



#### **Newsletter article submission guidelines**

- Please limit articles to 500 words or less.
- Each article should have a title and an author listed. The author's employing affiliation should be included and any conflicts of interest disclosed.
- Priority will be given to articles objectively demonstrating educational content.
- Each quarterly edition of the WMGMA newsletter may include up to four affiliate member articles.
- Consideration will be given first to affiliate members who have not submitted an article in a prior newsletter edition **within** the calendar year.
- WMGMA reserves the right to reject articles not meeting the above criteria, or the mission, values or goals of WMGMA.

#### **Webinar proposal guidelines**

- Please limit webinar proposed content to a 60- to 75-minute oral presentation with slides (including a short question and answer period).
- Please include 2-3 learning objectives for your presentation.
- Please include a presenter biosketch as part of the submission, disclosing any conflicts of interest.

Content for future newsletter articles and webinar presentations should target the following Medical Group Management Association *Body of Knowledge for Medical Practice Management* core competencies.

#### **General Competencies for Medical Practice Management**

- Professionalism
- Leadership
- Communication Skills
- Organizational and Analytical Skills
- Technical/Professional Knowledge and Skills
  - Financial Management
  - Human Resource Management
  - Planning and Marketing
  - Information Management
  - Risk Management
  - Governance and Organizational Dynamics
  - Business and Clinical Operations
  - Professional Responsibility

All submissions may be sent directly to the WMGMA Education Committee Chair and Newsletter Editor at [jasteven@obgyn.wisc.edu](mailto:jasteven@obgyn.wisc.edu) .