

**Application for Advancement to  
Candidacy or Fellowship Status in the  
American Health Information Management Association**

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**Candidate**

**Date**

**AMERICAN HEALTH INFORMATION  
MANAGEMENT ASSOCIATION**

**2003**

Application for Advancement to Candidacy or Fellowship Status in the  
American Health Information Management Association

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# **Advancement to Candidacy or Fellow Status in the American Health Information Management Association**

## **Fellowship**

The AHIMA Fellowship Program is a program of earned recognition for AHIMA members who are making **significant and sustained contributions** to the profession. Individuals who earn fellowship may use the designation “Fellow of the American Health Information Management Association” (FAHIMA). The names of these individuals will be maintained in the AHIMA Registry of Fellows.

The purpose of the AHIMA fellowship program is to:

- Recognize **significant and sustained contribution** to advancement of the HIM discipline through:
  - Meritorious service,
  - Excellence in professional practice,
  - Excellence in him education, and
  - Advancement of the profession through innovation and knowledge sharing.
- Provide an incentive for members to contribute to the advancement of the profession.
- Bring together senior HIM professionals as an organizational resource for continued promotion and development of the profession through a variety of activities.

### **Eligibility for Fellowship**

The Fellowship Program is open to any individual who is an active, associate, honorary, or senior member of AHIMA, and who meets the following eligibility requirements:

- Minimum of 10 years full-time professional experience in HIM or related field.
- Minimum of 10 years continuous AHIMA membership at time of application.
- Minimum of master’s degree.

Members of the AHIMA Board of Directors cannot make application for fellowship status during their tenure on the Board of Directors.

### **Application Process for Fellowship Status**

The candidate must submit a portfolio consisting of the completed application form, supporting documents, and a current personal resume or curriculum vitae. A non-refundable application fee of \$250 must accompany the portfolio. The application and portfolio submitted must present documented evidence of **significant and sustained contributions** to the advancement of the HIM discipline. The application portion of the portfolio should be completed as a word-processed document. An original and six copies of the portfolio should be submitted via regular mail, not by e-mail.

The completed application and portfolio documents are reviewed with respect to the following four (4) areas. Specific categories of achievement as indicated within each area are evaluated for evidence of a history of significant and sustained contributions.

- Meritorious service
  - Publications
  - Presentations
  - Professional participation
  - Special practice achievements
  - Awards and honors
  
- Excellence in professional practice
  - Special practice achievements
  - Experience and job responsibilities
  - Awards and honors
  - Professional development
  
- Excellence in HIM education
  - Experience and job responsibilities
  - Awards and honors
  - Publications
  - Presentations
  - Professional development
  
- Advancement of the profession through innovation and knowledge sharing
  - Special practice achievements
  - Publications
  - Presentations
  - Awards and honors
  - Experience and job responsibilities
  - Professional participation

In reviewing the application and portfolio, the evidence that the applicant presents under each category is rated on a scale from 0 to 5 with 0 indicating no evidence presented, 3 indicating moderate evidence presented, and 5 indicating compelling evidence presented. An aggregate rating from all categories is used to confirm the degree to which the candidate has met the fellowship requirements of **significant and sustained contributions** to the HIM profession. An aggregate rating of 20 points or higher must be achieved for fellowship to be conferred.

### **Fellowship Designation**

Once conferred, the fellow status is a lifetime recognition, subject to continuing AHIMA membership and compliance with the AHIMA Code of Ethics.

## **Candidacy**

The purpose of candidacy is to serve as a preparatory period for those interested in achieving fellowship status. This period provides candidates with the opportunity to formalize lifelong learning and to achieve goals established in development plans. Admission to candidacy does not automatically result in conferral of fellowship. Candidacy permits feedback on the candidate's current status, a professional development plan jointly developed by the candidate and members of the Fellowship Review Committee, and regular evaluation of progress during the candidacy period.

Candidacy is an optional step in the fellowship program. Those who feel that they are currently prepared for fellowship may request review of a completed fellowship application.

### **Eligibility for Candidacy**

The Candidacy Program is open to any individual who is an active, associate, honorary, or senior member of AHIMA, and who meets the following eligibility requirements:

- Minimum of five years full-time professional experience in HIM or related practice,
- Minimum of master's degree, and
- Minimum of five years of continuous AHIMA membership at the time of application.

Members of the AHIMA Board of Directors cannot make application for candidacy status during their tenure on the Board of Directors.

### **Application Process for Candidacy Status**

The candidate must submit a portfolio consisting of the completed application form, supporting documents, and a current personal resume or curriculum vitae. A non-refundable application fee of \$150 must accompany the portfolio. The application and portfolio submitted must present documented evidence of professional association leadership activities (elected or appointed) within HIM and other professional groups, and beginning evidence toward significant contributions to the advancement of the HIM field. The application portion of the portfolio should be completed as a word-processed document. An original and six copies of the portfolio should be submitted via regular mail, not by e-mail. In reviewing the application and portfolio, the evidence that the applicant presents under each category is rated on a scale from 0 to 5 with 0 indicating no evidence presented, 3 indicating moderate evidence presented, and 5 indicating compelling evidence presented. An aggregate rating of 10 points or higher must be achieved for candidacy to be conferred.

### **Tenure**

The normal candidacy period is one to five years. A candidate can apply for fellowship status at any time. An individual may remain in candidacy status with one renewal period to extend candidacy to a total of 10 years.

**Enclose a check made payable to AHIMA in the amount of:**

- \$150 for a Candidacy application
  - \$250 for a Fellowship application
- (Application fees cover program administrative costs and are nonrefundable)*

**Send the original and six copies of your application and other documentation to:**

Fellowship Review Committee  
Continuing Education and Training  
American Health Information Management Association  
233 N. Michigan Ave., Suite 2150  
Chicago, IL 60601

Please remember to retain a copy of your entire application and all other materials for your records. Your portfolio will not be returned to you following review by the committee.

The AHIMA Fellowship Review Committee meets quarterly. Applications must be received by AHIMA three weeks prior to the end of a calendar quarter.

Applicants will be notified of acceptance or non-acceptance.

Candidates who are not admitted to candidacy or fellowship will receive substantive feedback to assist them in strengthening their portfolio for future submission. While there is no appeal process, applicants who are not admitted to candidacy or fellowship may reapply at any time.

**NEED HELP?**

If you have questions or need assistance, call (312) 233-1106. The staff will be glad to help you. You may also submit questions to the AHIMA Fellowship Review Committee on the Fellowship Mentoring CoP via the AHIMA website (<http://www.ahima.org>).

# Application for Advancement to Candidacy or Fellowship Status in the American Health Information Management Association

*Please include all requested information in the application document and complete all entries in the format requested.*

I am applying for:  Candidacy status  
 Fellowship status

**Submitted by:**

---

|           |            |             |
|-----------|------------|-------------|
| Last Name | First Name | Middle Name |
|-----------|------------|-------------|

---

Job Title

---

Employing Organization

---

Work Address

---

City, State, Zip Code

---

|           |        |         |
|-----------|--------|---------|
| Day Phone | E-mail | Day Fax |
|-----------|--------|---------|

---

Home Address

---

City, State, Zip Code

---

|            |        |          |
|------------|--------|----------|
| Home Phone | E-mail | Home Fax |
|------------|--------|----------|

AHIMA Member Number \_\_\_\_\_

**I hereby state that this application and accompanying portfolio documents accurately reflect my professional profile and accomplishments to date:**

---

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

Applicant Name: \_\_\_\_\_

**Directions:** Answer the following questions with as much detail as possible. Attach supporting documentation as appendices when appropriate or when instructed to do so. Clearly reference any attached information with the identified categories (I - VIII).

**I. AHIMA Membership**

|   |  |
|---|--|
| Year you joined AHIMA   |  |
| Total years of membership   |  |
| Current membership status<br>(Active, Associate, Honorary, Senior)          |  |
| Are you current with your CE requirements?                                  |  |
| Has your membership ever been revoked or lapsed?<br>If yes, please explain. |  |

**II. Education**

Please list all academic degrees earned, beginning with the most recent. Add rows to the table if additional space is required.

| School Name                              | Dates Attended | Graduation Date | Degree | Major Subject |
|--|----------------|-----------------|--------|---------------|
| <i>Example:</i><br>Loma Linda University | 1995 – 98      | 1998            | MS     | Management    |
|  |                |                 |        |               |
|  |                |                 |        |               |
|  |                |                 |        |               |
|  |                |                 |        |               |

**III. Experience and Job Responsibility**

Please list work experience and job responsibilities since earning your HIM credential, beginning with your current or most recent job. Add rows to the table if additional space is required.

|                         |  |
|-------------------------|--|
| <b>Organization</b>     |  |
| <b>Dates</b>            |  |
| <b>Location</b>         |  |
| <b>Position Title</b>   |  |
| <b>Responsibilities</b> |  |
|                         |  |
| <b>Organization</b>     |  |
| <b>Dates</b>            |  |
| <b>Location</b>         |  |

Applicant Name: \_\_\_\_\_

|                         |  |
|-------------------------|--|
| <b>Position Title</b>   |  |
| <b>Responsibilities</b> |  |
|                         |  |
| <b>Organization</b>     |  |
| <b>Dates</b>            |  |
| <b>Location</b>         |  |
| <b>Position Title</b>   |  |
| <b>Responsibilities</b> |  |
|                         |  |
| <b>Organization</b>     |  |
| <b>Dates</b>            |  |
| <b>Location</b>         |  |
| <b>Position Title</b>   |  |
| <b>Responsibilities</b> |  |

**IV. Special Practice Achievements – Advancement of the profession through innovation or knowledge sharing.** Describe your achievement completely, stating how the innovation was shared with other HIM professionals or how the innovation advanced the profession. (Examples include reengineering efforts or development of practice guidelines)

**V. Publications and Presentations**

List all publications and presentations in the appropriate categories using the format shown in the examples below, beginning with the most recent. ***Include copies of all published articles in an appendix.*** Include the title and publication pages and table of contents for chapters and books.

Journal article example:

Benjamin, CD. (2003). A Shot in the Arm for Public Health: Weak Systems Require Reinforcement at All Levels. Journal of AHIMA, 74(1): 36, 38, 40,42.

Book chapter example:

Murphy G. (1996). Computer-Based Patient Records -- A Unifying Principle. In Abdelhak, M., Grostick, S., Hanken, M. A., & Jacobs, E. (Eds.) Health Information: Management of a Strategic Resource (pp.320-357). Philadelphia: Saunders Publishing Co.

Presentation Example:

Slovensky, DJ & Garrie, RM. (1998, June). Benchmarking Best Practices in HIM Education. Presented at the annual meeting of the Assembly on Education, American Health Information Management Association, Columbus, OH.



Applicant Name: \_\_\_\_\_

- G. Workshop presentation on a HIM-related topic. *Note: These should be educational in nature and not completed in conjunction with your employment (i.e., for your facility or a client).***

| Date                   | Event Title                     | Location      | Workshop Title   |
|------------------------|---------------------------------|---------------|--|
| <i>Example</i><br>6/01 | Assembly on Education,<br>AHIMA | Nashville, TN | Incorporating Online Testing<br>in Distance Learning Classes |
|                        |                                 |               |  |
|                        |                                 |               |  |
|                        |                                 |               |  |
|                        |                                 |               |  |
|                        |                                 |               |  |

- H. Presentation on an HIM-related topic to a recognized non-AHIMA professional association or group. *Note: These should be educational in nature and not completed in conjunction with your employment (i.e., for your facility or a client).*** Add rows to the table if more space is needed.

| Date                   | Event Title            | Sponsor  | Presentation Title                  |
|------------------------|------------------------|--|-------------------------------------|
| <i>Example</i><br>3/03 | HFMA Spring Conference | Tennessee Health Care<br>Financial Management<br>Association | Fast-Tracking High Dollar<br>Claims |
|                        |                        |  |                                     |
|                        |                        |  |                                     |
|                        |                        |  |                                     |
|                        |                        |  |                                     |
|                        |                        |  |                                     |

**VI. Professional Participation**

- A. AHIMA national participation - Specify years and position(s) or committee(s).**  
Add rows to the table if more space is needed.

| Category                             | Position/Committee | Years Served |
|--------------------------------------|--------------------|--------------|
| AHIMA President                      |                    |              |
| AHIMA Board of Directors             |                    |              |
| AHIMA Committee Chair                |                    |              |
| AHIMA Committee                      |                    |              |
| AHIMA-Sanctioned Task Force          |                    |              |
| AHIMA-Sanctioned Advisory<br>Council |                    |              |
| AHIMA-Sanctioned<br>Subcommittee     |                    |              |

Applicant Name: \_\_\_\_\_

**B. HIM state participation** - Specify years and position(s) or committee(s). Add rows to the table if more space is needed.

| Category                 | Position/Committee | Years Served |
|--------------------------|--------------------|--------------|
| State President          |                    |              |
| State Board of Directors |                    |              |
| State Committee Chair    |                    |              |
| State Committee          |                    |              |
| State Task Force         |                    |              |
| State Advisory Council   |                    |              |
| State Subcommittee       |                    |              |

**C. Other professional national association participation** - Specify association name, years, office or position held or committees. Add rows to the table if more space is needed.

| Association   | Position/Committee                      | Years Served | Description   |
|---|---|--------------|---|
| <i>Example</i><br>Academy of Management<br>– Health Care Mgmt Div | Chair, Website<br>Committee (appointed) | 2001-2003    | Committee responsible for<br>developing format &<br>content for division<br>website |
|   |   |              |   |
|   |   |              |   |
|   |   |              |   |
|   |   |              |   |
|   |   |              |   |

**VII. Professional Development** (Report activities during the past five years)

**A. Attendance at AHIMA-sponsored or co-sponsored conference or forum.** Add rows to the table if more space is needed.

| Conference/Forum  | Year(s) Attended | Location |
|---|------------------|----------|
| AHIMA Annual Conference   |                  |          |
| HIM State Conference (Specify state)  |                  |          |
| Other HIM national- or state-<br>sponsored or co-sponsored<br>conferences (Specify state) |                  |          |
|   |                  |          |
|   |                  |          |
|   |                  |          |



Applicant Name: \_\_\_\_\_

## Appendix A

### Personal Resume