



Guidelines for ABQAURP News Article Submission

ABQAURP welcomes original submissions from all members and faculty within the health care quality arena. Our newsletter/educational content consists of topics pertaining to our mission to improve the overall quality of health care.

Articles may be featured in the *Patient Safety & Quality Healthcare* digital magazine (PSQH), under the ABQAURP NEWS section, and on the ABQAURP website. Articles should feature tools, actions, or practical information that can be applied to the health care professional’s practice and/or organization to improve care and/or effectiveness. Please consider the following topic areas when developing articles:

Patient Safety

Transitions of Care

Accreditation Organizations

Physician Advisor Roles

Insurance and Managed Care

Workers Compensation

Case Management

Clinical Resource Management

Credentialing and Privileging

Quality Improvement

Quality Management

Quality Assurance

Risk Management

Regulatory Environment

Before proceeding with your full submission, an abstract of the proposed content and author biographical data must be submitted to ABQAURP.

Articles should be between 800-3,000 words, including all headings, tables, references, etc. and must be submitted electronically in MS Word or similar format. Longer articles may be submitted; an abbreviated version would be published with a citation to read the full version on our website. For your consideration, a detailed list of suggested content areas are included in Appendix A. Content should be fact-based and references cited.

We supply authors with publishing information for the article and ask authors to include a link to the article when posting on websites and/or social media accounts.

Author Statements

Each author must read and sign (1) the statement on authorship criteria and responsibility and (2) either the copyright transfer statement or the statement of federal employment. In addition, the corresponding author must sign (3) the acknowledgment statement. If necessary, photocopy this document to distribute to co-authors for their signatures.

Article Title	
Author’s Name/Designation(s)	
Address, City, State, Zip	
Email	
Contact phone number	



1. Authorship statement (all authors). I have participated sufficiently in the conception and design of this work or the analysis and interpretation of the data, as well as the writing of the article, to take public responsibility for it. I believe this article represents valid work. I have reviewed the final version, and I approve it for publication. Neither this article nor one with substantially similar content under my authorship has been published or is being considered for publication elsewhere, except as described in an attachment to this statement.

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2. Copyright assignment or statement of federal employment (all authors) - **Please complete either (A) or (B) below.**

(A) Copyright assignment statement. In consideration of the action taken by the American Board of Quality Assurance and Utilization Review Physicians (ABQAURP) in reviewing and editing this article, I hereby assign, transfer, and convey all rights, title, and interest in the work and its accompanying original tables and figures (with the term “figures” referring to illustrations, photographs, radiographs, scans, sonograms, diagrams, graphs, flow charts, algorithms, etc.), including copyright ownership, to ABQAURP in the event that this work is published by ABQAURP. In making this assignment of ownership, I understand that all accepted articles become the permanent property of ABQAURP and may not be published elsewhere without written permission from ABQAURP.

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3. Acknowledgment (corresponding author only). All persons who have made substantial contributions to the work reported in the article, including those who provided editing and writing assistance but who are not authors, are named in the Acknowledgment section of the article and have given me their written permission to be named. If the article does not include an Acknowledgment as submitted, it is because the authors have not received substantial contributions from non-authors.

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Article Format

PSQH Circulation

PSQH publishes articles regularly online (no longer in print). Readers are clinicians, with many serving as CMOs, CNOs, PSOs, risk managers, pharmacy directors, etc., as well as many executive-level hospital administrators. Approximately 75% are hospital-based and represent the diversity of stakeholders in patient safety. Readers represent the diversity of stakeholders in patient safety, including biomedical and clinical engineers, clinical IT specialists, vendors, patient advocates, educators, and others.

Abbreviations and Acronyms

Standard abbreviations must be limited primarily to those in general usage. Abbreviations in the title are not acceptable and they should be avoided in the abstract whenever possible. Appropriate acronyms and abbreviations must be spelled out at first mention, with the acronym or abbreviation following in parenthesis.

Biographical information

Author bios typically include current place of employment and job title, with a brief description of relevant degrees, certification, and an email address for reader contact. We ask authors to avoid using company and product names in the text of articles and to include their affiliations with commercial entities in the author bio and faculty disclosure conflict of interest form.

Figures and artwork

Authors are encouraged to include graphics and images in their articles. Tables may be included with the text; figures, charts, and photographs should be sent as separate files of sufficient size and resolution for successful print reproduction, preferably as JPG files. Most images posted on Web sites will not print successfully. Please include captions and credit lines with all images.

Article has been 'spell-checked' and 'grammar-checked'

All articles will be copyedited. We return revised articles to authors with changes shown in Track Changes (in MS Word), for final approval. We follow the APA stylebook, including the reference style; samples are included in Appendix B.

References – APA Format (see Appendix B)

Content should follow APA Style; therefore references should be cited within the text by author's name and year of publication, in parenthesis. All references within the text must be cited in a reference list following the article, and every reference in the list must be cited in the text. Authors are responsible for the accuracy of the references. Web links should be included whenever possible.



APPENDIX A - HCQM CONTENT AREAS

Accreditation Organizations

- American Board of Quality Assurance and Utilization Review Physicians (ABQURP)
- National Committee for Quality Assurance (NCQA)
- Healthcare Effectiveness Data and Information Set (HEDIS®)
- The Joint Commission
- ISO (International Organization for Standardization)
- National Quality Forum (NQF)
- Deemed Status

Transitions of Care (TOC)

- Transitions of Care Models
- Affordable Care Act (ACA)
- American Recovery & Reinvestment Act (ARRA)
- Seven Essential Intervention Categories
- Readmission Reduction

Credentialing and Privileging

- Core Competencies
- The Data Bank
- Medical Staff Credentialing / Recredentialing
- Institutional Bylaws and Governance
- Provider Profiling
- Economic Credentialing

Pay-for-Performance & Value-Based Care

- Meaningful Use
- Leapfrog Group
- Provider Performance
- Value-Based Care
- Healthcare Consumer Assessment of Healthcare Providers and Systems (HCAHPS)

Insurance and Managed Care

- Accountable Care Organizations
- Health Maintenance Organizations (HMOs)
- Medicare, Medicaid, and Military/VA programs
- Preferred Provider Organizations (PPOs)
- Health Care Delivery and Information Systems

Workers' Compensation (WC)

- Compensability
- Independent Medical Exams (IME)
- Disability Protocols
- Regulations

Physician Advisor Medical Specialty

- Defining the Physician Advisor's Role
- Two-Midnight Rule
- Management of Observation Services
- Medicare Audits, Denials, and Appeals
- Implementation of ICD-10

Quality Improvement, Management and Assurance

- Quality Improvement Organizations (QIOs)
- Peer Review
- Continuous Quality Improvement (CQI)
- Total Quality Management (TQM)
- Physician Quality Reporting System (PQRS)

Utilization Management

- Readmissions and Length of Stay
- Medicare Audits: RACs, MACs, UPICs, etc.
- Utilization and Peer Review
- Medical Necessity

Clinical Resource Management

- Reimbursement Models and Accountable Care
- MACRA
- Demand & Disease Management
- ICD-10

Case Management

- Case Management Components
- Legal & Ethical Principles
- Integrated Case Management
- Informed Consent

Risk Management / Patient Safety

- Stark Laws
- Anti-Kickback Statutes / Safe Harbor
- Patient Self Determination Act (PSDA)
- Informed Consent
- Patient Safety Initiatives and Organizations

Regulatory Environment

- Health Insurance Portability and Accountability Act (HIPAA)
- Centers for Medicare & Medicaid Services (CMS)
- Employee Retirement Income Security Act (ERISA)
- Consolidated Omnibus Budget Reconciliation Act (COBRA)
- Privacy and Data Disclosure
- Affordable Care Act (ACA)
- Health Care Quality Improvement Act (HCQIA)



APPENDIX B - APA SAMPLES AND STYLE REFERENCE LIST

- Authors: Write out the last name and initials for all authors of a particular work. Use an ampersand (&) instead of the word "and" when listing multiple authors of a single work. e.g. Smith, J. D., & Jones, M.
- Titles: Capitalize only the first word of a title or subtitle, and any proper names that are part of a title.
- Pagination: Use the abbreviation p. or pp. to designate page numbers of articles from periodicals that do not use volume numbers, especially newspapers. These abbreviations are also used to designate pages in encyclopedia articles and chapters from edited books.
- Underlining vs. Italics*: Use italics, instead of underlining, for titles of books and journals.

REFERENCES

For works accessed online:

Web Address: A stable web link should be included and should direct the reader as close as possible to the actual work. If the work has a digital object identifier (DOI), use this. If there is no DOI or similar handle, use a stable URL. If the URL is not stable, as is often the case with online newspapers and some subscription-based databases, use the home page of the site you retrieved the work from.

Date: If the work is a finalized version published and dated, as in the case of a journal article, the date within the main body of the citation is enough. However, if the work is not dated and/or is subject to change, as in the case of an online encyclopedia article, include the date you retrieved the information.

Journal article, one author, accessed online

Ku, G. (2008). Learning to de-escalate: The effects of regret in escalation of commitment. *Organizational Behavior and Human Decision Processes*, 105(2), 221-232. doi:10.1016/j.obhdp.2007.08.002

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Sanchez, D., & King-Toler, E. (2007). Addressing disparities consultation and outreach strategies for university settings. *Consulting Psychology Journal: Practice and Research*, 59(4), 286-295. doi: 10.1037/1065-9293.59.4.286

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Van Vugt, M., Hogan, R., & Kaiser, R. B. (2008). Leadership, followership, and evolution: Some lessons from the past. *American Psychologist*, 63(3), 182-196. doi:10.1037/0003-066X.63.3.182

Article from an Internet-only journal

Hirtle, P. B. (2008, July-August). Copyright renewal, copyright restoration, and the difficulty of determining copyright status. *D-Lib Magazine*, 14(7/8). doi: 10.1045/july2008-hirtle

Magazine article, in print

Kluger, J. (2008, January 28). Why we love. *Time*, 171(4), 54-60.

Newspaper article, no author, in print

As prices surge, Thailand pitches OPEC-style rice cartel. (2008, May 5). *The Wall Street Journal*, p. A9.

Newspaper article, multiple authors, discontinuous pages, in print

Delaney, K. J., Karnitschnig, M., & Guth, R. A. (2008, May 5). Microsoft ends pursuit of Yahoo, reassesses its online options. *The Wall Street Journal*, pp. A1, A12.