

Applying for Fellowship and Candidacy



American Health
Information Management
Association

Significant and Sustained Contribution

Applying for Fellowship and Candidacy



⌘ Purpose

- ☑ Assist Members in Self-Assessment Process
- ☑ Serve as Prelude to Fellowship Application

⌘ Presenters


- ☑ Lynn Kuehn, RHIA, CCS-P, FAHIMA
- ☑ Elizabeth Layman, PhD, RHIA, CCS, FAHIMA

Topics of Discussion



- ⌘ Overview of Fellowship Program
- ⌘ Overview of Review Process
- ⌘ Discussion of Opportunities for Development
- ⌘ Recognition of Fellows and Candidates

Topic 1: Fellowship Program



⌘ Overview

- ☑ Purpose
- ☑ Eligibility Requirements
- ☑ Application

Overview-Purpose Fellowship Program



⌘ Recognize Significant and Sustained Contribution to Advancement of HIM Discipline

- ☑ Meritorious Service
- ☑ Excellence in Practice, Innovation, and Knowledge Sharing

⌘ Provide Incentive for Advancement in Profession

⌘ Bring Together Senior HIM Professionals As AHIMA Organizational Resource

Two Designations in Program



⌘ Candidacy for Fellowship

- ☑ Preparatory Period
- ☑ Beginning Evidence toward Significant Contributions to HIM Profession

⌘ Fellowship

- ☑ Earned Recognition
- ☑ Significant and Sustained Contributions to HIM Profession

Overview-Eligibility Requirements-Fellowship

- ⌘ Active, Associate, Honorary, or Senior Member of AHIMA

- ⌘ Minimum 10 Years

- ☑ Full-Time Professional Experience in HIM or Related Field

- ☑ Continuous AHIMA Membership

- ⌘ Master's Degree

- ⌘ Evidence of Professional Achievement and Growth

- ☑ Sustained and Substantial

- ☑ Innovative and Creative Solutions

- ⌘ **AHIMA Board of Directors Cannot Make Application During Tenure on Board

Significant and Sustained Contribution

Overview-Eligibility Requirements-Candidacy



- ⌘ Active, Associate, Honorary, or Senior Member of AHIMA

- ⌘ Minimum 5 Years

- ☑ Full-Time Professional Experience in HIM or Related Field

- ☑ Continuous AHIMA Membership

- ⌘ Master's Degree

- ⌘ Beginning Evidence of Significant Contributions

- ⌘ **AHIMA Board of Directors Cannot Make Application During Tenure on Board

Significant and Sustained Contribution

Overview-Application-Commonalities



⌘ Formats

☑ Word

☑ PDF

⌘ Portfolio

☑ Completed Application

☑ Supporting Documentation

☑ Current Personal Resume
or Curriculum Vitae

⌘ Non-Refundable Fee

☑ Fellowship - \$250

☑ Candidacy for
Fellowship - \$150

Overview-Application-Differences



⌘ Candidacy for Fellowship:
Application and Portfolio Present

☑ Evidence of Professional Leadership

☑ Beginning Evidence of Significant Contributions in HIM

⌘ Fellowship:
Application and Portfolio Present
Documented Evidence of **Significant and Sustained Contributions** to Advancement of HIM

Topic 2: Review Process



⌘ Overview

- ☑ Committee Structure
- ☑ Criteria
- ☑ Examples of Successful Portfolios

Process



⌘ Committee Structure

- ☑ Fellows
- ☑ Chair
- ☑ 5 Members

⌘ Quarterly Meetings

- ☑ Primary and Secondary Reviewer for Every Application
- ☑ All Members Score All Applications

Overview-Criteria- Categories of Achievement

- ⌘ Meritorious Service
- ⌘ Excellence in Professional Practice
- ⌘ Excellence in HIM Education
- ⌘ Advancement of Profession through Innovation and



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Categories of Achievement (cont.)



⌘ 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

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Categories of Achievement (cont.)



⌘ Excellence in HIM Education

- ☑ Experience and Job Responsibilities
- ☑ Awards and Honors
- ☑ Publications
- ☑ Presentations
- ☑ Professional Development

⌘ HIM Advancement through Innovation & Knowledge Sharing

- ☑ Special Practice Achievements
- ☑ Publications
- ☑ Presentations
- ☑ Awards and Honors
- ☑ Experience and Job Responsibilities
- ☑ Professional Participation

Significant and Sustained Contribution

Criteria and Application

- ⌘ Answer Questions with as Much Detail as Possible
- ⌘ Attach Supporting Documentation as Appendices
- ⌘ Reference Appendices



Significant and Sustained Contribution

Criteria and Application



- ⌘ I. AHIMA Membership Profile
- ⌘ II. Education
- ⌘ III. Experience & Job Responsibility
- ⌘ IV. Special Practice Achievements
- ⌘ V.a.-d. Publications
- ⌘ V.e.-h. Presentations
- ⌘ VI. Professional Participation
- ⌘ VII. Professional Development
- ⌘ VIII. Awards & Honors

III. Experience & Job Responsibility



⌘ Work Experience & Job Responsibilities Since Earning HIM Credential

⌘ Reverse Chronological

⌘ Principal, Consulting Firm

⌘ Senior Manager, Consulting Firm

⌘ Director, HIM Dept.

⌘ Associate Director, HIM Dept.

⌘ Data Coordinator

⌘ HIM Program Faculty

IV. Special Practice Achievements



- ⌘ Innovation or Knowledge Sharing
- ⌘ Complete Description
- ⌘ Explain How:
 - ☑ Shared with HIM Professionals
 - ☑ Advanced Profession
- ⌘ Ex: Re-engineering or Practice Guidelines
- ⌘ Research on HIM & TQM - Shared Findings Via Articles & Presentations
- ⌘ Chaired Task Force on Data Quality Model
- ⌘ Member Task Force on E-Health Guidelines

V.a.-d. Publications



⌘ Articles

- ☑ AHIMA Publications
- ☑ Health-Related Topic in Non-AHIMA Publications

⌘ Books or Chapters in Health-Related Fields

⌘ Provide Copies

- ☑ Articles: All
- ☑ Books & Chapters: Title, Publication Pages and Table of Contents

⌘ 5 Articles JAHIMA

⌘ >60 Articles in non-AHIMA

⌘ 3 Textbooks

⌘ 1 Chapter

V.e.-h. Presentations



- ⌘ AHIMA National or State Meeting
 - ☑ Presenter
 - ☑ Moderator
- ⌘ Non-AHIMA Health Related
- ⌘ Not Part of Employment
- ⌘ Presentations
 - ☑ 2 National
 - ☑ 2 State
- ⌘ Moderator –1 State
- ⌘ Workshops – 4 National
- ⌘ Non-AHIMA – 2 National

VI. Professional Participation



⌘ A. AHIMA National

⌘ B. HIM State

⌘ C. Other Professional National

⌘ AHIMA National

⌘ President

⌘ Board -2

⌘ Comm./Task Chair -4

⌘ Comm. Member -9

⌘ HIM State

⌘ Treasurer

⌘ Comm. Chair -3

⌘ Comm. Member -1

⌘ Other

⌘ Comm. Chair -1

VII. Professional Development



⌘ Past 5 Years

⌘ A. AHIMA Sponsored

⌘ B. Other Professional Association

⌘ AHIMA National –5

⌘ State –3

⌘ Other HIM National –4

⌘ Other Professional -3

VIII. Awards & Honors



- ⌘ Photocopy of Award Notice

- ⌘ A. AHIMA

- ⌘ B. HIM State

- ⌘ C. Other Professional Associations or Entities

- ⌘ AHIMA Awards

- Research

- Champion

- ⌘ HIM State -1

- ⌘ Other Awards

- University Teaching

- Faculty Development

Criteria and Evaluation

- ⌘ Scoring on Categories III. to VIII.
- ⌘ Evaluated for History of Significant and Sustained Contributions



Significant and Sustained Contribution

Evaluation



⌘ Evidence in Context

⌘ Scale 0 to 5

☒ 0 = No Evidence

☒ 3 = Moderate Evidence

☒ 5 = Compelling Evidence

⌘ Aggregate Scoring and Contribution

Outcome: Candidacy for Fellowship



⌘ Candidacy for Fellowship

- ☑ Opportunity for Lifelong Learning

- ☑ Feedback on Status and Development Plan

- ☑ 1 to 5 Years

- ☑ One Renewal to Maximum of 10 Years

- ☑ Apply for Fellowship at Any Time

Outcome: Fellowship



⌘ Fellowship

☑ Registry of Fellows

☑ Lifelong Designation of Fellow of the American Health Information Management Association (FAHIMA)

☑ Subject to

☒ Continuing AHIMA Membership

☒ Compliance with AHIMA Code of Ethics

Topic 3: Opportunities for Development



⌘ Discussion

☑ Fellowship Mentoring CoP

- ☑ Discussion Threads

- ☑ FAQs

- ☑ Resources

☑ Mentor Matching

- ☑ Candidate Choice

- ☑ Similar Backgrounds

Fellows



⌘ 2001

- ☒ Bonnie Cassidy,
MPA, RHIA, FAHIMA
- ☒ Elizabeth Layman,
PhD, RHIA, CCS, FAHIMA
- ☒ Lynn Kuehn, RHIA, CCS-
P, FAHIMA
- ☒ Donna Slovensky,
PhD, RHIA, FAHIMA
- ☒ Mary Mike Pavoni, MS,
RHIA, FAHIMA

⌘ 2002

- ☒ Sheila Carlon,
PhD, RHIA, FAHIMA
- ☒ Rose Dunn,
RHIA, CHP, FAHIMA
- ☒ Darice Gryzbowski,
MA, RHIA, FAHIMA
- ☒ Anita Hazelwood, MLS,
RHIA, FAHIMA
- ☒ Carol Jennings, RHIA,
FAHIMA

Fellows



⌘ 2003

☒ Claire Dixon-Lee, PhD,
RHIA, FAHIMA

☒ Valerie Watzlaf, PhD,
RHIA, FAHIMA

☒ Shirley Eichenwald,
MBA, RHIA, FAHIMA

☒ Kathy LaTour, MA,
RHIA, FAHIMA

Candidates



⌘ 2002

- ☑ Anne Mahalik, MPA, RHIA
- ☑ Barbara Manger, MPA, RHIA, CCS
- ☑ Michelle O'Connor, MPA, RHIA

⌘ 2003

- ☑ Dorine Bennett, MBA, RHIA
- ☑ Delena Bidwell, MA, RHIA, CCP, CPUR
- ☑ Mariela Twiggs, MS, RHIA
- ☑ Charlene Dunbar, MBA, RHIA

Consider.....



⌘ Your Development and Your Contributions

- ☑ Candidacy for Fellowship?

- ☑ Fellowship

Thank you

- ⌘ Advancing the HIM Body of Knowledge and Practice through Significant and Sustained Contributions to the HIM Profession



Significant and Sustained Contribution