

Ohio Health Information Management Association (OHIMA)
OHIMA Achievement Awards Procedure

- I. **PURPOSE:** To facilitate the nomination and selection of OHIMA members for OHIMA Achievement Awards. To provide professional recognition of OHIMA members who have contributed to the health information management (HIM) profession through outstanding service to OHIMA, professional achievement, or recruitment and education of HIM professionals.
- II. **GUIDELINES:**
- A. Only OHIMA members in good standing are eligible to be nominated for an OHIMA Achievement Award. If a nominee is retired, she/he must have been a member in good standing at the time of retirement.
- B. OHIMA Achievement Awards are presented annually during the Monday Awards luncheon at the OHIMA Annual Meeting.
1. The OHIMA Awards Project Leader is responsible for coordination of the call for nominees, acceptance of nominations, screening of nominees, forwarding candidates to the Awards Selection Committee, and notification of recipients and non-recipients (if applicable). Recipients must be told that their award will be presented during the Monday Awards luncheon at the OHIMA Annual Meeting.
 2. The Awards Selection Committee is responsible for selection of the recipient in each of the award categories, or for the decision not to issue the award for that year.
- C. The OHIMA Awards Project Leader will review the entire scope of the OHIMA Achievement Awards process annually, with input from the OHIMA Board of Directors (BOD).
1. The OHIMA Awards Project Leader will review and recommend revisions of the OHIMA Achievement Award categories, award criteria, and/or the associated procedure to the OHIMA BOD for their approval before the OHIMA Annual Meeting.
 2. The BOD will make the final decision regarding any changes to the categories, the award criteria, and/or the procedure and will notify the OHIMA Awards Project Leader of their decision(s).
 3. The OHIMA Awards Project Leader is responsible for documenting changes to the categories, the criteria, and/or the procedure as approved by the BOD.

Ohio Health Information Management Association (OHIMA) OHIMA Achievement Awards Procedure

III. AWARDS:

- A. **Distinguished Member Award - OHIMA's Highest Honor:** This award recognizes a member of OHIMA who has demonstrated throughout their career, exceptional leadership and service to OHIMA.

This award will be given to any member in good standing only once during her/his lifetime.

Criteria for selection: See OHIMA Distinguished Member Nominee Scoring Form.

- B. **Professional Achievement Award:** This award recognizes outstanding achievement and leadership in a specialized area of our profession, or to recognize an individual who exemplifies excellence in Health Information Management by bringing credit to the Association and to our professional community.

Criteria for selection: See OHIMA Professional Achievement Nominee Scoring Form.

- C. **Ambassador to Education Award:** This award honors an outstanding clinical practice site supervisor or other HIM professional who has contributed significantly to Ohio's Health Information Management and Health Information Technology programs.

Criteria for selection: See Ambassador to Education Nominee Scoring Form.

IV. NOMINATION PROCESS:

Distinguished Member and Professional Achievement Awards:

- A. By September 1st of each year, the OHIMA Awards Project Leader, working with the OHIMA Executive Director, submits a call for nominations for these awards as follows:

1. Publish a "Call for Nominations" on the OHIMA website. The nomination deadline is to be established each year by the Executive Director based on the dates of the OHIMA Annual Meeting.
2. Post a page on OHIMA's website to access the most recent OHIMA Achievement Award descriptions and recipients.
3. Post an online Nomination Form on the OHIMA website.
4. Notify each member of the OHIMA Board of Directors.
5. Notify each regional association president, who will be requested to solicit nominees from her/his membership.

Ohio Health Information Management Association (OHIMA)
OHIMA Achievement Awards Procedure

- B. Upon the nominations receipt deadline, for all nominations received, the OHIMA Awards Project Leader will contact the OHIMA Executive Director to validate the active OHIMA membership status of the nominees.
1. The OHIMA Executive Director will report each nominee's membership status to the OHIMA Awards Project Leader.
 2. The OHIMA Awards Project Leader will act only on nominees in good membership status.
- C. The OHIMA Awards Project Leader will contact each nominee who is found to be in good standing for his/her consent to participate in the Awards Program, and if so, to request the necessary documentation required for consideration of the nominee.
1. In order to be considered for any award, it is the nominee's responsibility to ensure that his/her resume and any other requested information is sent to the OHIMA Awards Project Leader according to the deadlines established each year.
 2. The individual who has nominated a professional for one of the OHIMA awards is asked to submit a narrative summary of the nominee along with names of three to four individuals who may be contacted for letters of recommendation.
 3. The OHIMA Awards Project Leader will contact each of those people listed as contacts asking them to submit a letter of recommendation.
 4. The OHIMA Awards Project Leader will present all eligible nominees and their information to the Awards Selection Committee in conjunction with established deadlines.
 - a) The information relating to the nominees must be confidentialized, (i.e. no nominee's name may appear on disseminated information). If there are no eligible nominees for a particular award, the OHIMA Awards Project Leader will inform the Strategy Manager who will share this with the Board of Directors.
- D. The Awards Selection Committee will complete a Nominee Scoring Form for each nominee. The Awards selection Committee will calculate the total points on each nominee's completed Scoring Form.

Ohio Health Information Management Association (OHIMA)
OHIMA Achievement Awards Procedure

- E. The Awards Selection Committee will select **one recipient per award** (to the extent possible) based on the information submitted and using the OHIMA-established criteria and Scoring Forms for each specific award. If two (2) nominees are equally qualified, two (2) recipients may be selected in one given year.

- F. The OHIMA Awards Project Leader will notify the persons below in the following order:
 - 1. The OHIMA Organizational Development Strategy Manager, who will notify the Board of Directors and the OHIMA Executive Director so that plaques can be prepared and registration fees waived.

 - 2. The award recipients. The OHIMA Executive Director will then contact the Distinguished Member recipient to make necessary meeting arrangements (waived hotel stay and number of luncheon guests).

 - 3. Award nominees who were not selected, if applicable.

- G. The OHIMA Awards Project Leader will submit an article to the OHIMA Executive Director for publication in an online newsletter.

V. **NOMINATION PROCESS:**

Ambassador to Education Award:

- A. By September 1st of each year, the OHIMA Awards Project Leader submits a call for nominations for this award as follows:
 - 1. Nomination forms and cover letters are mailed directly to each Ohio HIM/HIT academic program director.

 - 2. Each academic program director may nominate up to three (3) clinical site supervisors.

 - 3. Other faculty and students may send letters of support, which must be received along with the nomination form to be considered. The nomination deadline is to be established each year based on the dates of the OHIMA Annual Meeting.

- B. Upon the nominations receipt deadline, for all nominations received, the OHIMA Awards Project Leader will contact the OHIMA Executive Director to validate the OHIMA membership status of the nominees.
 - 1. The OHIMA Executive Director will report each nominee's membership status to the OHIMA Awards Project Leader.

 - 2. The OHIMA Awards Project Leader will act only on nominees in good membership status.

Ohio Health Information Management Association (OHIMA)
OHIMA Achievement Awards Procedure

- C. The OHIMA Awards Project Leader will present all eligible nominees and their information to the Awards Selection Committee. The information relating to the nominees must be confidentialized, (i.e. no nominee's name may appear on disseminated information). If there are no eligible nominees for a particular award, the OHIMA Awards Project Leader will inform the Strategy Manager who will share this with the Board of Directors.
- D. The Awards Selection Committee will complete a Nominee Scoring Form for each nominee. The Awards selection Committee will calculate the total points on each nominee's completed Scoring Form. The Awards Selection Committee will select **one recipient** based on the information submitted and using the OHIMA-established criteria and Scoring Form for the award.
- E. The OHIMA Awards Project Leader will notify the persons below in the following order:
 - 1. The OHIMA Organizational Development Strategy Manager, who will notify the Board of Directors and the OHIMA Executive Director so that a plaque can be prepared and registration fees waived.
 - 2. The award recipient. Request that they inform the OHIMA Executive Director of their Annual Meeting attendance, and their Awards Recognition Luncheon attendance.
 - 3. Award nominees who were not selected, if applicable.
- F. The OHIMA Awards Project Leader will submit an article to the OHIMA Executive Director for publication in the online newsletter.

VI. AWARD-SPECIFIC RECIPIENT INFORMATION:

Distinguished Member Award:

- A. Award recipient shall receive a plaque inscribed with the recipient's name, the award name, and the year.
- B. Formal presentation of the award at the "Awards Recognition Luncheon" at the OHIMA Annual Meeting.
- C. The recipient will be entitled to invite up to four (4) guests at the Luncheon at OHIMA's expense.
- D. Waiver of the entire registration fee for the OHIMA Annual Meeting in the year of the award. The recipient will also be granted complimentary hotel stay for the duration of the meeting.
- E. Announcements published on the OHIMA website, online newsletters, regional association newsletters as applicable, and in the Journal of AHIMA.

Ohio Health Information Management Association (OHIMA)
OHIMA Achievement Awards Procedure

- F. Notification of the Distinguished Member's place of employment (immediate supervisor) via letter (project leader responsibility).

Professional Achievement and Ambassador to Education Awards:

- A. Award recipients shall receive a plaque inscribed with the recipient's name, the award name, and the year.
- B. Formal presentation of the award at the "Awards Recognition Luncheon" at the OHIMA Annual Meeting.
- C. Waiver of the entire registration fee for the OHIMA Annual Meeting in the year of the award.
- D. Announcements published on the OHIMA website, online newsletters, regional association newsletters as applicable, and in the Journal of AHIMA..
- E. Notification of the recipients' place of employment (immediate supervisor) via letter (project leader responsibility).

VII. OTHER:

- A. The OHIMA Awards Project Leader will write the short speeches to be given at the Awards Recognition Luncheon. For the Distinguished Member recipient, a detailed speech highlighting the recipient's entire professional career should be written for the OHIMA President or his/her designee to read at the Luncheon.
- B. The OHIMA Awards Project Leader will mail all notification letters to recipients, recipients' immediate supervisors, and nominees not selected.
- C. The OHIMA Awards Project Leader will write a short OHIMA Awards article for an OHIMA e-newsletter. For the Distinguished Member recipient article, the speech identified above will be provided to the Executive Director and will be used in lieu of a separate short article.
- D. The OHIMA Awards Project Leader will submit all OHIMA Awards information to the Journal of AHIMA.