

Fellowship Eligibility Tracking Tool

Note: This is not the official AHIMA Fellowship application, but rather a tracking tool to assist you in determining your eligibility for candidacy or Fellowship status.

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.**

ELIGIBILITY

Fellowship is open to any individual who is an Active, Premier, Honorary, Emeritus, or Global/Outside US (oUS) 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 (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.

DIRECTIONS

The Fellowship Eligibility Tracking Tool is designed to assist you in determining your eligibility for candidacy or Fellowship status. The tool reflects the scoring methodology that will be applied when reviewing your application. **Your final score and the evaluation of your application are subject to peer review.**

- Complete all questions, providing all of the information requested.
- List most recent information first for all categories.
- Where minimums have been noted in a category, you must meet the minimum stated for that category in order to be eligible for Fellowship.
- Please provide information only up to the maximum point level in each category – information provided beyond the maximum points offered will not be computed.

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. A sample CV can be found on <http://www.ahima.org/about/recognition?tabid=fellowship>
2. Three letters of recommendation (**with handwritten signatures**).

Your application for Fellowship status cannot be completed without the above documentation.

Need assistance? Contact volunteer.services@ahima.org

Total Points Required:

Candidacy – minimum 125 points/maximum 229 points

Fellowship – minimum 230 points, maximum 560 points

Category 1. TOTAL YEARS OF AHIMA MEMBERSHIP:

Minimum Points: 10/Maximum Points: 50

Scoring: 1 point for each year of membership

		Points
Year you joined AHIMA as an Active, New Graduate, or New to AHIMA Member with a Credential (not including Student membership)		
Current membership status: (Active, Premier, Honorary, Emeritus, Global/Outside US (oUS))		
Are you current with your CE requirements (Yes/No)?		
Has your membership ever been revoked or lapsed? If yes, please explain.		

CATEGORY 1 TOTAL POINTS: _____

Category 2. TOTAL YEARS OF PROFESSIONAL FULL TIME HIM WORK-RELATED EXPERIENCE:

Minimum Points: 10/Maximum Points: 50

Scoring: 1 point for each year of full time HIM work-related experience

List current/most recent job first.

		Points
Organization		
Dates		
Location		
Position Title		
Organization		
Dates		
Location		
Position Title		
Organization		
Dates		
Location		
Position Title		
Organization		
Dates		
Location		
Position Title:		

Organization		
Dates		
Location		
Position Title		
Organization		
Dates		
Location		
Position Title		

CATEGORY 2 TOTAL POINTS: _____

Category 3. EDUCATION:

Minimum Points: 10/Maximum Points: 25

Scoring: 10 points for each Masters degrees, 15 points for each Doctorate degree

List all advanced degrees earned (PhD, JD, MBA, MJ, MPH, MS, etc.), beginning with the most recent.

School Name	City, State	Dates Attended	Date of Graduation	Major Subject	Degree(s)

CATEGORY 3 TOTAL POINTS: _____

Category 4. CREDENTIALS AND CERTIFICATIONS:

Minimum Points: 5/Maximum Points: 15

Scoring: 5 points for each credential or certification

AHIMA Credentials	Points
RHIA	
RHIT	
CCA	
CCS	
CCS-P	
CDIP	
CHTS	
CHDA	
CHP	
CHPS	
CPHI	
AHIMA Specialty or Non-AHIMA Credentials (list)	Points

CATEGORY 4 TOTAL POINTS: _____

Category 5. PROFESSIONAL TITLE:

Minimum Points: 10/Maximum Points: 20
 Scoring: *see chart below*
 Highest position held:

Title	Points
Senior Executive (CEO, COO, CFO, Partner, President, etc.) or Dean	20
Vice President, Program Director/College or University	20
Business Owner/Entrepreneur	20
Director/Department Head	15
Full time Faculty/College or University	15
Manager/Supervisor/Consultant	10
Non-supervisory position	5

CATEGORY 5 TOTAL POINTS: _____

Category 6. PROFESSIONAL PARTICIPATION:

Minimum Points: 50/Maximum Points: 100 (total for categories 6 A-D)
 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 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 6-A Total Points: _____

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

Category	Position/Committee Name	Dates of Service	Total Years Service	Points
State President, President-Elect, Past President, Vice President (10 points for each year served)				
State Board of Directors or Officer - excluding President, President-elect, or Past President, (5 points for each year served)				
State Committee Chair or <i>elected</i> Council member (2 points for each year served)				
State Committee, Member Task Force, Advisory Council, State House of Delegates, or Subcommittee, Coding Roundtable Coordinator (1 point for each year served)				

Category 6-B Total Points: _____

C. LOCAL HIM ASSOCIATION: Specify position, committee name and dates of service.

Category	Position/Committee Name	Dates of Service	Total Years Service	Points
Local HIM Association President, President-elect, Past President, Vice President (5 points for each year served)				
Local HIM Association Board of Directors, Officer or Delegate - excluding President, President-elect, or Past President (2 points for each year served)				
Local HIM Association Committee Chair or <i>elected</i> Council member (2 points for each year served)				
Member Local level Committee, Task Force, Advisory Council, or Subcommittee (1 point for each year served)				

Category 6-C Total Points: _____

D. OTHER PROFESSIONAL HEALTHCARE NATIONAL ASSOCIATION PARTICIPATION: Specify association name, position/committee name, description/scope (international, national, state, or local) and dates of service.

Scoring:

Association President, President-elect, Past President, Vice President – 5 points for each year served, up to maximum of 20 points.

Association Board of Directors, Committee Chair- excluding President, President-elect, or Past President – 2 points for each year served up to a maximum of 20 points

Committee, Task Force, Subcommittee, Advisory Council Member or Advisory Board member for Health Informatics, Health Information Technology, Health Information Administration educational program – 1 point for each year served up to a maximum of 10 points

Association	Position/Committee Name	Description/Scope	Dates of Service	Total Years Service	Points

Category 6-D Total Points: _____

CATEGORY 6 TOTAL POINTS _____

Category 7. PROFESSIONAL DEVELOPMENT:

Report all continuing education activities attended **starting with the most recent 5 years.**

Minimum Points: 30/Maximum Points: 60 (total for categories 7 A-C)

Scoring: see point allocation listed within each category

A. AHIMA SPONSORED PROGRAMS: Attendance at AHIMA-sponsored or co-sponsored conferences or forums.

Conference/Forum	Year(s) Attended	Location	Points
AHIMA Health Data and Information Conference (formerly known as the AHIMA Convention and Exhibit) (5 points for each conference attended for the most recent 5 years, 3 points any previous conference attended up to a maximum of 31 points)			
Annual State HIM Conference/Convention/Meeting (3 points for each conference attended for the most recent 5 years, 2 points for any previous meeting attended up to a maximum of 21 points)			
Local HIM Conference/Convention/Meeting (2 points for each meeting attended for the most recent 5 years, 1 point for any previous meeting attended up to a maximum of 13 points)			
Other AHIMA or state-sponsored or co-sponsored conference/symposia/ meeting (2 points per meeting attended in the most recent 5 years, 1 point for any previous meeting attended up to a maximum of 13 points)			

Category 7-A Total Points: _____

B. OTHER PROFESSIONAL ASSOCIATION CONFERENCES OR CONVENTIONS:

Conference/Forum	Year(s) Attended	Location
Other professional association conferences data (1 point per conference attended in the most recent five years)		

Category 7-B Total Points: _____

C. COMPLETION OF COLLEGE LEVEL COURSES AND SELF STUDY:

Post baccalaureate/post master and/or non-credit self-study. List not more than three courses in each category. Exclude those courses completed in the course of obtaining masters and doctorate degrees listed in Category 3.
Scoring: 5 points for each undergraduate or graduate level course up to a maximum of 15 points
3 points for each self-study course, up to a maximum of 9 points

Course Title	Credit/Non-credit	Location

Category 7-C Total Points: _____

CATEGORY 7 TOTAL POINTS _____

Category 8. PRESENTATIONS AND PUBLICATIONS:

Minimum Points: 50/Maximum Points: 100 (total for categories 8 A-H). To be eligible for Fellowship, points are required in four of the eight 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.

A. AHIMA HEALTH DATA AND INFORMATION CONFERENCE PRESENTATIONS

1. General Session (or 5 or more hours) presenter/co-presenter. (5 points per unique session)

Date	Conference Title	Location	Session Title	Points

2. Four hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (5 points per each unique session)

Date	Conference Title	Location	Session Title	Points

3. Two to Three hour session, track, program, workshop presenter or co-presenter (4 points per unique session).

Date	Conference Title	Location	Session Title	Points

4. One hour session presenter/co-presenter. (3 points per unique session)

Date	Conference Title	Location	Session Title	Points

5. Moderator/Facilitator Panel Member. (2 points per unique session)

Date	Conference Title	Location	Session Title	Points

6. Poster presentation. (2 points per each unique poster session)

Date	Conference Title	Location	Session Title	Points

Category 8-A Sub-total Points: _____

B. STATE HIM MEETING PRESENTATIONS

1. General Session (or 5 or more hours) presenter/co-presenter. (4 points per unique session)

Date	Conference Title	Location	Session Title	Points

2. Four hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (4 points per each unique session)

Date	Conference Title	Location	Session Title	Points

3. Two to Three hour session, track, program, workshop presenter-co-presenter. (3 points per unique session)

Date	Conference Title	Location	Session Title	Points

4. One hour session presenter/co-presenter. (2 points per unique session)

Date	Conference Title	Location	Session Title	Points

5. Moderator/Facilitator Panel Member. (1 point per unique session)

Date	Conference Title	Location	Session Title	Points

6. Poster presentation. (1 point per each unique poster session)

Date	Conference Title	Location	Session Title	Points

Category 8-B Sub-total Points: _____

C. LOCAL HIM MEETING PRESENTATIONS

1. General Session (or 5 or more hours) presenter/co-presenter. (3 points per unique session)

Date	Conference Title	Location	Session Title	Points

2. Four hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (3 points per each unique session)

Date	Conference Title	Location	Session Title	Points

3. Two to Three hour session, track, program, workshop presenter or co-presenter (3 points per unique session)

Date	Conference Title	Location	Session Title	Points

4. One hour session presenter/co-presenter. (2 points per unique session)

Date	Conference Title	Location	Session Title	Points

5. Moderator/Facilitator Panel Member. (1 point per unique session)

Date	Conference Title	Location	Session Title	Points

6. Poster presentation. (1 point per each unique poster session)

Date	Conference Title	Location	Session Title	Points

Category 8-C Sub-total Points: _____

D. AHIMA LEADERSHIP CONFERENCE, ASSEMBLY ON EDUCATION (AOE) OR OTHER AHIMA NATIONAL SEMINARS OR PRESENTATIONS

1. General Session (or 5 or more hours) presenter/co-presenter. (5 points per unique session)

Date	Conference Title	Location	Session Title	Points

2. Four hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (5 points per each unique session)

Date	Conference Title	Location	Session Title	Points

3. Two to Three hour session, track, program, workshop presenter-co-presenter. (4 points per unique session)

Date	Conference Title	Location	Session Title	Points

4. One hour session presenter/co-presenter. (3 points per unique session)

Date	Conference Title	Location	Session Title	Points

5. Moderator/Facilitator Panel Member. (2 points per unique session)

Date	Conference Title	Location	Session Title	Points

6. Poster presentation. (2 points per each unique poster session)

Date	Conference Title	Location	Session Title	Points

Category 8-D Sub-total Points: _____

E. HIM-RELATED PRESENTATIONS FOR NON-AHIMA ASSOCIATIONS/GROUPS:

1. General Session (or 5 or more hours) presenter/co-presenter. (4 points per unique session)

Date	Conference Title	Location	Session Title	Points

2. Four hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (4 points per each unique session)

Date	Conference Title	Location	Session Title	Points

3. Two to Three hour session, track, program, workshop presenter-co-presenter. (3 points per unique session)

Date	Conference Title	Location	Session Title	Points

4. One hour session presenter/co-presenter. (2 points per unique session)

Date	Conference Title	Location	Session Title	Points

5. Moderator/Facilitator Panel Member. (1 point per unique session)

Date	Conference Title	Location	Session Title	Points

6. Poster presentation. (1 point per each unique poster session)

Date	Conference Title	Location	Session Title	Points

Category 8-E Sub-total Points: _____

F. PRESENTATIONS ON HIM RELATED TOPICS TO EMPLOYER/EMPLOYEE OR PUBLIC SERVICE GROUP:

1. General Session (or 5 or more hours) presenter/co-presenter. (3 points per unique session) maximum 9 points

Date	Conference Title	Location	Session Title	Points

2. Four hour session presenter/co-presenter (includes pre and post conference workshops, special interest groups, etc.). (3 points per each unique session) maximum 9 points

Date	Conference Title	Location	Session Title	Points

3. Two to Three hour session, track, program, workshop presenter-co-presenter. (2 points per unique session) maximum 8 points

Date	Conference Title	Location	Session Title	Points

4. One hour session presenter/co-presenter. (2 points per unique session) maximum 8 points

Date	Conference Title	Location	Session Title	Points

5. Moderator/Facilitator Panel Member. (1 point per unique session) maximum 4 points

Date	Conference Title	Location	Session Title	Points

6. Poster presentation. (1 point per each unique poster session) maximum 4 points

Date	Conference Title	Location	Session Title	Points

Category 8-F Sub-total Points: _____

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

1. 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

2. HIM Clinical Site for HIM Students (2-4 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

3. 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

4. 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

5. 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

Category 8-G Sub-total Points: _____

H. 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)		
Engage Facilitator or significant participant (2 points each Engage 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 8-H Sub-total Points: _____

CATEGORY 8 TOTAL POINTS _____

Category 9. AWARDS AND HONORS:

Minimum Points: 0/Maximum Points: 50

Scoring: see point allocation listed with each category

A. AHIMA Triumph Award Distinguished Member (30 points)

Award	Date	Description	Points

B. AHIMA Triumph Award (other than Distinguished Member) (20 points per award)

Award	Date	Description	Points

C. HIM Component State Distinguished Member (or equivalent) Award (15 points per award)

Award	Date	Description	Points

D. AHIMA Foundation Grant-in-Aid or Dissertation Assistance Award or other competitively funded Research grant or award (15 points per award)

Award	Date	Description	Points

E. AHIMA Foundation Merit Scholarship (undergraduate or graduate) (5 points per award)

Award	Date	Description	Points

F. Other HIM Component State Award (5 points per award)

Award	Date	Description	Points

G. Awards or recognition from other professional association(s) or entities – HIMSS Distinguished Member award, University Teaching Award, etc. (2 points per award)

Award	Date	Description	Points

CATEGORY 9 TOTAL POINTS: _____

TOTAL CATEGORIES 1 – 9*: _____

*Total for categories 1–9 should be a minimum of 65 points for Candidacy status and 170 points for Fellowship status.

Fellowship Essay Formatting Requirements

1. Typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides.
2. You should 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/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 \(Purdue OWL\)](#).

Reference:

American Psychological Association. (2013). Fonts of knowledge {web log}. Retrieved from <https://blog.apastyle.org/apastyle/2013/03/fonts-of-knowledge.html>

Category 10. CAREER PROGRESSION ESSAY:

Describe your career/professional development from the time that you entered the HIM profession to your current position. This essay should reflect the complete path of your professional work experience/career to demonstrate self-growth and continued accomplishments.

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

Category 11. SPECIAL HIM ACHIEVEMENTS ESSAY:

Describe your most significant achievement or contribution you have made thus far to advance the HIM profession. This essay should reflect an achievement(s) which you believe will have a lasting impact.

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

Category 12. LETTERS OF RECOMMENDATION:

Submit three Letters of Recommendation. At least one letter of recommendation should be from an HIM 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.

Category 13. CURRICULUM VITAE:

Attach a Curriculum Vitae. (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.

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