Together we LEARN.
Together we GROW.

KHIMA ANNUAL MEETING | 2020
JUNE 8-9, 2020 | Perkins Conference Center
202 Kit Carson Drive, Richmond, KY

KHIMA Annual Meeting
Student Ambassador Program
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 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, manage the registration booth, assist exhibitors with setup, and provide any other needs that may arise during the meeting.

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 “Together We Learn. Together We Grow.” The meeting will offer an agenda that will incorporate many topics such as Population Health, Information Governance, Privacy & Security, healthcare legislation, CDI and many more.

The eligibility criteria, application instructions, and student expectations are included on the following pages. Applications must be completed by March 31, 2020 at 11:59 p.m.

Please join us in “Growing and Learning Together” in the everchanging environment of HIM at the KHIMA 2020 Annual Meeting!

Sincerely,

Katherine Woods, MHI, RHIA
Chair, Student Engagement Committee
President Elect
Eligibility Criteria & Instructions

Eligibility Criteria

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

⇒ Students must be Kentucky residents admitted and enrolled in a CAHIIM accredited HIM/HIT 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 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 8th until 6:00 p.m. on Tuesday June 9th.

⇒ 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. on March 31, 2020. 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 a brief (1,000 words or less) description of why they would like to participate in the program.
Eligibility Criteria & 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 7th until 6:00 p.m. on Tuesday June 9th.
⇒ Wear the shirts and name badges provided by KHIMA on June 8-9, 2020 for easy identification. The shirts can be paired with khaki pants, dress pants, or professional skirts. Shorts, jeans, sweatpants, mini skirts or other unprofessional attire will not 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 will 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, and exposure to KHIMA business functions.
⇒ Students will be recognized as Ambassadors during opening announcements.

Application Review

⇒ Students who are accepted into the Student Ambassador Program will be notified via email by April 15, 2020.
⇒ 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 permitted to apply to the program.
⇒ The Student Engagement Committee will select four student ambassadors.
⇒ If there are any questions, students may contact Katherine Woods, Chair of the Student Engagement Committee at katherinehelenawoods@gmail.com

June 8 – 9, 2020 — Richmond, KY