

APRIL 22 – 23, 2024

KENTUCKY HIMA 2024 ANNUAL MEETING

*A DIAMOND LEGACY:
75 YEARS OF KHIMA*

BOWLING GREEN, KY



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Student Ambassador Program Application Information

KHIMA

AHIMA Affiliate

Kentucky Health Information
Management Association

KHIMA 2024 Student Ambassador Application

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Dear Students,

The goal of the Kentucky Health Information Management Association's Student Ambassador Program is to provide students with the opportunity to network with HIM professionals and to gain valuable professional association experience. Each year, up to four students are chosen through a formal application process to be Student Ambassadors at the KHIMA Annual Meeting. As a Student Ambassador you will have the opportunity to assist with meeting coordination, assist with technical aspects of speaker presentations, and provide additional assistance with meeting needs.

The KHIMA Annual Meeting brings together HIM professionals from across the Commonwealth of Kentucky, and serving as a Student Ambassador during the Annual Meeting will present many networking and learning opportunities that could successfully impact your future career in HIM.

This year, the KHIMA Annual Meeting theme is **"A Diamond Legacy: 75 Years of KHIMA"** which represents the many functions of health information which work toward a common goal . The eligibility criteria, application instructions, and student expectations are included on the following pages. Applications must be completed by March 1, 2024 at 11:59 p.m. EST.

Please join us in **"A Diamond Legacy: 75 Years of KHIMA"** of the ever-changing environment of HIM at the KHIMA 2024 Annual Meeting!

Sincerely,

Leslie Benningfield

Chair, Student Engagement Committee

Lesbenningfield@gmail.com

Eligibility Criteria & Instructions

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Eligibility Criteria

Students must meet the following criteria in order to be eligible for the KHIMA Student Ambassador Program:

- ⇒ Students must be enrolled in a HIM/HIT-related program at a Kentucky school or online program. The student must be enrolled at the time of application and during the annual meeting dates. Students who graduate prior to the meeting are ineligible.
- ⇒ Students must be AHIMA members who have declared Kentucky as their Component State Association (CSA)
- ⇒ Students must be in good academic standing.
- ⇒ Students must be available for the **entire** KHIMA Meeting on April 23-24, 2024
- ⇒ Students must have good communication skills, the ability to multi-task, organization skills, and be highly motivated.

Instructions

Students must complete the application process by doing the following:

- ⇒ Students must complete the online Student Ambassador Program application in its entirety by 11:59 p.m. EST on March 1, 2024. Applications submitted after the deadline and incomplete applications will not be considered. [Go To Application](#)
- ⇒ Students are required to upload a current transcript in the online application.
- ⇒ Students must provide the names and contact information of two people who will complete recommendation letters on behalf of the student. **One of the people provided must be a HIM/HIT faculty member from the program in which the student is enrolled.** The second person can either be a current or former employer, a member from a professional association that the student has been involved in, or a second faculty member. Letters from clergy, family members, and friends will not be accepted.
- ⇒ Students will provide the names and contact information of the people who will provide the letters of recommendation in the online application. KHIMA will contact the individuals listed and will provide instructions for completion and submission of the letters to those individuals.
- ⇒ Letters of recommendation must also be received by the application deadline. Students should keep that in mind and provide their contacts with sufficient time to complete and submit the letters.
- ⇒ As part of the online application, students must provide an essay (1,000 words or less) of why they would like to participate in the program.

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Student Expectations

If selected students are expected and required to:

- ⇒ Provide a business/professional looking head shot that can be used in meeting material
- ⇒ Be present and available during the **entire** meeting on April 23-24, 2024
- ⇒ Have a positive attitude and be willing to assist with any task needed during the meeting
- ⇒ Have good communication skills, the ability to multi-task, be organized, and motivated

Student Benefits

- ⇒ Students will be provided with free meeting registration. Students will be able to attend the student track during the meeting.
- ⇒ Participation in the program will provide the student with excellent networking opportunities, and exposure to KHIMA business functions.
- ⇒ Students will be recognized as Ambassadors during opening announcements.
- ⇒ Resume development.
- ⇒ Administrative and communication related skill-set development.

Application Review

- ⇒ **Students who are accepted into the Student Ambassador Program will be notified via email by April 1st.**
- ⇒ Applications will be reviewed by active members of the Student Engagement Committee. Student members on the committee will not review applications. As such, student members of the Student Engagement Committee are permitted to apply to the program.
- ⇒ The Student Engagement Committee will select up to four student ambassadors.
- ⇒ If there are any questions, students may contact Leslie Benningfield, Chair of the Student Engagement Committee at lesbenningfield@gmail.com

Link to application: <https://www.khima.org/student-ambassador-application/>