APPLICATION FOR COTH MEMBERSHIP

GENERAL INFORMATION AND COTH MEMBERSHIP CRITERIA

Membership in COTH is limited to organizations having a documented affiliation agreement with a medical school accredited by the Liaison Committee on Medical Education (LCME). Typically, these organizations must sponsor, or participate significantly in, at least four approved, active residency programs. At least two of the approved residency programs should be in medicine, surgery, obstetrics/gynecology, pediatrics, family practice, or psychiatry. Membership applications to COTH are reviewed by the COTH Administrative Board, which serves as the AAMC’s membership committee for hospital participation. Under certain circumstances, and for certain types of hospitals such as children’s, VA, military and specialty hospitals, the COTH Administrative Board may approve full membership for hospitals and health systems that do not meet the full membership requirements.

Institutions that do not meet full membership criteria may be approved for corresponding COTH membership. Corresponding members are eligible to attend all open AAMC meetings and enjoy many of the privileges of full members, but are not eligible to participate in AAMC committees, the COTH Administrative Board, the AAMC Board of Directors, the AAMC Assembly or other AAMC governance structures. Organizations meeting full membership criteria, or who are offered full membership in certain situations, will not be considered for corresponding membership.

Membership Options

(A) Individual Teaching Hospital Membership - This option is intended for freestanding teaching hospitals that wish to join as individual teaching hospitals (even though they may be members of a system).

(B) Common Teaching Hospital/Health System Membership - This option is intended for non-federal COTH members who are the only COTH eligible hospital within a health system, or health systems which have multiple COTH-eligible hospitals but where (1) it has been determined that all COTH eligible hospitals do not wish to be members of COTH, or (2) the COTH eligible hospitals prefer to retain their individual hospital membership status. This option provides the system with complimentary COTH membership (as part of the hospital’s membership), forming a single member with the same dues structure as Option (A) and a single governance vote.

(C) Multiple Teaching Hospital/Health System Membership - This membership option is designed for systems where all non-federal COTH eligible hospitals within a health system are currently COTH members or wish to be COTH members, though they will still retain the privileges and benefits of individual members. Multiple teaching hospital/health system membership also entitles the system to complimentary membership by virtue of its hospitals’ memberships. A multiple teaching hospital/health system member will have as many governance votes as the number of its COTH member hospitals.

Corresponding COTH Membership - Institutions that apply for membership options A, B or C but do not meet the criteria for full membership but fulfill a crucial educational and service role in the community may be considered for corresponding COTH membership under Option A.
Please complete all sections of this application and return the completed application and appropriate supporting documents to the address on the last page of this application.

I. Please check the membership option you are seeking, as explained in the General Information and COTH Membership Criteria document. Check only one:

Option (A) individual hospital membership
Option (B) common hospital/system membership
Option (C) multiple hospital/system membership**

II. HOSPITAL INFORMATION
Primary Teaching Hospital Name* ______________________________________________________________
Hospital Address _____________________________________________________________________________
Hospital Address _____________________________________________________________________________
City ________________________________________ State _______________ Zip_________________________
Main Hospital Telephone Number ________________________ URL ___________________________________
*If applying for option B or C, please list primary teaching hospital.

III. HOSPITAL CEO
Name
TelephoneNumber __________________ Fax __________________
E-mail _______________________________________________________

CEO’s Assistant’s Name
Assistant’s Telephone Number __________________ Fax __________________
Assistant’s Email _____________________________________________

**If you are applying for Option C membership, please use Appendix A to add additional hospitals.
Check here if you are not part of a system. Please skip to Section VI.

IV. SYSTEM INFORMATION

System Name __________________________________________________________

System Address ________________________________________________________

System Address ________________________________________________________

City __________________________ State ___________ Zip ___________

Main System Telephone Number ______________________ URL ____________________

V. SYSTEM CEO

Name ________________________________________________________________

Telephone Number __________________ Fax ______________________________

E-mail ________________________________________________________________

CEO's Assistant's Name ______________________________________________

Assistant’s Telephone Number __________________ Fax _______________________

Assistant’s Email _____________________________________________________

VI. HOSPITAL DATA (for the most recently completed fiscal year: FY______)

Medicare Provider Number ____________________________

AHA ID (American Hospital Association) _____________________________

Licensed Bed Capacity (Adult & Pediatric, excluding newborn) ______________

Average Daily Census ____________________________

Total Operating Expenses $____________________________

Total Payroll Expenses $____________________________

VII. MEDICAL STAFFING

Number of Physicians employed by the hospital/health system___________

Employed Physicians are in the following specialties (please list) ________________________________

________________________________________________________________________________________

Number of Physicians Appointed to the Hospital’s Active Medical Staff ________________

Number of Physicians with Medical School Faculty Appointments __________________________

Total Number of MDs with admitting privileges ___________________
VII. FACULTY PRACTICE PLAN (Check those answers that apply)

Are your clinical faculty physicians employed? Yes ____ No____

If yes, who are they employed by? (Check all that apply):

Faculty Practice(s) ____ Hospital ____ University ____ System ____ Other ____

If you selected Other, please state what entity _______________________________________________________

VIII. FACULTY PRACTICE POSITIONS

Name of Faculty Practice Plan Administrative Leader _______________________________________________

Telephone Number __________________________ Email_____________________________________________

Name of Faculty Practice Plan Physician Leader _____________________________________________________

Telephone Number _________________________ Email:_____________________________________________

IX. SELECT HOSPITAL POSITIONS

Name of Chief Financial Officer______________________________________________________________

Telephone Number _________________________ Email:_____________________________________________

Name of Chief Compliance Officer____________________________________________________________

Telephone Number _________________________ Email:_____________________________________________

Name of Chief Medical Officer ___________________________________________________________

Telephone Number _________________________ Email:_____________________________________________

X. MEDICAL EDUCATION DATA

Name of hospital’s Designated Institutional Official (DIO) as required by the ACGME (Accreditation Council for Graduate Medical Education) _________________________________________________

A. Undergraduate Medical Education

Please complete the following information on your hospital’s participation in undergraduate clinical clerkships during the most recently completed academic year. Check the medical student clerkships you offer or participate significantly in:

Clinical Services Providing Clerkships

☐ Medicine
☐ Surgery
☐ OB-Gyn
☐ Pediatrics
☐ Family Practice
☐ Psychiatry
☐ Other, Please list ______________________________
B. Graduate Medical Education
Please complete the following information on your hospital’s participation in graduate medical education. Check the residency programs that you sponsor or participate significantly in:

Residency Program
- Medicine
- Surgery
- OB-Gyn
- Pediatrics
- Family Practice
- Psychiatry
- Other, Please list ______________________________

XI. SUPPLEMENTARY INFORMATION

To assist the COTH Administrative Board in its evaluation of whether the hospital fulfills present membership criteria, you are invited to submit a brief statement which supplements the data provided in prior sections of this application. When combined, the supplementary statement and required data should provide a comprehensive summary of the hospital’s organized medical education and research programs. Specific reference should be given to unique hospital characteristics and educational program features.

XII. SUPPORTING DOCUMENTS

A. When returning the completed application, please enclose a copy of the hospital’s current medical school affiliation agreement.

B. A letter of confirmation from the dean of the affiliated medical school must accompany the completed membership application. The letter should clearly outline the role of the applicant hospital in the school’s educational programs.

Name of Affiliated Medical School:________________________________________________________
Dean of Affiliated Medical School:________________________________________________________

Information on this application submitted by:

(Name)________________________________________________
(Title)________________________________________________
(Phone)______________________________________________

____________________________________________________  ______________________________________
Signature of Hospital or System Chief Executive Officer    Date

Please complete all sections of this application and return the completed application and appropriate supporting documents to:

LaTonya Ford
COTH Membership Services
Health Care Affairs
AAMC
2450 N Street, NW
Washington, DC 20037

Please direct any questions concerning this application to LaTonya Ford at 202-828-0490 or lford@aamc.org.
**APPENDIX A**

This section is for those applying for Option C membership. Please list additional hospitals here.

I. HOSPITAL INFORMATION

Hospital Name ________________________________________________________________

Hospital Address _____________________________________________________________

Hospital Address _____________________________________________________________

City __________________________ State ________ Zip_________________________

Main Hospital Telephone Number _____________________ URL _______________________

II. HOSPITAL CEO

Name ________________________________________________________________

Telephone Number __________________ Fax ________________________________

E-mail ________________________________________________________________

CEO’s Assistant’s Name____________________________________________________

Assistant’s Telephone Number __________________ Fax ______________________________

Assistant’s Email ______________________________________________________________

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Hospital Name ________________________________________________________________

Hospital Address _____________________________________________________________

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City __________________________ State ________ Zip_________________________

Main Hospital Telephone Number _____________________ URL _______________________

II. HOSPITAL CEO

Name ________________________________________________________________

Telephone Number __________________ Fax ________________________________

E-mail ________________________________________________________________

CEO’s Assistant’s Name____________________________________________________

Assistant’s Telephone Number __________________ Fax ______________________________

Assistant’s Email ______________________________________________________________