



KHIMA Scholarship Application Guidelines

Procedure:

1. Application must be submitted to the Public Relations/ Scholarship Chairman of KHIMA by May 1, 2017. Candidates must be residents of the State of Kentucky, and they must be attending an accredited HIA/HIT program of Kentucky.
2. The following must be submitted with the application form:
 - a. **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. A Scholarship Application Reference Form is included- individuals who are writing a letter of reference should refer to this form for instruction.
 - b. Transcripts of post- high school education
 - c. A statement from the Program Director that includes verification of acceptance.
 - d. The application for the scholarship
 - e. A letter from the applicant including the following:
 - i. Reason for choosing HIM as a career and an outline of their career goals
 - ii. Contribution she/he could make to the profession
 - iii. Reason for considering the Scholarship Fund
 - iv. Other financial support available to the applicant
 - v. Evidence of AHIMA membership or pledge to join
 - vi. Signed statement that if the HIM 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. Educational record
 - c. Employment record
 - d. Recommendations
 - e. Financial needs
4. Recipients will be selected before May 31, 2017
5. All applicants will be notified by the KHIMA Awards and Scholarship Committee Chair

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 applicants ability to contribute, in a constructive way, To the HIM profession: Use specific examples.
- Any other relevant comments that will be helpful evaluating the applicant