

**Candidate Application for CAHIIM Accreditation Councils**

The **Health Information Management Accreditation Council** members meet for at least 1.5 hour monthly via teleconference. The members review programs and recommend the appropriate accreditation status (Accreditation Awarded or Accreditation Denied) for all programs seeking review. The review process takes on average approximately five hours a month to complete. The HIMAC also develops and updates standards for accreditation.

The **Health Informatics Accreditation Council** members meet at minimum for 1 hour monthly via teleconference to review programs and recommend the appropriate accreditation status. The HIAC also develops and updates standards for accreditation.

The contributions of our volunteers are vital to the CAHIIM program accreditation assessment process. It provides an excellent opportunity to give back to the community, network with other experts in the industry, develop new skills and build on existing experience and knowledge.

**Personal Information**

**First Name:** Click or tap here to enter text.

**Last Name:** Click or tap here to enter text.

**Degrees/Credentials:** Click or tap here to enter text.

**Preferred Mailing Address**

**Address Line 1:** Click or tap here to enter text.

**Address Line 2:** Click or tap here to enter text.

**City:** Click or tap here to enter text.

**State:** Click or tap here to enter text.

**Zip Code:** Click or tap here to enter text.

**Contact Information**

**Work Phone:** Click or tap here to enter text.

**Cell Phone:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Preferred Contact Method**

**[ ]  Work Phone**

**[ ]  Cell Phone**

**[ ]  Email**

**Applying for**

**[ ]  HIAC**

**[ ]  HIMAC**

**State your interest in CAHIIM volunteer service.**

Click or tap here to enter text.

**Describe any time constraints or other potential barriers that may hinder your ability to perform duties as a CAHIIM volunteer.**

Click or tap here to enter text.

**Name of Application Completer:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

**Required Documentation**

* 1. **Completed Application Form**
	2. **Curriculum Vita (CV)/Resume**

**Append current CV to the completed application and send via email to:**

 **Sherry Lee:** **sherry.lee@cahiim.org****.**

**Phone: 312.723-6641**

**Please complete the following questions and then rank your expertise on the knowledge, skills, and abilities needed to serve on the Councils. As you consider your responses to the questions, refer to the qualifications listed below and be sure to describe how you meet the qualifications.**

**Qualifications of Council Members**

**Required:**

1. Demonstrated experience as an educator with proven educational leadership.
2. For a practitioner, has served as adjunct faculty or educational program advisory board member in the discipline represented by the Accreditation Council.
3. Hold a terminal degree in the field related to the Council’s scope of accreditation.
4. Exhibit exemplary ethical and legal behavior.
5. Employment severance with the Member organization
6. Past service as a director of any Member Organization’s Board of Directors or similar body.
7. Agreement to abide by CAHIIM’s requirements concerning confidentiality, conflicts, dualities, and fiduciary responsibility.
8. Agreement to abide by the core values and code of conduct for CAHIIM decision-makers.
9. No concurrent service that would represent a conflict of interest to CAHIIM.

**Desirable**

1. Innovative.
2. Collaborative.
3. Demonstrated broad knowledge base in the discipline.
4. Possessing excellent oral and written communication skills.
5. Graduate or terminal degree, doctoral degree preferred.
6. For HIMAC - RHIA certification.
7. Past experience with other groups that complement CAHIIM’s activities, such as a certification board for the discipline represented.

**Please answer the following interview questions:**

1. Why are you interested in becoming a HIMAC/HIAC Council member?

Click or tap here to enter text.

1. Describe your background and experience in terms of how it relates to being a HIMAC/HIAC Council member.
	1. Service in other professional organizations

Click or tap here to enter text.

* 1. Leadership style

Click or tap here to enter text.

* 1. Experience in industry/practice/academia

Click or tap here to enter text.

1. Describe any practice experience you have that had and how that has influenced your thinking about the scope and future of your profession.

Click or tap here to enter text.

1. Describe any experience you may have with accreditation—can include accreditation for other programs (medicine, nursing, public health, etc.).
	1. Experience with professional competencies

Click or tap here to enter text.

* 1. Curriculum development

Click or tap here to enter text.

* 1. Program or other reviewer experience

Click or tap here to enter text.

1. Describe your understanding of role and functions of HIMAC/HIAC? Biggest challenge in implementing accreditation?

Click or tap here to enter text.

1. Is there anything else that we should know about you that would help us determine if you should be a candidate for an Accreditation Council position?

Click or tap here to enter text.

**CAHIIM Accreditation Council Skills Profile**

Please complete this self-evaluation concerning skills. Knowledge, and experience that you bring to the position of CAHIIM’s Accreditation Councils. Using the rating scale below, rate yourself of each item and then explain what prompts the rating.

|  |
| --- |
|  *Rating scale is 0 to 3, as follows:*  |
| *0 = No knowledge or experience*  |
| *1 = Low knowledge or experience*  |
| *2 = Medium knowledge or experience*  |
| *3 = High knowledge or experience* |

|  | **Rating** | **Rationale with Specific Examples** |
| --- | --- | --- |
| **Skills & Knowledge** |  |  |
| * Health Informatics
 | Click here to enter text. | Click or tap here to enter text. |
| * Health Information Management
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| * Data Management
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| * Leadership
 | Click here to enter text. | Click or tap here to enter text. |
| * Legal Issues
 | Click here to enter text. | Click or tap here to enter text. |
| * Organizational Management
 | Click here to enter text. | Click or tap here to enter text. |
| * Project Management
 | Click here to enter text. | Click or tap here to enter text. |
| * Public Relations
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| * Healthcare and Education Regulations
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| * Strategic Planning
 | Click here to enter text. | Click or tap here to enter text. |
| * Data Governance
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| * Data Security
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| * Big Data Analytics
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| * Data Science
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| * Meeting Management
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| * Competency Development
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| * Curriculum Development
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| * Faculty Governance
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| * Online Education
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|  |  |  |
| **Contacts & Influence** |  |  |
| * Business Community
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| * Media
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| * Professional Societies
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| * Government
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| * Higher Education
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| * Healthcare Organizations
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| * Information Technology
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| * Medical Device Industry
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| * Pharmaceutical Industry
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| * Standards Development Organizations
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| * Healthcare Industry
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