATION FOR BOARD OF DIRECTORS

A. Policy

Certificates of appreciation will be presented to the Board of Directors whose terms of office have expired at the annual meeting of CTAMSS which is held in January.

1. The President of CTAMSS will be presented with a plaque recognizing her/his years of service to the Association. The President Elect will present the plaque to the President.
2. The President Elect, Secretary, Treasurer, elected member(s)-at-large and the Committee Chairs will be presented with a certificate of appreciation indicating dates of service and office held. The President of CTAMSS will be responsible for obtaining and presenting the certificates.

DUES

Annual dues for membership shall be due and payable at an amount set annually by the Board of Directors (not to be set higher than National Association dues). Dues for current members of the Board of Directors, including officers, committee chairs and members-at-large, shall be waived.

- A. Payment of dues for all new members is waived for the first calendar year.
- B. Annual dues for Active Membership are \$75.00.
- C. Annual dues for Associate Membership are \$50.00.

CONNECTICUT ASSOCIATION MEDICAL STAFF SERVICES

CONDITIONS FOR MEMBERSHIP

The Connecticut Association Medical Staff Services (CTAMSS), an affiliate of the National Association of Medical Staff Services (NAMSS), is a voluntary organization consisting of medical staff services professionals in the healthcare arena and is governed in accordance with the CTAMSS Bylaws and Policies and Procedures. The Board of CTAMSS has the overall responsibility for the conduct of the organization.

Whereas, the Board of CTAMSS recognizes that each member of the organization has authority and responsibility for the exercise of individual professional judgment in all matters of the organization;

Whereas, the Board of CTAMSS, in accordance with the Bylaws, has delegated to the membership through its committees and programs, the duties and responsibilities set forth in the Bylaws to provide and assist in the organizational responsibilities;

Whereas, the Membership of CTAMSS recognizes and accepts its role and responsibilities in the efforts of the organization to:

- provide an organized structure at the state level to work together on healthcare topics and items of interest,
- provide the opportunity for career advancement and continuing education;
- assist in professional and personal development;
- promote the improvement of professional knowledge and skill by uniting persons who are engaged in healthcare activities throughout this state under the auspices of the National Association;
- provide a channel of communication between the National Association and the State Association;
- promote the purpose and membership in the National Association;
- maintain confidentiality of the pertinent activities of the healthcare entities.

Therefore, to discharge those duties and responsibilities and provide for an orderly process concerning matters of election, meetings, duties and procedures, the officers and committee members of the CTAMSS Organization, as described in the Bylaws, assume responsibility for fulfilling those duties and functions delegated to them by the Board of CTAMSS.

By accepting membership to CTAMSS, each member shall agree to assume such reasonable duties and responsibilities as the Board of CTAMSS or the membership shall require including, but not limited to participation on committees and education activities, either voluntarily or by delegation. Eligibility requirements for holding office are stated in the Bylaws, Article VI, Officers.

This policy was adopted by the membership of CTAMSS to provide a framework for their professional activities in the organization.