

Award Application (For a completed project that improves patient safety and reduces liability)

Step 1 Complete the Award application

Step 2 Provide supporting documentation of your project, including pre- and post-quality metrics

Step 3 Submit the application, supporting documentation of your project, and metrics to the senior risk management or corporate insurance leader for review and evaluation, signature, and final submission to American Excess Insurance Exchange (AEIX).

Grant Application (For a proposed patient safety or quality improvement project requiring funding to reach completion)

Step 1 Complete the Grant application

Step 2 Provide supporting documentation and estimated costs of the project

Step 3 Obtain the following required signatures:

- Senior Risk Management or Corporate Insurance Representative
- Chief Financial Officer or Chief Executive Officer
- Primary and Alternate Clinical Sponsors

Step 4 Submit the application, supporting documentation, and metrics to senior risk management or corporate insurance leader for review and evaluation, signature, and final submission to American Excess Insurance Exchange (AEIX).

Senior Risk Management/Corporate Insurance Representative Evaluation

Step 1 Review the application and score for compliance with the awards and grants guidelines

- Innovation level of the potential practice
- Potential to improve liability-related patient safety
- Potential to impact severity of risk exposure
- Potential to share best practices among AEIX members

Step 2 Work with the application authors (as needed) to correct or improve the quality of the application's details.

Step 3 Answer the evaluation questions, sign the application, and email the completed application in **Word format** to Mary Danner at mary_danner@premierinc.com.

Application Review Process

Step 1 Applications are checked for completeness by AEIX Senior Risk & Patient Safety Consultant. Incomplete applications and missing information are communicated to the member senior risk manager or corporate insurance representative for resolution.

Step 2 The AEIX Senior Risk & Patient Safety Consultant creates a document to summarize all submitted award and grant applications. The summary document is distributed to the members of the Awards and Grants subcommittee.

Step 3 Members of the Awards & Grants Subcommittee review and score each application.

Step 4 The Awards & Grants Subcommittee meets to determine the winning entries based on the number of votes received for each submission.

Step 5 Winning applications are announced during the fall Insurance Advisory Committee (IAC) meeting and a recommendation for approval is sent to the Subscriber Advisory Committee (SAC).

Step 6 Following SAC approval, the winners are notified by email and formal letter from the AEIX President.

Step 7 Award checks are addressed to the member's legal entity and are mailed to the attention of the organization's corporate risk director for proper routing to the executive financial officer. Grant winners receive their monies after submitting relevant expense receipts and approval by Premier Insurance senior leadership. Grant recipients have up to 18 months to submit expenses for reimbursement.

Step 8 Award winners are invited to present their projects during the following Premier Breakthroughs Conference held annually in June.