

## **EASTERN OHIO HEALTH INFORMATION MANAGEMENT ASSOCIATION**

### **KENDRA CONRAD-MOTTER EDUCATIONAL SCHOLARSHIP**

EOHIMA has developed a Scholarship Award Program to allow both **student** and **established HIM professionals** to apply for funds. The following information explains the scholarship program's policy, qualifications, and application procedure and provides separate application forms for the student member and established professional.

#### **SCHOLARSHIP PROGRAM POLICY**

- ✓ This Scholarship Program is available only to EOHIMA members. Both HIM/HIT students and established professionals may apply for funds available through EOHIMA.
- ✓ On an annual basis, the EOHIMA Board of Directors will grant awards(s) from scholarship applications received. During the annual budget process, the EOHIMA Board of Directors will allocate specific dollars for this program. Additional funds may be available from corporate sponsors. Scholarships will be awarded as funds are available.
- ✓ The dollar amount of the scholarship grant will be solely at the discretion of the EOHIMA Board of Directors. The reimbursement available may vary each year due to the budget or corporate sponsorship. The total amount may be awarded to one individual or distributed among several applicants. Unused scholarship funds may be rolled over from one year to the next year. The scholarship award amounts for each year appear on the application form for that year.
- ✓ Individuals serving on the EOHIMA Board of Directors are not eligible for funds during their term.
- ✓ Scholarship awards for the **student scholarship applicant** may be applied to books, tuition, or fees for taking the RHIT or RHIA exam or the CCA exam. Only expenses that are the responsibility of the applicant are eligible, and funds reimbursed by another group, such as an employer, corporate agency or government body are not eligible. Funds will be awarded only for expenses paid during the current business year. Proof of HIM/HIT program enrollment, cumulative GPA and successful college course completion must accompany the scholarship application form.
- ✓ Scholarship awards for the **established HIM professional** must be applied to professional activities related to lifelong learning such as books, newsletters, seminar registrations, software programs, OHIMA or AHIMA events, or course tuition. Courses and other materials must be related to the advancement of the applicant's work in the HIM profession. Only expenses that are the responsibility of the applicant are eligible, and funds reimbursed by another group, such as an employer, corporate agency or government body are not eligible. Funds will be awarded only for expenses paid during the current business year. Receipt of payment and proof of participation in any of the above listed activities must accompany the scholarship application form.

## **QUALIFICATIONS**

- ✓ All applicants must be a participating member of EOHIMA (attending meetings) by January 1<sup>st</sup> of the year for which they are applying for a scholarship.
- ✓ **Student** applicants must have been accepted for admission to a program for Health Information Management or Health Information Technology accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) or accepted/enrolled in a coding certificate program that is associated with a CAHIIM accredited HIT program. Student applicants must also show proof of a 2.50 cumulative grade point average or higher.
- ✓ **Established HIM professional** applicants must maintain at least one of the following credentials: RHIA, RHIT, CCA, CCS, CCS-P, CHP, CHPS, or CHS. The applicant must be applying for funds to continue life-long learning to advance the applicant's work in the HIM profession.

## **PROCEDURE**

- ✓ The EOHIMA Board of Directors will announce the Scholarship Award Program, including criteria and application process to the membership, accredited Program Directors, and students.
- ✓ Deadline for the application submissions will be indicated on the application form for the business year.
- ✓ The EOHIMA Board of Directors will review all applications and grant scholarship funds according to established criteria.
- ✓ Scholarships will be presented at the Spring EOHIMA meeting. Award recipients will be invited to attend the meeting at no cost.
- ✓ Scholarship recipients unable to attend the EOHIMA meeting will receive their award from the EOHIMA Board of Directors.
- ✓ Scholarship recipients are encouraged to participate on the EOHIMA Board of Directors the following year.