August 14, 2018

Dear Academic Program Director:

We are writing to share information regarding Duke University Health System’s three administrative fellowship programs:

- **Duke University Hospital (DUH) Fellowship**
  - Two-year program focused on academic medical center operations
    - Year 1: Structured Rotations
    - Year 2: Project-Based
  - First established in 1980
  - Preceptor: Thomas Owens, M.D., President/Chief Executive Officer of Duke University Hospital

- **Duke Revenue Cycle & Financial Management (PRMO) Fellowship**
  - Two-year project-based program focused on revenue cycle and financial management throughout Duke University Health System
  - No prior revenue cycle or finance experience required
  - First established in 2007
  - Preceptor: Keith Stover, Vice President of Finance of Duke University Health System

- **Duke Primary Care (DPC) Physician Network Management Fellowship**
  - Two-year rotation and project-based program focused on primary care ambulatory clinic operations
  - First established in 2016
  - Preceptor: Elizabeth Long, Chief Operating Officer of Duke Primary Care

At Duke University Health System, fellows are given substantial responsibility and are considered valuable contributors to the organization. Strengths of all three of the programs and factors that distinguish them from other fellowships:

- Senior leadership is dedicated to the success of the programs. This is reflected in the direct reporting relationship of the fellows to senior executives in each of their respective areas.
- The two-year programs allow fellows to learn in a responsive and challenging environment, while increasing their level of responsibility over time.
- Fellows are able to tailor their own unique experiences based on a combination of individual interests and organizational need – projects and rotation options are flexible year-to-year.
- Fellowship alumni have led successful careers, both inside and outside the organization.

These programs offer individuals with an MHA, MPH, or MBA from an accredited program (CAHME, AUPHA, AACSB, CEPH) a comprehensive learning opportunity at one of the nation’s top academic health systems.

The Duke University Health System Administrative Fellowship website (http://adminfellowship.duhs.duke.edu) provides interested candidates with additional details and requirements for each program, including specific directions about how to apply. **Additionally, we would like to ensure that your students are aware of our upcoming interview schedule:**

- Informational webinars will be offered to potential candidates via the registration link on this webpage (https://adminfellowship.duhs.duke.edu/how-to-apply), scheduled to occur at the following times:
  - Monday, August 20th 4:00 – 5:00 PM EST
  - Wednesday, September 5th 11:30 AM – 12:30 PM EST
- Application materials must be submitted via email by September 17th, 2018
- Phone and onsite interviews will take place in October 2018

If you or any of your students have questions regarding any of this information, please feel free to reach out to any of the current fellows. Our contact information is listed on the website. Thank you for your time and consideration!

Sincerely,

Duke University Health System Administrative Fellows