



**CENTRAL FLORIDA HEALTH INFORMATION MANAGEMENT  
SCHOLARSHIP FUND**

**Applicant Procedure  
2020-2021**

**PURPOSE:** To provide a mechanism for distribution of funds provided by CFHIMA scholarship fund. Amounts awarded will vary based on available funds designated by CFHIMA board and/or membership. Distributable scholarship fund may be awarded to one student or divided among two or more students.

**DISTRIBUTION:** CFHIMA Scholarship Committee  
Applicant

**PROCEDURE:**

1. The President of CFHIMA and the Chairperson of the CFHIMA Scholarship Committee will distribute application information to interested Students of an HIM Accredited program and Students enrolled in an AHIMA accredited or approved program who reside in the Central Florida areas (Seminole, Orange, Osceola, Brevard and Lake counties).

Applicants must be full or part-time Health Information Management students preparing to enter their final year of the program. Applicants for Medical Coder/Biller programs that are PCAP approved will also be eligible for Scholarship funds.

- A. Unofficial transcript showing remaining hours for completion/graduation.
- B. Applicant overall GPA is at least 2.8 and Health Information Management Program GPA is at least 3.0.
- C. CFHIMA Verification of Enrollment Form.

2. The applicant must complete the application form (s). The **Application form must be submitted on** [www.centralFHIMA.org/students](http://www.centralFHIMA.org/students).

3. **Applicants must have attended/participated in at least 1 Webinar (CEU event) or 1 face-to-face CFHIMA meeting prior to the scholarship deadline.**
4. If you are granted a CFHIMA Scholarship you will be Assigned to participate in one of the CFHIMA Committees As designated by the CFHIMA Board for a one (1) year term.
5. The applicant **must furnish two (2) letters of reference.**  
One letter of reference from each of the following:
  - A. Health Information Management Faculty member.  
The letter should emphasize leadership qualities.
  - B. Any other previous instructor or previous/present employer.
- 6 **Attach a resume**, including both education and work experience, as well as, professional and academic organizations.
7. Applicant should **submit the completed application no later than June 4, 2021. The application can be found at [www.centralFHIMA.org/students](http://www.centralFHIMA.org/students).**
8. The CFHIMA Scholarship Committee Chair will notify the scholarship recipient(s) of the award in writing. Scholarship recipient(s) will be invited to the CFHIMA Installation Ceremony (tentative due to COVID-19) to receive their award(s).