



AHIMA Fellowship Application

ELIGIBILITY

Fellowship is open to any individual with a current Professional membership with AHIMA, and who meets the following eligibility requirements:

- Minimum of 10 cumulative years full-time professional experience in HIM or related field.
- Minimum of 10 years continuous AHIMA membership at time of application (not including years as a student member).
- Minimum of master's degree.
- CCHIM credential designation in good standing.
- Evidence of sustained and substantial professional achievement that demonstrates professional growth and use of innovative and creative solutions.
- Minimum of 100 points, maximum 250-point requirement met.

By signing this document, you certify that you meet the eligibility criteria for AHIMA Fellowship.

INSTRUCTIONS

- Complete all questions, providing all of the information requested. Your application for Fellowship status cannot be completed without the above documentation.
- Where minimums have been noted in a category, you must meet the minimum stated for that category to be eligible for Fellowship.
 - Category 1: Professional Participation – 50 minimum points, 100 maximum points
 - Category 2: Presentations and Publications – 50 minimum points, 100 maximum points
 - Category 3: Awards and Honors – 0 minimum points, 50 maximum points
- **DO NOT** attach copies of articles or other additional supporting material not specifically requested in the application. This material will not be considered in your application review.

In addition to the completed online Application, **the following must be submitted:**

1. A curriculum vitae (CV) or resume. ([Sample CV](#))
2. HI Achievement and Career Progression Essay
3. Three letters of recommendation to support Fellowship application (**with e-signatures**). At least one letter of recommendation must be from an HI professional. Letters cannot be from an AHIMA staff member or member of the AHIMA Board of Directors.

Your final score and the evaluation of your application are subject to peer review.

APPLICATION FEE

There is a one-time application fee of **\$250** for either candidacy or fellowship status. Payment may be made by check or credit card. Applicants who achieve candidacy status, or who are not initially accepted to Fellowship status, have up to five years to resubmit their application and to achieve fellowship status. One resubmission during that five- year period will be accepted. If Fellowship status has not been achieved following resubmission or five years (whichever occurs first), an additional application fee must be paid for further resubmissions. **Application fees are nonrefundable.**

Need assistance? Contact volunteer.services@ahima.org

Supplemental Documentation

Category 1. PROFESSIONAL PARTICIPATION

Minimum Points: 50/Maximum Points: 100 (total for categories 1 A-C)

Scoring: see point allocation for each category

- A. AHIMA/NATIONAL LEVEL PARTICIPATION:** Specify position, committee name and dates of service. Add or expand boxes as needed.

| Category | Position/Committee Name | Dates of Service | Total Years of Service | Points |
|---|-------------------------|------------------|------------------------|--------|
| AHIMA President, President-Elect, Past President (15 points for each year served, maximum of 45 points) | | | | |
| AHIMA Board of Directors - excluding President, President-elect, or Past President (10 points for each year served) | | | | |
| AHIMA Committee Chair, <i>elected</i> Council Member, Section/Society/Assembly Officer, AHIMA Foundation Board member, CCHIIM Board Member, CAHIIM Board member (5 points for each year served) | | | | |
| Delegate to AHIMA (national) House of Delegates (3 points for each year served) | | | | |
| Member AHIMA-sanctioned Committee, Task Force, Subcommittee, Section/Society/Assembly, or Work Group, Practice Council (2 points for each year served) | | | | |

Category 1-A Total Points: _____

- B. STATE HIM ASSOCIATION:** Specify position, committee name and dates of service.

| Category | Position/Committee Name | Dates of Service | Total Years of Service | Points |
|--|-------------------------|------------------|------------------------|--------|
| State President, President-Elect, Past President, Vice President (15 points for each year served) | | | | |
| State Board of Directors or Officer - excluding President, President-elect, or Past President, (10 points for each year served) | | | | |
| State Committee Chair or <i>elected</i> Council member (5 points for each year served) | | | | |
| State Committee, Member Task Force, Advisory Council, State House of Delegates, or Subcommittee, Coding Roundtable Coordinator (2 points for each year served) | | | | |

Category 1-B Total Points: _____

- C. LOCAL/REGIONAL HIM ASSOCIATION:** [FREE TEXT] Specify any volunteer positions (position, committee name and dates of service) held at a local/regional HIM Association. (Up to 5 discretionary points)

Category 1-C Total Points: _____

CATEGORY 1 TOTAL POINTS _____

Category 2. PRESENTATIONS AND PUBLICATIONS

Minimum Points: 50/Maximum Points: 100 (total for categories 2 A-D). To be eligible for Fellowship, points are required in two of the four sub-categories in this section. Those not meeting this criterion may qualify for candidacy status.

Scoring: see point allocation listed with each category

NOTE: Only list those presentations and publications which have actually been conducted or published as of the application submission date. Virtual or digital presentations also apply.

A. AHIMA CONFERENCE OR OTHER NATIONAL ORGANIZATION HEALTH INFORMATION RELATED PRESENTATIONS (E.g., AHIMA Annual Conference, Symposium)

Presentation categories and point allocation:

- General Session (or 5 or more hours) presenter/co-presenter. (5 points per unique session)
- Four-hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (5 points per each unique session)
- Two-to-Three-hour session, track, program, workshop presenter or co-presenter (4 points per unique session).
- Forty-five minute to one-hour session presenter/co-presenter. (3 points per unique session)
- Moderator/Facilitator Panel Member. (2 points per unique session)
- Poster presentation. (2 points per each unique poster session)

| Presentation Category | Date | Conference Title | Session Title | Points |
|-----------------------|------|------------------|---------------|--------|
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| | | | | |
| | | | | |

Category 2-A Sub-total Points: _____

B. STATE HIM MEETING PRESENTATIONS

Presentation categories and point allocation:

- General Session (or 5 or more hours) presenter/co-presenter. (4 points per unique session)
- Four-hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (4 points per each unique session)
- Two-to-Three-hour session, track, program, workshop presenter-co-presenter. (3 points per unique session)
- Forty-five minute to one-hour session presenter/co-presenter. (2 points per unique session)
- Moderator/Facilitator Panel Member. (1 point per unique session)
- Poster presentation. (1 point per each unique poster session)

| Presentation Category | Date | Conference Title | Session Title | Points |
|-----------------------|------|------------------|---------------|--------|
| | | | | |
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| | | | | |

Category 2-B Sub-total Points: _____

C. TEACHING: Adjunct faculty, HIM Clinical Site, Guest Lecturer, etc.

Undergraduate or Graduate level courses as adjunct faculty. (Restricted to teaching for non-primary employment only. List each unique course only once – points are not granted for serving as faculty multiple times for the same unique course.) (2 points for each class to a maximum of 20 points)

| Date | Course Title | Higher Education Institution | Points |
|------|--------------|------------------------------|--------|
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1. HIM Clinical Site for HIM Students (1-4 weeks). (2 points for each student to a maximum of 20 points)

| Date | Number of student(s) and from what HIM program | Length of Assignment | Points |
|------|--|----------------------|--------|
| | | | |
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2. HIM Clinical Site for HIM Students (1 day). (.5 points for each student to a maximum of 10 points)

| Date | Number of student(s) and from what HIM program | Setting/Activities | Points |
|------|--|--------------------|--------|
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3. Undergraduate or Graduate Level Guest Lecturer (1-2 hours presentation). (1 point per presentation to a maximum of 5 points)

| Date | Name of University/College | Topic | Points |
|------|----------------------------|-------|--------|
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4. Career Day or Fair/Shadowing. (1 point per career day/shadowing to a maximum of 5 points)

| Date | Name of School | First Name, Last Initial of Student (if applicable) | Points |
|------|----------------|---|--------|
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Category 2-C Sub-total Points: _____

D. PUBLICATIONS

List all publications in the appropriate categories, beginning with the most recent. Include the title and publication pages and table of contents for chapters and books.

| Publication Type | Citation | Points |
|---|----------|--------|
| Book/E-Learning Course Author or Co-Author (25 points each) | | |
| Book/E-Learning Course Editor (15 points each) | | |

| | | |
|---|--|--|
| Article in national publication or scope similar to JAHIMA (10 points per unique article) | | |
| White paper or book chapter or AHIMA conference proceedings technical paper (15 points for each unique paper or chapter) | | |
| Book review (10 points each) | | |
| Chapter editor (5 points each) | | |
| Newsletter editor (1 point each newsletter) Newsletter Author (1 point each unique newsletter article) (Up to a maximum of 10 points) | | |
| AHIMA Online Community Facilitator or significant participant (2 points each AHIMA online community up to a maximum of 10 points) | | |
| Editorial Review Board member of HIM related publication (3 points for each unique term up to a maximum of 15 points) | | |

Category 2-D Sub-total Points: _____

CATEGORY 2 TOTAL POINTS _____

Category 3. AWARDS AND HONORS:

Minimum Points: 0/Maximum Points: 50

Scoring: See point allocation listed with each category

- AHIMA Triumph Award Distinguished Member (30 points)
- AHIMA Triumph Award (other than Distinguished Member) (20 points per award)
- AHIMA Foundation Scholarship (undergraduate or graduate) (5 points per award)
- HIM Component State Distinguished Member (or equivalent) Award (15 points per award)
- Other HIM Component State Association Award (5 points per award)
- Awards or recognition from other professional association(s) or entities – Local/Regional HIM Association, HIMSS Distinguished Member award, University Teaching Award, etc. (2 points per award)

| Award | Date | Description | Points |
|-------|------|-------------|--------|
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CATEGORY 3 TOTAL POINTS: _____

TOTAL CATEGORIES 1 – 3*: _____

***Total for categories 1–3 should be a minimum of 100 points for Fellowship status.**

ATTACHMENTS

FELLOWSHIP ESSAY FORMATTING REQUIREMENTS

1. Typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides.
2. Use a clear font that is highly readable. The American Psychological Association (APA) recommends using 12 pt. Times New Roman font.
3. Include a title on page 1 and utilize as header for subsequent pages.
4. Provide a brief introductory paragraph. For example, for the career progression essay, set the stage for the story that you will be discussing.
5. Body of the report (suggested 700-1,000 words in length).
6. Provide a conclusion or brief summary.
7. Prior to submission, be sure to review your document for grammar, punctuation, spelling, and track changes. Ensure you are submitting the final cleaned up document.
8. For any additional assistance in writing, an excellent resource is the [Purdue Online Writing Lab \(Purdue OWL\)](#).

SPECIAL HI ACHIEVEMENT AND CAREER PROGRESSION ESSAY

Describe your most significant achievement or contribution you have made thus far to advance the HI profession and elaborate on your career progression. This essay should reflect an achievement(s) which you believe will have a lasting impact and provide context for any secondary education earned (E.g., Doctorate)

This essay must earn a minimum of 15 points, and may be allocated a maximum of 30 points, by the Fellowship Committee.

Insert Special HI Achievements and Career Progression Essay Here

LETTERS OF RECOMMENDATION

Submit three Letters of Recommendation. At least one letter of recommendation should be from an AHIMA Credentialed professional familiar with your work. The author of the Letter of Recommendation must include their contact information. Individuals providing Letter of Recommendation should be told that they may be contacted to verify or clarify information in their letter. Letters of recommendation will not be accepted from current Fellowship Committee members, current AHIMA Board members, and current AHIMA staff at the time of application. All letters of recommendation must be signed by the party who wrote the recommendation.

The letters do not require minimum points but may be allocated a maximum of 15 points total for all three letters, by the Fellowship Committee.

Insert Letters of Recommendation Here

CURRICULUM VITAE

Attach a Curriculum Vitae (CV). A CV usually contains three or more pages and, in addition to the items on a regular resume, it can include separate sections for your teaching experience, research, publications, presentations, grants and fellowships, professional affiliations, associations and licenses, awards and any other information relevant to your accomplishments.

The CV does not require minimum points, but may be allocated a maximum of 15 points, by the Fellowship Committee.

Insert CV here

Supporting documentation or a phone interview may be requested by the Fellowship Committee at any time prior to reaching a decision. Should you be requested to verify your statement with supporting documentation, or to provide clarification of information presented in your application, please be sure to indicate what category and section of the application the documentation supports or clarifies, and forward the requested documentation to

Volunteer.services@ahima.org