



ACCREDITATION ASSOCIATION  
*for* AMBULATORY HEALTH CARE, INC.

## Sample Announcement Letter

The following letter is designed to share your AAAHC Certification with third-party payers, business and community leaders, local government agencies, local medical societies, professional organizations, and patients. We recommend that it be signed by a senior leader in your organization. Personalize the letter by copying it to your organization's letterhead and inserting your own information in place of the [*wording in brackets*].

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[Insert Date]

Name

Address

Dear [Insert Name]:

All of us at [*insert your organization's name*] are pleased to announce that recently we were awarded certification by the Accreditation Association for Ambulatory Health Care (AAAHC) for [*# of years*].

This is an important milestone in the continuing growth and success of our health care organization. Pursuing this specialty certification shows our commitment to providing the highest levels of quality care to our patients and the same high level of quality in our business practices. Achieving AAAHC Certification is proof that [*insert your organization's name*] has met the highest level of rigorous care standards of a nationally recognized third party.

Having earned AAAHC Certification, our organization embodies the *1095 Strong, quality every day* philosophy, a commitment to ongoing improvement and quality each day of operation. During the three-year or 1,095-day certification term, organizations continue to develop and foster the kind of everyday habits that enable leaders in the industry to provide the utmost in health care delivery and patient safety.

We are proud to have met the challenge of certification and intend to consistently uphold the principles of quality improvement in patient care.

If you have questions, please contact [*insert name of contact at your organization with phone and/or email*].

Sincerely,

[*Signature*]

[*Title, e.g. Medical Director*]