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Guidelines for writing a CASE STUDY for the AAPM Fellowship Program

What is a case study?

A case study is a description of a real-life problem or situation which requires you to analyse the main issues involved. These issues need to be discussed and related to your research on the topic, conclusions made about the situation and how you have responded to the situation.

The case study would include:

Introduction

Include the main purpose of the case study and briefly outline the issue to be solved.

Description

Provide a brief description of the case study including the main issues involved. Provide enough information to give a context for your discussion of the issues.

Discussion

Outline of the issue and its implications and/or relationship to different stakeholders.
How the issue links to any existing theories or research.
Suggested solutions or ideas.
Evaluation of the solutions or ideas for this particular case.

Recommendations

A statement of the recommendations to resolve the issue. The recommendations can include a detailed action plan for implementation. Include reasons for your recommendations

Conclusion

Conclusions are the summary of your analysis of the issue and the recommendations made. Applicants must request approval of topics from the AAPM Fellowship Taskforce. The Taskforce panel can sometimes issue scenarios.

The case study needs to be a clear example of some change, development or introduction of systems within your practice.

It will need to include the perceived problem or necessary change to the practice, the process involved and the outcome.

Case studies need to extend the applicant intellectually. See below for some examples.

Statistics, if measurable and meaningful, could be useful in the case study or paper.

The case study should be two to three A4 pages long using single spacing and a font no smaller than 10 points.

Case studies may be published in the National Journal, used on the AAPM web site or presented at the National Conference.

Case study or approved paper examples:

- Patient satisfaction survey, and follow-up.
- New patient survey, statistics and follow-up.
- Computer installation and training.
- Introduction of new Clinical and/or Practice Management System(s).
- Process of converting from bulk billing to private practice.
- Process of introducing private billing into a bulk billing practice as an optional form of patient billing.
- Process of preparing practice brochure, newsletter or web page.
- Establishing a new practice logo, stationery, business cards etc.
- Introducing and establishing the new role of ancillary staff, such as practice nurse, practice hygienist, Medical Practice Assistant, to the practice.
- Choosing and changing practice accountant.
- Renovating the practice.
- Relocating the practice.
- Practice amalgamation.
- Debt control.
- The Digital Health story of your practice