



KHIMA Scholarship Application Guidelines

Procedure:

1. A complete application must be submitted to the Awards and Scholarships Chairman of KHIMA. All candidates (undergraduate and graduate) must be residents of the state of Kentucky. Undergraduate students must be attending an accredited HIA/HIT program. Graduate students must be enrolled in a program related to healthcare which will help advance the student's career in healthcare.
2. The following must be submitted with the application form:
 - a. All Submissions
 - i. A completed application for the scholarship
 - ii. **Two personal letters of reference** (other than family, clergy); letters should include information about the nature of the writer's relationship with the candidate and the writer's opinion of the candidate's leadership qualities, work ethic, and reliability. Candidates are encouraged to obtain personal letters from a clinical instructor.
See the Scholarship Application Reference Form below- individuals who are writing a letter of reference should refer to this form for instructions.
Reference letters should be sent directly to awards@khima.org by the person supplying the reference letter. Reference letters submitted by the student will not be accepted.
 - iii. Transcripts of post-high school education
 - b. Undergraduate Submissions
 - i. A statement from the Program Director that includes verification of acceptance in the CAHIIM accredited program. Once the student completes his/her application, the Chair of the Awards and Scholarship Committee will reach out to the Program Director to confirm the students acceptance to the program.
 - ii. A letter from the applicant including the following:
 - Reason for choosing HIM as a career and an outline of their career goals
 - Contribution she/he could make to the profession
 - Reason for considering the Scholarship Fund
 - Evidence of AHIMA/KHIMA membership or pledge to join
 - Signed statement that if the HIM program is not completed the applicant will reimburse KHIMA for the amount of the scholarship
 - c. Graduate Submissions
 - i. A letter from the applicant including the following:

- How the degree will help the student advance their career in healthcare
 - Reason for considering the Scholarship Fund
 - Evidence of AHIMA/KHIMA fully active membership
 - Signed statement that if the program is not completed the applicant will reimburse KHIMA for the amount of the scholarship
3. Applications will be judged on the basis of:
 - a. Information of application form
 - b. Students letter to the committee
 - c. Educational record
 - d. Employment record
 - e. Leadership
 - f. Professional Involvement
 - g. Recommendations
 4. Recipients will be selected before May 31st.
 5. All applicants will be notified by the KHIMA President

Letter of Reference Instructions

The Kentucky Health Information Management Association (KHIMA) is seeking scholarship applicants who are planning a career in Health Information Management (HIM). Applicants should exhibit exemplary scholastic achievement, leadership, and character as demonstrated by extracurricular activities, service in the school, community volunteer involvement, or work experience.

The applicant should give one copy of this form to each of two individuals willing to write a letter of reference on behalf of the applicant.

Letters of reference should include:

- Your name, full address, institutional affiliation, and phone and fax numbers, as the Scholarship Committee may wish to contact you directly for additional information
- Name of applicant
- How long and in what capacity you have known the applicant
- A general assessment of the applicant, highlighting his/her leadership qualities, work ethic, and reliability
- Your perspective on the applicant's ability to contribute, in a constructive way to the HIM profession (use specific examples)
- Any other relevant comments that will be helpful in evaluating the applicant