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
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- 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

Significant and Sustained Contribution
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
- 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

 Significant and Sustained Contribution
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

Significant and Sustained Contribution
Topic 2: Review Process

*zOverview

▲ Committee Structure
▲ Criteria
▲ Examples of Successful Portfolios

Significant and Sustained Contribution
Process

- Committee Structure
  - Fellows
  - Chair
  - 5 Members

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

Significant and Sustained Contribution
Overview - Criteria - Categories of Achievement

- Meritorious Service
- Excellence in Professional Practice
- Excellence in HIM Education
- Advancement of Profession through Innovation and Significant and Sustained Contribution
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

Significant and Sustained Contribution
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

Significant and Sustained Contribution
III. Experience & Job Responsibility

- Work Experience & Job Responsibilities Since Earning HIM Credential
  - Principal, Consulting Firm
  - Senior Manager, Consulting Firm
  - Director, HIM Dept.
  - Associate Director, HIM Dept.
  - Data Coordinator
  - HIM Program Faculty

Significant and Sustained Contribution
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

Significant and Sustained Contribution
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 in JAHIMA
- >60 Articles in non-AHIMA
- 3 Textbooks
- 1 Chapter

Significant and Sustained Contribution
V.e.-h. Presentations

- AHI MA National or State Meeting
  - Presenter
  - Moderator
- Non-AHI MA Health Related
- Not Part of Employment

- Presentations
  - 2 National
  - 2 State
- Moderator – 1 State
- Workshops – 4 National
- Non-AHI MA – 2 National

Significant and Sustained Contribution
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

Significant and Sustained Contribution
VII. Professional Development

- Past 5 Years
- A. AHIMA Sponsored
  - AHIMA National -5
  - State -3
- B. Other Professional Association
  - Other HIM National -4
  - Other Professional -3

Significant and Sustained Contribution
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

Significant and Sustained Contribution
Criteria and Evaluation

- Scoring on Categories III. to VIII.

- Evaluated for History of Significant and Sustained Contributions
Evaluation

• Evidence in Context

• Scale 0 to 5
  ▲ 0 = No Evidence
  ▲ 3 = Moderate Evidence
  ▲ 5 = Compelling Evidence

• Aggregate Scoring and Contribution

   Significant and Sustained 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

Significant and Sustained Contribution
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

Significant and Sustained Contribution
Topic 3: Opportunities for Development

✿ Discussion

iser Focus: Fellowship Mentoring CoP

ifers: Discussion Threads

ers: FAQs

ources: Resources

iser Matching

ters: Candidate Choice

ers: Similar Backgrounds

Significant and Sustained Contribution
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

Significant and Sustained Contribution
Fellows

2003

- Claire Dixon-Lee, PhD, RHIA, FAHIMA
- Valerie Watzlaf, PhD, RHIA, FAHIMA
- Shirley Eichenwald, MBA, RHIA, FAHIMA
- Kathy LaTour, MA, RHIA, FAHIMA

Significant and Sustained Contribution
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

Significant and Sustained Contribution
Thank you

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