

KHIMA 2018 ANNUAL MEETING

FROM THE EMERALD CITY TO

THE LAND OF HIM



KHIMA
KHIMA Affiliate
Kentucky Health Information
Management Association

• HILTON LEXINGTON/DOWNTOWN • • LEXINGTON, KY • • JUNE 18-19, 2018 •

KHIMA ANNUAL MEETING

Student Ambassador Program

KHIMA
KHIMA Affiliate
Kentucky Health Information
Management Association

Student Ambassador Application Instructions



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, four students will be chosen from a formal application process to be Student Ambassadors at the KHIMA Annual Meeting. Student Ambassadors assist with activities during the meeting. Activities include, but are not limited to, assisting in meeting setup and cleanup, managing the registration booth, assisting exhibitors, as well as taking care of other needs that arise during the meeting.

The KHIMA's Annual Meeting brings together HIM professionals from across the Commonwealth of Kentucky. For many KHIMA members, this is the only conference they attend each year.

This year, our theme is **"From the Emerald City to the Land of HIM."** The 2018 Annual Meeting provides a wealth of opportunities. Hear the latest on Informatics, Clinical Research, Data Analytics, ICD-10-CM/PCS, MACRA, IG, CDI, HIPAA and more from an array of outstanding speakers. In this time of intense healthcare transformation, you can't afford to miss the 2018 KHIMA Annual Meeting in Lexington!

The eligibility criteria, the Student Ambassador Program Application with instructions, and student expectations are included on the following pages. All applications must be received by April 1, 2018.

Follow the yellow brick road "From the Emerald City to the Land of HIM," at the 2018 KHIMA Annual Meeting!

Sincerely,

Cynthia King, MPA, RHIA, PMP
Chair, Student Engagement Committee

June 18-19, 2018 — Lexington, KY

Eligibility Criteria and Instructions



Eligibility Criteria

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

- Students must be admitted and enrolled in a CAHIIM accredited HIM/HIT program 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 state association.
- Students must be in good academic standing.
- Students must be available for the **entire** KHIMA Annual Meeting from 1:00 p.m. on Sunday June 17th until 6:00PM Tuesday June 19th.

Instructions

Students must complete the application process by doing the following:

- Students must complete and submit the attached Student Ambassador Program Application on or before the deadline. Applications are due April 1, 2018; applications received after this date will not be considered. It is recommended that applications be sent by certified mail to ensure processing.
- 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 people 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 Student Ambassador Application, students must provide a brief (1,000 words or less) description of why they would like to participate in the program.

Eligibility Criteria and Instructions



Student Expectations

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. This includes the meeting setup on June 17th and until 6:00 PM on Tuesday June 19th.
- Wear the shirts and name badges provided by KHIMA on June 18-19, 2017 for easy identification. The shirts can be paired with khaki pants, dress pants, or professional skirts. No shorts, jeans, sweatpants, miniskirts or other unprofessional attire will be permitted.
- Have a positive attitude and be willing to assist with any task needed during the meeting.
- Students must 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.
- Students will be provided with two KHIMA shirts to be used during the meeting. The students keep the shirts after the meeting.
- Students are provided with free hotel accommodations if they do not live in the city where the meeting is located. Students can either, 1) have 100% of the hotel costs covered by KHIMA if the room is shared with a second Student Ambassador of the same gender or 2) have 50% of their room covered by KHIMA if they opt for an individual room.
- Participation in the program will provide the student with excellent networking opportunities.

Application Review

Students who are accepted into the Student Ambassador Program will be notified via email by April 17, 2018.

Applications will be reviewed by three non-student 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 per-