

Tips for Applying for the Grace Award

TIP 1: Understand the AHIMA Strategy

This year's Grace Award focuses on advancing the strategic objectives outlined in the [AHIMA 2018 – 2022 Strategic Objectives](#). We recommend reviewing the strategy prior to beginning the application process.

The four strategic objectives are:

- **Prepare HIM Professionals for the Future:** Transition HIM professionals to future roles by advancing education, competencies, and skills.
- **Lead in Informatics:** Increase the number of current members and new members with informatics as their primary job role.
- **Lead in Data Analytics:** Increase the number of current members and new members with data analytics as their primary job role.
- **Champion Information Governance (IG):** Increase IG adoption through the use of AHIMA's IG Adoption Model (IGAM™), tools, and expertise.

You are welcome and encouraged to review a [pdf of the application](#) prior to completing the form online.



TIP 2: Save and Access Your Answers Later

You have the option of saving your work and returning to it later. Click

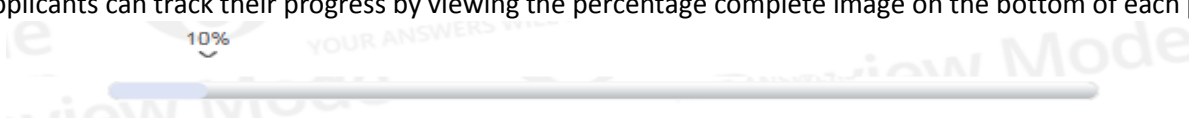
[Save & continue later](#) ?

When you click this option, you are given a unique link in a popup window. **You will need to copy and save this link in order to access your answers later.** AHIMA will not be able to access your unique link. To access your work later you must save the link in the popup window before closing the survey window. This is the only way to access your partial answers at a later time.

If you are idle for an extended period of time you will be asked if you need additional time to finish the application. If you are idle for more than 8 hours you will be logged out of the system.

TIP 3: Track Your Progress

Online applicants can track their progress by viewing the percentage complete image on the bottom of each page.



There are two main sections in the application – Demographics and strategy related questions.

Requirements for Section I: Demographic Information

- You will be asked to provide demographic information of the person completing the form and information on the type and size of your organization.

Requirements for Section II: Strategy Related Questions

- Answers are limited to 2,000 characters max.
- Percentage reflects the amount each question counts towards the overall score.
- All questions require a response.
- Be sure to provide detailed examples of how your organization has approached each strategy and how your HIM staff and/or department have been involved or lead efforts in each category.
- This section includes strategy related questions and one open-ended question where you can share any additional information including national awards or accreditations your organization has received.