



Amerinet Healthcare Achievement Awards Process and Instructions

Awards Objective

To identify and recognize Amerinet members for their contributions to healthcare, to Amerinet and to the communities they serve.

Eligible Facilities

All Amerinet members are eligible to participate. The entry form contains the following facility designations:

Facility Category:

- Acute care hospital under 300 beds
- Acute care hospital over 300 beds
- Non-acute care facility

Facility Type:

- Hospital
- Critical access
- Integrated Delivery Network (IDN)
- Surgery center
- Long term care
- Primary care
- Home health
- Other

Eligible Projects

The project submitted for consideration must be a project which concluded within the current year regardless of start date (i.e. project may have started two years prior, however, was finished within the current year; therefore, is eligible for submission). Facilities may submit more than one project, however, separate entry forms must be submitted for each.

Projects may be submitted for the following categories:

- Financial and Operational Improvement
- Quality/Patient Care Delivery and/or Patient Satisfaction
- Supply Chain/Data Management or Supply Cost Efficiencies
- Community Impact and/or Innovation

Judging Process

Our panel of judges consists of Amerinet representatives from executive, contracting and sales divisions. Judges will review each entry form and score the entries based on completion, project scope and outcome, nomination category relevance, impact on patients and/or employees, and innovation. The scores for each area are combined for the total score. A score threshold will be set; if the threshold is not met, no award will be given in that particular category. At the completion of the judging period, the scores are tallied and the top three scores in each nomination category which meet or exceed the threshold are the winners. **Not all entries will receive awards.** It is possible for a facility to win more than one award.

Winning Facilities

Prizes for each facility include the following:

- One commemorative plaque/trophy
- Two all-expense-paid trips to attend the Amerinet Member Conference to accept the award (Recipients must be facility representatives; this prize cannot be used for guest travel/accommodations. Prize is non-transferable and must be used for the conference at which the award will be presented.).

Each all-expense-paid conference trip includes the following:

- Conference registration – included hotel accommodations (hotel for conference only; additional nights will be the responsibility of the participant)
- Airfare (up to \$400)
- Airport/hotel transfer fees (\$40 per person)

- Luggage handling fees (one piece of luggage per person per flight)
- Meals which are included with the conference registration – additional meal expenses will not be reimbursed.

Travel expenses incurred from the participant's home to the airport or airport to home are not reimbursable.

If an award winner chooses to drive to the conference, mileage will be reimbursed (up to \$400) based on Amerinet's mileage reimbursement rate at the time of travel (a MapQuest printout showing mileage will be required).

The registration fee and travel expenses will be complimentary for only the two facility representatives (guests are not included). If any participant has already registered and/or paid for their travel prior to winning notification, they will be reimbursed by Amerinet (airline receipts will be required in order to process the reimbursement).

All reimbursements will be issued after the conference.

Awards Ceremony

Awards will be presented during the Amerinet Member Conference. During the awards ceremony, the winners will be called to the stage, presented with the award and have their photo taken. Due to the amount of awards presented, time is not allotted for presentations during the awards ceremony. However, time will be scheduled during the conference in which the winners will have the opportunity to present their projects to those interested. Please check the conference agenda for the date and time of this session.

Photos from the awards ceremony will be posted online a few weeks after the conference.

Banner Session

All facilities participating in the Amerinet Healthcare Achievement Awards will qualify for inclusion in the Achievement Award banner session to be displayed at the Amerinet Member Conference. **All Achievement Award winners will be required to participate in the banner session.** Facilities not winning awards are encouraged to participate in the banner session, however, will be provided with the option of not participating.

All facilities must provide the project summary/banner information at the time of entry. If the banner information is not submitted with the entry form, the submission will not be accepted.

Banners will be developed by Amerinet Marketing. In order to complete the banners, each facility is asked to provide the following to Amerinet:

- 200-word summary of project
- 50-word facility description
- Photos of facility, project, staff, etc. – maximum of three photos (must be high resolution 240-300 dpi, jpg or pdf, 5"x7" min.)
- Facility/organization logo if available (must be high resolution 240-300 dpi, jpg or pdf)

Please note: Amerinet may edit submitted text for banner formatting purposes. Banner may be included on the Amerinet Member Conference website for promotion and recognition purposes.

The banners will be displayed in a designated area at the Amerinet Member Conference, and will remain for the duration of the conference. A time will be designated during which members from the facilities will have the opportunity to discuss their projects with interested meeting attendees. Please check the conference agenda for the date and time of this session.

At the conclusion of the conference, the banners, which are free-standing, full-color, retractable 23" x 92" banners, will be shipped to your facility for display..

Awards Promotion and Communication

Amerinet may share participant's facility name and/or success story through press releases, media announcements, website or other Amerinet marketing promotions. Winning facilities may release an announcement to the media regarding their award, however, Amerinet requests participants to hold their individual releases until the Amerinet press release announcing the winners is distributed.

Questions?

Awards contact: awards@amerinet-gpo.com

Entry Form Completion Instructions

A summary of the information requested on the entry form is provided in the following instructions.

Entries may be submitted online (preferred method), or completed downloaded entry forms may be emailed to awards@amerinet-gpo.com. Both forms of entry can be accessed via the [Amerinet website](#).

Please note: If submitting online, answers will not be saved if you log out prior to completing the entire form, therefore, the form must be completed in one session.

Section I: Contact and Facility Information

Provide complete contact information and choose the Category and Type that best represents your facility.

Please note: The person listed as your facility's contact will be the person to receive all communications regarding the awards.

Section II: Nomination Category

Choose the category for which you would like the entry to be judged. Only one nomination category may be chosen per entry.

Community Impact and/or Innovation Award

Recognizing members for outstanding humanitarian achievement within the communities they serve or innovative excellence at their organizations.

Financial and Operational Improvement Award

Honoring the achievements of members who enhanced the bottom line, improved cash flow, maximized net patient revenue and implemented strategic operational improvements within their organizations.

Quality/Patient Care Delivery and/or Patient Satisfaction Award

Recognizing members who executed quality and patient safety strategies and processes to deliver exceptional patient satisfaction.

Supply Chain/Data Management or Supply Cost Efficiencies Award

Acknowledging members who drove value and efficiency for their organizations through expansive thinking and original techniques in supply chain and data management.

Section III: Program Description

Provide the following project details (please limit each section to 200 words or less):

Issue: Describe the issue which led to the decision to implement this project/initiative.

Solution: Describe the resolution to the issue and the methods used to determine the solution.

Project scope: Include objectives, budget, resources, etc.

Outcome: Along with the description of the outcome, include the criteria/methods used to measure the success of the project. Also include any impact made on your facility's efforts to reduce costs and/or improve quality.

Innovation/Collaboration: Describe aspects of this project that were innovative and describe any collaboration efforts used for the success of the project.

Section IV: Additional Requirements

Provide a list of team members and sponsors/partners who assisted with this project.

Section V: Project Summary and Banner Information

Provide a 200-word summary of the project along with a 50-word description of your facility. This information will be used by Amerinet to develop your facility's Achievement Awards banner which will be displayed at the Amerinet Member Conference. **This information must be submitted along with the entry form for the entry to be accepted.** After submitting your online form, please email the following images to awards@amerinet-gpo.com:

- Photos of facility, project, staff, etc. – maximum of three photos (Must be high resolution 240-300 dpi, jpg or pdf, 5"x7" min.)
- Facility/organization logo if available (Must be high resolution 240-300 dpi, jpg or pdf)

Section VI: Consent

Enter your name and date indicating your consent for Amerinet to share your facility name and/or success story through press releases, media announcements, website or other marketing promotions.

Submission Deadline

All entry forms must be received no later than January 31, 2012.

Questions?

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