



**VIRGINIA HEALTH INFORMATION MANAGEMENT
ASSOCIATION
POLICY & PROCEDURES**

POLICY:	Scholarship Guidelines		
EFFECTIVE DATE:	March 1997	REVISION DATE:	May 2011

Purpose: To provide guidelines for the review and selection of VHIMA Scholarship candidates.

Policy: The VHIMA is committed to leadership excellence in the management and use of health information. The VHIMA supports the annual award of a scholarship to a health information management student that demonstrates potential as a health information management profession.

Guidelines:

1. The applicant must be a resident of the State of Virginia.
2. The applicant must demonstrate completion of at least one year of course work or its equivalent and be:
 - Currently enrolled in a BS/BA accredited program that will lead to writing the RHIA examination OR
 - Currently enrolled in an Associate accredited program that will lead to writing the RHIT examination OR
 - Currently pursuing a graduate degree in a health related field and holding any AHIMA credential (RHIA/RHIT/CCS/CCS-P)
3. An overall minimum grade point average of 3.0 is required.
4. The application and all required attachments must be completed and forwarded to the VHIMA Scholarship Chairman, by the designated deadline prior to the Annual Convention.
5. The applicant should provide three written recommendations. One must be from the Program Director. The letters should compare the student to others in the areas of Technical Skills, Communication Skills and Leadership Ability.
6. The applicant must submit official transcripts with the completed application form from each educational institution attended.



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7. The applicant should provide supporting documentation of School, Community and Professional Organization involvement included with the application. This may be in the form of a letter from an individual or certificate of participation in an activity.

8. Graduate applicants only: A copy of a technical paper submitted for credit as part of an academic course work or internship of which the student is the principal author. The subject of the paper should be relevant to Health Information Management or to the health care field.