



KHIMA Scholarship Application Guidelines

Procedure:

1. A complete application must be submitted to the Awards and Scholarships Chairman of KHIMA via the KHIMA website.
 - a. All candidates (undergraduate and graduate) must be residents of the state of Kentucky.
 - b. 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.
 - c. All candidates (undergraduate and graduate) must be members of AHIMA and KHIMA. Undergraduate candidates may be student or full active members. Graduate candidates must be full active members. They cannot be classified as certification only members, which means they only pay AHIMA for their credential(s) maintenance.

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 Letters of Reference Instructions below. Individuals who are writing a letter of reference should refer to this form for instructions.
 - 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 student's acceptance to the program.



3. Applications will be judged on the basis of:
 - a. Information of application form
 - b. Educational record
 - c. Employment record
 - d. Leadership
 - e. Professional Involvement
 - f. Recommendations
4. Recipients will be selected before May 31st.
5. All applicants will be notified by the KHIMA President before May 31st.
6. **Acknowledgement:** Any scholarship recipient who does not complete the academic degree program must reimburse KHIMA the amount of the scholarship.



Letter of Reference Instructions

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 (if applicable), and phone number, 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