

BARBARA YATES EDUCATIONAL GRANT

A. Purpose

The purpose of this Grant is to provide financial assistance for Medical Service Professionals *in pursuit of* continuing education activities or certification as a CPMSM or CPCS*

** Certified Professional Medical Services Management, or Certified Provider Credentialing Specialist as recognized by the National Association Medical Staff Services.*

B. Procedure

The Executive Board of MAMSS will select recipients of the Barbara Yates Educational Grant(s). The recommended grant awards are listed below. HOWEVER, the Board will review the financial health of the Barbara Yates Fund annually, and determine what funds are available for grants for the respective year. Grant awards will be announced at the beginning of each calendar year on the MAMSS website.

Grants may be awarded for the following:

1. **MAMSS Annual Conference grant**. A maximum of two (2) Grants may be awarded for a member(s) to attend the MAMSS Annual Conference during the current fiscal year. The Grant includes conference registration fees, plus cost of accommodations for up to two nights.
2. **NAMSS Annual Conference grant**. One (1) Grant may be awarded to a member to attend the NAMSS Annual Conference. Grant limited to \$1000 for expenses as defined as registration, accommodations and/or travel.
3. **Continuing Education (CE) Programs** - One (1) Grant may be awarded to a member to attend a Continuing Education (CE) program designed to provide the individual with further skills and knowledge within the medical staff services profession.
This CE program includes, but not limited to, a seminar, webinar or similar type of educational activity that is recognized as a NAMSS sponsored CE activity or a program awarded continuing education credits by NAMSS.
One (1) Grant for a CE program may be awarded for the fiscal year to cover the expense of registration/tuition only.
4. **CPMSM or CPCS Exam Application Fee**: Upon meeting the Exam Eligibility requirements, an applicant may request support for the respective examination fee only. Amount will be consistent with the current NAMSS' member rate, and does not include rescheduling fees.

Recipient of this award is limited to one-time only; and is ineligible to reapply for another exam fee.

C. Eligibility Criteria

The Applicant must meet the following criteria:

1. Employed currently in Medical Services profession
2. Active membership in MAMSS for at least one year
3. Submission of a complete application

4. Miscellaneous -

- a. Only one application per person will be accepted in a calendar year
- b. Recipients are ineligible to reapply for another grant for two years following receipt of their Award. Awards for Exam Application Fee is limited to one time only.
- c. Grant requests will be judged on:
 - Merit of the continuing education program
 - Apparent benefit to the Medical Services Professional

E. Application

1. A complete application for a Barbara Yates Educational Grant includes:
 - a. A fully completed Barbara Yates Educational Grant Application form.
 - b. A letter of recommendation written by the applicant's supervisor
 - c. MAMSS Board members are eligible to apply, but ineligible to participate in the selection process.
2. Deadlines
Applications for a Yates Educational Grant must be submitted to the MAMSS President, as follows:
 - a. MAMSS educational conference – March 1st.
 - b. NAMSS conference - June 1st.
 - c. Applications for other conferences, or exam testing period - 60 days before the event
3. If an applicant is unable to meet the application deadline, a request for exception may be made to the Board. Such requests will be considered on a case-by-case basis.
4. Incomplete applications will not be considered.

F. Selection

1. MAMSS and NAMSS Conference. If the total number of complete applications received for grants to attend the MAMSS conference exceeds the number of grants available, the qualifying applicant's names will be entered into a lottery. Awardees will then be chosen at random.
2. Continuing Education Programs: Complete applications for other educational opportunities will be reviewed and acted on by the Executive Board as they are received, as per the application deadlines above.
3. Notification. All applicants will be notified of the action taken on their application by the MAMSS President (or designee).
Grant Awards will be announced on the MAMSS website and at the Annual Conference.

G. Funding

Funding for the Barbara Yates Educational Grant will come from the following sources:

1. An annual donation by MAMSS of 10% of profits from the annual Educational Conference or \$100, whichever is greater).
2. Donations from MAMSS Chapters wishing to contribute.
3. Donations from individuals in support of this grant's purpose.

Note: Disbursement of Yates Educational Grant Funds (refer to Finance Policy)

**MAMSS BARBARA YATES EDUCATIONAL GRANT
APPLICATION FORM**

NAME _____

EMPLOYER _____

BUSINESS ADDRESS _____

TELEPHONE #: _____

EMAIL ADDRESS: _____

	YES	NO
I am currently employed as a Medical Services Professional I have been employed for _____ years. My title is:		
I am a member in good standing of the Michigan Association Medical Staff Services.		
FOR INFORMATION ONLY:		
I am a member in good standing of the National Association Medical Staff Services.		
I regularly attend meetings of my MAMSS chapter.		
I currently hold or have held an office in my MAMSS chapter. Please list offices and dates of service here:		
I am currently receiving other financial aid or scholarships. If yes, please provide additional information here:		

I hereby request consideration for the Barbara Yates Memorial Scholarship offered by MAMSS.
I enclose the requested supporting documentation to assist the MAMSS Board in arriving at a
decision. I attest that the information I provided is accurate.

Signature: _____ Date: _____

Please mail completed form and letter of reference from your supervisor to the President of
MAMSS. Refer to the MAMSS website for the current President's contact information.