

Please complete the following application and mail it to the address below along with your resume, official graduate transcript, two recommendation letters (one faculty and one other), personal statement, and essay response(s). Applications must be **postmarked by October 3, 2016.**

Via USPS: Duke University Health System Administrative Fellowship Program
DUMC 3814
Durham, NC 27710

Via Overnight Mail: Assistant to the President
Duke University Hospital
40 Duke Medicine Circle
14209 Duke South-Red Zone
Durham, NC 27707

***Duke University Health System is currently unable to sponsor international visas.**

***All applicants must have an MBA, MHA, or an equivalent degree from an U.S. accredited (CAHME, AACSB) program.**

Applicant Information

Last Name: First Name: Middle Name:
Address:
City: State: Zip Code:
Primary Number: Secondary Number: Email:

Graduate Program Information

School:
City: State: Zip Code:
Degree: Graduation Date (Month/Year):

Please Check which fellowship(s) you are applying to

*Applicants can apply to one or more of the fellowships

Duke University Hospital Fellowship
Duke Revenue Cycle & Financial Management Fellowship
Duke Primary Care Physician Network Management Fellowship

Optional Information:

Duke University has contracts with the Federal Government and is subject to federal reporting requirements. It would be helpful if you provided the following information (please check all that apply):

Race	Ethnicity	Veteran Status
American Indian or Alaskan Native	Hispanic/Latino	Non-Veteran
Asian	Non-Hispanic/Latino	Vietnam-era Veteran
Black or African American	Unknown	Disabled Veteran
Native Hawaiian or Other Pacific Islander	Decline to Answer	Active Duty Wartime Campaign Badge Veteran
White		Badge Veteran
Unknown	Gender	Recently Separated Veteran
Decline to Answer	Male	Armed Forces Service Medal Veteran
Other	Female	Unknown
	Unknown	Decline to Answer
	Decline to Answer	

*Please include a copy of your personal statement and all essays with this application.

Personal Statement (1-page limit).

Prepare a personal statement which addresses the following topics:

- Why are you interested in healthcare?
- Why are you interested in Duke University Health System?
- Why are you interested in a two-year fellowship?

Duke University Hospital Fellowship/Duke Primary Care Physician Network Management Fellowship (1-page limit).

If you are applying to the Duke University Hospital Fellowship, and/or the Duke Primary Care Physician Network Management Fellowship, please answer the following essay question. If you are not applying for one or both of these fellowships, please move to the next section.

Tell us about a time that you had to work with an individual with a personality trait or characteristic that challenged you. How did you respond, what was the outcome, and how will this knowledge shape you as a future healthcare leader?

Duke Revenue Cycle & Financial Management Fellowship (1-page limit).

If you are applying to the Duke Revenue Cycle & Financial Management Fellowship, please answer the following essay. If you are not applying for this fellowship, please move to the next section.

Revenue cycle management has traditionally played a behind the scenes role in the healthcare environment of today's world. As reimbursements decrease and healthcare costs increase, more and more pressure has been shifted to bring the revenue cycle to the focus point in order to solve this issue. Tell us about a time, either through work experience or graduate school, where you were able to adapt to a challenging environment and bring positive change to an organization. What personal attributes and skills were of value in creating and managing this change?

How did you hear about the Duke Administrative Fellowship Programs? (Please check all that apply):

ACHE

Faculty Member

Webinar

Graduate Program Office

NAHSE

Friend

Website

Other:

Enclosure Checklist

- Application
- Current Resume
- Official Graduate School Transcript
- Faculty Recommendation (Limit 1)
- Other Recommendation (Limit 1)
- Personal Statement (1-page limit)
- Essay Response(s) (1-page limit)

***Please send all application materials in one packet.**