



## **NOMINATION FOR S.T.A.R. OF THE MONTH (Striving Together Achieving Results)**

1. Any Point of Service Coordinator, Patient Representative, Registration and Appointment Specialist, Inpatient/ER Admission Representative and Chart Technicians may be nominated. This program will run from April to March each year in conjunction with Access Week.
2. Any access staff personnel may initiate the nomination process by completing the peer nomination form. Nomination forms can be found on the RIST website, or call RIST directly at 501-686-5102 for any questions.
3. The employees Manager must sign and complete the Manager Screening Tool (attached).
4. Any one peer from the nominee's clinical area must submit written supportive statements to the nominees' manager explaining why the nominee is deserving of the award (an e-mail to the manager or completion of the attached form). Specific experiences should be noted.
5. The manager should submit the completed forms to the Review Team within one week of receiving the forms. Please submit form by faxing it to 501-686-6849.
6. Winners will be recognized at the RIST monthly In-Service (the month following nomination) and receive a certificate acknowledging their achievement. An article will be placed in the Registration Alert, Capsule, and Update and a star pin.
7. On an annual basis, a poster displaying all previous monthly winners will be developed with one yearly winner to be chosen. The annual winner will receive a plaque, a different colored pin, a luncheon with all monthly winners, special guests and their department manager, recognition in the Capsule, Update and the Registration Alert.

