

**QI Study Submission Agreement**  
**Bernard A. Kershner Innovations in Quality Improvement Award Program 2019-2020**

**As part of the online Application Survey, you will need to append this completed, signed document as a PDF file, before you are able to submit the Application Survey. No hard copy applications or QI Study Submission Agreements will be accepted. The entry deadline is 12 noon CT, Friday, October 4, 2019. You will not be able to access the online Application Survey after that time.**

*In order to be in compliance with HIPAA, no patient identifiers are allowed on the application.*

The AAAHC Institute has appointed an Expert Panel to review all submissions. The criteria against which the Expert Panel will judge submissions are listed in A and B below.

- A. The Expert Panel will review all submissions for overall clarity and conciseness of the description of and/or rationale for:
1. The quality issue addressed
  2. Appropriateness of the performance goal
  3. Data collected (performance measure[s])
  4. Data collection methodology
  5. Data analyses and conclusions
  6. Comparison of initial performance versus performance goal
  7. The development and implementation of corrective action, and, if necessary, additional corrective action
  8. Re-measurement, and, if necessary, additional re-measurement
  9. New current performance versus performance goal
  10. Methods of communication of the study findings throughout the organization
- B. The Expert Panel will also review all submissions for evidence of: innovative thinking, working as a team, and setting an example that can be used in other ambulatory health care settings/for other ambulatory health care issues.

Recommendations of the Expert Panel will be submitted to the AAAHC Institute Advisory Committee for review and approval. The decisions of the Committee will be final.

The representatives of the 6 selected studies that most closely reflect the criteria used by the Expert Panel will make poster presentations at the spring 2020 *Achieving Accreditation* program. In addition, the AAAHC Institute will award:\*

- 1) An honorarium of \$500 (limit 1 per organization, 6 in total) for each poster presentation.
- 2) Complimentary registration (limit 1 per organization, 6 in total) for the AAAHC *Achieving Accreditation* program, which includes general and break-out education sessions, 2 breakfasts, 2 lunches and 1 networking reception.
- 3) Awards for the organization(s) authoring the best study as selected by the Expert Panel and by the program attendees.
- 4) Publication of the posters in the AAAHC quarterly newsletter.

No other awards and/or compensation will be offered in lieu of those stated above. Meals (beyond those provided as part of the *Achieving Accreditation* program) and other expenses will be the sole responsibility of the winning organization(s). \*The AAAHC reserves the right to refuse to award items any or all of the items described above, if the Expert Panel finds that any or all submissions do not sufficiently comply with the criteria established to evaluate entries.

Only submissions from organizations accredited by AAAHC, from June 1, 2019 up to and including March 31, 2020 are eligible for consideration. Organizations that employ an AAAHC Institute Advisory Committee member are not eligible for this award program.

**\*\* NOTE: Organizations may submit only one QI study for consideration. \*\***

Due to the anticipated volume of submissions, the AAAHC Institute will notify only those entrants who are among the six finalists. Notification of finalists will take place on/by November 11, 2019 to allow sufficient time for the development of posters in advance of the *Achieving Accreditation* program.

Organizations submitting QI studies to the AAAHC Institute for this program agree to release from liability, indemnify, and hold harmless AAAHC and its employees, directors, officers, members and any other agents against all actual and direct losses suffered, and all liability to third parties arising from or in connection with participating in the award program.

Please contact us at [quality@aaahc.org](mailto:quality@aaahc.org) if you have any questions. Program void where prohibited.

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**Name of Study:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_

On behalf of \_\_\_\_\_ (Name of Organization), I agree to the terms of Bernard A. Kershner Innovations in Quality Improvement Award Program 2019-2020 (Award Program), as described in pages 1 and 2 of this QI Study Submission Agreement document.

I attest that the information included in the submission for the Award Program is accurate and truthful to the best of my knowledge.

I will not include any HIPAA prohibited patient identifiers in my submission. I agree to make available, to the AAAHC Institute, de-identified patient documentation of the QI study being submitted, upon request.

By making a submission to the Award Program, I agree to allow the AAAHC to use all or any portion of the submission for educational and/or promotional purposes indefinitely.

I also agree that if chosen as one of the 6 finalist organizations, my organization will produce a poster, in coordination with AAAHC Institute staff, and make a presentation of the poster at the spring 2020 AAAHC *Achieving Accreditation* program.

I agree to release from liability, indemnify, and hold harmless AAAHC and its employees, directors, officers, members and any other agents against all actual and direct losses suffered, and all liability to third parties arising from or in connection with participating in the Award Program.

\_\_\_\_\_  
**Authorized Organizational Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Authorized Organizational Representative Print Name**

**To submit this Agreement:**

1. **Print out and complete this document, scan it, and save it to your computer's hard drive.**
2. **You will be required to attach the electronic file of this completed document at the end of the online Application Survey.**
3. **Once you have submitted your application online, you will be able to download a PDF of your completed application. Please save this to your computer and print it out as well. *This is your confirmation that your application has been received.***

**Thank you for submitting your QI study to the 2019-2020 *Innovations in Quality Improvement Award Program.***