



## MHIMA SCHOLARSHIP GUIDELINES

Issue	Rationale
<p><b>1. Eligibility</b></p> <ul style="list-style-type: none"> <li>a. Minnesota residents or AHIMA member with MN designated as their state, enrolled in an in-state or out-of-state HIM program</li> <li>b. Applicants must have completed 50% of one of the following:               <ul style="list-style-type: none"> <li>1. Accredited Health Information Technology or Health Information Management Program</li> <li>2. Graduate program related to HIM in a college or university accredited by a nationally recognized accrediting agency</li> <li>3. Coding Certificate program</li> <li>4. AHIMA Coding Basics Interactive Campus program</li> </ul> </li> <li>c. Applicant must have a cumulative GPA of 3.0 (out of 4.0)</li> <li>d. Applicant must be an AHIMA member.</li> </ul>	<p>MN students from all program levels are eligible for scholarships. MN residents attending programs in other states will also be eligible. The scholarship is based on merit and not on financial need. Students can receive only one scholarship award for each program enrollment.</p>
<p><b>2. Applications</b></p> <ul style="list-style-type: none"> <li>a. Students will apply directly to the MHIMA Scholarship Committee by submitting all required documents to the Executive Director</li> </ul>	<p>MHIMA Scholarship Committee will review applications and select recipients</p>
<p><b>3. Application Process</b></p> <ul style="list-style-type: none"> <li>a. Complete application for MHIMA Scholarship</li> <li>b. One letter of recommendation from faculty advisor, faculty member or mentor</li> <li>c. Validation from Program Director that student is in the last year and is expected to graduate</li> <li>d. Essay – Length will be 300-700 words.               <ul style="list-style-type: none"> <li>• <b>All Programs: “How I Will Use This Degree to Advance the HIM Profession”</b></li> </ul> </li> <li>e. An official school transcript of grades indicating cumulative GPA</li> <li>f. Deadline announced each year in <i>Uplink</i>, on the MHIMA website</li> </ul>	<ul style="list-style-type: none"> <li>a. To ensure applying students are eligible to receive scholarship and provide demographic information, work history and volunteer activities</li> <li>b. Individual will be able to elaborate on student’s academic abilities, history and professionalism</li> <li>c. To ensure applying students are eligible to receive scholarship and will complete coursework</li> <li>d. Essay will best reflect the student’s independent thinking, ideas, goals and communication skills</li> <li>e. To ensure applicant’s cumulative GPA is at least 3.0 (out of 4.0)</li> <li>f. Deadlines will be announced to allow</li> </ul>

<p>Calendar, and/or via electronic communication and in letters to the Program Directors of each HIM program in Minnesota</p>	<p>sufficient time for the students and Scholarship Committee to complete their tasks and for students to plan their finances</p>
<p><b>4. Frequency of Scholarship</b> a. Scholarship will be awarded on an annual basis.</p>	<p>All students will have an opportunity to receive one scholarship per program they are enrolled in</p>
<p><b>5. Amount of Scholarship</b> a. The number of scholarships issued each year and the award amounts will be determined based upon funding available</p>	<p>Variable income sources such as vendor gifts, MHIMA member gifts, interest income, and proceeds from fundraising activities will be used for the scholarships. Availability of these funds will determine yearly scholarship amounts. Scholarship gifts will be mailed to the Executive Director to assure proper deposit to the Scholarship Fund account.</p>
<p><b>6. Selection</b> a. Selection will be based on submitted application components and rated on a score sheet with a five (5) point scale based on the following:  <ol style="list-style-type: none"> <li>1. Scholastic ability</li> <li>2. Professionalism</li> <li>3. Work Experience</li> <li>4. Leadership Experience</li> <li>5. Potential Contribution to HIM Profession</li> </ol> b. Selections will be made by the Scholarship Committee.</p>	<p>a. Selections will be made as objectively as possible. Applicant's identifying information will be removed from all documents submitted to assure anonymity and objectivity.  b. Committee will perform the screening and evaluation and will have the time needed to complete this task.</p>
<p><b>7. Scholarship Committee Members*</b> a. Scholarship Committee Chair (Delegate Director) b. MHIMA President c. MHIMA President-Elect d. Delegate Directors *Committee members should not be applicants themselves, employed by any of the schools, or employers of the scholarship applicant.</p>	<p>Membership should be comprised of a representative sample of the MHIMA membership. In the event that a Scholarship Committee should need to recuse him/herself, the Past President, Treasurer, or Secretary shall serve in their place.</p>
<p><b>8. MHIMA Scholarship Fund Philosophy</b> A minimum of 150% of the annual scholarship award should always be kept in the Scholarship Fund. It is recommended that an aggregate annual scholarship award of \$5000 should be provided each year from the Scholarship Fund; thus, \$7500 should be kept in the Fund. If the total amount of the Scholarship Fund exceeds \$12,500 (\$7500 minimum fund allowance + \$5000 in annual scholarships), the difference can be used for scholarship monies for that year,</p>	<p>As funds permit, it is recommended that aggregate annual scholarship awards be given will be based on monies within the scholarship account.  Individual scholarships are limited to a maximum amount of \$1500.  It is recommended that awards are allocated according to the variety of program levels, based on applications received by the Scholarship Committee.</p>

but not to exceed an additional \$1000 or aggregate total of \$6000.

If the total amount of the Scholarship Fund is less than \$12,500 (\$7500 minimum fund allowance + \$5000 in annual scholarships), the difference will be subtracted from that year's annual scholarship awards\*

\*It is recommended that MHIMA provide an annual funding of \$1000 to the Scholarship Fund if revenues and budget permit. If this donation is approved for that year, total scholarship awards can be increased to \$6000 or \$7000 dependent on the criteria noted. If MHIMA is able to provide this funding, scholarship funds will be allocated based on the criteria noted.